

Becoming DCAA Compliant with TimeControl



**Complying with DCAA
“Information for Contractor”
guidelines for timecards from the
US Defense Contract Audit Agency (DCAA)**

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President, HMS Software**

HMS History

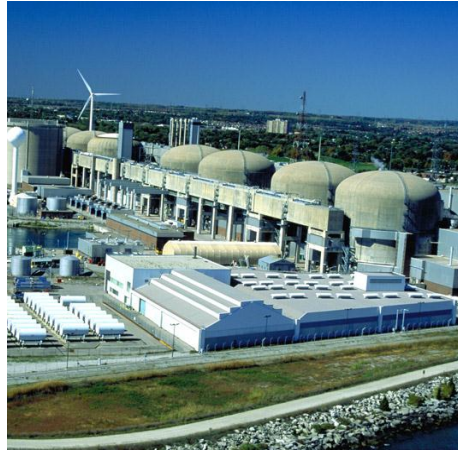


- 1984 HMS Software founded. First project: automating the project office at Philips Information Systems and creating a project timesheet
- 1985 HMS becomes a Welcom Software alliance partner
- 1994 HMS releases TimeControl 1.0
- 1995 HMS releases TimeControl 2.0 for Windows with links to Microsoft Project
- 1995 HMS joins Microsoft Project Solution Partner program
- 1997 HMS becomes a Primavera Technology Alliance Partner
- 1997 HMS releases TimeControl 3.0 as a client/server product
- 1999 HMS releases first web timesheet interface for TimeControl
- 2001 HMS releases TimeControl 4.0, a full web-based version
- 2004 HMS named as a Premier Microsoft Project Solution Provider
- 2005 HMS becomes a Microsoft Gold Certified Partner
- 2006 HMS named as a “First to Market partner” by Microsoft
- 2007 HMS celebrates 10 years as a Primavera Alliance Partner
- 2007 HMS releases TimeControl Industrial 4.7
- 2007 HMS releases TimeControl 5.0
- 2008 HMS becomes Deltek ISV Alliance Partner

Some of our projects



James Bay Hydro



Ontario Nuclear Plants



Light Armored Vehicle



Hibernia Oil Platform



CF18 Upgrade

Timesheet solutions



Time and Attendance

HR Systems and
Payroll



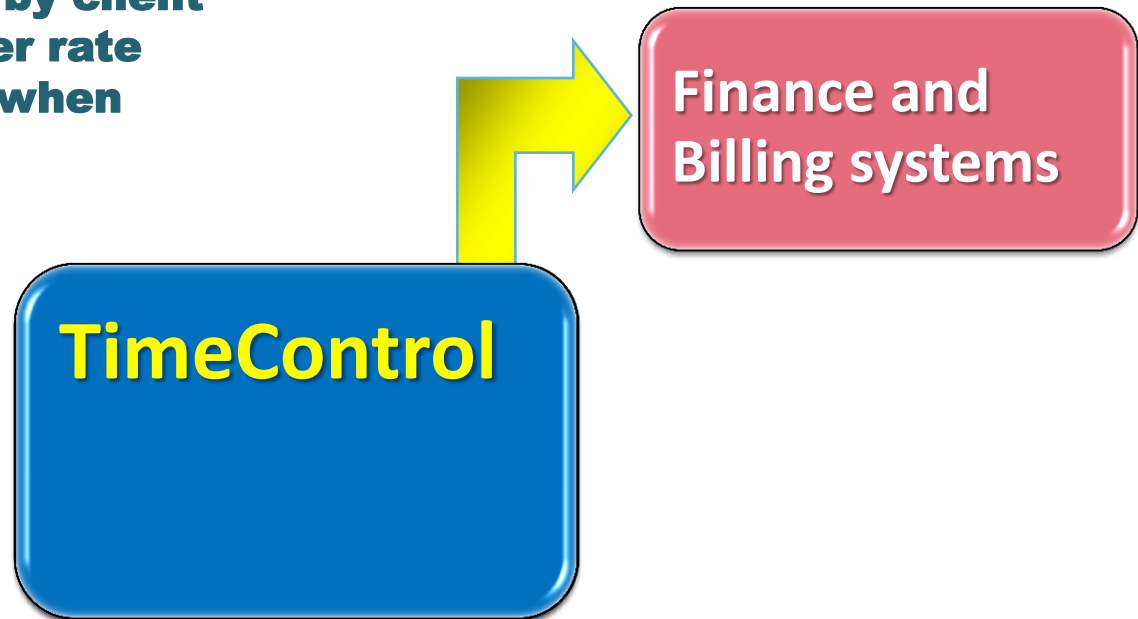
**Timesheet system sends
attendance time and types of
time off such as vacation and
sick leave**

