

OUTREACH

Basic Timekeeping

WSDOT Internal Audit Office

August 4, 2014



Washington State
Department of Transportation



Objectives of Training

- Today's Outreach– Timekeeping
- Pathway to Compliance-Road map from timesheets to Indirect Cost Rate (ICR) and complying with your WSDOT/Local Agencies agreement payment terms
- Resources
- Contacts



Introductions

- Agreement Compliance Audit Services
- Review of Indirect Cost Rates & Compliance Audits
- Coordination with Consultant Services Office (CSO) and with Local Programs/Agencies



Training Road Map

- Timekeeping (focus of today's training)
- Indirect Cost Rate (ICR) Schedule (future training)
- Agreement/Invoicing (future training)
- Support for Labor/Classifications (future training)



Timekeeping

- Timesheets (Source Document)
- Why support is important
 - Largest item on Indirect Cost Rate (ICR) Schedule
 - Invoicing WSDOT or Local Agencies (or prime)
 - Supports costs recorded in Consultants Accounting Records
 - Impacts Payroll Register, Labor Distribution Report (LDR), & Labor Reconciliation [Big Picture](#)

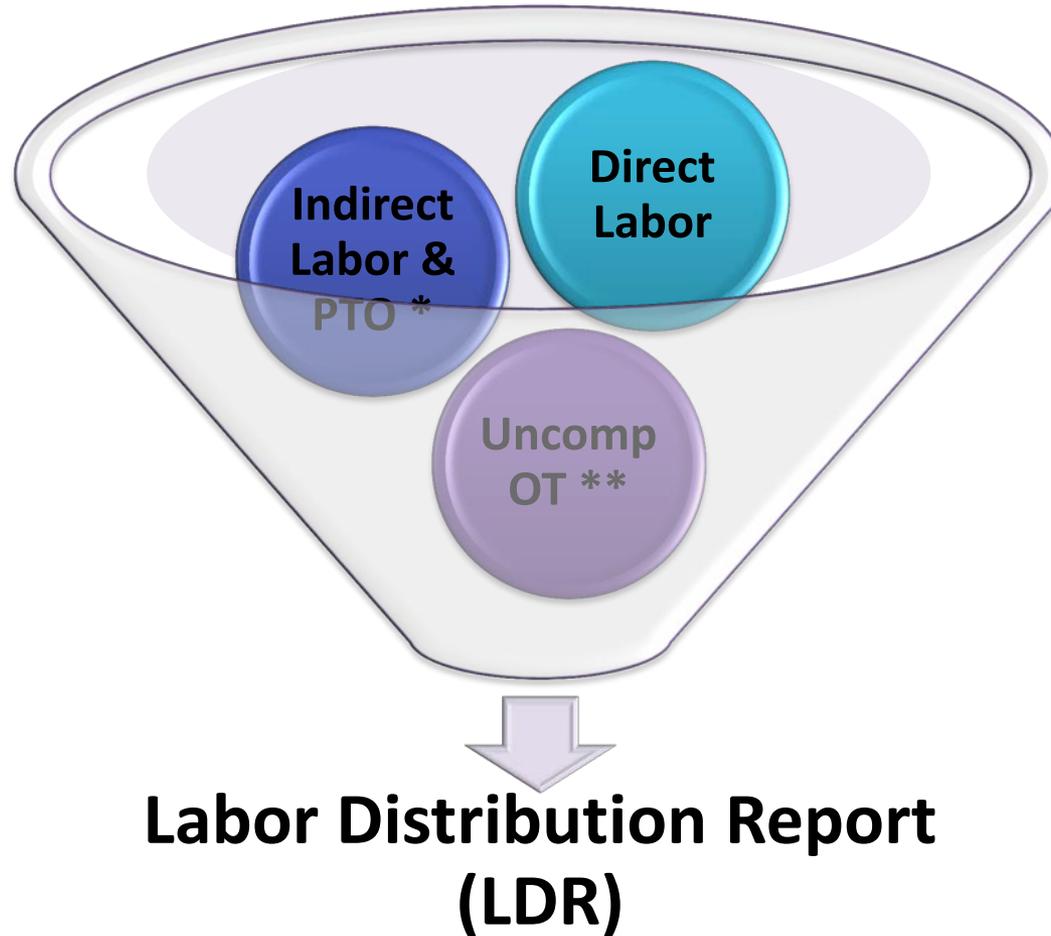
Big Picture

Timesheets to Indirect Cost Rate (ICR)



* Includes, but not limited to – e.g. bonus, severance, auto allowance

What Goes Into Your LDR?



