

# | Indirect Cost Rate (ICR) Training – LABOR Components | | Module 3 |



**Washington State  
Department of Transportation**

# Direct Labor

- **Definition** – Direct labor is production or services labor that is assigned to a specific product, cost center, or work order. All direct labor costs must be included in the direct labor base regardless of whether the costs are billable to a client.
- The allocation base of the Indirect Cost Rate (ICR) Schedule
  - Denominator for rate calculation (Indirect Expenses / Direct Labor = ICR Rate)
  - Examples of non-billable project labor hours that should be included in the direct labor base:
    - Project hours expended which exceed the allowable limit to a lump-sum agreement.
    - Project hours over budget that cannot be billed.
    - Project hours worked prior to notice to proceed.



# Fringe Benefits

- **Definition** – Fringe benefits is an employment benefit granted by an employer that has a monetary value but does not affect basic wage rates. It include costs for employee incidental payments and costs associated with the employer's portion of payroll taxes & employment benefits.
- Applies to Employees
- Examples of possible fringe benefits (some of these categories may not apply to your firm):
  - Payroll Taxes (Employer's Portion)
  - Bonus
  - Auto Allowance
  - Medical and/or Life Insurance
  - Paid Time Off (PTO) and Holidays (if applicable at your firm)
  - Retirement (applicable portion)



# Indirect Labor



- **Definition** – Indirect Labor is hours spent working on projects that cannot be traced to any one specific project.
  - Examples
    - General and Administrative Labor
    - Bid & Proposal (B&P) Labor
      - See *Interpretive Guidance for Direct Selling*
    - Direct Selling Labor
    - Advertising Labor
    - Public Relations Labor
    - Education/Training Labor
- FHWA (through the National Highway Institute (NHI) Training) has requested that the term “Marketing” not be used to track labor & expenses. This term is far too general, and the term is not really defined in the Federal Acquisition Regulations (FARs).



# Uncompensated Overtime

- **Definition** – Hours worked without additional compensation.
  - Applies to salaried staff and/or owners – Exempt salaried/owners may work more than 40 hours per week with no additional pay.
  - Hours worked in excess of 40 hours per week, or 2,080 hours per year.
- Could be Direct, Indirect, or Combination
- Labor is recorded at the standard rate (Salary/2,080 hours)
- If your firm records labor at the effective rate, this will need to be converted to the standard rate and may result in uncompensated overtime.
  - Effective rate is calculated weekly based on actual hours worked.
  - The effective rate is not acceptable for WSDOT contracts.



# Uncompensated Overtime

- Payroll Variance account is used to reconcile total dollars paid to total labor reported. The Payroll Variance account will appear in your General Ledger (GL); on your Labor Distribution Report (LDR); on your Income Statement; and on your Indirect Cost Rate (ICR) Schedule.
- Example** – An employee works 45 hours (30 direct hours, 15 indirect hours) in a week but is paid his standard weekly salary of \$800 (40 x \$20 per hour).
  - The entries to the accounting system would appear as follows:
 

Direct Labor	\$600	(30 hours x \$20 per hour)
Indirect Labor	\$300	(15 hours x \$20 per hour)
<u>Payroll Variance</u>	<u>(\$100)</u>	<u>(5 hours not paid x \$20 per hour)</u>
<b>Total Labor</b>	<b>\$800</b>	

**(Matches what employee was paid yet still records the value of the 45 hours worked)**



# Selling Labor Activities



- Your Indirect labor will include various types of activities, and depending on the category, you will need to keep certain types of documentation to support that specific type of labor.
  - The following labor categories are explained more in depth in our Guidance for Selling Activities:
    - Bid & Proposal
    - Direct Selling
    - Public Relations
    - Advertising

• **Note** – Firms should not use the term “Marketing” to track and record selling activity labor and expenses



# Indirect Cost Rate (ICR) Schedule Recap

## Example

Where are the labor components on the Indirect Cost Rate (ICR) Schedule?

- Direct Labor will be it's own section on the ICR.
- Fringe Benefits will be included as a separate section directly proceeding the direct labor.
- Indirect Labor will be presented in the General Overhead section directly proceeding the Fringe Benefits section.
  - Selling Labor will be broken down into their proper categories.
- Payroll Variance (Uncomp OT) will be presented with the indirect labor.

