

(Manager Name),

(Staff member name) was selected for an additional floor check based on the results of a floor check performed by their business office.

(A) He/she successfully passed all of the required elements.

(B) (staff member name) is still having trouble with (xxxx) and I have reviewed the requirements with (her/him) to make sure (he/she) is prepared for a DCAA floor check.

Please take a moment to complete the below Checklist related to your review and approval of (Staff member's) timecard for the week ending XXXX.

Once you have completed it, please reply via email to me and Pam Romero.

Thanks,

(your name)

Manager Checklist for Validating Labor Reported/Approved

I. Staff Member's Name: _____
Payroll Number: _____

Approval of Labor Reported for Week Ending: _____

Time of Approval: _____

If 1st approval was after the following Monday (or 1st business day):

- () Approval delay specific to this staff member to allow manager to clarify time reported
() Approval was delayed in general (not specific to this staff member)

II. Validation basis:

() The manager's day to day interaction with this staff member provides sufficient knowledge of his/her time worked **and** this individual has **no** significant risk factors for inaccurate labor reporting. Significant risk factors include:

- Work schedule outside of work group's core hours
- Performs much of their work at home or at an offsite location
- Staff member not co-located with manager and takes majority of work direction from someone other than the manager (e.g., matrixed staff)

- Individual consistently has trouble working the minimum required number of hours (for exempt, behind in chargeable hours goals)
- Past behaviors or events that might call into question the staff member's judgment or integrity

- AND / OR -

- The manager takes the following additional steps to validate labor reported (check all that apply):
 - () Validates time reported with others who have a working knowledge of this staff member's time worked
 - () Uses alternative means that adequately supplant my knowledge of time reported (e-mails, phone calls with staff member or work team, etc.)
 - () Monitors this staff member's work performance frequently enough to conclude that the time reported is commensurate with work performed
 - () Other, please describe:

Supporting Notes:

III. Attestation: In review of the staff member's time reporting, and based on the above ([choose one](#)):

- () Manager can reasonably attest that the time reporting of this staff member for the designated week represents work performed.
- () Upon review of the staff member's time reported, the manager has concerns that time was reported in excess of hours worked and further investigation is warranted.

Manager confirmation/date

(CONFIRM VIA REPLY EMAIL)