Additional DCAA Floorcheck Questions

- When were you told that you would be floor-checked?

- How were you told?

- What job or charge code are you charging the time for this floorcheck?

- Do you record all hours worked?

- Do you ever not record hours worked?

- Do you ever record your time in advance?

- Do you use any other system, notes or "cheat sheets" for keeping track of your time worked and the applicable job?

- Are you ever told to only record a specific number of hours on a job regardless of the hours you actually work?

- Have you observed any other employee violating the timekeeping policy, such as sharing passwords, entering time for another employee, clocking out for another employee?

Tips for Surviving DCAA's Floorchecks (Virtual or Otherwise)

- Employee training including refresher training after being notified of upcoming floorcheck

- Mock floorchecks

- Object to DCAA Ground-rules (email) as appropriate

- Compliance employee (accompanying or participating) authorized to interject when appropriate (must have Top Level support)

- Take notes and "fact-find" on employee responses that implicate compliance issues

- Check labor distribution against employee statements during floorcheck (hours worked-job numbers)…DCAA will

- Anticipate a few disgruntled employees, free thinkers, and others whose responses are "unfavorable", but highly suspect as to validity….discuss these with the DCAA auditors immediately after the employee interview (not in the presence of the employee)