TimeControl



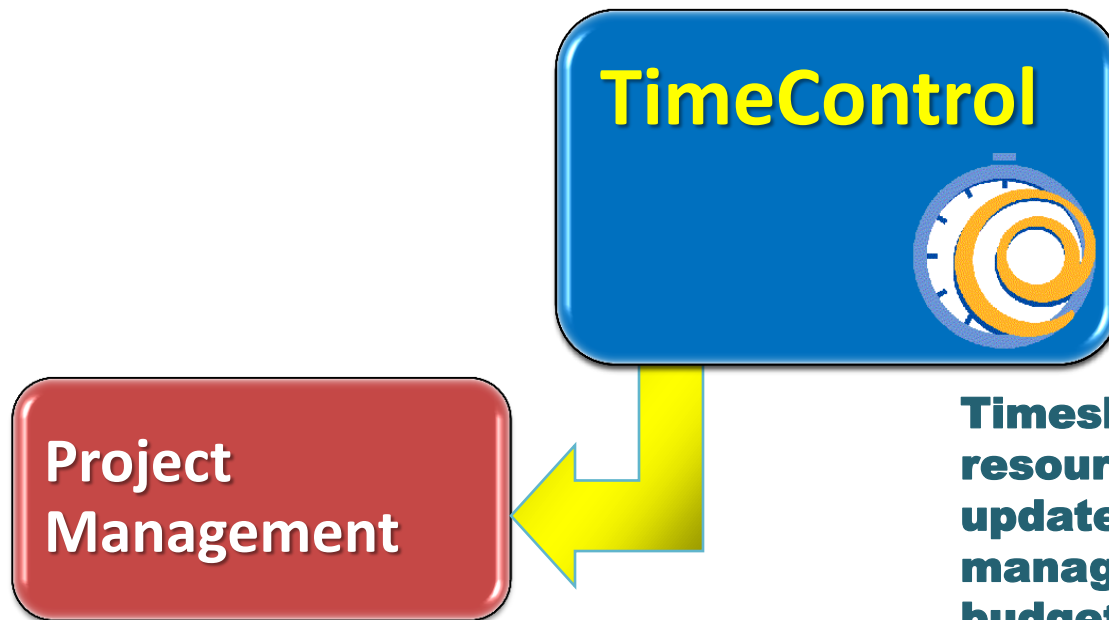
Time and Billing

**Time is summarized by client
and billed with proper rate
codes and overtime when
applicable**





Project Statusing



Timesheet lists time per resource on each task and updates the project management system for budget vs. actual analysis.



Governance



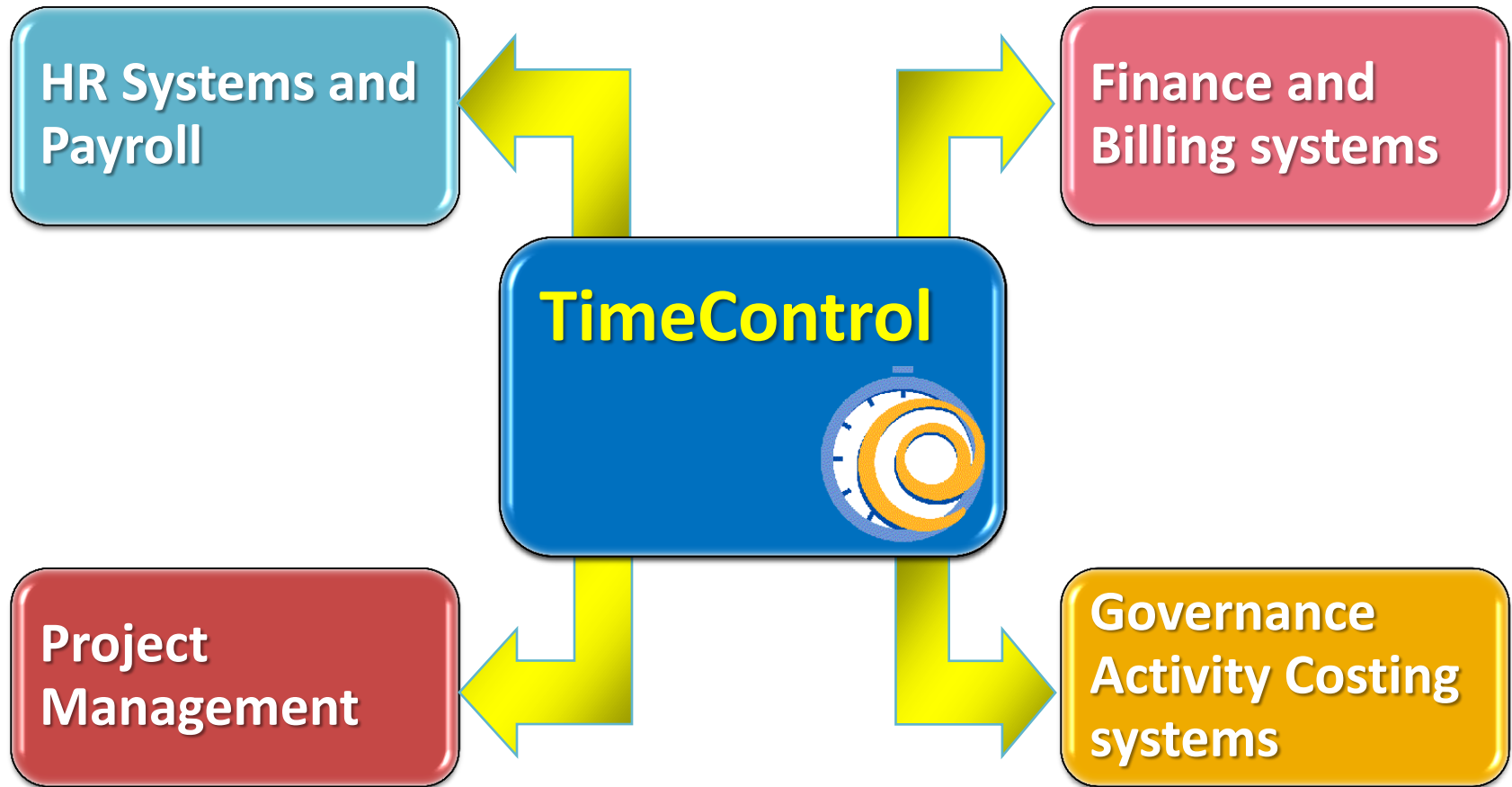
Organizations are required to comply with government and shareholder compliance rules such as the DCAA, SOX, EEC work rules and general auditability



