Project Site Daily Timesheet Record (PSDTR) Training Instructions

Engineering and Construction Division (Supervisors)

M.C. DEAN™
BUILDING INTELLIGENCE

Topical List of Slides

1. Why is M.C. Dean Providing Timekeeping Training?
2. Review the PSDTR Requirements
3. Recording time for a Fixed Price of Cost Plus Job
4. Timesheet Falsification
5. Mischarging Labor
6. Penalties
7. Employee Responsibilities
8. Supervisor Responsibilities
9. Conclusion

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Why is M.C. Dean Providing Timekeeping Training?

- M.C. Dean is a federal contractor, and as such, it is required to provide regular training addressing the proper way to record labor.

- Federal contractors and their employees must comply with various requirements (such as those prescribed in the Federal Acquisition Regulations and by the Defense Contract Audit Agency) to record labor and ensure that its employees adhere to these requirements.

- Accurate and timely completion of every employee labor record reduces payroll errors, payroll delays, and corrections.

- Incorrect, careless, improperly maintained, and inaccurate labor records or processes could subject the company and its employees to serious consequences, including the loss of approval of its accounting practices, revocation of its authorization to perform under current and/ or future government contracts, and civil and/ or criminal penalties.

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Properly maintained labor records begin with the employee.

Record labor on the
Project Site Daily Timesheet Record
(PSDTR)

In accordance with the following three steps:

1. **Review the PSDTR Requirements**
2. **Locate the Day's PSDTR**
3. **Proceed According to the Flowchart**

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Review the PSDTR Requirements

Each job trailer will provide a binder containing the day's Project Site Daily Timesheet Record, unique to the project at the site, and the following instructions, summarizing the labor entry requirements. Employees, Foreman/ Crew Leaders, and Superintendents must follow these instructions when completing the PSDTR.

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Only M.C. Dean employees, not subcontractors, should complete the PSDTR.

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Project Site Daily Time Record Instructions

1. Employees providing support to the project identified on the Project Site Daily Time Record shall record the following information in blue or black ink, on the record corresponding to the employee's name:
    a. Start Time—at the beginning of the shift;
    b. Lunch Break—at the end of the shift during which the lunch break was taken;
    c. Stop Time—at the end of the shift;
    d. Answer "Yes" or "No" to the question, "Were you injured today"—at the end of the shift; and
    e. Non-Work Hours: "Holiday," "PTO," or "LWOP"—at the end of the shift.

2. Employees shall not record time worked in advance of performing the work, except for PTO or holiday.

3. **Employees shall record time worked to the nearest one minute interval.**

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Project Site Daily Time Record Instructions

4. Each employee shall sign the Project Site Daily Time Record after the above data has been entered, attesting to the accuracy of the information entered, and that such information was entered in accordance with the certification on the Project Site Daily Time Record.

5. Following the application of the signatures of all employees identified on the Project Site Daily Time Record, the Foreman/ Crew Leader shall:
   a. Select the reason for any employee absence or partial day of service;
   b. Enter Work Area information corresponding to the employee's efforts, using the code associated with the activity performed, as identified in the Charge Code Cross Reference Matrix available in the project office (or, enter the reason for an employee absence); and
   c. Sign the Project Site Daily Time Record, attesting:
      i. To the accuracy of the information entered by the employees;
      ii. That such information was entered in accordance with the certification on the Project Site Daily Time Record.

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Project Site Daily Time Record Instructions

6. The Superintendent shall sign the Project Site Daily Time Record after the Foreman/ Crew Leader has signed the document, attesting
    a. to the accuracy of the information entered by the employee;
    b. that such information was entered in accordance with the certification on the Project Site Daily Time Record; and
    c. acknowledging the information entered by the Foreman/ Crew Leader.

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Project Site Daily Time Record Instructions

7. If a change to a timesheet entry is required (which may result from data entry errors or discrepancies with the BTA system):
    a. Only the employee may make the change, and all changes must be approved by the Foreman/ Crew Leader and Superintendent.
    b. The employee must make the change on the original Project Site Daily Time record as soon as the need for the change is identified. (In the event that the original is not available, the change may be made on a copy, provided that the change is transferred to the original as soon as possible.)
    c. The employee shall:
        i. Draw a single line through the erroneous entry
        ii. Enter the correction above the erroneous entry
        iii. Place his or her initials beside the change
        iv. Provide a brief explanation for the change in the “Notes” area, providing a reference to the line containing the change
    d. The Foreman/ Crew Leader shall initial beside the employee’s initials, approving the change.
    e. The Superintendent shall initial beside the Foreman/ Crew Leader’s initials, approving the actions of the Foreman/ Crew Leader.

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Sample 1: Fixed Price or Cost Plus Job (no labor categories required)

M.C. DEAN BUILDING INTELLIGENCE
22461 SHAW ROAD, DULLES, VA 20166
TEL: 703-802-6231 FAX: 703-421-4670

PROJECT SITE DAILY TIME RECORD

DATE: March 26, 2010 | DAY: Friday | Ticket #:

JOB NUMBER: 083060.CON

FOREMAN / CREW LEADER NAME | FOREMAN / CREW LEADER SIGNATURE | INITIALS OF PROJECT ACCOUNTANT

Foreman/ Crew Leader: "By signing the line above, I attest to the accuracy of the information entered by the employee, and that all such information has been entered in accordance with company policies."