ABC Engineering Indirect Cost Rate Schedule For the Year Ended December 31, 2013						
Description	Financial Statement Amount	XYZ Adj.	WSDOT Adj.	Ref.	Accepted Amount	%
<b>Direct Labor</b>	<u>\$432,206</u>				<u>\$432,206</u>	100.00%
<b>Indirect Costs:</b>						
<b>Fringe Benefits</b>						
Vacation Pay	\$51,419				\$51,419	11.90%
Sick Pay	11,117				11,117	2.57%
Holiday Pay	24,869				24,869	5.75%
Payroll Taxes	120,125				120,125	27.79%
Health Insurance	25,490				25,490	5.90%
Workers' Comp. Insurance	15,980				15,980	3.70%
Profit Sharing (401-k)	150,240				150,240	34.76%
Severance	5,400	(\$5,400)		R	0	0.00%
Fringe Benefit Adjustment		(28,400)		O	(28,400)	-6.57%
<b>Total Fringe Benefits</b>	<u>\$404,640</u>	<u>(\$33,800)</u>	<u>\$0</u>		<u>\$370,840</u>	<u>85.80%</u>
<b>General Overhead</b>						
Indirect Labor	\$198,249				\$198,249	45.87%
Payroll Variance Account	(36,355)				(36,355)	-8.41%
Bid & Proposal Labor	9,129				9,129	2.11%
Advertising Labor	4,005	(\$4,005)		H	0	0.00%
Public Relations Labor	2,580	(2,580)		H	0	0.00%
Direct Selling Labor	10,312	(10,312)		N	0	0.00%
Education/Research Labor	3,010				3,010	0.70%
Incentive Bonus	65,000	(65,000)		Q	0	0.00%
Rent	98,000	(24,612)		A	73,388	16.98%
Maintenance & Repairs	18,340	(997)		P	17,343	4.01%
Automobile	16,420	(15,200)		B,C,P	1,220	0.28%
Travel	25,600	(1,600)		B,C	24,000	5.55%
Travel - Meals	42,000	(42,000)		B,C	0	0.00%
Insurance	23,789	7,000		D,P	30,789	7.12%
Telephone	11,125				11,125	2.57%
Utilities	9,671				9,671	2.24%
Taxes & Licenses	38,900	(25,140)		E	13,760	3.18%
Depreciation & Amortization	22,140	(7,664)		F,P	14,476	3.35%
Dues & Subscriptions	6,500	(1,175)		G	5,325	1.23%
Employee Train/Recruit/Moving	2,100	(1,500)		I	600	0.14%
Advertising	25,650	(23,250)		M	2,400	0.56%
Public Relations Expense	18,240	(15,140)		M,I	3,100	0.72%
Direct Selling Expenses	9,400	(4,800)		N	4,600	1.06%
Professional Fees	38,000	(22,369)		J	15,631	3.62%
Interest	450	(450)		K	0	0.00%
Computer	28,400				28,400	6.57%
Supplies & Miscellaneous	36,900	(25,480)		L	11,420	2.64%
<b>Total General Overhead</b>	<u>\$727,555</u>	<u>(\$286,274)</u>	<u>\$0</u>		<u>\$441,281</u>	<u>102.10%</u>
<b>Total Indirect Costs &amp; Overhead</b>	<u>\$1,132,195</u>	<u>(\$320,074)</u>	<u>\$0</u>		<u>\$812,121</u>	<u>187.90%</u>
<b>Indirect Cost Rate (Less FCC)</b>	261.96%	187.90%			<u>187.90%</u>	
Facilities Cost of Capital					\$0	0.00%
	<u>\$1,132,195</u>	<u>(\$320,074)</u>	<u>\$0</u>		<u>\$812,121</u>	
<b>Indirect Cost Rate (Includes FCC)</b>					<u>187.90%</u>	

# Be Sure to Visit Us Online

Our website is filled with educational material and guidance for all firms. We have published several interpretive guidance documents to further assist firms. The website below provides guidance on the following topics and we are continuing to add further topics:

- Small Firms
- Labor
- Uncompensated Overtime
- Direct Selling, Public Relations, Advertising and Bid & Proposal
- Allowable Bonus
- Auto Expense
- Meals
- Airfare

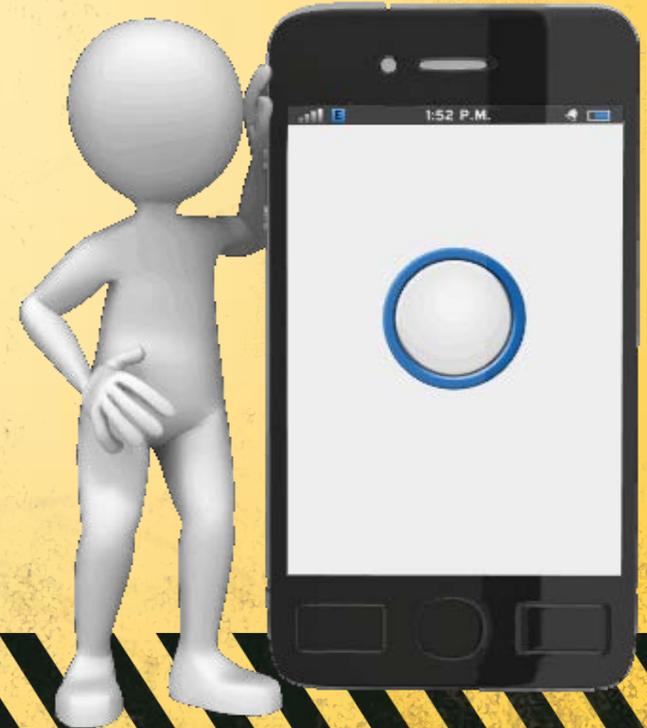
Please check our website on a regular basis for updates.