**Governance
Activity Costing
systems**



TimeControl®



What is the DCAA?

- The Defense Contract Audit Agency is responsible for performing all contract audits for the Department of Defense, and providing accounting and financial advisory services regarding contracts and subcontracts to all areas of the US Department of Defense (DoD) which are responsible for procurement and contract administration.

www.dcaa.mil

DCAA Timesheet Criteria

1. Timesheet procedures
2. Separate timekeeping and payroll responsibilities
3. Employee Responsibilities:
 - a) Enter timesheet data daily
 - b) Record the timesheet in ink
 - c) Approve changes to their own timesheet
 - d) Signing the timesheet
4. Accurate project numbers and assignment identifiers
5. Record both paid and unpaid hours
6. Supervisor approval of timesheets
7. Supervisors entering timesheets for absent employees
8. Supervisors preparing a timesheet for an employee who is travelling
9. Time entered should be based on work done
10. Accurate timesheets are part of the employee's job

Timesheet procedures

TimeControl - Windows Internet Explorer

http://hmsbase2003:83/

File Edit View Favorites Tools Help

TimeControl

Home | Support | Knowledge Base | Help

TimeControl

Welcome back Gail Robinson

Mon TimeControl - Accueil

URL Pré-défini -
http://hmsbase2003:83/Application/hms_timesheet_policies.html

LOGICIEL HMS SOFTWARE Corporate Timecard Policies

- [1. Timesheet entry](#)
- [2. Automated validation rules](#)
- [3. Approvals for](#)
- [4. Adjustments to the timesheet](#)
- [5. Approvals of Adjustments](#)
- [6. Labor Cost Reporting](#)
- [7. Contact the TimeControl Administrator](#)

Annonces

Staff Pool Party

This Friday is the annual Pool Party! Bring your bathing suit, an appetite and your good humour - we'll be hanging out on the pool deck and enjoying the sunny weather. See the whole message for details... plus

Posted Date: 8/8/2007

Statut feuilles de temps personnelles

Severite	Date fin de semaine	Statut
■	8/30/2009	MANQUER
■	8/23/2009	MANQUER
■	8/16/2009	MANQUER
■	8/9/2009	MANQUER
■	8/2/2009	MANQUER

TimeControl | USER: GAILR | VIEW: Mon TimeControl - Accueil

Done

Local intranet 100%

Separate timekeeping and payroll responsibilities

- TimeControl fulfills the separation of payroll and timekeeping functionality.
- Payroll timesheet systems that only track attendance are often deficient in this area.
- TimeControl can track not just if an employee was present but also what they did with their time
- Auditable records from TimeControl can show that:
 - the employee themselves entered their timesheet
 - that they have reported on what tasks were progressed during the day and;
 - if this same data is used for payroll, can show how the employee's time balances against the payroll records

Employee Responsibilities

Enter timesheet data daily

The screenshot displays the TimeControl web application in a Windows Internet Explorer browser. The address bar shows the URL <http://hmsbase2003:83/>. The application has a blue header with the "TimeControl" logo and navigation links: Home, Support, Knowledge Base, and Help. A left sidebar contains a tree view with options like "My TimeControl Home", "Timesheet", "Timesheet Entry", "Debit/Credit Entry", "Historical TimeSheet", "TimeSheet Posting", "Project Manager Validation", "Batch Approval", "Drill Down Analyzer", "Reports", "Tables", "Links", "Tools", "Administrator", "Help", and "Logout".

