Deltek

Electronic Timekeeping Manual

(Cospoint Cloud)

EMPLOYEE TRAINING MANUAL

ELECTRONIC TIMEKEEPING

Electronic Time Collection & Expense – Table of Contents

Table of Contents

WELCOME: 3

ACTIVATING YOUR ACCOUNT: 4

ACCESSING THE PORTAL: 5

LOGGING IN: 6

BECOMING FAMILIAR WITH THE TIMESHEET SCREEN: 8

APPLICATION SCREEN: 9

HEADER: 9

LINE FUNCTIONS: 10

DATA ENTRY GRID: 11

FOOTER: 14

ENTERING HOURS: 14

SAVING YOUR TIMESHEET: 15

SIGNING YOUR TIMESHEET: 15

REVISION EXPLANATIONS: 17

CORRECTING TIMESHEETS: 19

Making changes to timesheets prior to signing 19

Making changes to a prior timesheet that has been processed* 19

RESETTING YOUR PASSWORD AND UNLOCKING YOUR ACCOUNT: 20

COMPLETION: 21

WELCOME:

All Advanced Sciences and Technologies (AS&T) employees throughout the corporation will utilize Deltek Time & Expense [T&E] to record hours worked. This documentation covers Time Collection [TC] training for employees.

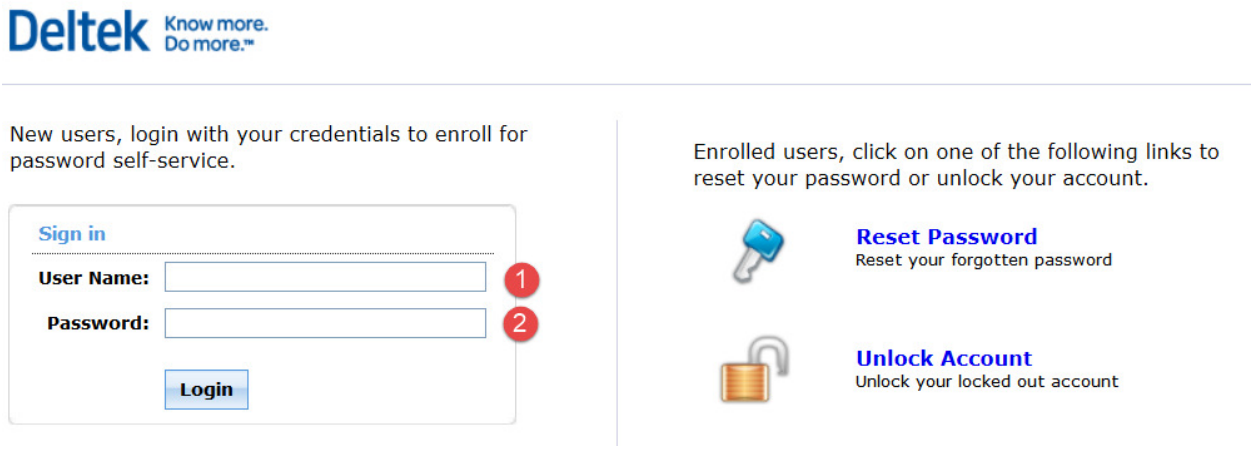
Welcome to Deltek Time & Expense – Time Collection training!

We want you to be able to fill out your timesheet as easily as possible. **Accurate timesheets are critical because they affect everything we do, from tracking progress and managing contracts, to invoicing, cash flow, and staying in business. Timesheet data has to be accurate as it flows into all modules of the corporate-wide system, so any mistakes in your Timesheet can be amplified.**

ACTIVATING YOUR ACCOUNT:

Upon receiving the activation e-mail from Deltek, follow the instructions included in the email to access the activation website and activate your account.

The e-mail will include a link that will take you to Deltek's website. Upon accessing the link, enter the username and temporary password in the upper left part of the page and follow the instructions to create your security questions and permanent password.