IS THIS AN INDIRECT TRAINING EFFORT? NO
IS THIS A T&M EFFORT OR OTHER EFFORT REQUIRING PROJECT SPECIFIC LAB CATS? NO

SUPERINTENDENT NAME | SUPERINTENDENT SIGNATURE

Superintendent: "By signing the line above, I attest to the accuracy of the information entered by the employee and the Foreman / Crew Leader, and that all such information has been entered in accordance with company policies."

Initials of PA do not approve charges; rather, initials authorize upload to accounting system.

THIS SECTION TO BE COMPLETED BY EMPLOYEE

(THIS INFORMATION, AND THE ABOVE JOB NUMBER, ARE CERTIFIED BY SIGNATURE OF EMPLOYEE, FOREMAN/ CREW LEADER, AND SUPERINTENDENT.)

THIS SECTION TO BE COMPLETED BY TIMEKEEPER. (THIS INFORMATION IS NOT SUBJECT TO CERTIFICATION)

THESE SECTIONS TO BE COMPLETED BY FOREMAN/ CREW LEADER OR SUPERINTENDENT

(THIS INFORMATION IS CERTIFIED BY SIGNATURE OF FOREMAN/ CREW LEADER OR SUPERINTENDENT)

(THIS INFORMATION IS NOT CERTIFIED BY SIGNATURE OF EMPLOYEE, FOREMAN/ CREW LEADER, OR SUPERINTENDENT)

Line #	Name	Emp #	Start Time (record to nearest one-minute interval)	Lunch Break (Record in 15 min increments)	Stop Time (record to nearest one-minute interval)	Were You Injured Today?	Non-Work Hours: Holiday	Non-Work Hours: PTO	Non-Work Hours: LWOP (requires approval)	Employee Signature	COMPUTE TOTAL HOURS WORKED ON JOB BASED UPON START AND STOP TIMES.	SELECT REASON FOR ABSENCE OR PARTIAL DAY OF SERVICE. (IF "OTHER," ANNOTATE REASON BELOW.): Training (OHD)	VC	Military	FMLA	Jury Duty	STD or LTD	Other	Work Area 1: Cost Code/ Ref.	Work Area 1: Hours	Work Area 1: Units	Work Area 2: Cost Code/ Ref.	Work Area 2: Hours	Work Area 2: Units	Work Area 3: Cost Code/ Ref.	Work Area 3: Hours	Work Area 3: Units
0	(Ex:) John Smith	12345	6:00	0:45	12:45	Y (N)	0:00	1:00	0:00	John Smith		X							7	3	150	105	1	10	105	1	10
1	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:																	
2	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:																	
3	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:																	
4	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:																	
5	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:																	
6	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:																	
						Y N																						

NOTE: RECORD THIS INFO ONLY ONCE PER DAY, AT YOUR FINAL JOBSITE

RECORD REQUESTED INFORMATION--USE COST CODE CROSS-REFERENCE MATRIX, IF REQUIRED. ACCOUNT FOR "TOTAL DIRECT HOURS" AT LEFT.

Employee: "By signing the line above, I attest to the accuracy of the information entered, and that all such information has been entered in accordance with company policies."

Line #:	NOTES (Reference the LINE NUMBER above when making notes or annotating changes applicable to a particular line)

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Sample 2: Time and Material Job (labor categories required)

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22461 SHAW ROAD, DULLES, VA 20166
TEL: 703-802-6231 FAX: 703-421-4670

PROJECT SITE DAILY TIME RECORD

DATE: March 26, 2010 | DAY: Friday | Ticket #:

JOB NUMBER: 083060.CON

FOREMAN / CREW LEADER NAME | FOREMAN / CREW LEADER SIGNATURE | INITIALS OF PROJECT ACCOUNTANT

Foreman/ Crew Leader: "By signing the line above, I attest to the accuracy of the information entered by the employee, and that all such information has been entered in accordance with company policies."

IS THIS AN INDIRECT TRAINING EFFORT? NO
IS THIS A T&M EFFORT OR OTHER EFFORT REQUIRING PROJECT SPECIFIC LAB CATS? YES

SUPERINTENDENT NAME | SUPERINTENDENT SIGNATURE

Superintendent: "By signing the line above, I attest to the accuracy of the information entered by the employee and the Foreman / Crew Leader, and that all such information has been entered in accordance with company policies."