* PTO = Paid Time Off (Vacation, Sick, Holiday)

** Uncomp OT = Uncompensated Overtime

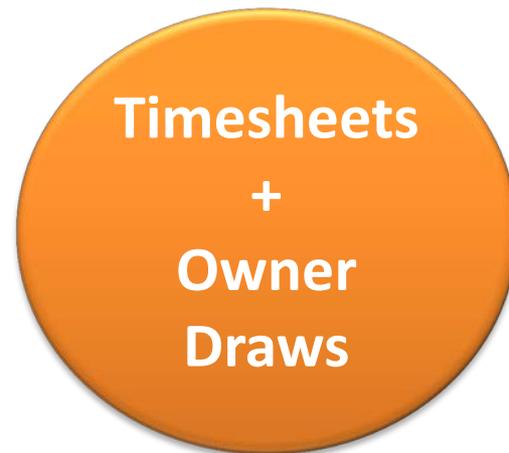
Source Documents

- Timekeeping source documents include, but are not limited to:
 - Timesheets - Support for hours billed on invoices
 - Payroll Registers /Owner Draws– Support Raw Labor Rate on Actual Not To Exceed (ANTE) Table
Labor Source
 - Human Resource Documentation - Support the Classification on the Actual Not To Exceed (ANTE) Table.
ANTE table

Source Documents for Labor



OR



Source Documents

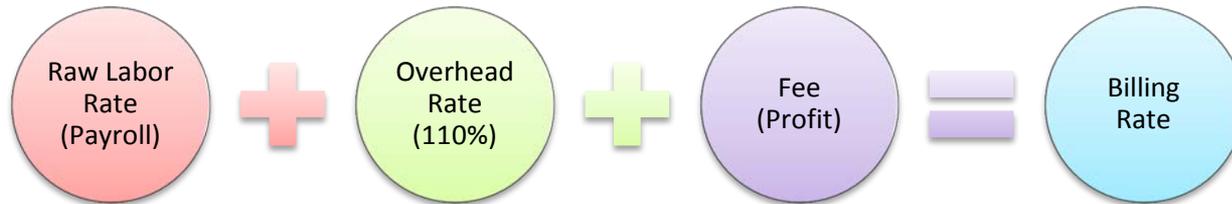
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 - Human Resource Documentation - Support the Classification on the Actual Not To Exceed (ANTE) Table. [ANTE table](#)

**ACTUALS NOT TO EXCEED TABLE (ANTE)
EXAMPLE ONLY**

ABC Engineering 1234 City Scape Drive Seattle, WA 98101						
Job Classification	Direct Labor Rate NTE	Overhead 135% NTE	Fixed Fee 30% NTE	All Inclusive Hourly Billing Rate NTE		
Principal Geologist	\$63.00	\$85.05	\$18.90	\$166.95		
Sr. Environmental Engineer	\$31.50	\$42.53	\$9.45	\$83.48		
Environmental Engineer	\$26.25	\$35.44	\$7.88	\$69.56		
Sr. Scientist	\$31.50	\$42.53	\$9.45	\$83.48		
Scientist	\$26.25	\$35.44	\$7.88	\$69.56		
Industrial Hygienist (Cert)	\$36.75	\$49.61	\$11.03	\$97.39		
Industrial Hygienist (Non)	\$24.15	\$32.60	\$7.25	\$64.00		
Environmental Compliance Spec.	\$29.40	\$39.69	\$8.82	\$77.91		
Asbestos Inspector/Designer	\$18.90	\$25.52	\$5.67	\$50.09		
Engineering Aide	\$15.75	\$21.26	\$4.73	\$41.74		
CAD/Graphics Designer	\$17.85	\$24.10	\$5.36	\$47.30		
Admin. Level III	\$13.65	\$18.43	\$4.10	\$36.17		

Safe Harbor

How to Calculate Your Billing Rate



Example:

Job Classification	Raw Labor Rate	Overhead Rate 110%	Fee (Profit) 20%	Billing Rate
Principal	\$45.00	\$49.50	\$9.00	\$103.50

Raw Labor Rate - The rate is supported by payroll records, or owner draws in some instances. For small/new firms who do not have an established payroll this may be negotiated during contracting.

Overhead Rate/Indirect Cost Rate - The Safe Harbor Rate is 110%, this is not subject to audit. The amount is calculated by multiplying the raw labor rate by 110%.

Fee (Profit) - This is negotiable; it is part of contract negotiations. The amount is calculated by multiplying the raw labor rate by the fee percentage.