Note1: If you receive a page error message, please try completing this step using an alternate browser, such as Firefox. The site has some compatibility issues with certain versions of Internet Explorer, so depending on which version of the software you are using, you may come across this issue.

Note2: Passwords are case sensitive. Upon entering an incorrect password 3 times, your account will automatically lock up. You will need to contact administration to unlock your account. Please e-mail your accounting department and request that your account be unlocked.

Upon successful activation, please proceed to ADS' web portal by following the steps below. Please do not attempt to access the portal or the timesheet system prior to successfully activating your account.

ACCESSING THE PORTAL:

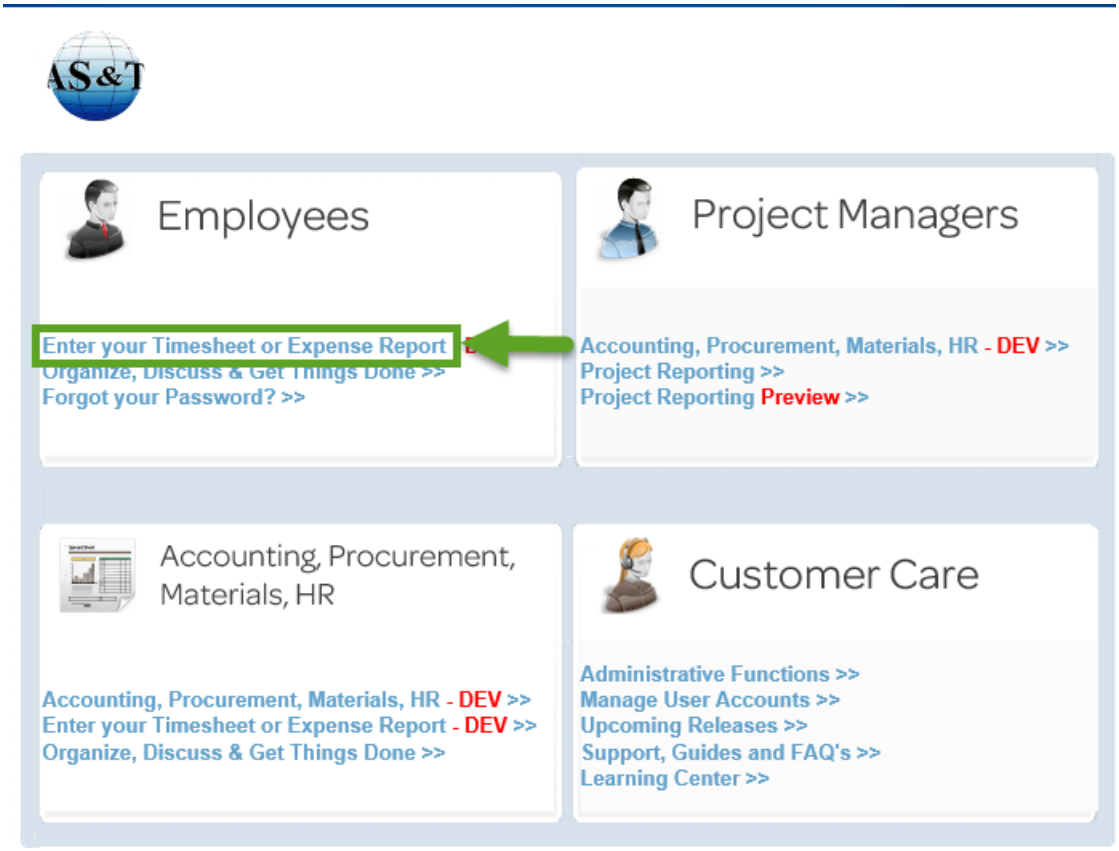
First double click on the Internet Explorer Icon or other web browser.