The main content area is titled "Drill Down Selection" and "View Selection" (set to "Unposted Data Review"). Below this is the "Drill Down Details" section, which includes buttons for "Add...", "Fields...", "Refresh", "Export...", and "Full Screen". The primary data table is titled "Employee Full Name: Lang, Alex" and shows timesheet data for the week ending 10/7/2007. The table has columns for "Week Ending Date", "Project Name", "Charge Code", and hours for each day of the week (Monday through Sunday).

Week Ending Date	Project Name	Charge Code	Hours Monday	Hours Tuesday	Hours Wednesday	Hours Thursday	Hours Friday	Hours Saturday	Hours Sunday
Employee Full Name: Lang, Alex									
10/7/2007	INTERNAL	MEETINGS	2h	1h	2h	1h	2h	0h	0h
10/7/2007	PMO	PMO.1.1.2	2h	30m	2h15m	3h	2h45m	0h	0h
10/7/2007	PMO	PMO.1.1.3	0h	0h	0h	0h	0h	0h	0h
10/7/2007	PMO	PMO.1.1.4	4h	2h30m	2h15m	3h	45m	0h	0h
10/7/2007	PMO	PMO.1.2.1.1	0h	4h	1h30m	1h	2h30m	0h	0h
			8h	8h	8h	8h	8h	0h	0h
Employee Full Name: Robinson, Gail									
9/14/2008	INTERNAL	MEETINGS	4h	0h	2h	0h	0h	0h	0h
9/14/2008	INTERNAL	TRAVEL	0h	2h	0h	0h	0h	0h	0h
9/14/2008	INTERNAL	VACATION	0h	0h	0h	0h	8h	0h	0h
9/14/2008	POLAR	POLAR.1.1	1h	0h	0h	4h	0h	0h	0h
9/14/2008	POLAR	POLAR.1.3	0h	2h	3h	0h	0h	0h	0h
9/14/2008	POLAR	POLAR.2.1	3h	4h	0h	4h	0h	0h	0h
9/14/2008	POLAR	POLAR.3	0h	0h	3h	0h	0h	0h	0h
9/21/2008	INTERNAL	MEETINGS	8h	4h	0h	0h	0h	0h	0h
9/21/2008	INTERNAL	TRAVEL	0h	4h	0h	0h	0h	0h	0h
9/21/2008	INTERNAL	VACATION	0h	0h	0h	0h	8h	0h	0h
9/21/2008	POLAR	POLAR.1.1	0h	0h	8h	0h	0h	0h	0h
9/21/2008	POLAR	POLAR.1.3	0h	0h	0h	4h	0h	0h	0h
9/21/2008	POLAR	POLAR.2.1	0h	0h	0h	4h	0h	0h	0h
5/24/2009	INTERNAL	MEETINGS	4h	0h	0h	0h	0h	0h	0h
5/24/2009	INTERNAL	TRAVEL	4h	0h	0h	0h	0h	0h	0h
5/24/2009	INTERNAL	VACATION	0h	0h	0h	0h	8h	0h	0h
5/24/2009	POLAR	POLAR.1.1	0h	2h	0h	3h30m	0h	0h	0h
			64h	64h	64h	64h	64h	0h	0h

At the bottom of the table, there is a checkbox labeled "Retrieve data from archive" and an "Active Filter: < No Filter Selected >" indicator. The status bar at the bottom of the browser shows "TimeControl | USER: JOEG | VIEW: Drill Down Analyzer" and "Done".

Employee Responsibilities

Record the timesheet in ink

TimeControl - Windows Internet Explorer

http://hmsbase2003:83/

File Edit View Favorites Tools Help

TimeControl

Home | Support | Knowledge Base | Help

TimeControl

My TimeControl Home

Timesheet

Timesheet Entry

Historical Timesheet

Reports

Tools

Help

Logout

Previous Next Apply Undo Add Delete Options Approve Unapprove Reject Print Window Close

Timesheet Entry Timesheet Notes Timesheet List

Employee Information:

Name Robinson, Gail

Employee Code RG022

Resource STAFF.GAILR

Timesheet Information:

Date 8/14/2008

Status DRAFT

Source GAILR

Owner GAILR

Releasing To: Tom Logan

Timesheet Details Charge Notes Charge Details Activity Details Activity Steps Worksheet Expenses

Insert Append Copy Delete

Line #	Project Name	Project Description	Charge Code	Charge Description	Rate Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hours Total	ETC	Source
1	INTERNAL	Internal charge codes	MEETINGS	General Meetings	S-RG022	4h		2h					6h	0h	GAILR
2	INTERNAL	Internal charge codes	TRAVEL	Travel for company business	S-RG022		2h						2h	0h	GAILR
3	INTERNAL	Internal charge codes	VACATION	Paid Vacation	S-RG022					8h			8h	0h	GAILR
4	POLAR	Polar Development	POLAR.1.1	Design Data Structure	S-RG022	1h			4h				5h	0h	GAILR
5	POLAR	Polar Development	POLAR.1.3	Design Reports	S-RG022		2h	3h					5h	0h	GAILR
6	POLAR	Polar Development	POLAR.2.1	Code security structure	S-RG022	3h	4h		4h				11h	0h	GAILR
7	POLAR	Polar Development	POLAR.3	Review Design	S-RG022			3h					3h	2h	GAILR

Done.