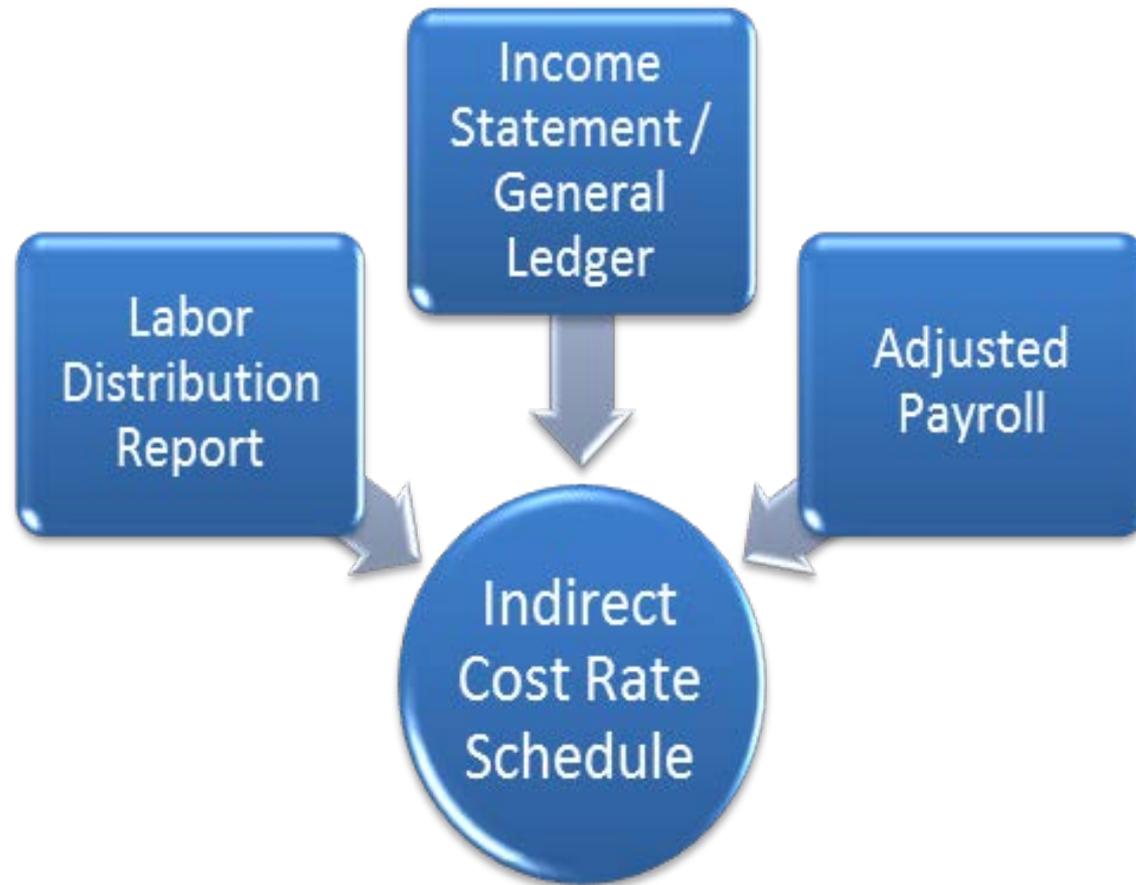
Billing Rate - This is the hourly rate billed on the invoice. The amount is calculated by adding the raw labor rate + overhead + fee



Bringing It All Together

- Indirect Cost Rate (ICR) Schedule Components
 - Labor Distribution Report (LDR)
 - Income Statement/General Ledger
 - Adjusted Payroll
- Internal Controls
 - Timekeeping Internal Controls
 - Timekeeping Policy
 - Labor Reconciliations

ICR Components



[Sample Timesheet](#)

[Sample LDR](#)

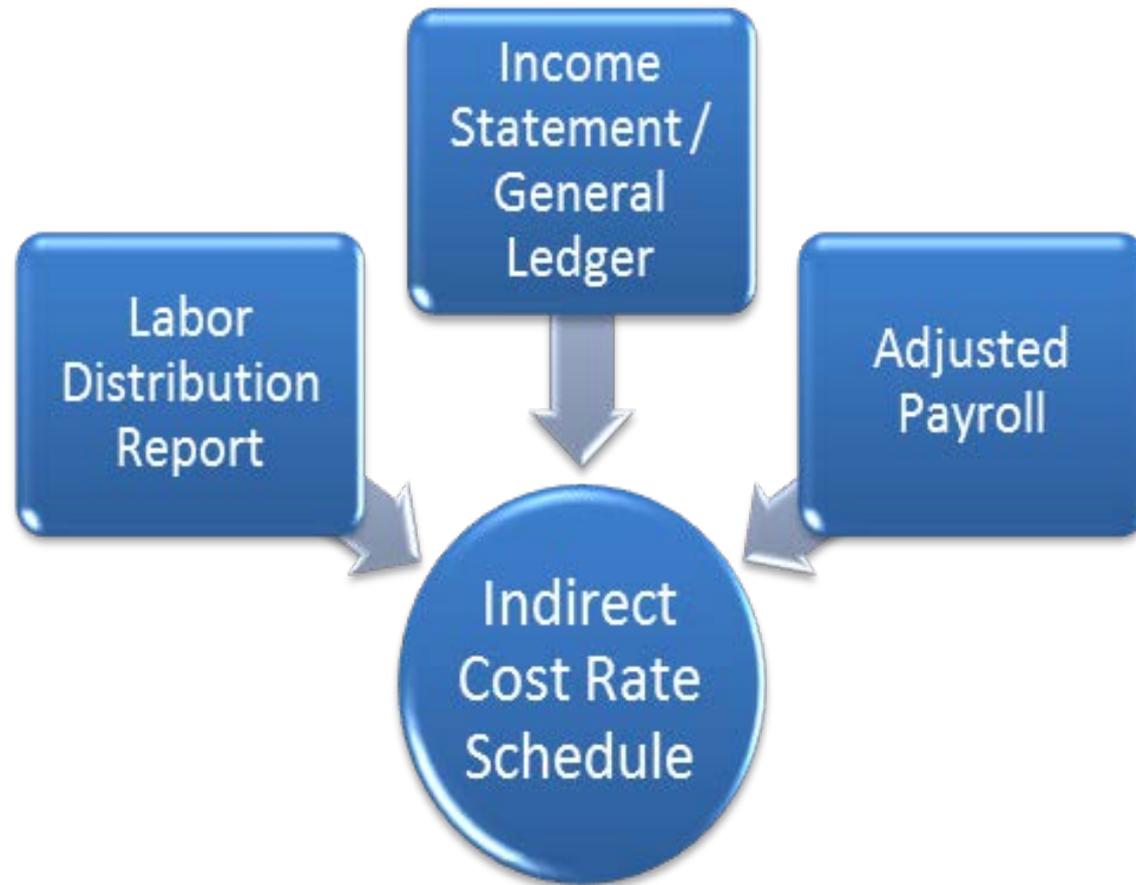
[Sample Income Statement](#)