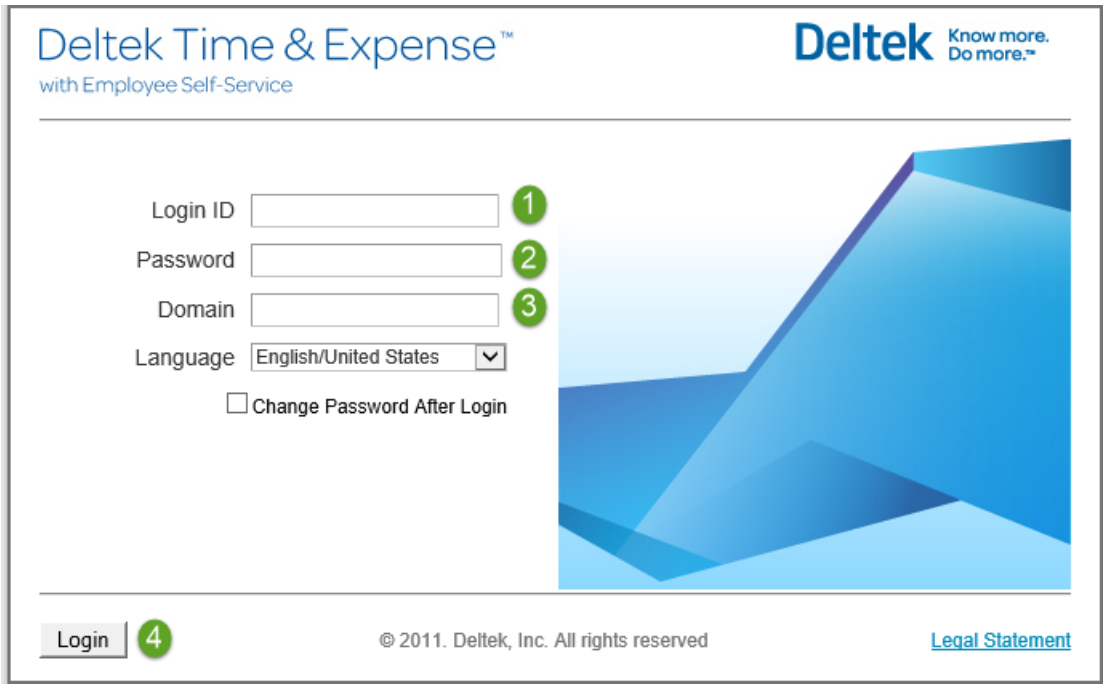
In the address line, enter the following path:

http://www.costpointfoundations.com/advscitech/portal.html

LOGGING IN:

Click on “Enter your timesheet or Expense Report”.





Enter your credentials, domain and click "Login". Note that your username and domain are NOT case-sensitive. Your password IS case-sensitive.

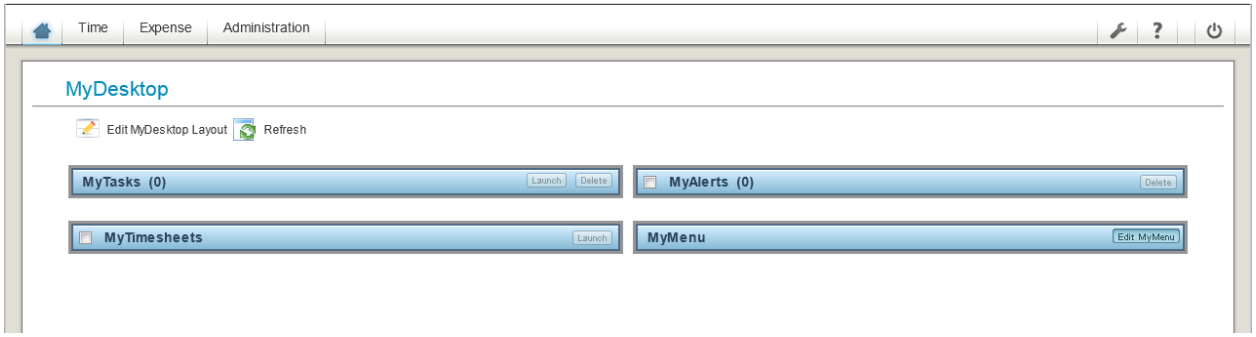
Login ID: 48884.FirstName.LastName
Password: Password created by user
Domain: ADVSCITECHTEST