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Line #	Name	Emp #	Start Time (record to nearest one-minute interval)	Lunch Break (Record in 15 min increments)	Stop Time (record to nearest one-minute interval)	Were You Injured Today?	Non-Work Hours: Holiday	Non-Work Hours: PTO	Non-Work Hours: LWOP (requires approval)	Employee Signature	COMPUTE TOTAL HOURS WORKED ON JOB BASED UPON START AND STOP TIMES.	SELECT REASON FOR ABSENCE OR PARTIAL DAY OF SERVICE. (IF "OTHER," ANNOTATE REASON BELOW.): Training (OHD)	V/C	Military	FMLA	Jury Duty	STD or LTD	Other	ENTER PROJECT-SPECIFIC LABOR CATEGORY	RECORD REQUESTED INFORMATION--USE COST CODE CROSS-REFERENCE MATRIX, IF REQUIRED. ACCOUNT FOR "TOTAL DIRECT HOURS" AT LEFT. Work Area 1: Cost Code/ Ref.	Work Area 1: Hours	Work Area 1: Units	Work Area 2: Cost Code/ Ref.	Work Area 2: Hours	Work Area 2: Units	Work Area 3: Cost Code/ Ref.	Work Area 3: Hours	Work Area 3: Units
0	(Ex:) John Smith	12345	6:00	0:45	12:45	Y (N)	0:00	1:00	0:00	John Smith		X							SAMPLE LABOR CAT 3	7	3	150	105	1	10	105	1	10
1	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:								ENTER CONTRACT-SPECIFIC LAB CAT									
2	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:								ENTER CONTRACT-SPECIFIC LAB CAT									
3	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:								ENTER CONTRACT-SPECIFIC LAB CAT									
4	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:								ENTER CONTRACT-SPECIFIC LAB CAT									
5	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:								ENTER CONTRACT-SPECIFIC LAB CAT									
6	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:								ENTER CONTRACT-SPECIFIC LAB CAT									
						Y N																						

Employee: "By signing the line above, I attest to the accuracy of the information entered, and that all such information has been entered in accordance with company policies."

Line #:	NOTES (Reference the LINE NUMBER above when making notes or annotating changes applicable to a particular line)

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Sample 3: Indirect Training Assignment

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22461 SHAW ROAD, DULLES, VA 20166
TEL: 703-802-6231 FAX: 703-421-4670

PROJECT SITE DAILY TIME RECORD

DATE:	March 26, 2010	DAY:	Friday	Ticket #:	

JOB NUMBER	TRAINING COORDINATOR/ SUPERVISOR NAME	TRAINING COORDINATOR/ SUPERVISOR SIGNATURE
083060.CON		*Training Coordinator/ Supervisor: "By signing the line above, I attest to the accuracy of the information entered by the employee, and that all such information has been entered in accordance with company policies."*

IS THIS AN INDIRECT TRAINING EFFORT? **YES**

THIS SECTION TO BE COMPLETED BY EMPLOYEE

(THIS INFORMATION, AND THE ABOVE JOB NUMBER, ARE CERTIFIED BY SIGNATURE OF EMPLOYEE AND TRAINING COORDINATOR/ SUPERVISOR)

THIS SECTION TO BE COMPLETED BY TIMEKEEPER. (THIS INFORMATION IS NOT SUBJECT TO CERTIFICATION)

Line #	Name	Emp #	Start Time (record to nearest one-minute interval)	Lunch Break (Record in 15 min increments)	Stop Time (record to nearest one-minute interval)	Were You Injured Today?	Non-Work Hours: Holiday	Non-Work Hours: PTO	Non-Work Hours: LWOP (requires approval)	Employee Signature	COMPUTE TOTAL HOURS WORKED ON TRAINING EFFORT BASED UPON START AND STOP TIMES.
0	(Ex:) John Smith	12345	6:00	0:45	12:45	Y (N)	0:00	1:00	0:00	John Smith	
1	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:
2	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:
3	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:
4	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:
5	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:
6	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:
						Y N					

Employee: "By signing the line above, I attest to the accuracy of the information entered, and that all such information has been entered in accordance with company policies."

Line #:	NOTES (Reference the LINE NUMBER above when making notes or annotating changes applicable to a particular line)

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RECORDING TIME FOR A FIXED PRICE OR COST PLUS JOB

These are the most prevalent types of jobs performed by M.C. Dean

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Timesheet for a Fixed Price or Cost Plus Job (no labor categories required)

M.C. DEAN BUILDING INTELLIGENCE — 22461 SHAW ROAD, DULLES, VA 20166 — TEL: 703-802-6231 FAX: 703-421-4670

PROJECT SITE DAILY TIME RECORD

DATE: March 26, 2010 | DAY: Friday | Ticket #:

JOB NUMBER: 083060.CON

FOREMAN / CREW LEADER NAME | FOREMAN / CREW LEADER SIGNATURE | INITIALS OF PROJECT ACCOUNTANT

Foreman/ Crew Leader: "By signing the line above, I attest to the accuracy of the information entered by the employee, and that all such information has been entered in accordance with company policies."

IS THIS AN INDIRECT TRAINING EFFORT? NO

IS THIS A T&M EFFORT OR OTHER EFFORT REQUIRING PROJECT SPECIFIC LAB CATS? NO

SUPERINTENDENT NAME | SUPERINTENDENT SIGNATURE

Superintendent: "By signing the line above, I attest to the accuracy of the information entered by the employee and the Foreman / Crew Leader, and that all such information has been entered in accordance with company policies."

Initials of PA do not approve charges; rather, initials authorize upload to accounting system.