Modified

TimeControl | USER: GAILR | VIEW: Timesheet Entry

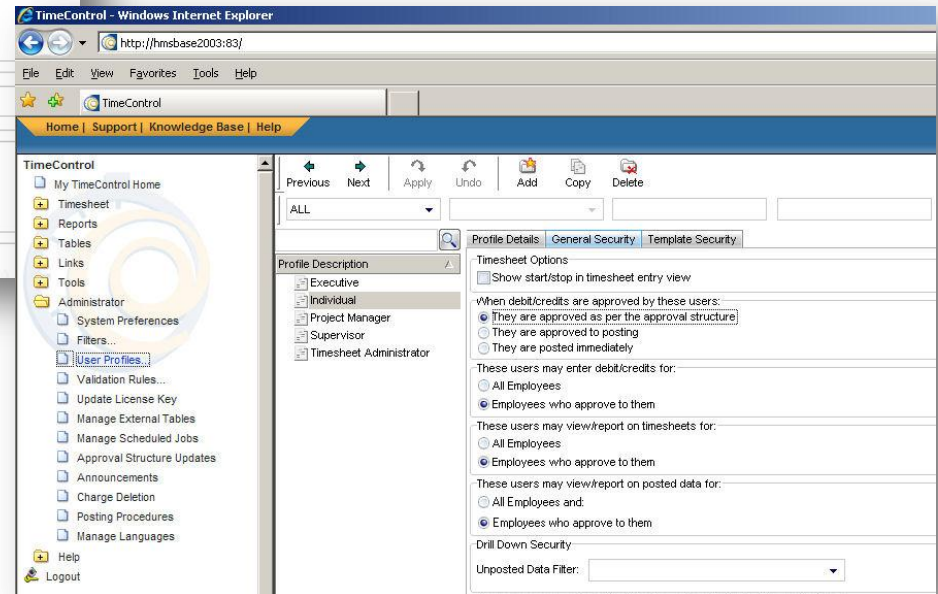
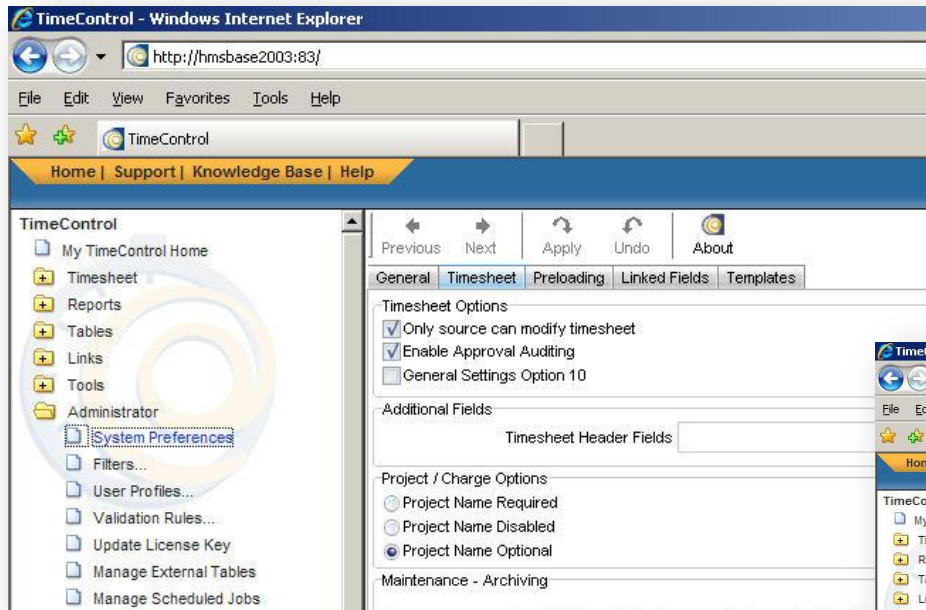
Done

Local intranet

Change Zoom Level

Employee Responsibilities

Approve changes to their own timesheet



Employee Responsibilities

Signing the timesheet

The screenshot displays the TimeControl web application interface. The left sidebar contains a navigation menu with options like 'My TimeControl Home', 'Timesheet', 'Reports', 'Tables', 'Links', 'Tools', 'Administrator', 'System Preferences', 'Filters...', 'User Profiles...', 'Validation Rules...', 'Update License Key', 'Manage External Tables', 'Manage Scheduled Jobs', 'Release Structure Update', 'Announcements', 'Charge Deletion', 'Posting Procedures', 'Manage Languages', 'Documentation', and 'Logout'. The main content area shows a table titled 'Timesheet Release Log' with columns: 'Release log employee name', 'Date', 'Owner', 'Owned By', and 'Transaction Type'. The table contains 20 rows of data. A red box highlights the 'Owned By' column, and another red box highlights the 'Transaction Type' column. The status bar at the bottom indicates 'TimeControl | USER: ADMIN | VIEW: Manage External Tables' and 'Done'.