PLEASE NOTE, THE TEST SUFFIX WILL BE REMOVED AFTER YOUR FIRST MONTH

Note1: A maximum of 20 characters is allowed in the login ID field. If your name does not fit, your username will be automatically truncated and the last letters of your last name will be deleted. The activation e-mail from Deltek will include your correct login ID as it should be entered in the screen above.

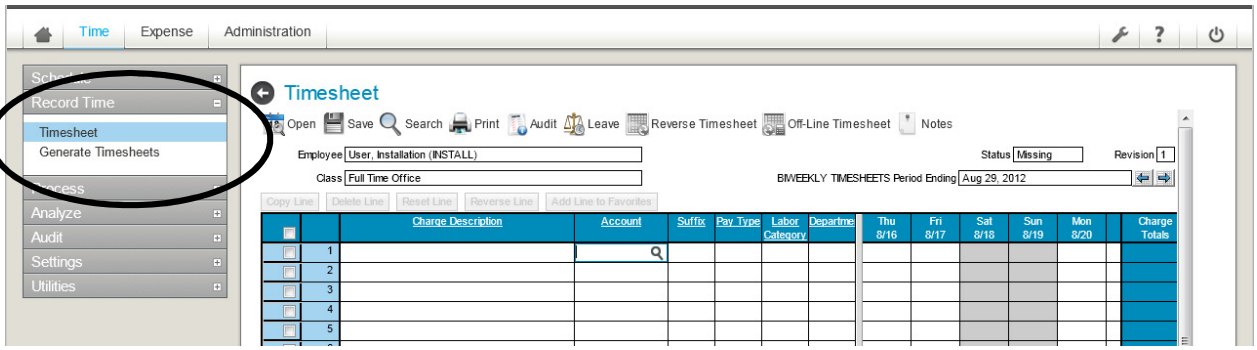
Note2: Make sure you enter the password you created during your account activation. Do not attempt to log into the timekeeping system using the temporary password provided by Deltek. That password should be exclusively used to activate your account.

BECOMING FAMILIAR WITH THE TIMESHEET SCREEN:



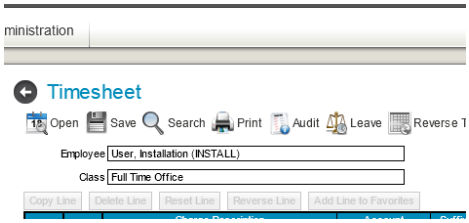
Once you login, the screen above will allow you to navigate between the Home, time, & expense screens. You will select "Time" from the screen as shown below:

Once you have the selected "Time" go to "Record Time" then "Timesheet"



Here we will break the above screen into sections to better explain each section.

APPLICATION SCREEN:

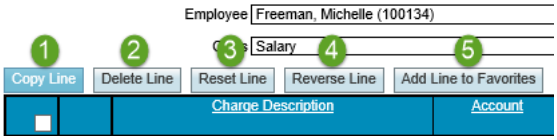


- *Open:* Select the Open option to open a specific timesheet.
- *Save:* Select the Save option to save the changes made to your timesheet.
- *Search:* If you are a supervisor, this function will allow a search of employee timesheets. You can also use this dialog to view information about the number of Missing, Open, Signed, Approved, Rejected, and Processed timesheets.
- *Print:* Use the Print option to print the timesheet(s), a cell comments report, and a revision audit detail report.
- *Audit:* Use the Audit option to view the revision history for a specific timesheet.
- *Leave:* Use this Leave option to view all leave balances and detail leave transactions.
- *Reverse Timesheet:* This reverses every line on a processed timesheet.