[Sample ICR](#)

ABC Engineering Labor Distribution Report

Staff Member	Salary	Hrly rate (based on 2080)	Total hrs worked per t/sheets)	Direct Hours	Direct Dollars	Indirect Hours	Indirect Dollars	Vacn Hours	Vaca Dollars	Sick Hours	Sick Dollars	Holiday Hours	Holiday Dollars	UnComp Hours	UnComp Dollars
A. Adams	\$ 95,834.72	\$ 46.07	2,111.25	1,810.75	\$ 83,421.25	72.5	\$ 3,340.08	128	\$ 5,896.96	20	\$ 921.40	80	\$ 3,685.60	31.25	\$ 1,439.69
B. Bigsby	Hourly	\$ 30.00	792.50	125.00	\$ 3,750.00	635.5	\$ 19,065.00	0	\$ -	4	\$ 120.00	28	\$ 840.00		
C. Colton	\$ 143,692.29	\$ 69.08	2,296.25	1,511.75	\$ 104,431.69	457	\$ 31,569.56	161	\$ 11,121.88	78.5	\$ 5,422.78	88	\$ 6,079.04	216.25	\$ 14,938.55
D. Dean	\$ 143,692.29	\$ 69.08	2,246.50	1,710.50	\$ 118,161.34	295	\$ 20,378.60	185	\$ 12,779.80	8	\$ 552.64	48	\$ 3,315.84	166.50	\$ 11,501.82
E. Edwards	Hourly	\$ 17.00	147.50	13.00	\$ 221.00	134.5	\$ 2,286.50		\$ -		\$ -		\$ -		
F. Franks	\$ 92,700.00	\$ 44.57	2,118.00	1,175.50	\$ 52,392.04	691.75	\$ 30,831.30	123.75	\$ 5,515.54	39	\$ 1,738.23	88	\$ 3,922.16	38.00	\$ 1,693.66
G. Grant	\$ 143,692.29	\$ 69.08	2,167.00	1,062.00	\$ 73,362.96	742	\$ 51,257.36	246	\$ 18,993.68	37	\$ 2,555.96	80	\$ 5,526.40	87.00	\$ 6,009.96
H. Hewitt	Hourly	\$ 27.35	2,211.00	522.75	\$ 14,297.21	1500	\$ 41,025.00	88.5	\$ 2,420.48	19.75	\$ 540.16	80	\$ 2,188.00		
I. Irvin	Hourly	\$ 45.00	763.00	--	\$ -	708	\$ 31,860.00	35	\$ 1,575.00		\$ -	20	\$ 900.00		
J. Johnson	Hourly	\$ 15.00	379.50	103.50	\$ 1,552.50	276	\$ 4,140.00		\$ -		\$ -		\$ -		
K. Knowles	\$ 143,692.29	\$ 69.08	2,270.00	1,718.00	\$ 118,679.44	299	\$ 20,654.92	168	\$ 11,605.44		\$ -	85	\$ 5,871.80	190.00	\$ 13,125.20
OVERALL TOTALS			17,502.50	9,752.75	\$ 570,269.43	5,811.25	\$ 256,408.31	1,135.25	\$ 67,908.77	206.25	\$ 11,851.17	597.00	\$ 32,328.84	729.00	\$ 48,708.88

ICR Components



[Sample Timesheet](#)

[Sample LDR](#)

[Sample Income Statement](#)

[Sample ICR](#)

