

# DCAA Compliance Checklist



If your business intends on bagging government contracts within the U.S.A, DCAA compliance is a must-have. This document will help you with identifying all the practices your business must follow for it to be deemed ‘DCAA compliant’ by a DCAA representative.

Timekeeping and accounting form the two main aspects of compliance. Any business that seeks to be DCAA compliant could first start with addressing their timekeeping practices. There are 3 main areas of timekeeping to look out for:



Timesheet  
preparation



Timekeeping  
policy



Labor charging  
system

Each of these aspects have a subset of practices that need to be followed. For your benefit, we’ve listed them in the form of a checklist.

# Timesheet Preparation Checklist

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- Employees record their time daily
- Time is recorded accurately on timesheets and distributed correctly by project, contract, or other identifiers
- Any changes to timesheets identify the original and corrected time charges, with employee concurrence
- All hours worked, whether paid or unpaid, are recorded to ensure accurate labor cost and overhead calculations
- Employees certify that the hours on their timesheets reflect the work done and the appropriate cost objective

# Timekeeping Policy Checklist

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- Supervisors approve and co-sign all timesheets
- Supervisors are prohibited from completing an employee's timesheet unless the employee is on authorized leave or travel
- The nature of the work, not the availability of funding or contract type, determines the proper time allocation

# Labor Charging System Checklist

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- Responsibilities for labor-related activities, such as timekeeping and payroll accounting, are segregated
  
- Procedures are clear and reasonable to avoid confusion and misunderstanding regarding permissible actions and the appropriate cost objective
  
- Maintenance of controls is verified continually, and violations are promptly addressed to serve as a deterrent

Ready to fast track your way to DCAA compliance?  
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