HEADER:

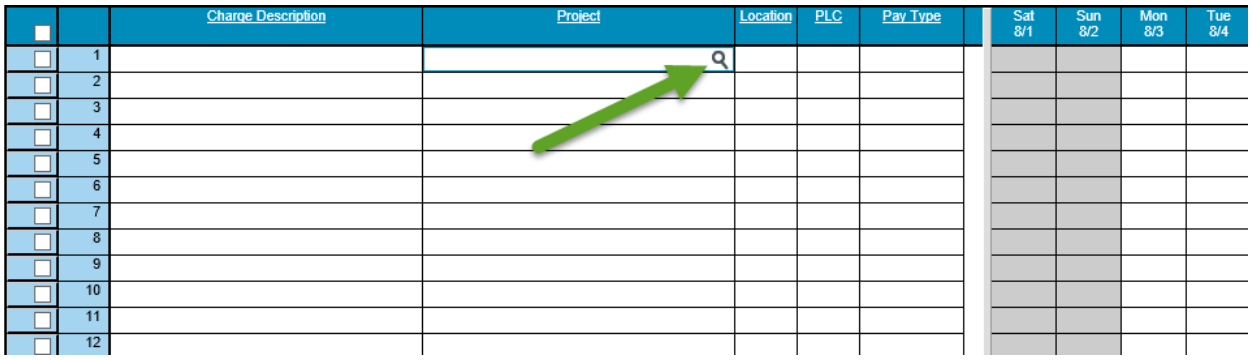
- *Employee:* Non-editable field displays your last name, first name, and middle initial (if supplied) as submitted to your human resources department.
- *Class:* Non-editable field dictates the business rules that will be in effect during timesheet entry for the class that is assigned to you.
- *Status:* Non-editable field displays the status of the current timesheet.
    - MISSING: Timesheet has not been started.
    - OPEN: Timesheet is in progress and has not been signed by the employee or approved by the employees' manager.
    - SIGNED: Employee has completed the signing process.
    - APPROVED: Employees' manager has completed approval process.
    - PROCESSED: Timesheet has been electronically sent to the company's accounting system.
    - REJECTED: Timesheet has been rejected during processing. This status usually means that the data on the timesheet is not correct as it stands.
- *Timesheet Schedule Period Ending:* This non-editable field displays the period ending date, based on the company's timesheet schedules and the schedule that is assigned to you.
- *Revision:* The revision will display as "1" for a new timesheet. The revision number will be automatically incremented by one every time you save auditable changes.

LINE FUNCTIONS:

