DOVICO

DCAA Compliance Checklist

To increase compliancy for Defense Contract Audit Agency (DCAA) audits, Dovico Timesheet contains several functions and features that must first be enabled or configured.

Setup

- **DCAA controls must be enabled.** This can only be done by contacting Dovico Support or your Dovico Sales representative. This adds a new report type to the Reports section of the software which provides you with the data to track each time entry's complete history. A similar report type is available to report on expenses.

- **Time Lockout** must be configured to prevent employees from entering time in the past and to prevent managers from editing older time entries. See Dovico Help to learn how to configure Time Lockout.

- Each project must have a **description** that helps identify the project. A manager enters the description in the Project form; while this description can be seen by the employee in the time entry view.

- Employees' **assignments** must be limited to the specific projects and tasks for which they must enter their time. That is, do not assign all your projects and tasks to an employee unless this is necessary. When a project is no longer active, a manager can close the project to prevent further time entry.

- **Approval Workflows** must be configured as all employee time submitted must be reviewed and approved by a superior before that time is made available for billing, payroll, etc. Notifications can be setup to warn managers when they have time to approve.

Employee Requirements

- All employees, managers, etc. must be made aware of the **importance of time entry compliancy for DCAA**, the items for which they are personally responsible, and that controls are in place to prevent violations.
- **All hours** an employee works must be recorded whether these are paid hours or not, billed hours or not, vacation or other type of leave.
- Employees must **enter their time daily.** A manager can configure Notifications that warns an employee when time has not been entered for a day.
- Employees must ensure that their time entries are **accurate** and must **submit the timesheet at the end of each period**. This can be daily, weekly, etc. depending on your company's procedures.

Reporting and Auditing

- Reports are available to the time entry user that detail time entries for current and previous periods. Similar reports are also available to managers and supervisors.
- A special Report Type (Time Audit) is available to build custom reports that can detail the complete history of each time entry. Details include who entered the time, who approved the time, changes made to the time either before or after the time was approved, and date/time stamps for important changes.

Contact Information

Contact the Dovico customer care team today using one of our easy contact methods;

- Through **live chat** on our website https://login.dovico.com
- Request **support** at https://www.dovico.com/support or **email** support@dovico.com
  Note: All support e-mail requests will be answered within 1 business day.
- North America: **1-800-618-8463** International: **00 800 4618 8463** Direct: **1-506-855-4477**