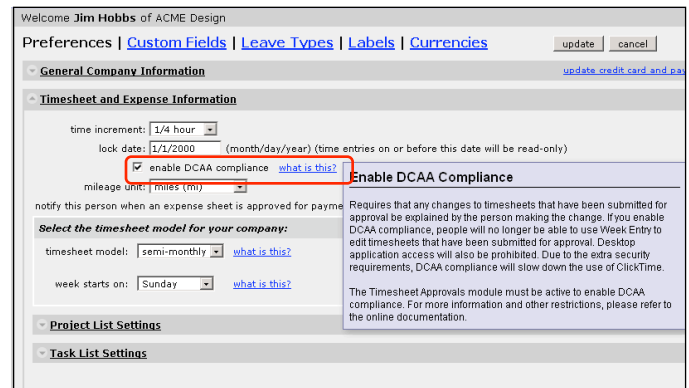
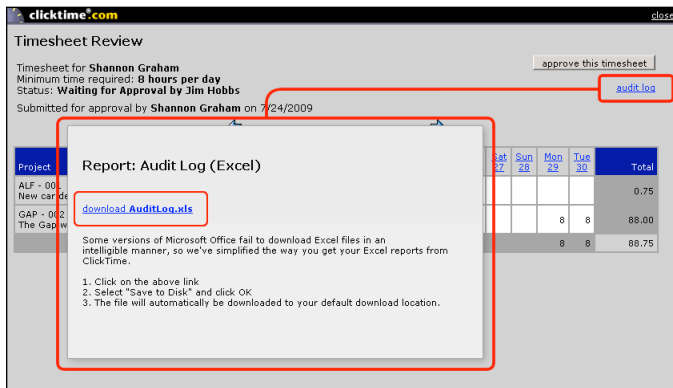


Accurate time and expense sheet data can save companies fortunes in misreported cost information. The Audit Trail Module provides information integrity with an automated log of all revisions to critical labor and cost accounting data.



While viewing any project, user, or timesheet, a complete audit log is just a click away. This log contains all vital history and may be printed, sorted, or analyzed in Microsoft Excel.

ClickTime simplifies compliance with DCAA by disabling parts of the application that would violate DCAA rules and enabling others to comply—all with the click of one checkbox.

About Auditing

ClickTime offers a comprehensive audit trail function for companies requiring total accountability. Every action in ClickTime which would add, modify, or delete data is logged in a separate and parallel system. This is important for companies bound by SarbOx, HIPAA, or DCAA requirements. At any time, a designated administrator can retrieve audit trail data to explain changed data, track the history of any system object, or ensure the integrity of data.

Advantages of ClickTime's Audit Trail Module

Neutral Party Storage	ClickTime's original audit trail is stored at the ClickTime datacenter, not the customer's premises, so its authenticity and integrity are ensured. (Of course, copies of all data may be downloaded and stored at the customer site at any time.)
Unalterable Log	There is no way for a customer to alter an audit trail record since it is stored independently of user data.
DCAA Option	DCAA-compliance is critical for government contractors and their affiliates. ClickTime offers key features to help firms comply with DCAA rules for timekeeping.
Password Security	Administrators do not know users' passwords, preventing false-logins and timesheet forgery.

ClickTime Helps Maintain DCAA Compliance

Many electronic timesheets can function in a DCAA-compliant environment, but ClickTime goes farther by addressing these core audit requirements:

Separation of time and payroll	ClickTime is a timesheet system, exclusively collecting time and activity data entered by timekeepers. It is not part of a payroll or accounting package.
Capture time on a per-day basis	Time is entered per-project, per-day. Managers can quickly see which time is incomplete and send reminders to employees with one click. ClickTime can restrict the submission of any incomplete timesheet.
Maintain accurate project numbers and descriptions	Users can only pick from a pre-set list of available projects in ClickTime, with plenty of room for detailed descriptions. This nearly eliminates mistaken entries.
Any corrections to timesheets must be auditable	Corrections to already-approved time must be accompanied by a detailed description. The audit trail records every action to every individual line-item, complete with timestamp and indication of who performed each action. Auditors may examine a detailed record of any timesheet with the press of a button.
Recording all time, including unpaid time	ClickTime includes the ability to track non-billable projects, plus a separate place to record non-worked time (such as sick and vacation time.) This prevents mistaken entry of time-off categories as worked time.
Supervisory approval of timesheets	ClickTime's DCAA function works with the Approval module to create a complete approval workflow. A timekeeper submits a completed timesheet for approval and a supervisor is notified that a timesheet is pending approval. Every action (submission, acceptance, rejection, etc.) is logged and visible.

System Requirements

The ClickTime Audit Trail / DCAA module may be enabled on any Corporate rate plan and runs on virtually any web-connected computer and any modern web browser.

Pricing

Monthly fees for the Audit Trail / DCAA module vary with number of users and transaction volume. Contact sales@clicktime.com for more information or phone us at 888-746-8227 and ask for ClickTime Sales.

For additional ClickTime Audit Trail information, contact sales@clicktime.com or phone us at 888-746-8227 and ask for Sales.