

# LTAP

Local Technical  
Assistance  
Program

WSDOT, Local Programs, and the LTAP Center present:

## Time Keeping for Consultant Contracts A Webinar Training

**August 4, 2014** (#02329CN)  
Olympia, WA

**WSDOT Headquarters Webinar**  
**Broadcast Live**

**Time: 10:00 a.m. to 12:00 Noon**

**Webinar size: 100**

**Cost: Free, but you must register to attend**

### Instructors

Jeri Sivertson, Assistant Director Internal Audit, WSDOT and  
Martha Roach, Audit Manager, WSDOT

### Target Audience

This training is basic timekeeping for smaller consulting firms that bill local agencies and WSDOT for services, or consulting firms new to doing business with WSDOT or local agencies.

### Webinar Description

This webinar training is designed to help firms who consult with WSDOT and local agencies meet the federal requirements for timekeeping to support reimbursement of payments to consultants.

Labor is the most significant cost incurred (labor is the largest component on a firm's Indirect Cost Rate Schedule) and Internal Controls over the labor-charging function are critical to accurately record labor.

### Note

Audit staff will be available for questions and answers as needed until the end of the 2 hour time frame.

### Registration

Please register online using this link: [LTAP Training On-line Registration Form](#). Fill in your information, select your class from the list, then press "Submit." You will receive an e-mail notification with registration directions and a link to the webinar before the class. If you do not receive this e-mail notification within a day of the webinar, you may not be registered and should contact us by phone. Notifications to those registered from the class will be e-mailed from [LTAPTraining@wsdot.wa.gov](mailto:LTAPTraining@wsdot.wa.gov)

If the class is full please register for the class anyway. We build a waiting list from the registrations received and schedule future classes based on the waitlist.

If you elect to do so, you may share your connection with others interested in this training. To cancel your registration or for assistance with registration, e-mail [LTAPTraining@wsdot.wa.gov](mailto:LTAPTraining@wsdot.wa.gov) or phone 360-705-7355.

## Questions

- Course content questions: Martha Roach 360-705-7006 or [Martha.Roach@wsdot.wa.gov](mailto:Martha.Roach@wsdot.wa.gov)
- Other questions: [LTAPTraining@wsdot.wa.gov](mailto:LTAPTraining@wsdot.wa.gov) or phone 360-705-7355.

**Disability accommodations provided upon request.**

**Visit the Washington State LTAP Center's Web Page**  
<http://www.wsdot.wa.gov/localprograms/ltap/>