Release log employee name	Date	Owner	Owned By	Transaction Type
Eglington, Robert	2/20/2009		POSTING	NORM
Walker, John	1/16/2009	POSTING	RPITEST	NORM
Walker, John	1/16/2009		POSTING	NORM
Walker, John	1/23/2009	POSTING	RPITEST	NORM
Thompson, Sally	1/23/2009	Tom Logan	SALLYT	NORM
Thompson, Sally	1/23/2009	Tom Logan	SALLYT	NORM
Thompson, Sally	2/6/2009	Tom Logan	SALLYT	NORM
Thompson, Sally	2/13/2009	Tom Logan	SALLYT	NORM
Carpenter, Jane	1/16/2009	POSTING	ADMIN	NORM
Carpenter, Jane	1/23/2009	Alex Lang	JANEC	NORM
Carpenter, Jane	1/23/2009	JANEC	ALEXL	NORM
Carpenter, Jane	1/23/2009	Alex Lang	JANEC	NORM
Carpenter, Jane	1/23/2009	TimeControl Admin	JANEC	NORM
Carpenter, Jane	1/23/2009	POSTING	ADMIN	NORM
Carpenter, Jane	1/23/2009		POSTING	NORM
Carpenter, Jane	2/13/2009	TimeControl Admin	JANEC	NORM
Carpenter, Jane	2/13/2009	POSTING	ADMIN	NORM
Carpenter, Jane	2/13/2009		POSTING	NORM
Carpenter, Jane	12/5/2008	POSTING	ADMIN	NORM

Accurate project and assignment identifiers

The screenshot displays the TimeControl web application running in a Windows Internet Explorer browser. The address bar shows the URL <http://hmsbase2003:83/>. The application interface includes a navigation menu on the left with options like 'My TimeControl Home', 'Timesheet', 'Reports', 'Tools', 'Help', and 'Logout'. The main content area is titled 'TimeControl' and features a toolbar with buttons such as 'Previous', 'Next', 'Apply', 'Undo', 'Add', 'Delete', 'Options', 'Approve', 'Unapprove', 'Reject', 'Print', 'Window', and 'Close'. The 'Timesheet Entry' tab is active, showing employee information for Robinson, Gail, employee code RG022, and resource STAFF.GA. A 'Select Charge Code' dialog box is open, displaying a tree view of charge codes under the 'POLAR' category. The tree structure includes 'POLAR.1 Design', 'POLAR.2 Programming', 'POLAR.3 Review Design', and 'POLAR.4 Documentation'. The 'POLAR.1.3 Design Reports' item is selected. The dialog box also has a search bar and 'OK' and 'Cancel' buttons. In the background, a table shows time allocation data for various days and projects.

Line #	Project Name	Project	Thu	Fri	Sat	Sun	Hours Total	ETC	Source
1	INTERNAL	Internal					6h	0h	GAILR
2	INTERNAL	Internal					2h	0h	GAILR
3	INTERNAL	Internal					8h	0h	GAILR
4	POLAR	Polar De	4h				5h	16h	GAILR
5	POLAR	Polar De					5h	8h	GAILR
6	POLAR	Polar De	4h				11h	4h	GAILR
7	POLAR	Polar De					3h	24h	GAILR

Record both paid and unpaid hours

The screenshot displays the TimeControl web application interface. The main window shows a timesheet entry for Robinson, Gail, dated 9/14/2008, with status DRAFT and source GAILR. A 'Select Rate Code' dialog box is open, showing a list of rate codes. The dialog box has a search bar with 'BNK-OT' entered. The list includes:

- BNK-OT: Banked Overtime
- NC-OT: Non-compensated Overtime
- S-RG022: Standard Rate for Gail Robinson
- Global: ..

The background table shows the following data:

Line #	Project Name	Project Description	Charge Code	Charge Description	Rate Code
1	INTERNAL	Internal charge codes	MEETINGS	General Meetings	S
2	INTERNAL	Internal charge codes	TRAVEL	Travel for company business	S
3	INTERNAL	Internal charge codes	VACATION	Paid Vacation	S
4	POLAR	Polar Development	POLAR.1.1	Design Data Structure	S
5	POLAR	Polar Development	POLAR.1.3	Design Reports	S
6	POLAR	Polar Development	POLAR.2.1	Code security structure	S
7	POLAR	Polar Development	POLAR.3	Review Design	S
8	POLAR	Polar Development	POLAR.2.2	Code Interface structure	RG022

The bottom of the interface shows a status bar with 'TimeControl | USER: GAILR | VIEW: Timesheet Entry' and a taskbar with 'Done.' and 'Insert' buttons.