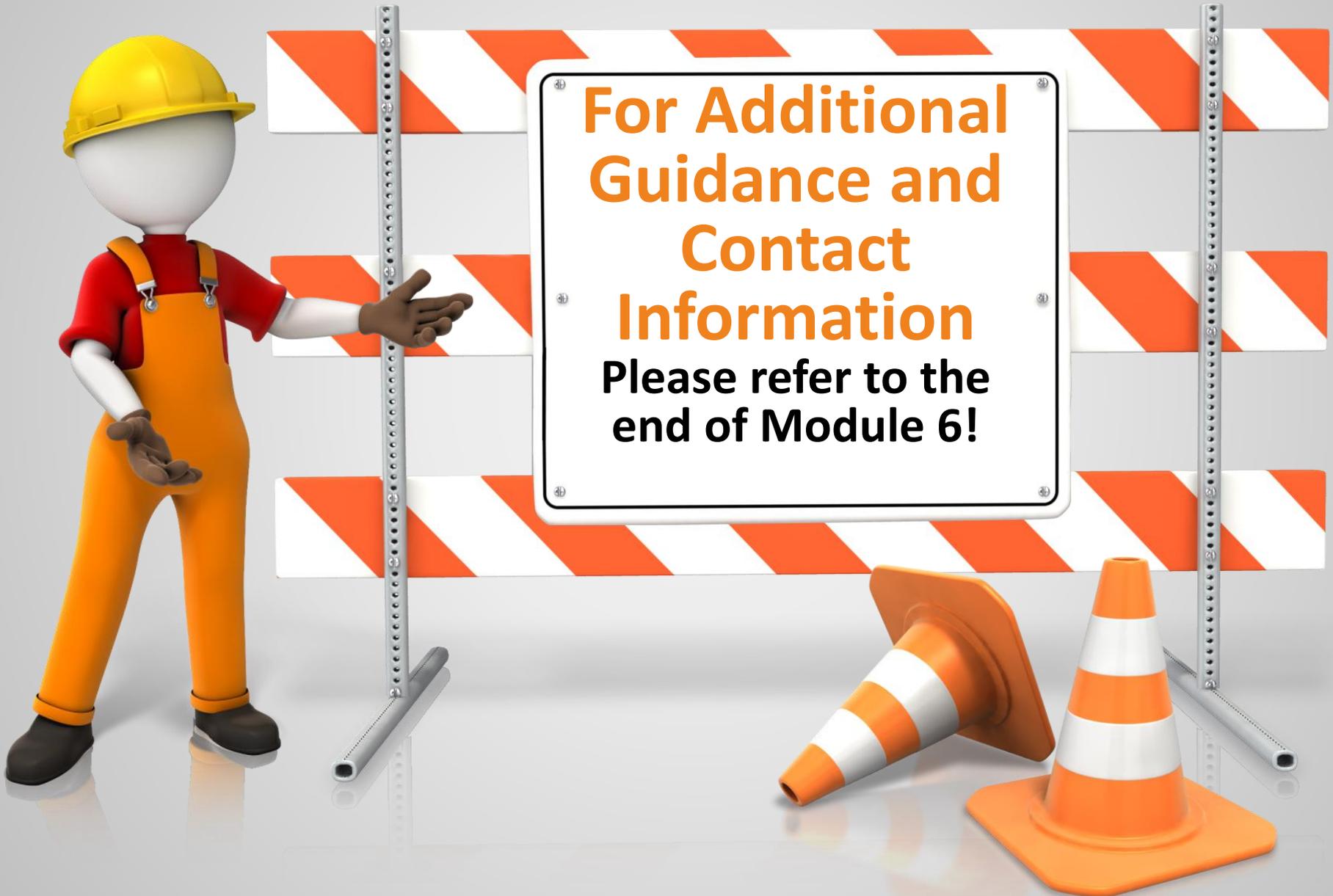
URL – <http://www.wsdot.wa.gov/Audit/guides.htm>

## WSDOT Safe Harbor Program:

URL –

<http://www.wsdot.wa.gov/Audit/SafeHarbor.htm>







**Questions?**

We are Happy  
to Help You!

**Comments?**

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