

DCAA Compliance

After an organization becomes a government contractor, it receives both the opportunity of a lucrative income stream, but must also comply with many new rules and regulations. Compliance specialists within an organization need the tools to perform their tasks. Defense Contract Audit Agency (DCAA) policies require that contractors be prepared to meet compliance, provide a strict accounting of timekeeping and prepare for audits. TimeClock Plus®, as a leader in time management software, provides many tools to help an organization meet DCAA requirements.

How Can I Prepare for DCAA Compliance?

Even before an organization received a government contract, the DCAA likely conducts a “pre-award survey,” to check an organization’s time management capacities. They expect organizations to provide strict accountancy of how employees spend their time. To ensure that this first meeting goes well, TimeClock Plus provides a variety of tools to make certain any organization can demonstrate the capacity for strict accountancy to DCAA employees:

- TimeClock Plus devices allow for quick and easy clock operations, both for punching in and out, and recording types of labor in a variety of ways.
- Cost codes record tasks that employees can perform during the course of working through their regular job.
- The Labor Cost utility tracks labor percentages by comparing estimated wages versus total sales, calculated by dividing total wages by total sales.
- TimeClock Plus allows for quick and convenient accounting of extra pay for working during nights or weekends.
- Optionally, have managers create shortcuts for convenient tracking of employee information and hours.

DCAA Timekeeping Requirements

The main concern of the DCAA is how employees spend their time. Indeed, the DCAA manual states, “Timekeeping procedures and controls on labor charges are areas of utmost concern.” So, how can TimeClock Plus help an organization to ensure compliance with DCAA standards for time keeping?

- The software makes it convenient for employees to record their tasks as required by clocking into and out of Job Codes and Cost Codes.
- TimeClock Plus enables the mass mailing of messages to employees through the software regarding the prevention of time tracking violations.
- If an organization has multiple locations, the software allows for tracking where the employee performs the tasks.
- Should an employee’s responsibilities require interstate travel or the organization has locations across the country, it can still count time accurately across time zones.

The DCAA Audit Checklist

To help contractors, the DCAA provides helpful checklists to promote compliance, along with the Contract Audit Manual (CAM) and the DCAA manual. TimeClock Plus provides a variety of tools to help any contractor prepare for inevitable audits:

- If necessary, contact TimeClock Plus to have customized features made to accommodate even the most specific situations.
- Easily configure global options to meet the needs of the company while still allowing individual departments, role, or even employees to have flexibility.
- TimeClock Plus keeps a meticulous record of any modifications made to the information contained within. These logs are accessible in case of a need to audit the organization's edit records or view a previous record in case of an accidental edit.
- In the event of audits, create, customize, print, and save reports on employee hours across a given period.

Other DCAA Regulations

In addition to tracking time, DCAA compliance requires tracking of many other matters affecting almost all areas of running a business. With this in mind, TimeClock Plus provides the versatility necessary to meet any requirement:

- The software provides a variety of means for recording time, taking into account different tasks, locations, and pay rates.
- Meet requirements for monthly (if not weekly) publications by generating and automating reports.
- Save managers' time and organization money by automating a great many administrative tasks.
- Utilize time management software powerful enough to serve an entire organization, including hours, employee information and records, payroll, and more.



Want to learn more? Let's talk.

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