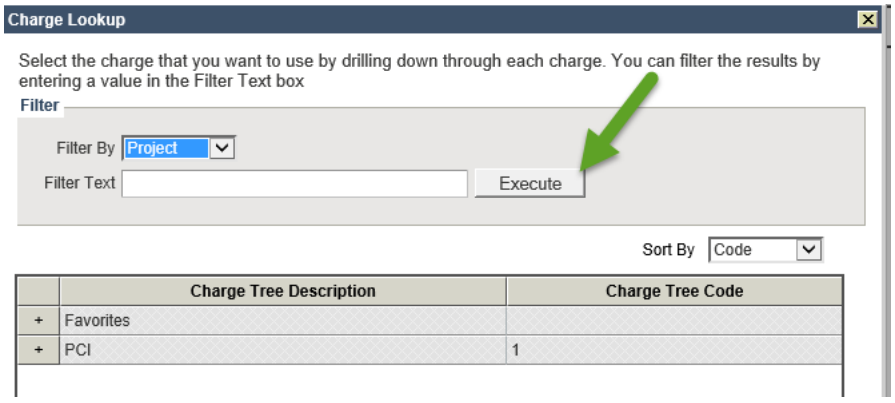


No.	Button	Description
1	Copy Line	Duplicates the selected line on the next available timesheet line. The charge information and line comments will be copied
2	Delete Line	Delete the selected line from the timesheet
3	Reset Line	Reset the selected line to the previous saved values
4	Reverse Line	Copies the charge information and line comments of the selected line and adds negative hours to offset the corresponding charges.
5	Add Line to Favorites	Highlight row(s) to add charge number(s) to Favorites list. You can then access these charges through Charge Lookup and select them from the Favorites drill-down.

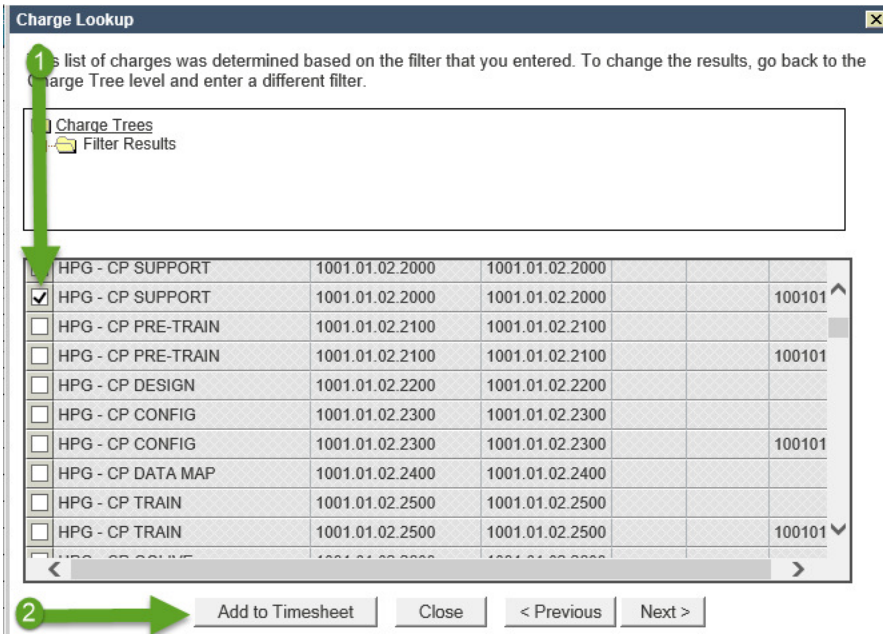
DATA ENTRY GRID:



- *Project:* Manually enter or look up the charge number to be used for the timesheet period. To look up the charge number, click on the magnifying glass under the account column and a new dialog box will open up.
- *Charge Description:* Defaults based on the Charge Number that is entered.
- *PLC:* Your project labor category is optional, and not required
- *Location:* This can be used for the location of your project work
- *Pay Type:* This will default to "R" if you work overtime you may be required to change this value
- *Charge Lookup:* In the charge lookup box, you have the option to drill down each category by clicking on the "+" next to each line until you find the indirect or direct charge code, or you can simply click on the "Execute" button. This will bring up all charge codes that are available to you. Direct charge codes are mapped to each employee specifically, and should only be available to those who are authorized to charge.