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Line #	Name	Emp #	Start Time (record to nearest one-minute interval)	Lunch Break (Record in 15 min increments)	Stop Time (record to nearest one-minute interval)	Were You Injured Today?	Non-Work Hours: Holiday	Non-Work Hours: PTO	Non-Work Hours: LWOP (requires approval)	Employee Signature	COMPUTE TOTAL HOURS WORKED ON JOB BASED UPON START AND STOP TIMES.	SELECT REASON FOR ABSENCE OR PARTIAL DAY OF SERVICE. (IF "OTHER," ANNOTATE REASON BELOW.) Training (OHD)	WC	Military	FMLA	Jury Duty	STD or LTD	Other	RECORD REQUESTED INFORMATION--USE COST CODE CROSS-REFERENCE MATRIX, IF REQUIRED. ACCOUNT FOR "TOTAL DIRECT HOURS" AT LEFT. Work Area 1: Cost Code/ Ref.	Hours	Units	Work Area 2: Cost Code/ Ref.	Hours	Units	Work Area 3: Cost Code/ Ref.	Hours	Units
0	(Ex:) John Smith	12345	6:00	0:45	12:45	Y (N)	0:00	1:00	0:00	John Smith		X							7	3	150	105	1	10	105	1	10
1	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:																
2	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:																
3	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:																
4	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:																
5	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:																
6	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:																
						Y N																					

NOTE: RECORD THIS INFO ONLY ONCE PER DAY, AT YOUR FINAL JOBSITE

Employee: "By signing the line above, I attest to the accuracy of the information entered, and that all such information has been entered in accordance with company policies."

Line #:	NOTES (Reference the LINE NUMBER above when making notes or annotating changes applicable to a particular line)

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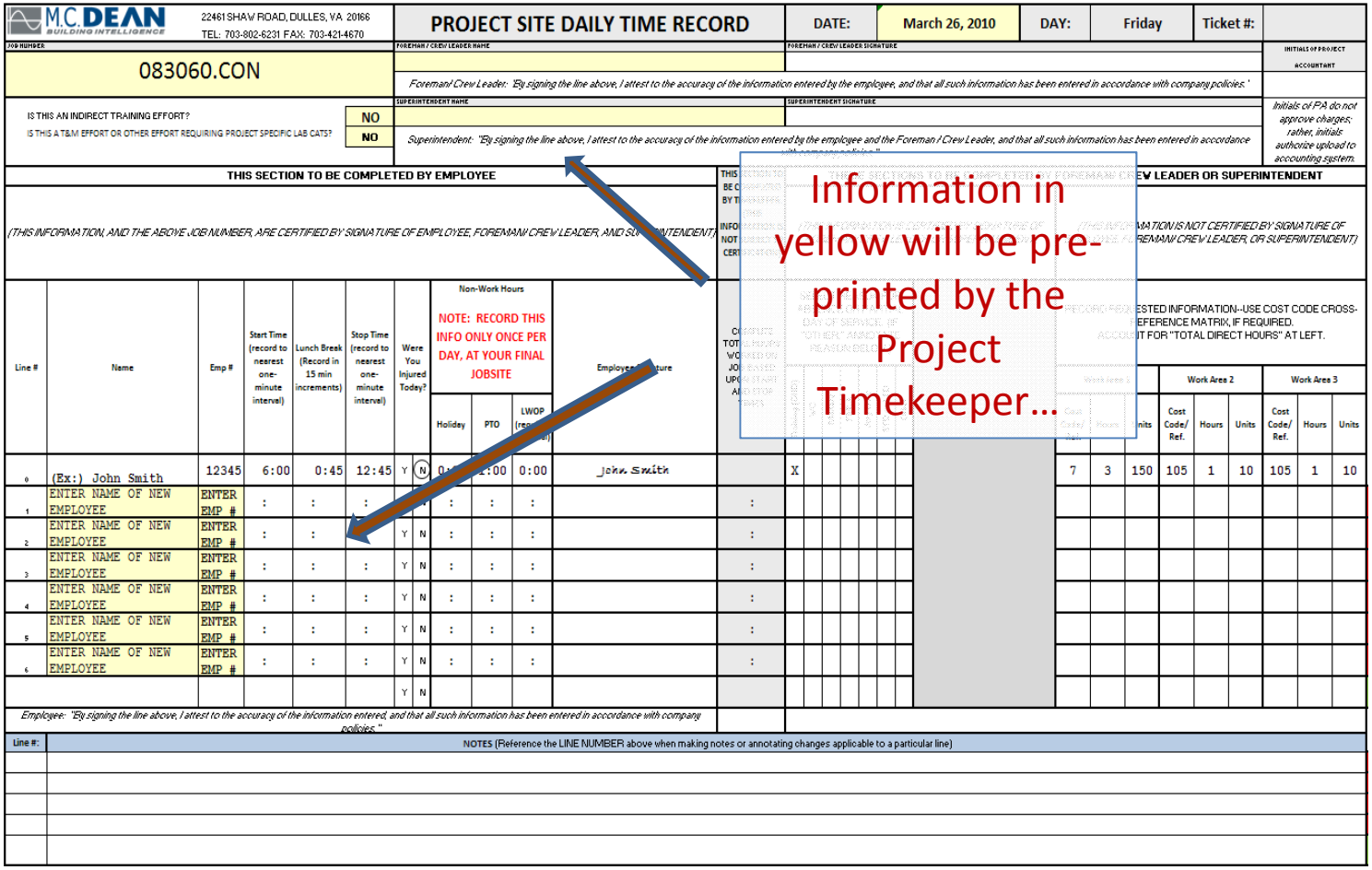
Timekeeper (Slide 1 of 2)



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22461 SHAW ROAD, DULLES, VA 20166
TEL: 703-802-6231 FAX: 703-421-4670

PROJECT SITE DAILY TIME RECORD

DATE: March 26, 2010 | DAY: Friday | Ticket #:

JOB NUMBER: 083060.CON

FOREMAN / CREW LEADER NAME | FOREMAN / CREW LEADER SIGNATURE | INITIALS OF PROJECT ACCOUNTANT

Foreman/ Crew Leader: "By signing the line above, I attest to the accuracy of the information entered by the employee, and that all such information has been entered in accordance with company policies."

