Time Keeping for Consultant Contracts

May 21, 2014 (#2307CN)
Olympia, WA

WSDOT Headquarters
310 Maple Park, WA
Room 1D2 Commission Board Room
360.705.7000**

**The phone number(s) at the above training facility can be used in case of an emergency to contact a student in the class.

Time:  8:30 a.m. to 10:00 a.m.
Registration begins at 8:00 a.m.
Cost: Free

Instructors
Jeri Sivertson, Assistant Director Internal Audit, WSDOT and
Martha Roach, Audit Manager, WSDOT

Target Audience
This training is appropriate for consultants that bill local agencies and WSDOT for services.

Course Description
This course is designed to help firms who consult with WSDOT and local agencies meet the federal requirements for timekeeping to support reimbursement of payments to consultants. Labor is the most significant cost incurred (labor is the largest component on a firm’s Indirect Cost Rate Schedule) and Internal Controls over the labor-charging function are critical to accurately record labor.

Note
Audit staff will be available after the training for one-on-one question and answers as needed.

Registration
Please register online using this link: LTAP Training On-line Registration Form. Fill in your information, select your class from the list, then press “Submit.” You will receive an e-mail notification with driving directions to the training site when we process your request. If you do not receive this e-mail notification within a day or two, you may not be registered and should contact us by phone. Notifications to those registered from the class will be e-mailed from LTAPTraining@wsdot.wa.gov

If the class is full please register for the class anyway. We build a waiting list from the registrations received and schedule future classes based on the waitlist.

If you are unable to attend, someone else from your agency may attend in your place. To cancel your registration or for assistance with registration, e-mail LTAPTraining@wsdot.wa.gov or phone (360) 705-7355.
Questions

- Course content questions: Martha Roach 360.705.7006 or Martha.Roach@wsdot.wa.gov
- Other questions: LTAPTraining@wsdot.wa.gov or phone (360) 705-7355.

Disability accommodations provided upon request.

Visit the Washington State LTAP Center’s Web Page
http://www.wsdot.wa.gov/localprograms/ltap/