ABC Engineers

Income Statement

December 31, 2013

Financial Statements in U.S. Dollars

Revenue

4000 - Sales
Net Sales

2,143,974

2,143,974

Cost of Sales

5000 - Direct Labor
5021 - Reimbursable Travel
5030 - Consultant Expense
5075 - Other Direct - Mileage/Parking
Cost of Sales

570,269

5,250

25,320

6,523

607,362

Gross Profit (Loss)

1,536,612

Expenses

6000 - Indirect Labor
6005 - Payroll Variance
6001 - Vacation Pay
6002 - Sick Pay
6003 - Holiday Pay
6070 - Bonus Pay
6100 - Advertising
6150 - Public Relations
6200 - Direct Selling
6250 - Employee Training/Recruiting
6400 - Worker's Comp Insurance
6450 - Health Insurance
6500 - Insurance
6600 - Professional Fees
6605 - Taxes & Fees
6700 - Automobile
6710 - Maintenance & Repair
6750 - Travel
6755 - Travel - Meals
6760 - Depreciation & Amortization
6800 - Professional Memberships/Licenses
6850 - Rent
6860 - Utilities
6870 - Telephone
6900 - Payroll Taxes
6910 - IRA Contributions
6950 - Interest
6980 - Computer
6990 - Supplies & Miscellaneous
Total Expenses

256,408

(48,709)

67,909

11,851

32,329

30,000

25,650

18,240

9,400

2,100

15,980

25,490

23,789

38,000

38,900

16,420

18,340

25,600

42,000

22,140

6,500

98,000

9,671

11,125

120,125

150,240

450

28,400

36,900

1,133,248

Net Operating Income

403,364

Other Income

4060 - Interest Income
9000 - Gain (Loss) on Sale of Assets
Total Other Income

650

2,500

3,150

Net Income (Loss)

406,514

ABC Engineering Labor Distribution Report

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**ABC Engineering
Indirect Cost Rate Schedule
For the Year Ended December 31, 2013**

Description	Financial Statement Amount	XYZ Adj.	WSDOT Adj.	Ref.	Accepted Amount	%
Direct Labor	<u>\$570,269</u>				<u>\$570,269</u>	100.00%
Indirect Costs:						
Fringe Benefits						
Vacation Pay	\$67,909				\$67,909	11.91%
Sick Pay	\$11,851				11,851	2.08%
Holiday Pay	\$32,329				32,329	5.67%
Payroll Taxes	120,125				120,125	21.06%
Health Insurance	25,490				25,490	4.47%
Workers' Comp. Insurance	15,980				15,980	2.80%
Profit Sharing (401-k)	150,240				150,240	26.35%
Severance	5,400	(5,400)		S	0	0.00%
Fringe Benefit Adjustment		(\$28,400)		O	(28,400)	-4.98%
Total Fringe Benefits	<u>\$429,324</u>	<u>(\$33,800)</u>	<u>\$0</u>		<u>\$395,524</u>	<u>69.36%</u>
General Overhead						
Indirect Labor	\$256,408	(\$15,384)		H, N	\$241,024	42.26%
Payroll Variance Account	(48,709)			R	(48,709)	-8.54%
Incentive Bonus	65,000	(65,000)		Q	0	0.00%
Rent	98,000	(24,612)		A	73,388	12.87%
Maintenance & Repairs	18,340	(997)		P	17,343	3.04%
Automobile	16,420	(15,200)		B, C, P	1,220	0.21%
Travel	25,600	(1,600)		B, C	24,000	4.21%
Travel - Meals	42,000	(42,000)		B, C	0	0.00%
Insurance	23,789	7,000		D, P	30,789	5.40%
Telephone	11,125				11,125	1.95%
Utilities	9,671				9,671	1.70%



Bringing It All Together

- Indirect Cost Rate (ICR) Schedule Components
 - Labor Distribution Report (LDR)
 - Income Statement/General Ledger
 - Adjusted Payroll
- Internal Controls
 - Timekeeping Internal Controls
 - Timekeeping Policy
 - Labor Reconciliations



Timekeeping Internal Controls

- Management should train employees on their responsibilities for accurately recording time charges
- Timekeeping and payroll accounting responsibilities should be separated
- Procedures and controls must be evident, well defined, and reasonable
 - No confusion concerning the reason for the controls
 - No misunderstanding as to what is and what is not permissible

