REPLICON™

Meeting the Challenges of DCAA Compliance

The Defense Contract Audit Agency (DCAA) provides all necessary contract and subcontract audits and financial advisory services for the U.S. Department of Defense (DoD) and other federal entities responsible for contract acquisition and administration. These services and audits are performed at all points of the procurement process, including: pre-negotiation, negotiation, administration, and contract closing to ensure that taxpayer dollars are spent on fair and reasonable contract prices.

DCAA evaluates contractors' financial policies, procedures, and internal controls, and performs all needed contract audits through evaluation of contractor records. Areas of emphasis include: business systems, accuracy of contractors' incurred cost representations, reliability of records, and contractor compliance with contractual provisions.

Considerations for Contractors

Timekeeping procedures and controls on labor charges are areas of utmost concern to the DCAA, and the agency encourages contractors to submit related information electronically. Electronic submissions allow for instantaneous data transmission, increased accuracy of submissions and updates, and increased productivity of all involved in the procurement cycle.

For organizations that contract with the DoD, the DCAA has set specific guidelines to help ensure that the time spent on projects is accurately accounted for, and that there is no misrepresentation of facts or misuse of funds. Many contractors struggle to meet the terms of these guidelines, however, because of the requirement for meticulous, time consuming record keeping and strict workflows.

Contractors who still rely on manual processes are at a particular disadvantage, as these processes not only hinder the ability to meet DCAA requirements, but also make any potential audits quite difficult.

Compliance Best Practice: Time Tracking Automation

Replicon's cloud-based time tracking solutions can help organizations take some of the critical requirements around DCAA compliance and automate the processes for data entry, approval, edits, and storage — empowering contractors to concentrate on the projects and work at hand, rather than worry about operational issues.

Streamline time capture associated with projects
Centralized time capture by project makes it easy for employees to enter time with comments, thereby improving accuracy while reducing the need for follow-up.

Configurable workflow for access, approvals, and edits
With the Replicon solution, contractors can ensure that time entries are accurate and that any changes are approved, commented on, and dated by the employee and supervisor, making it easier to track changes and reasons.

Ease of reporting for audits and secure storage
The advanced reporting capability enables organizations to store labor data securely in the cloud, report on it in the format they need, and easily access and provide requested data for audits.

