

TIME REPORTING SURVEY
CONTRACTOR FINANCIAL MANAGEMENT ALLIANCE (CFMA)
February 1, 2012

DOE Contractors share a mutual objective to ensure accurate cost reporting. Among DOE contractors, labor is often the highest expense category. For sites with multi-program objectives, effective time-reporting practices are key to establishing confidence that costs are charged accurately and fairly to the government. Recently, time reporting practices have received increasing scrutiny by the contractors and regulators. As a result, CFMA established a working group to identify and share contractor best practices related to time reporting. We would appreciate your responses by **February 24, 2012** to the following questions so that we can share results at the CFMA meeting in April 2012.

Contractor Name: _____

INTERNAL CONTROLS

1. Do you require mandatory time reporting training for your employees? If so, how often is it required?
2. What guidance is provided in your time charging training and communications for labor charging issues, such as:
 - a. Where do you charge general meetings or training that benefit more than one final cost objective?
 - b. What is your policy for allocating time for proposal development efforts?
 - c. What is your policy on technical manager time charges (general management time versus direct project management)?
 - d. If you have employees between assignments (awaiting next assignment and between projects), where do you charge their time?
 - e. How do you charge travel or training labor charges (conflicts that arise when employees charge labor to multiple projects while on travel or attending training that primarily benefits only one project)?
 - f. How do you charge for review committees (LDRD proposal selection committees in particular, but other review committees as well)?
3. If labor can be charged to another project through cost transfers, what controls are used to ensure the transfer is appropriate and justified?
4. Does your system include automated controls to prevent overcharging of leave hours or other restricted time reporting codes (mandatory training, education-related initiatives)?
5. What strategies do you utilize to get employees to complete their time sheet on a timely basis?

6. What are the potential consequences imposed on employees who do not follow the time reporting rules/policies? Are these consequences a part of your time reporting policy?
7. Do you perform timesheet floor checks? If so, how often and who performs the floor checks?
8. Do the individuals authorized to approve time sheets have a limit on the number of people they are required to approve time for to avoid having an excessive number of people to track?
9. How are concerns over misreporting time communicated to management (e.g. do you have an employee's concern program for this type of issue)?

TIME COLLECTION

10. Do you have a centralized system for both payroll and labor cost distribution?
11. Do you collect time sheets in an automated, web based system? If yes, what system are you currently using?
12. Does your system allow automated time sheet allocation by percentages of time? If so, is it limited to management?
13. Do you require total time reporting for exempt personnel (i.e., report every hour worked)? If not, what is your policy?
14. Does your system collect work and leave hours for alternate work schedules (e.g. 9/80 or 4/10)? If yes, do you handle alternate work schedules differently for exempts and non-exempts (including union) employees?
15. Does your system capture electronic approvals from the authorized approver for each time sheet? If not, how is approval tracked?
16. Are you able to track the history of time sheet changes?
17. Can employees access and/or complete their time sheet via a smart phone or other portable electronic device (i.e. tablet)?
18. How often are employees required to enter time into their time sheet (daily, weekly, monthly)? How often are employee time sheets approved by management?
19. Do your union (craft or other) employees enter their own time? If yes, what is your process and frequency? If no, who enters their time and does the craft employee review/approve their time prior to being paid?
20. Do you require that the employee certify that the time entered is correct? Is certification done electronically or does the employee manually sign a timecard (or another document)?

21. Do you require information on overtime recorded on an employee's time sheet (i.e., FAR 52.222-2 reason when overtime exceeds prime contract limit)?

TIME ADJUSTMENTS AND CORRECTIONS

Adjustments to time sheets include changing employee leave and/or other changes that could impact pay and labor distribution. Corrections are cost transfers moving labor costs from one project/task to another.

22. Who is responsible for making adjustments to correct leave reporting or other payroll impacts on time sheets after they have been processed?
23. Who is responsible for correcting labor costs after time sheets have been processed?
24. Are all labor cost transfers done in your time keeping system or another system? Please explain. If in another system, what system do you use?
25. How far back are corrections made to labor costs (current fiscal year only, previous month only, previous quarter only, prior fiscal year adjustments are allowed)? What drives the decision for how far back your policy allows for?
26. What is the most common explanation for why a correction to labor costs previously reported is needed (data entry error, bad estimate, sponsor redirected the work but the time sheet wasn't changed, cost code wasn't available, other)?

PAYROLL

27. Do you pay non-exempt personnel if they do not turn in a time sheet? If so, where do you allocate the cost (i.e., suspense account)?
28. Do you pay exempt personnel if they do not turn in a time sheet? If so, where do you allocate the cost (i.e. suspense account)?

LABOR COST DISTRIBUTION

29. How often are labor costs distributed and reported (daily, weekly, monthly)?
30. What is your process for providing an employee the authorized charge code(s) to charge for their particular work assignment(s)?

OTHER

31. Do you track any time reporting metrics? If so, what are they and who is responsible for tracking these metrics?

32. Do you have any other information you would like to share regarding best practices in time reporting?