

Supervising Engineers shall review and approve how employees under their supervision record their time. Supervising Engineers shall also verify that time sheet approvers under their supervision follow the procedures described in this Directive.

Supervising Engineers are required to submit annual statements as described under the “Reporting Requirements” heading. In the case of a vacancy, the responsibilities of the vacant Supervising Engineer are to be performed by the next highest position (i.e. Principal Engineer or Assistant District Engineer).

District Engineers and Division Chiefs are required to conduct reviews and submit annual reports as described under the “Reporting Requirements” heading.

District Engineers and Division Chiefs will be responsible for reviewing charges to projects assigned to their Divisions/Districts. A representative, random sample of the division’s assigned projects will be selected and Core-CT Project Expenditure Reporting tools should be used to extract historical cost information. All charges within the selected samples, including those by support units, will be reviewed for reasonableness and consistency with the phase of development at the time they were incurred. Questionable charges by support units will be brought to the attention of the appropriate Division Chief or District Engineer, whose responsibility it will be to validate or amend the charges. Resolution and disposition of questionable charges will be noted in the report to the Construction Administrator.

REPORTING REQUIREMENTS

Annual statements and reports shall conform to the following:

Supervising Engineers

Supervising Engineers will be required to provide a signed statement of compliance to their District Engineer or Division Chief annually with the following information:

- Names of employees and method used to record time daily.
- Statement that all time entries and daily work logs were reviewed by the supervisor for accuracy on a bi-weekly basis (2016 Certification can omit reference to daily work logs within statement).
- Statement that the supervisor performed periodic spot checks of requirement for employee daily time entry to ensure compliance (Supervisor only needs to verify that they checked the last two pay periods for 2016 Certification).
- Statement that the method of employee record keeping has been verified and that employees complied with this directive (Statement for 2016 certification will only state that employees have been briefed and will comply with this directive).

Supervising Engineer statements are subject to audit.

Statements are to cover the 12-month period ending December 31 and (except for 2016) are due the last business day of January. The 2016 report is due January 27, 2017.

District Engineers and Division Chiefs

Each District Engineer and Division Chief will be required to submit a report to the Construction Administrator consisting of two elements, Employee Time Record Keeping and Project Charges.

The Employee Time Record Keeping section will roll up the Supervising Engineers' statements and summarize the following information:

- **Description of Employee Time Record Keeping:** the method(s) used by division employees to maintain daily time records. If more than one method is used within the division, fully describe each method. Include a summary table with information sufficient enough so that someone reviewing the report can easily determine the relevant record-keeping procedure for any named employee.
- **Statement of Compliance**

The Project Charges section shall summarize the review and include the following information:

- **Description of Review Process:** Division's project population for the review period, sample selected, Core-CT reports extracted and records reviewed, questionable charges identified and resolution.
- **Results:** Summary of conforming and non-conforming observations of review.
- **Follow-up Actions:** correcting non-conformance and improvements.
- **Conclusion:** statement of compliance/noncompliance.

Reports are to cover the 12-month period ending December 31 and (except for 2016) are due the last business day of February. The 2016 report is due February 10, 2017. Only the Employee Time Record Keeping is required for 2016.