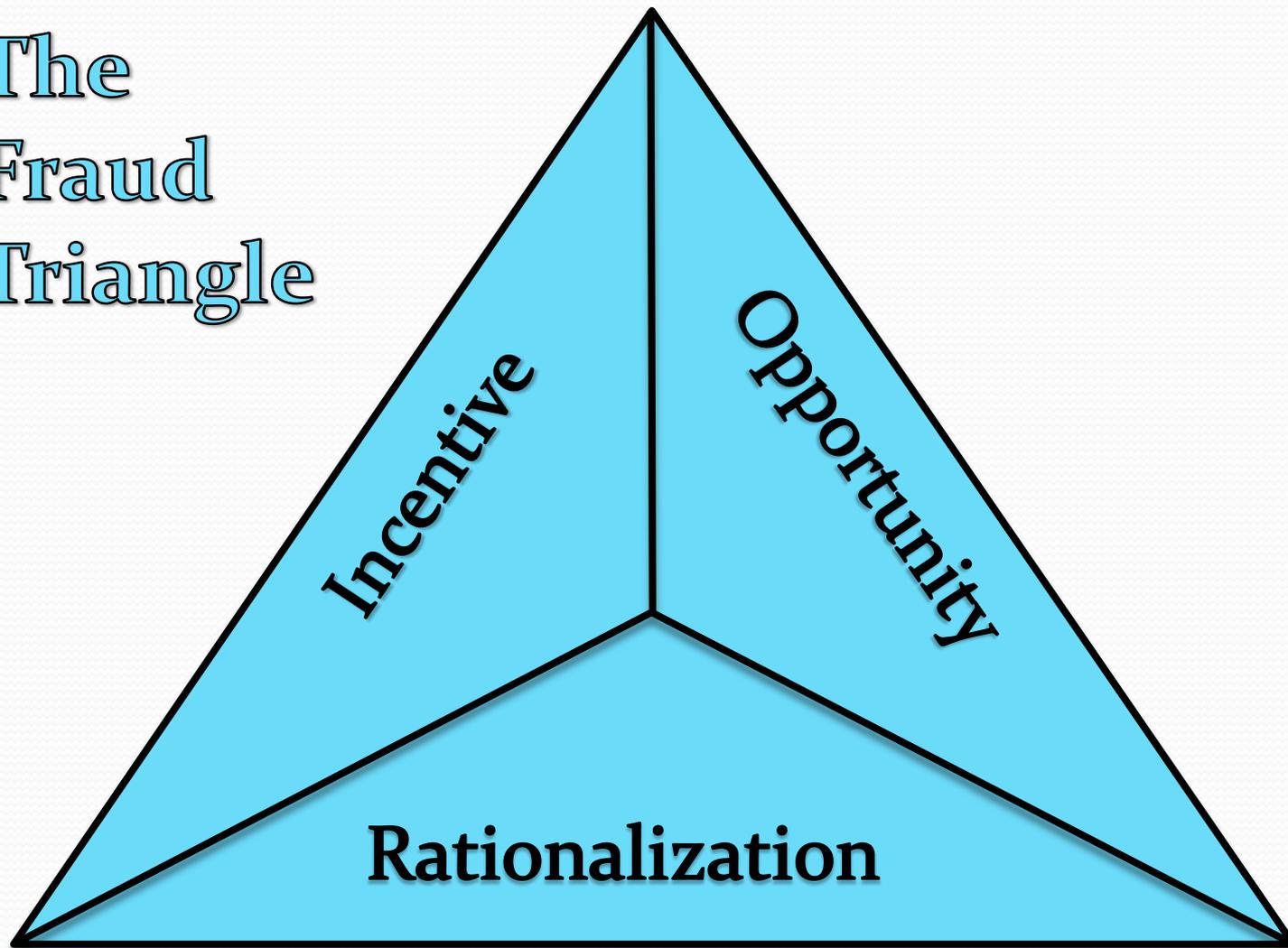


Timekeeping Internal Controls

- Controls should be continuously maintained and their effectiveness verified
- Employees should be regularly made aware of controls
- Provide employees with a feedback system to report any suspected mischarging or violations guaranteeing anonymity
- Supervisors who are accountable for meeting contract budgets should not have the opportunity to initiate employee time charges

Fraud Triangle

The Fraud Triangle





What is AASHTO?

- The American Association of State Highway and Transportation Officials (AASHTO) at the regional level created the first edition of the *Uniform Audit & Accounting Guide*. The guide was designed to assist engineering consultants, independent CPAs, and State DOT auditors with the preparation, and/or auditing of Statements of Direct Labor, Fringe Benefits, and Indirect Cost Rate (ICR) schedules.



Timekeeping Policy

- As mentioned previously, labor is the most significant cost incurred and internal control over the labor-charging function is critical to accurately record labor.
- What is a timekeeping policy?
- The American Association of State Highway and Transportation Officials (AASHTO) Guide, Chapter 6



Timekeeping Policy Requirements

- A written policy should include the following requirements:
 - Employee has sole access to timesheets
 - Hours should be recorded daily on timesheets by employees and owners/principals
 - Record all hours worked whether they are paid or not
 - Supervisory approval of timesheets
 - Supervisor is prohibited from completing an employee's timesheet
 - Nature of work determines proper distribution of time

Timekeeping Policy Requirements

- Instructions for Timesheet Preparation [*Sample Timesheet*](#)
- Detailed instructions for timesheet preparation should be provided in a timekeeping policy/pamphlet and/or company procedure
- The policy should state that the accurate and complete preparation of timesheets is a part of each employee's job
- The policy should also address timesheet corrections
[*Sample Labor Transfer*](#)
- Once policy is established train employees and document training