IS THIS AN INDIRECT TRAINING EFFORT? NO
IS THIS A T&M EFFORT OR OTHER EFFORT REQUIRING PROJECT SPECIFIC LAB CATS? NO

SUPERINTENDENT NAME | SUPERINTENDENT SIGNATURE

Superintendent: "By signing the line above, I attest to the accuracy of the information entered by the employee and the Foreman / Crew Leader, and that all such information has been entered in accordance

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EW LEADER OR SUPERINTENDENT

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ESTED INFORMATION--USE COST CODE CROSS-EFERENCE MATRIX, IF REQUIRED.
T FOR "TOTAL DIRECT HOURS" AT LEFT.

Line #	Name	Emp #	Start Time (record to nearest one-minute interval)	Lunch Break (Record in 15 min increments)	Stop Time (record to nearest one-minute interval)	Were You Injured Today?	Non-Work Hours: Holiday	PTO	LWOP	Employee Signature								Work Area 2: Cost Code/ Ref.	Work Area 2: Hours	Work Area 2: Units	Work Area 3: Cost Code/ Ref.	Work Area 3: Hours	Work Area 3: Units
							NOTE: RECORD THIS INFO ONLY ONCE PER DAY, AT YOUR FINAL JOBSITE																
0	(Ex:) John Smith	12345	6:00	0:45	12:45	Y (N)	0:00	2:00	0:00	John Smith		X						7	3	150	105	1	10	105	1	10
1	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:														
2	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:														
3	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:														
4	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:														
5	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:														
6	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:														
						Y N																			

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Line #:	NOTES (Reference the LINE NUMBER above when making notes or annotating changes applicable to a particular line)

Information in yellow will be pre-printed by the Project Timekeeper…

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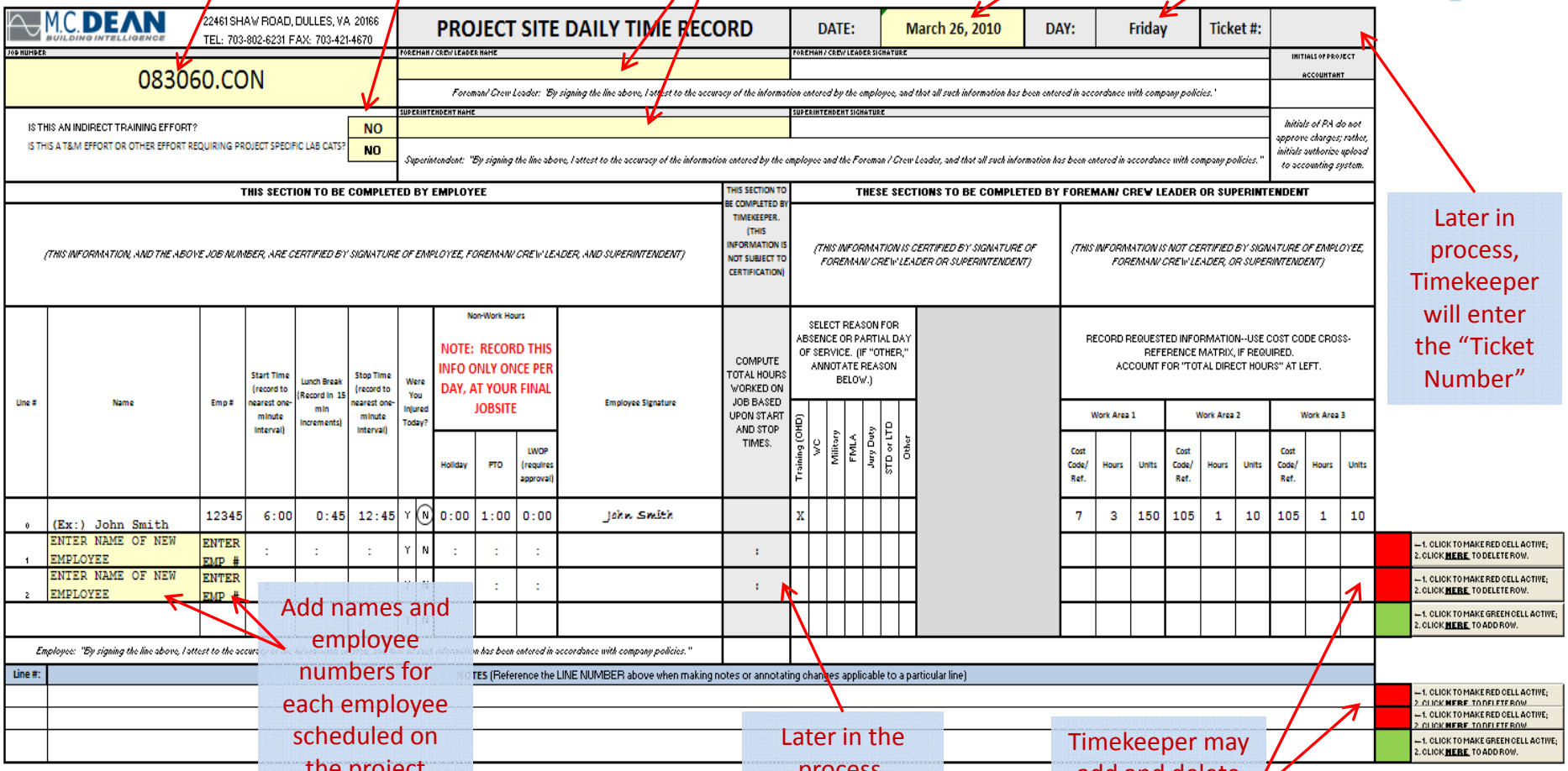
Include the Job Number on every PSDTR…and only one PSDTR per job, per day.

