

DCAA Toolset for Journyx Timesheet

Labor is often the highest expense in government contracts; therefore a robust labor management system is a requirement for any contractor that serves the U.S. Government. Defense Contract Audit Agency (DCAA) compliance can be met only through detailed labor and cost center tracking. With the Journyx DCAA Toolset for Timesheet™ you can automate the costly process of capturing and reporting contract-specific data and provide critical supporting documentation for DCAA audits.

The DCAA Toolset for Timesheet provides three critical tools for ensuring that your DCAA reporting needs are met in the easiest manner possible. From simplified audit log analysis to targeted printable timesheets to a friendly but firm reminder to your employees that they must log their time, the DCAA Toolset has you covered

DCAA Toolset Components

Daily Email Reminders

This tool helps you meet DCAA requirements for time entry by identifying all users who are required to track time and notifying them via email if they have not logged time for the current day. The email message used to remind employees is fully customizable, allowing you to specify your own unique subject line and body content as appropriate for your organization.

This tool is most effective when scheduled to operate automatically. This scheduling is accomplished with the same system already present in Timesheet, minimizing the need to learn or work with multiple interfaces.

Daily Email Reminders Export	
SUBJECT:	Please enter your time, <FullName>
BODY:	You have not submitted your timesheet for today. Please submit this critical information ASAP.
<input type="button" value="Save Email Settings"/>	
<p>Run Now</p> <p>Create Schedule</p> <p>Export Name: 5:05 Timesheet Reminder</p> <p>Schedule export to run <input type="button" value="One Time"/> on 03/20/2008 <input type="button" value="20"/> at 5 PM <input type="button" value="05"/></p> <p>Email Address for result summary (optional):</p> <p>Delete Scheduled Export</p> <p>Email Address for result summary: dylan@journyx.com Schedule: One Time: Friday, February 8, 2008 at 1:45 PM Last Run: Friday, February 8, 2008 at 01:45 PM CST Next Run: Wednesday, December 31, 1969 at 06:00 PM CST</p> <p><input type="button" value="Create Schedule"/></p>	

Printable Timesheet Report

This report produces a typical “timesheet style” report for each selected user within a given range. Further, each timesheet for each user can be configured to print on an individual page, improving readability and storage.

This tool can be run manually and configured to provide timesheets for only the user(s) you want to report on within the timeframe you desire.

Run Now

Start and end dates: 03/20/2008 ²⁰ 03/20/2008 ²⁰

Users to include: Include users whose sheets are approved by the users I select below

- Include all applicable users
- Include users I select below
- Include users I do not select below
- Include users whose sheets are approved by the users I select below

Preview

Audit Log Viewer

Timesheet includes a built-in audit log, and this portion of the DCAA Toolset scans that audit log and return pertinent data for the specified user and date range.

Export created on Thursday, March 20, 2008.

Export	this file as text	
Save	this file at server location:	/home/dcaatest/jt/tmp/
Email	this file to address:	

Date of Modification	Modifying User ID	Modified User ID	Table Altered	Action Taken	Old Record	New Record
Thu Mar 20 12:01:38 2008	dcaatest	u2	user_time_sheets	add	None	('C65D925880424F16A103C31751E25A73', 'default_weekly', 'u2', '03/16/2008 - 03/22/2008', 0, '20080316', '20080322', 'install_root_dom', '', 0, '')
Thu Mar 20 12:01:54 2008	dcaatest	u2	time_recs	add	None	('EFD9CBF03DCB148C9B32296D2BA210086', 'u2', '20080317', 'CorpAdmin', 'Regular', 'p2', 3.0, 'Default Comments', 0, 'install_root_dom', 'Standard', 'All_grp')
Thu Mar 20 12:01:54 2008	dcaatest	u2	time_recs	add	None	('0475B30012834EBB8B7B81DF3B84193', 'u2', '20080318', 'CorpAdmin', 'Regular', 'p2', 3.0, 'Default Comments', 0, 'install_root_dom', 'Standard', 'All_grp')

Print all

With this tool installed, it's a snap to identify changes to your Timesheet database in an easy-to-read format that can be exported, emailed or saved for future reference.

Data Validation Tool

The DCAA Toolset also includes the Data Validation Tool for Timesheet, which provides several options for restricting the ways in which your users enter their time. Most critically for DCAA requirements, this tool allows you to prevent your users from entering time in the future (defined as tomorrow and all of the days after that). Your Journyx Sales Rep can provide you with even more detail on this tool if desired.

DCAA Toolset Pricing Availability

The DCAA Toolset is available to all customers using Timesheet 7.6 and later. Please contact your Journyx Sales Team representative at (800) 755-9878, ext. 1 for DCAA Toolset pricing.