Timekeeping Policy Requirements

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[*Sample Labor Transfer*](#)
- Once policy is established train employees and document training

TIME REPORT

Firm Name: ABC Engineering

Week Ending Date: 1-10-14

Employee Name: Jane Doe

Project Name	Project No.	Task No.	Weekly Total	1/4	1/5	1/6	1/7	1/8	1/9	1/10	Comments
				Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Direct Projects:											
WSDOT	Y-1234	AN	4.00			2.00		2.00			
WSDOT	Y-1234	BA	2.50			1.00	1.50				
WSDOT	Y-6875	AC	9.00			1.00		1.00	2.00	5.00	
Tampa Riverwalk	13-006		9.00			0.50	1.50	1.00	6.00		
Hospital Design	13-010		8.50			1.50	2.00	1.00		4.00	
WSDOT	Y-6114	06	4.00			2.00	1.00	1.00			
	B										
			37.00			8.00	6.00	6.00	8.00	9.00	Subtotal Direct Projects 37
Indirect Projects:											
Administration	ADMIN		2.00			1.00	1.00				
	Bid & Proposal	14-214	2.00					2.00			
	Bid & Proposal										
	Bid & Proposal										
	Direct Selling										
	Public Relations										
	Advertising										
	Training		4.00	0.00	0.00	1.00	1.00	2.00	0.00	0.00	Subtotal Indirect Projects 4
	Vacation		2.00				2.00				
	Sick Leave										
	Holiday										
			2.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	Subtotal Other Hours 2
			43.00	0.00	0.00	9.00	9.00	8.00	8.00	9.00	Grand Total All Hours 43

Employee Error - 1 hour recorded on 01/06 to Y-1234, Task BA should of been included under Y-1234, Task AN

Employee Signature: Jane Doe Date: 01/10/14 Approved By: John Hernandez Date: 01/10/14

From: Miller, John
Sent: Monday, January 13, 2014 9:04 AM
To: Doe, Jane
Subject: Transfer Labor Hours

In reviewing the billing report this morning I noticed that the work you performed for me on Monday, January 6, 2014 was billed to WSDOT Y-1234 Task BA. As you may recall when I assigned this to you the work was applicable to the services being done under agreement WSDOT Y-1234 but for Task AN. Please complete a labor transfer of the hour worked on 01/06/14, to be billed correctly to Task AN.

Thank you.

John Miller, Project Manager
ABC Engineering

Preparer acknowledges that he/she has received approval from the "Transfer To" Project Manager (PM). All transfer forms must be supported by PM's authorized instructions to transfer.

Labor Transfer Form

Prepared by: Jane Doe
 Preparer Signature: Jane Doe
 Request Date: 01/13/14
 "Transfer To" PM: John Miller

Employee: Jane Doe
 Employee #: 556
 Supervisor: John Hancock
 Location: Seattle, WA

Project/Task Number		Original timesheet date/dates	Transfer Type Code	Error Code	Regular Hours	Overtime Hours	Transfer Total Value	Detailed Explanation
Transfer From	Transfer To							
WSDOT Y1234 BA	WSDOT Y1234 AN	1/6/2014	D	3	1.00	0.00	1.00	Work performed was actually for task AN, not BA See Attached email & modified timesheet.

Attach any applicable supporting documentation to support transfer - may include timesheet, emails, etc.

Jane Doe 01/13/14
 Employee signature Date
J. Hancock 01/13/14
 Supervisor signature Date
John Miller 01/13/14
 "Transfer To" PM signature Date

Transfer Type Codes

- A. Client to Overhead
- B. Overhead to Client
- C. Client to Different Client
- D. Client to Same Client Different Task
- E. Overhead to Overhead

Error Codes

1. Person assigned work provided wrong project/task number.
2. Digit transposition entry error.
3. Other - if not error code 1 or 2 a detailed explanation is required.



Labor Reconciliation Requirements

- The firm must have procedures in place to verify that labor hours at the individual employee level are reconciled to payroll records monthly (at a minimum)
- Reconcile labor between
 - Timekeeping System
 - Payroll System
 - General Ledger
 - Billing system

Sample Labor Reconciliation

YEAR-END LABOR RECONCILIATION

Payroll Register from Paychex (Check dates 1/13/13 to 12/28/13)

Regular Pay	\$ 920,057.64
Bonus	\$ (30,000.00)
	<u>\$ 890,057.64</u>

2013 Income Statement

GL 5000 Direct Labor	\$ 570,269.43
GL 6000 Indirect Labor	\$ 256,408.31
GL 6001 Vacation	\$ 67,908.77
GL 6002 Sick Leave	\$ 11,851.17
GL 6003 Holiday	\$ 32,328.84
GL 6005 Payroll Variance Acct	\$ (48,708.88)
	<u>\$ 890,057.64</u>

