**Firm Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WSDOT Internal Audit Office**

**Consultant Timesheet & Labor Charging System Checklist**

What type of timekeeping system does your firm have? Manual Electronic

If electronic, what system? Click here to enter text.

Are timesheets completed daily by all staff? Yes No

Are manual timesheets completed in ink by all staff? Yes No N/A

For automated timekeeping, does employee have sole access to

his or her timesheet?

If no, explain. Yes No N/A

Does your firm use pre-coded timesheets (provide example)? Yes No

Are all hours worked recorded, for all employees

(to include owners, principals, partners )whether paid or not? Yes No

If not, explain? Click here to enter text.

Is overtime premium recorded as direct or indirect cost? Direct Indirect

Do the timesheets show preprinted labor categories for:

Bid & Proposal Yes No

Direct Selling Yes No

Advertising Yes No

Public Relations Yes No

Paid Time Off (vacation/sick/holiday) Yes No

Do exempt/salary employees record all hours worked on timesheets?

If no, explain. Yes No

For exempt/salary employees, how is uncompensated overtime recorded in the

accounting system? Click here to enter text.

For exempt/salary employees, is the standard wage rate based on 2,080 hours

per year used to compute hourly rates? Yes No

How are corrections to timesheets recorded? Click here to enter text.

**Consultant Timesheet & Labor Charging System Checklist (cont.)**

Are supervisors prohibited from entering or changing employees’ timesheet

without employees concurrence? Yes No

What types of internal controls does your firm have in place to ensure that timesheets from prior

periods cannot be modified or changed after posting or after payroll cutoff?

Click here to enter text.

Does the supervisor approve and co-sign all timesheets? Yes No

When? Click here to enter text.

Are direct and indirect hours segregated on timesheets? Yes No

Is your job cost system reconciled to the general ledger and payroll register,   
no less frequently than every 30 days? (The detail of this reconciliation

should be to the level of individual employee.) Yes No

Is there a segregation of duties for labor-related activities? Yes No

(e.g. timekeeping and payroll accounting)

Do you have a written timekeeping policy? Yes No

If so, please provide a copy.

How are employees reminded of timekeeping policy? Click here to enter text.

Do you have a written labor reconciliation policy? Yes No

If so, please provide a copy.

Note – Labor reconciliations should be completed no less than every thirty days, and should be to the detail of the individual employee (broken out by direct, indirect, pto, etc.). Labor (timesheets) should be reconciled to payroll registers and to the general ledger.

Have you reviewed the Basic Timekeeping Webinar posted on the WSDOT Audit Interpretive Guidance page?

<http://www.wsdot.wa.gov/Audit/guides.htm> Yes No

*For additional information regarding Federal guidelines relating to timekeeping, please see the   
AASHTO Audit Guide, Chapter 6 Labor Charging Systems and Other Consideration.*

[*http://audit.transportation.org/Documents/UAAG-3%20FINAL.pdf*](http://audit.transportation.org/Documents/UAAG-3%20FINAL.pdf)

Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_