**DCAA Compliance Features**

1. Employees are required to fill out their timesheet in a timely manner (daily).
	1. If they are late (any time after the timesheet day) in entering time for Direct Labor (or other pay type used on the contract) they will be required to enter a reason why they are late. This response is saved to the activity log and kept for auditing purposes.
	2. Employees are not allowed to enter future time on the timesheet except for leave pay types (Holiday and PTO).
2. Employees are required to complete their timesheet by submitting it to their supervisor for approval.
	1. No employee can approve their own timesheet.
3. The activity log attached to the timesheet is un-editable and tracks all timesheet activity (creation, edits, additions and deletions).
4. Employees should be the only one editing their hours since they are agreeing to a statement that the information is accurate and ultimately held responsible for their timesheet. However, if a supervisor or administrator makes changes, there is a notification to alert employees when someone else has edited their timesheet.

It is best practice to enter time every day and use the timesheet comment box for any notes the supervisor needs or comments regarding regular activity. If working on multiple projects throughout the day, enter time before switching to different job. Timesheets should be submitted promptly at the end of the timesheet period.