Labor Distribution Report - 2013

Direct Labor	\$ 570,269.43
Indirect Labor	\$ 256,408.31
Vacation	\$ 67,908.77
Sick	\$ 11,851.17
Holiday	\$ 32,328.84
Total used for LDR calculation	<u>\$ 938,766.52</u>
Uncompensated Overtime	\$ (48,708.88)
	<u>\$ 890,057.64</u>

Indirect Cost Rate Schedule - 2013 - Column for Financial Statement Amount

Direct Labor	\$ 570,269.43
Vacation/Sick/Holiday Pay	\$ 112,088.78
Indirect Labor	\$ 256,408.31
Payroll Variance	\$ (48,708.88)
	<u>\$ 890,057.64</u>



Timekeeping Review

- General Requirements for timesheets include:
 - Timesheets should be completed daily by all staff; including owner/principals
 - Timesheets should record all hours worked, whether paid or not; Administrative time should be recorded, as well as paid time off
- Direct and Indirect labor must be segregated and Timesheets should indicate at a minimum the hours worked by project numbers, contract number or name, or other identifiers for a particular assignment
 - If your firm is working on a WSDOT Task Order Negotiated Hourly Rate Agreement, your timesheets must show the task information as well as the agreement identification

[Sample Timesheet](#)

TIME REPORT

Firm Name: ABC Engineering

Week Ending Date: 1-10-14

Employee Name: Jane Doe

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					Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Direct Projects:												
WSDOT	Y-1234	AN		4.00			2.00		2.00			
WSDOT	Y-1234	BA		2.50			1.00	1.50				
WSDOT	Y-8875	AC		9.00			1.00		1.00	2.00	5.00	
Tampa Riverwalk	13-006			9.00			0.50	1.50	1.00	6.00		
Hospital Design	13-010			8.50			1.50	2.00	1.00		4.00	
WSDOT	Y-6114	96		4.00			2.00	1.00	1.00			
				37.00			8.00	6.00	6.00	8.00	9.00	Subtotal Direct Projects 37

Indirect Projects:												
Administration	ADMIN			2.00			1.00	1.00				
	Bid & Proposal	14-214		2.00					2.00			
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Employee Signature: Jane Doe Date: 01/10/14 Approved By: John Thompson Date: 01/10/14



Timekeeping Review

- The employee should have sole access to create his/her timesheet
- We should be able to verify supervisory approval of the timesheets (this would not be applicable in very small one or two person firms)
- Supervisor should not be able to enter or make changes to employee timesheets without the employee's approval
 - Any changes to hours recorded on the timesheet must be evidenced by both employee and supervisor approval (initialed/dated in ink by employee and supervisor)
- *Timesheet Change Example*



Timekeeping Review

- Firms must have a written process to document any corrections to hours that were recorded on timesheets
 - For 1 or 2 person firms this may not be necessary, there may be other methods to verify timekeeping
- Implementation of an electronic timekeeping system is NOT necessary. Manual timesheets are acceptable as long as the necessary processes & controls are in place and are followed.
- Timesheet Retention – Review your Contract terms; WSDOT & Local Agency standard agreement language is 6 years after final payment.



Final Thoughts - Affects of Timekeeping on...

- Direct/Indirect Labor
- Labor Distribution Report (LDR)
- Invoicing
- Labor Reconciliation
- Indirect Cost Rate (ICR) Schedule
- Billable/Non-billable Hours

Resources

1. Title 48 Federal Acquisition Regulation Part 31 Contract Cost Principles and Procedures, commonly referred to as FARs is the governing guidance for Indirect Cost Rate Schedule expense allowability. 48 CFR Part 31 can be found at the following website:

URL - <http://www.ecfr.gov/cgi-bin/ECFR?page=browse>

Select Title 48, Part 1-51, Sub Chapter 31

For updates check the following website:

URL - <http://www.acquisition.gov/far/fac.html>

2. The American Association of State Highway and Transportation Officials (AASHTO) Uniform Audit & Accounting Guide provides guidance to expand on FAR cost principles. The audit guide is updated approximately every two years and can be found at the following website:

URL - <http://audit.transportation.org/Pages/default.aspx>

The above link also includes the National Compensation Matrix and sample worksheet - updated annually.

Resources

3. The WSDOT Audit Office has published several interpretive guidance documents to further assist firms. The website below provides guidance on the following topics and WSDOT is continuing to add further topics:

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

Please check this site regularly for updates.

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

4. The Consultant Services Office link below provides information related to the different types of contracts and how to apply.

URL - <http://www.wsdot.wa.gov/business/consulting/>

Resources

5. The General Services Administration publishes the allowable Federal per diem rates. The lodging, meals, mileage and other information by region can be found at the following website:

URL - <http://www.gsa.gov/portal/content/104877>

6. WSDOT Accounting Manual M13-82 Quick Reference Excerpt:

URL - <http://www.wsdot.wa.gov/business/travel>

7. WSDOT Safe Harbor Program:

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

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