Supervisor approval of timesheets

TimeControl - Windows Internet Explorer

http://hmsbase2003:83/

File Edit View Favorites Tools Help

TimeControl

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TimeControl

TimeControl

- My TimeControl Home
- Timesheet
 - Timesheet Entry
 - Debit/Credit Entry
 - Historical TimeSheet
 - Batch Approval
- Reports
- Tables
- Tools
- Help
- Logout

Previous Next Apply Undo Add Delete Options **Approve Unapprove Reject** Print Window Close

Timesheet Entry Timesheet Notes Timesheet List

Employee Information

Name Robinson, Gail

Employee Code RG022

Resource STAFF.GAILR

Timesheet Information

Date 9/21/2008

Status Approved

Source GAILR

Last Owner GAILR

Owner TOML

Releasing To: POSTING

Timesheet Details Charge Notes Charge Details Activity Details Activity Steps Worksheet Expenses

Insert Append Copy Delete

Line #	Project Name	Project Description	Charge Code	Charge Description	Rate Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hours Total	ETC	Source
1	INTERNAL	Internal charge codes	MEETINGS	General Meetings	S-RG022	8h	4h						12h	0h	GAILR
2	INTERNAL	Internal charge codes	TRAVEL	Travel for company business	S-RG022		4h						4h	0h	GAILR
3	INTERNAL	Internal charge codes	VACATION	Paid Vacation	S-RG022					8h			8h	0h	GAILR
4	POLAR	Polar Development	POLAR.1.1	Design Data Structure	S-RG022			8h					8h	0h	GAILR
5	POLAR	Polar Development	POLAR.1.3	Design Reports	S-RG022				4h				4h	0h	GAILR
6	POLAR	Polar Development	POLAR.2.1	Code security structure	S-RG022				4h				4h	0h	GAILR

8h 8h 8h 8h 8h 40h

Done.

TimeControl | USER: TOML | VIEW: Timesheet Entry

Done

Local intranet 100%

Entering timesheets for absent employees

- TimeControl includes functionality for supervisors to enter timesheets on behalf of their employees
- An audit is maintained of who created the timesheet and who entered each line of the timesheet so a supervisor can not enter a timesheet on behalf of an employee without this being recorded.

Employees who are travelling

- If an employee is absent for a prolonged period such as during travel, a supervisor or administrator can create timesheets on behalf of the employee if required
- As a web-based application, TimeControl can be made accessible from anywhere in the world

Time should be based on work done

- This is the core concept around which TimeControl was designed.
- TimeControl tracks not just when an employee was at work and how much time the employee spent at work but also what work the employee did while at work

Timesheets are part of the employee's job

TimeControl - Windows Internet Explorer

http://127.0.0.1:84/

File Edit View Favorites Tools Help

TimeControl

Home | Support | Knowledge Base | Help

TimeControl Enterprise

Welcome back Gail Robinson

My TimeControl Home

Custom URL - http://127.0.0.1:84/Application/BankedTime.aspx

Robinson, Gail

Status	Type	Earned	Taken	Remaining
Vaction Time		80h	0h	80h
Sick Time		40h	0h	40h
Personal Time		24h	0h	24h
Banked Time 1		0h	0h	0h
Banked Time 2		0h	0h	0h
Banked Time 3		0h	0h	0h
Banked Time 4		0h	0h	0h
Banked Time 5		0h	0h	0h
Banked Time 6		0h	0h	0h

Announcements

Staff Pool Party

This Friday is the annual Pool Party! Bring your bathing suit, an appetite and your good humour - we'll be hanging out on the pool deck and enjoying the sunny weather. See the whole message for details... more

Posted Date: 8/8/2007

Personal Timesheet Status

Severity	Week Ending Date	Status
■	6/22/2008	MISSING
■	6/15/2008	MISSING
■	6/8/2008	MISSING
■	6/1/2008	MISSING
■	5/25/2008	MISSING

TimeControl | USER: GAILR | VIEW: My TimeControl Home

Done

DCAA Compliance TimeControl Checklist

➤ **Set System Settings to “Only Source May Modify Timesheet”**

This will ensure that only the employee who creates a timesheet can change it.

➤ **Set System Settings to “Release Debit/Credit to original release path”**

This will ensure that any post-period adjustments are sent to the employee for review and approval.

➤ **Create a daily timesheet entry report or use the Drill Down Analyzer on unposted data to show who has entered timesheets each day**

This will make sure that you’re following employee compliance on entering their timesheet daily.

➤ **Set System Settings to Turn Logging on**

This will make sure you can get an audit of who entered, released and approved timesheets.

➤ **Create a timesheet entry process and make it available on the TimeControl dashboard and/or make it part of employee training**

This complies with the DCAA requirement of making sure that all employees are informed of your timesheet process.