Selections made in the two fields below (a "YES/NO" response is required) will produce an appropriate PSDTR

Enter name of Foreman and Super.

"Date" will auto-complete for today's date (which can be overwritten)

"Day" will auto-fill based upon date in field at left



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Line #	Name	Emp #	Start Time (record to nearest one-minute interval)	Lunch Break (Record in 15 min increments)	Stop Time (record to nearest one-minute interval)	Were You Injured Today?	Non-Work Hours: Holiday	Non-Work Hours: PTO	Non-Work Hours: LWOP (requires approval)	Employee Signature	COMPUTE TOTAL HOURS WORKED ON JOB BASED UPON START AND STOP TIMES.	SELECT REASON FOR ABSENCE OR PARTIAL DAY OF SERVICE. (IF "OTHER," ANNOTATE REASON BELOW.) Training (OHD)	W/C	Military	FMLA	Jury Duty	STD or LTD	Other	RECORD REQUESTED INFORMATION--USE COST CODE CROSS-REFERENCE MATRIX, IF REQUIRED. ACCOUNT FOR "TOTAL DIRECT HOURS" AT LEFT. Work Area 1: Cost Code/ Ref.	Hours	Units	Work Area 2: Cost Code/ Ref.	Hours	Units	Work Area 3: Cost Code/ Ref.	Hours	Units
0	(Ex:) John Smith	12345	6:00	0:45	12:45	Y (N)	0:00	1:00	0:00	John Smith		X							7	3	150	105	1	10	105	1	10
1	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #	:	:	:	Y N	:	:	:		:																
2	ENTER NAME OF NEW EMPLOYEE	ENTER EMP #						:	:		:																

Employee: "By signing the line above, I attest to the accuracy of the information entered by the employee, and that all such information has been entered in accordance with company policies."

—1. CLICK TO MAKE RED CELL ACTIVE; 2. CLICK HERE TO DELETE ROW.
—1. CLICK TO MAKE RED CELL ACTIVE; 2. CLICK HERE TO DELETE ROW.
—1. CLICK TO MAKE GREEN CELL ACTIVE; 2. CLICK HERE TO ADD ROW.

Line #:	NOTES (Reference the LINE NUMBER above when making notes or annotating changes applicable to a particular line)

—1. CLICK TO MAKE RED CELL ACTIVE; 2. CLICK HERE TO DELETE ROW.
—1. CLICK TO MAKE RED CELL ACTIVE; 2. CLICK HERE TO DELETE ROW.
—1. CLICK TO MAKE GREEN CELL ACTIVE; 2. CLICK HERE TO ADD ROW.

SELECTIONS FOR "YES/ NO" FIELDS ABOVE. **(DO NOT MODIFY THESE CELLS.)**	SELECTIONS FOR CONTRACT-SPECIFIC LABOR CATEGORIES (PA TO MODIFY THESE CELLS BASED UPON CONTRACT REQUIREMENTS-- **MODIFY ONLY THE YELLOW FIELDS.**)
YES	THIS CELL INTENTIONALLY LEFT BLANK
NO	THIS CELL INTENTIONALLY LEFT BLANK
	SAMPLE LABOR CAT 1
	SAMPLE LABOR CAT 2

—1. CLICK TO MAKE RED CELL ACTIVE; 2. CLICK HERE TO DELETE ROW.
—1. CLICK TO MAKE RED CELL ACTIVE; 2. CLICK HERE TO DELETE ROW.
—1. CLICK TO MAKE GREEN CELL ACTIVE; 2. CLICK HERE TO ADD ROW.

Later in process, Timekeeper will enter the "Ticket Number"

Add names and employee numbers for each employee scheduled on the project

Later in the process, Timekeeper will enter total hours worked

Timekeeper may add and delete as many rows as necessary using buttons provided

…who will consider each of the above-identified items when doing so.

Employee

M.C. DEAN BUILDING INTELLIGENCE
22461 SHAW ROAD, DULLES, VA 20166
TEL: 703-802-6231 FAX: 703-421-4670

PROJECT SITE DAILY TIME RECORD

DATE: March 26, 2010 | DAY: Friday | Ticket #:

JOB NUMBER: 083060.CON

FOREMAN / CREW LEADER NAME | FOREMAN / CREW LEADER SIGNATURE | INITIALS OF PROJECT ACCOUNTANT

Foreman/ Crew Leader: "By signing the line above, I attest to the accuracy of the information entered by the employee, and that all such information has been entered in accordance with company policies."