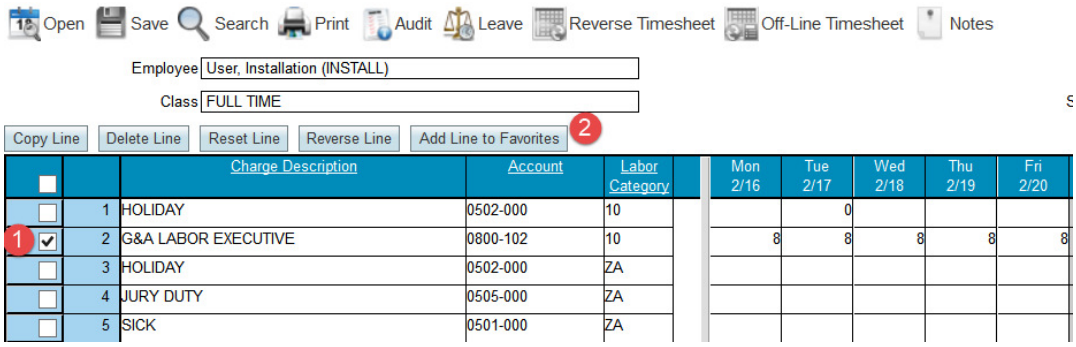


By clicking on an individual charge, the next level, called the "Charge Branch," will display only those tasks the employee has been assigned to charge by the contract workforce. All other tasks will not be visible.



Once the appropriate charge line has been selected, choose the "Add to Timesheet" button.

You can add charge codes to your favorites by checking the box next to a charge on your timesheet and clicking the "add line to favorites" button.



If you would like the items in your Favorites list to automatically default when you first open a new timesheet, do the following:

Select the Charge Lookup from an available timesheet line. Drill down into the favorites list by selecting the "+" to the left of the **Favorites** row. Select the **Load** checkbox for the rows that you want automatically loaded. Select the Update pushbutton, then the Close pushbutton to close the Charge Lookup dialog.

If you want your Holiday or Vacation time to automatically populate with your approved hours, please also check the "Holiday" or "Vacation" check box on the proper charge lines.

NOTE: If you believe you are missing a charge code that should be available to you or, if you see a direct charge code that should not be available to you, please contact your supervisor.

FOOTER:

- *Sign:* Employees electronic signature upon completion of timesheet.
- *Approve:* Manager electronic signature of approval of employee timesheet.
- *Reject:* Manager rejection of employee timesheet.

Please note the color code key, this will color code the day on the timesheet grid that has been determined to be a Holiday or scheduled Vacation day.

ENTERING HOURS:

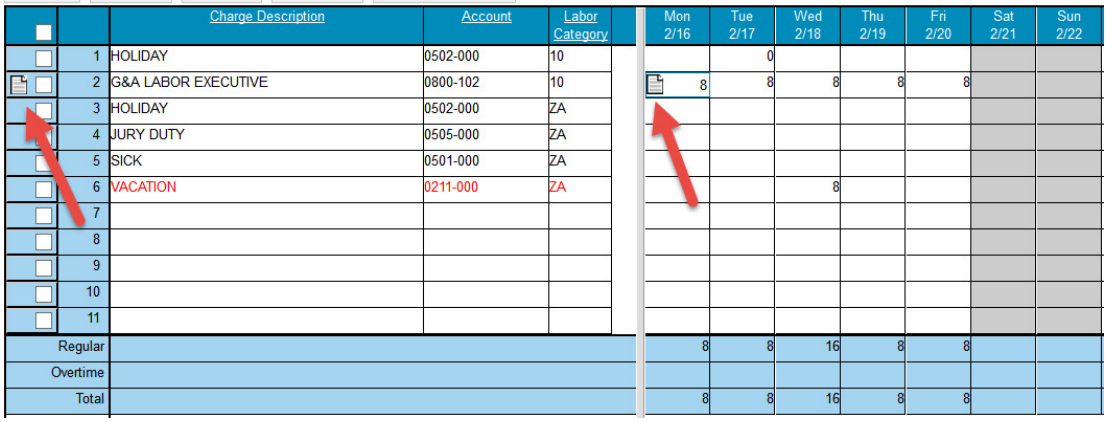
Hours are entered by day and by charge number. Please note the following:

Hours can only be entered to the nearest 1/10 of an hour (six minutes) (i.e.: 2 hrs. 30 min. = 2.5, 3 hrs. 12 min. = 3.2)

The thick line in the middle of the page is called a splitter bar and splits the timesheet into two sections. This bar may be moved either to the left or the right to show more of either screen.