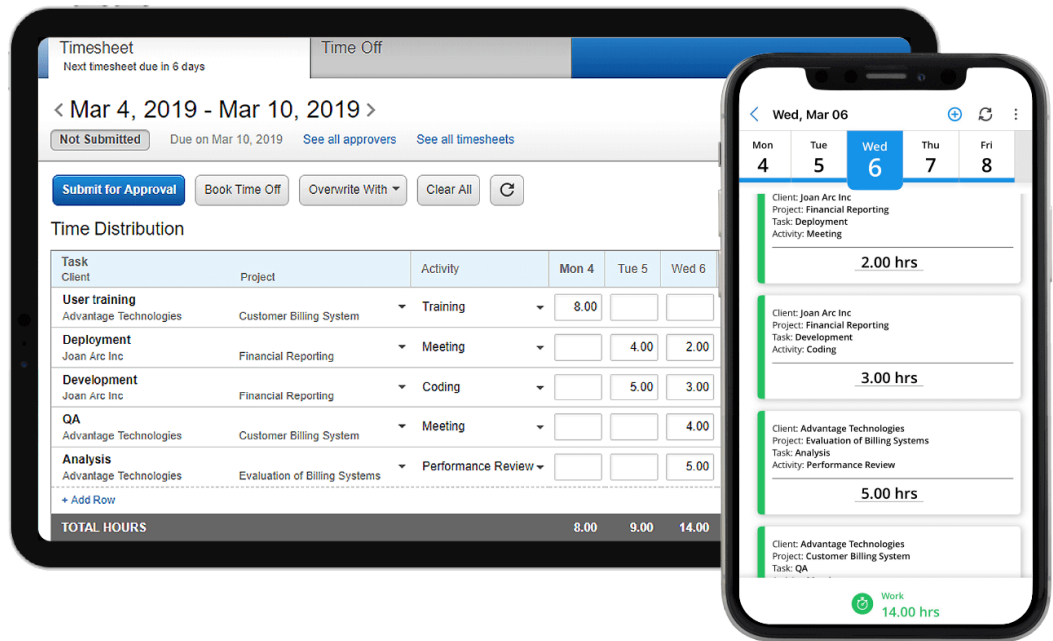| DCAA Requirements	How Replicon feature supports the requirement
Work descriptions should be clear and detailed so they can be used to track whether work can be allocated to government contracts.	▸ In Replicon, users can enter time against clients, projects and tasks ▸ Organizations can make it compulsory for employees to add additional comments on each time entry, and use additional custom fields to capture more details ▸ You can attach files to projects like SOW documents etc. in order to provide further details on the project
Work hours should be recorded daily.	▸ You can setup daily timesheets and choose to either manually or automatically submit them for approval ▸ Timesheets can be validated daily for correct and hassle free submission and approval ▸ To promote daily entry of hours worked, you can setup Replicon's Daily Reminder email notification to be sent to employees each day, at a specific time ▸ Employees and approvers can be notified via emails or mobile push message
Projects should be closed when cost limits are reached. Task assignment and task completion should be segregated, to the extent practical.	▸ In Replicon, to ensure tasks and projects are closed promptly, project managers can setup reports to alert them when the project is reaching the estimate. Post this project managers can decide to close or complete the project ▸ Access to setup and modify projects and assign tasks can be limited to those with Project Management permissions, making sure task assignment and task completion are segregated ▸ Employees can submit timesheets in real-time using mobile or web, hence keeping the time and cost data updated at all times ▸ Project managers get accurate visibility into hours and costs at any given moment
Only the employee has access to record their hours worked.	▸ In Replicon, you can make sure that only the employee has access to time entry and edit - preventing anyone other than a timesheet's owner from editing their time ▸ Replicon also provides audit trail of all the changes made. Hence, any modification made on the timesheet can be tracked and compared to the original entry
A verifiable audit trail is in place that collects all initial labor hour entries and all subsequent changes.	In Replicon, all initial values entered in timesheets — and all changes made thereafter — are recorded by default and can be viewed in the **Audit Trail** report.
Reports for labor charges to appropriate cost objectives exists	There are a list of timesheet and project reports available by default that list out all the labor charges and costs involved
Reports of labor edit errors should be generated and distributed for review and corrective action. Reasons should be endorsed by employee and supervisor.	▸ Validation are available to inform employee and supervisor regarding all the errors ▸ Supervisors can reject the timesheet and add specific comments that an employee can follow in order to correct the same ▸ A rejected timesheet can be edited and resubmitted for approval by the employee with resubmission comments ▸ Audit trail of all the actions are available on the timesheet and in reports
Automated timekeeping systems should be secure and reliable.	▸ Replicon's cloud platform is built to be secure and reliable for our customers. We adhere to the most stringent of security and compliance requirements. ▸ We guarantee 99.5% uptime and offer real-time monitoring services ▸ We are compliant with - SSAE 18 compliant (SOC 1 and SOC 2), FedRamp, GDPR and other standard regulations. ▸ We offer security and privacy features like SSO, Mult-factor Authentication, IP Filtering and more

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About Replicon

Replicon, the Time Intelligence™ company, has over 20 years of industry leadership and is pioneering a new approach to time management. Time Intelligence elevates time as a strategic asset within an organization, to improve operational productivity, performance, and profitability.

Replicon's Time Intelligence Platform offers solutions for global time and gross pay compliance, enterprise time management for ERP, professional services automation, and an SDK for continued development - expanding the company's award-winning portfolio of cloud-based products, including complete solution sets for client billing, project costing, and time and attendance.

Replicon supports thousands of customers across 70 countries, with over 400 employees around the globe including the United States, Canada, India, Australia, and the United Kingdom.

Streamlined Time Capture Associated with Projects

Ease of Reporting for Audits