IS THIS AN INDIRECT TRAINING EFFORT? NO
IS THIS A T&M EFFORT OR OTHER EFFORT REQUIRING PROJECT SPECIFIC LAB CATS? NO

SUPERINTENDENT NAME | SUPERINTENDENT SIGNATURE

Superintendent: "By signing the line above, I attest to the accuracy of the information entered by the employee and the Foreman / Crew Leader, and that all such information has been entered in accordance with company policies."

Initials of PA do not approve charges; rather, initials authorize upload to accounting system.

THIS SECTION TO BE COMPLETED BY EMPLOYEE

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Foreman/Crew Leader

M.C. DEAN BUILDING INTELLIGENCE
22461 SHAW ROAD, DULLES, VA 20166
TEL: 703-802-6231 FAX: 703-421-4670

PROJECT SITE DAILY TIME RECORD

DATE: March 26, 2010 | DAY: Friday | Ticket #:

JOB NUMBER: 083060.CON

FOREMAN / CREW LEADER NAME | FOREMAN / CREW LEADER SIGNATURE | INITIALS OF PROJECT ACCOUNTANT

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						Y N																					

NOTE: RECORD THIS INFO ONLY ONCE PER DAY, AT YOUR FINAL JOBSITE

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Superintendent

M.C. DEAN BUILDING INTELLIGENCE
22461 SHAW ROAD, DULLES, VA 20166
TEL: 703-802-6231 FAX: 703-421-4670

PROJECT SITE DAILY TIME RECORD

DATE: March 26, 2010 | DAY: Friday | Ticket #:

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Basis for Rejection of the PSDTR (as referenced at Note 2)

The PSDTR should not be approved unless the blow items have been resolved:

- PSDTR is incomplete in any way (missing information from any employee, foreman, or superintendent)
- Completed in other than black or blue ink
- “Start Time”/ “Stop Time(s)” are missing
- “Total Hours” is missing or computed incorrectly
- Injury question was not answered
- Employee signature is missing
- Foreman signature is missing
- Superintendent signature is missing
- Corrections were made improperly:
  - not initialed by employee and supervisor
  - no explanation provided in “Notes” section
  - made in other than ink
  - obliterate original entries
  - reflect other than a single line-out correction
  - do not reflect correction clearly
- Contain hours exceeding those in the shift
- PTO requested exceeds available PTO balance
- Contain blank records for an employee named on the PSDTR
- PSDTR does not identify a reason for an employee absence
- Improper addition of an additional employee whose name was not pre-printed
- PSDTR does not include an entry for lunch (enter “0” when no lunch was taken)
- PSDTR is missing cost codes (and/ or units, if applicable)
- Discrepancies among the PSDTR, STS, and/ or the BTA

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Cautionary Advice

- Certain actions, which may appear benign enough, can interfere with proper timekeeping procedures. If unsure if a certain activity would contradict proper timekeeping procedures, please contact your supervisor.

- Other actions, which are more clearly inappropriate, or which are performed with intent, such as intentionally mischarging labor or falsifying a timesheet, are prohibited by the Federal Acquisition Regulations and requirements of the Defense Contract Audit Agency.

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TIMESHEET FALSIFICATION

Falsifying or mischarging labor can present itself in many ways.

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Timesheet Falsification

Timesheet falsification is usually an action taken by an individual employee to knowingly misrepresent time worked for some personal gain. This could take the form of:

- Falsifying the record of hours or overtime hours worked;
- Improper use and recording of paid benefits (PTO);
- Misrepresenting true attendance to avoid sanction or the need to make up time; or
- Charging time worked on a non-scaled job to a scaled job.

Falsification of timesheet may result in discipline up to and including termination.

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MISCHARGING LABOR

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Mischarging Labor

Mischarging labor can involve the actions of one or more employees. In this case, the proper number of hours may be worked on a particular effort (direct or indirect), but the hours are knowingly charged to a different effort (direct or indirect). As examples, mischarging labor occurs when:

- A supervisor directs an employee to charge to the wrong effort or account. (The employee, however, may or may not be aware it's the wrong effort or account.)
- Charging labor for an overrun on a fixed-price contract to a cost-plus contract;
- Splitting costs between a number of contracts or accounts without being able to verify the actual time spent on each;
- Charging a single job when multiple jobs have been worked;
- Charging overhead activities (training or down-time, for example) to a contract or vice versa; or
- A supervisor or administrative employee moves, or directs the movement of, labor hours provided in one pay period to a future pay period to avoid overtime expenses.