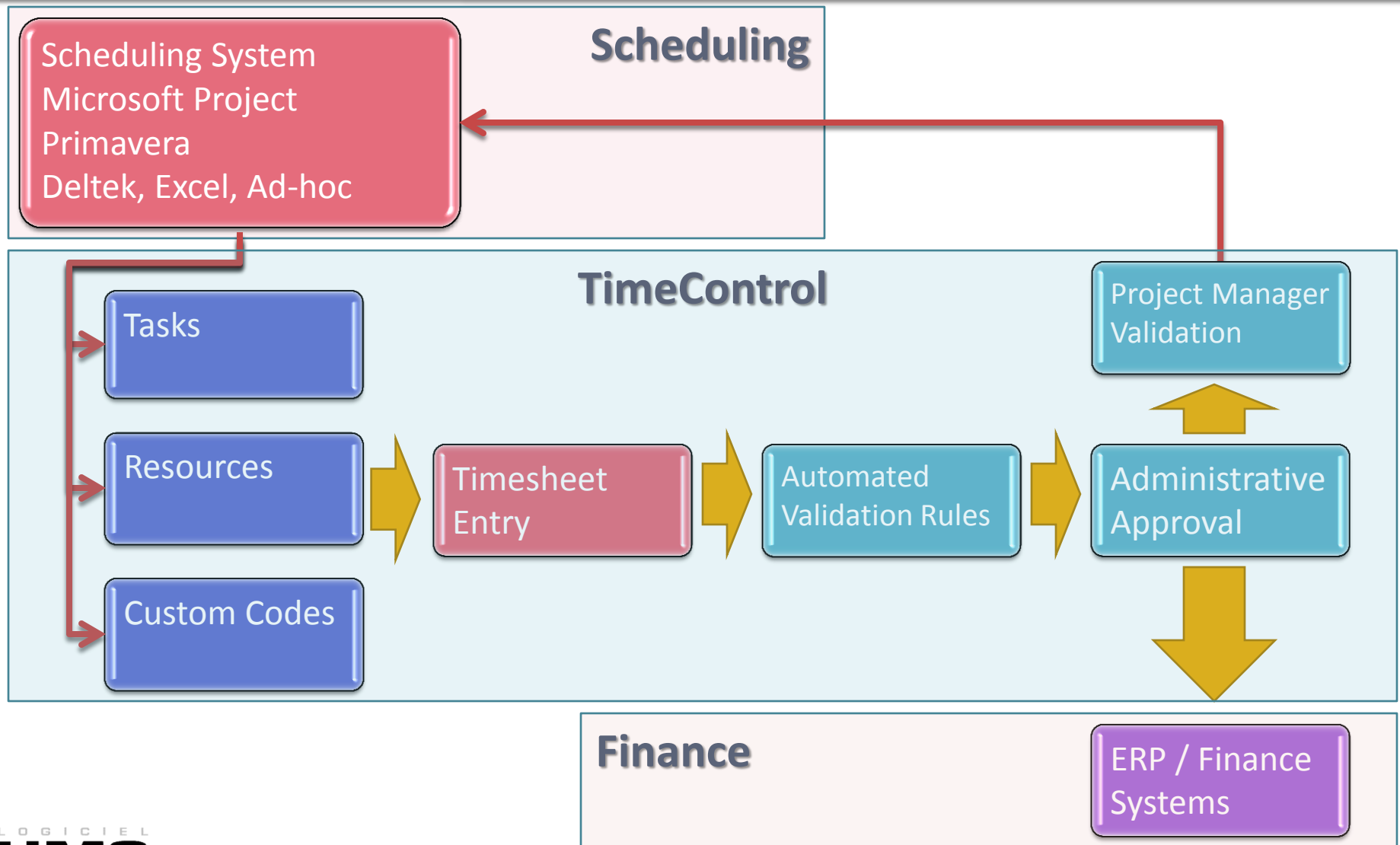
Do you have the information you need?

According to a survey done of 385 IT and Finance VPs, 82% do not possess information which is of sufficient quality, trustworthiness or usefulness to manage their operations.

COMPUTING CANADA

Computing Canada Magazine
April 7, 2006

Matrix Approval Process for Labor Actuals™



Links to Project Management and Finance

- HMS Software is a Technology Alliance Partner with Primavera and a Gold Certified Microsoft Partner
- TimeControl includes direct integration with popular project management systems such as Microsoft Project and Project Server, Deltek Open Plan and Cobra and Primavera. You can move data on a scheduled or on-demand basis
- Supports multiple project management systems and versions simultaneously
- Customizable import/export function to interface with virtually any finance or ERP system including SAP, Oracle Financials, PeopleSoft and other Finance systems

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PARTNER 

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for Health Information
Institut canadien
d'information sur la santé



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SOLETRON

Transcontinental



Montréal



MERCURY
The Water Calls

LOGICIEL
HMS
SOFTWARE

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www.timecontrol.com

For more information



To find out more about TimeControl:

www.timecontrol.com

To see our TimeControl DCAA Solution page:

www.timecontrol.com/solutions/dcaa

To find out about HMS Software:

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