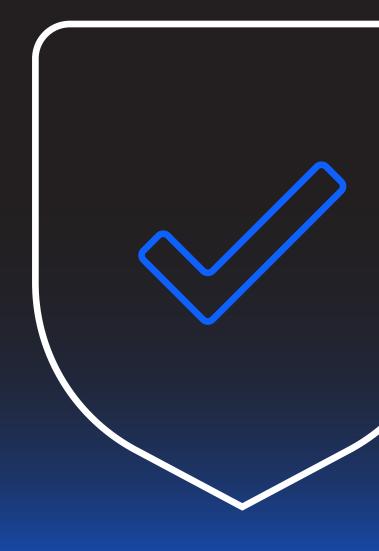
DCAA Compliance Checklist



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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 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** 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



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?
Rocketlane's state-of-the-art platform will make it happen.

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