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PENALTIES FOR IMPROPER TIMEKEEPING

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Penalties for Improper Timekeeping

- Multiple Statutes Apply
- Potential for Criminal and Civil Action
- Penalties can apply to employer and employees

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Penalties for Improper Timekeeping

False Claims Act Consists of Criminal and Civil Components	False Statement Act Consists of Criminal and Civil Components	Major Fraud Act
18 U.S.C. 287: Criminal Statute (Fines and prison terms may apply) Based upon the submission of a fraudulent claim, with a proven intent to defraud **Example:** Requesting final indirect rates higher than those experienced for the purpose (thus, a "false claim" with the intent to defraud) of obtaining higher payments than which you would otherwise be entitled.	18 U.S.C. 1001 (Fines and prison terms may apply—in fact, FAR 2.304-4 explicitly states employees and supervisors can be held liable) Based upon a statement made by a contractor when the contractor knows it contains false information **Examples:** • Falsification of timesheets • Falsification of billing information (which may result from falsified timesheets)	18 U.S.C. 1031 (Fines and prison terms of up to $1M and/ or 10 years may apply) Based upon fraudulent representations or promises made by a contractor or subcontractor under a federal contract for the purpose of obtaining money or property when the award to the contractor is over $1M. **Examples:** Numerous—May involve timesheet fraud, unsupported/ improperly supported invoices, falsification of indirect costs (to include indirect labor), and others.
31 U.S.C. 3729: Civil Statute (Fines of $5,000-10,000, plus treble damages for losses experienced by government) Based upon the submission of a fraudulent claim, but no proof of intent to defraud is required. **Examples:** Any actions which, while not amounting to fraud, demonstrate extreme carelessness or disregard of actual facts , such as misrepresenting actual hours worked, actual costs incurred, and similar, and submitting such on an invoice (and thus, a "false claim") that is not supported by the actual labor hours or costs.		

EMPLOYEE AND SUPERVISOR RESPONSIBILITIES

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Summary—Employee Responsibilities

- It is YOUR responsibility to record your time correctly, which includes direct labor provided in support of a customer, as well as indirect labor such as vacations, absences, and holidays. Your signature certifies that the time you recorded accurately reflects how your time was spent during the day.

- In order to carry out your obligations, you must:
  - Record your labor on the PSDTR following completion of your activity, never before (except for holidays or personal time);
  - Accurately and precisely record your labor;
  - Know the project, charge number, and account associated with the effort you're supporting;
  - Know where to find documents that authorize your charge numbers;
  - Follow procedures for completing timekeeping records and correcting errors
  - Affix your signature on your timesheet and;
  - Correct rejected shift punches on BTA before end of shift following notification

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Summary—Supervisor Responsibilities

Supervisors (the Foremen/ Crew Leaders, Superintendents, Project Accountants, or other individuals in supervisory capacities) share the responsibility for ensuring accurate timekeeping through the verification of employee labor expenditures.

In order to carry out these obligations, supervisors must:

- Review and approve the labor records of employees under their supervision on a daily basis—Do not sign without reviewing!
- Ensure that all employees under their supervision, especially new employees, know their correct employee classification (exempt or non-exempt) and the appropriate project, charge code, and/ or account information; and
- Maintain a workplace environment that requires honesty and encourages employees to ask questions.

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Conclusion

Before departing, ensure that you can answer the following:

- Do you know to whom you should address questions regarding the proper entry of your labor?
- Do you know how to complete the PSDTR or record your information in the BTA system accurately?
- Do you know the correct project codes for the efforts to which you are assigned?
- Do you know whom to ask if you have questions about completing your timesheet?

Review any of the above with your supervisor, the Time and Attendance team, or a member of the time collection staff.

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Do you know with whom to speak if you suspect mischarging or timesheet falsification, or if you are being told to incorrectly charge time?

Within M.C. Dean:
Joel Bonfiglio, General Counsel
Amy Hutchens, Associate General Counsel
Or contact a company officer.

ANONYMOUS FRAUD HOTLINE

M.C. Dean, Inc. has teamed up with Ethical Advocate, a company that specializes in advocating for ethical behavior in the workplace.

If you see behaviors in the workplace that you believe are unethical; such as

- Fraud
- Deceit
- Embezzlement
- Release of Proprietary Information
- Falsification of Company Records
- Theft of Cash
- Theft of Goods or Services
- Kickbacks

Please contact the Ethical Advocate at the website or toll free number below. You can report these situations anonymously and without fear of retribution.

You can access the online report form at
http://mcdean.ethicaladvocate.com
or by calling
1(866) 578-4277

EA Ethical Advocate
The right place to do the right thing

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Above all, if you are unsure about your obligations,

JUST ASK!

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Send manual timesheets to the MCD timesheets depository daily

- Timesheets must be scanned to the MCD Timesheet depository daily, by jobsite and for large jobsites by foreman.
- The timesheet ***Document*** must be named correctly by the scanner or the PDF renamed by the sender in order for the timesheet to be retrieved for audit at a later date. DO NOT BATCH they must be separate by date
- If your copier/scanner has a SEND SETTINGS button on it you will type in the **Document Name** before sending to the correct format. Otherwise scan to yourself in PDF, open, save as, to rename the document to the format and then send to the depository.
- The document name format is: mmddyy.jobnumber.foreman name for example, 021412.103133.SES.SMITH
- Send to : V5timesheet@sp.mcdean.com

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Timekeeping Training

Supervisor Version for the Engineering and Construction Division

Printed Name: _____
Employee Number: _____
Training Date: _____

I have participated in the timekeeping training session provided by M.C. Dean. I will maintain my timesheet and adhere to the processes defined therein.

Further, If I am employed in a supervisory capacity, or if I am responsible for the administrative processing of timesheets of other employees, I acknowledge that I have received adequate training for this purpose, and will carry out my responsibilities as required by such training.

Signature: _____
Date: _____

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For more information or to request a training session, please contact
Halston Camp at Halston.Camp@mcdean.com or
Diego Rocha at Diego.Rocha@mcdean.com

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