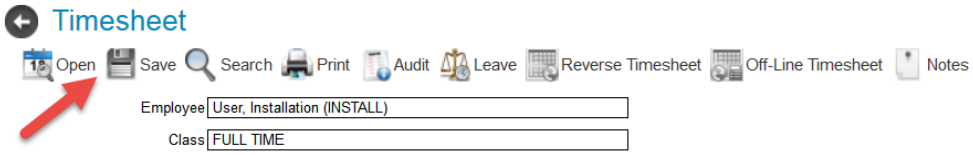
Future hours can be entered for Holiday and Vacation ONLY.

Comments: Comments may be entered on either a daily or weekly basis by clicking on the below icon in either the daily or line cell. Only appropriate comments should be entered into the comment box. This is to ensure that inappropriate comments will not carry through to invoices or billing documents that might eventually make their way to a client.



		Charge Description	Account	Labor Category	Mon 2/16	Tue 2/17	Wed 2/18	Thu 2/19	Fri 2/20	Sat 2/21	Sun 2/22
	1	HOLIDAY	0502-000	10		0					
	2	G&A LABOR EXECUTIVE	0800-102	10	8	8	8	8	8		
	3	HOLIDAY	0502-000	ZA							
	4	JURY DUTY	0505-000	ZA							
	5	SICK	0501-000	ZA							
	6	VACATION	0211-000	ZA			8				
	7										
	8										
	9										
	10										
	11										
Regular					8	8	16	8	8		
Overtime											
Total					8	8	16	8	8		

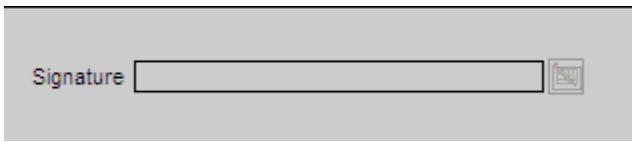
SAVING YOUR TIMESHEET:



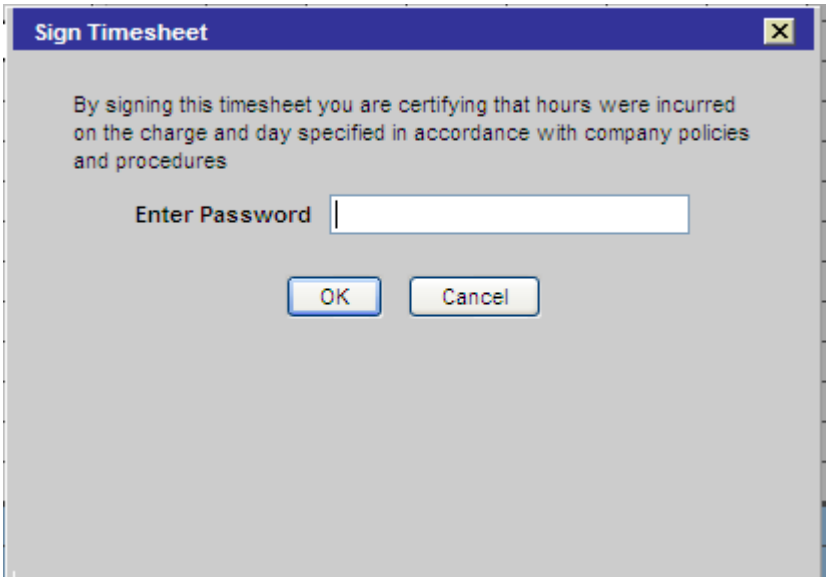
After you have entered your time for each day, you will need to save your timesheet. Click on 'Save' in the upper left corner of the timesheet.

SIGNING YOUR TIMESHEET:

After the timesheet has been completed, it needs to be signed before it can be processed. At the bottom left of the page there is an icon that looks like a pencil over a grid. Click on the icon.

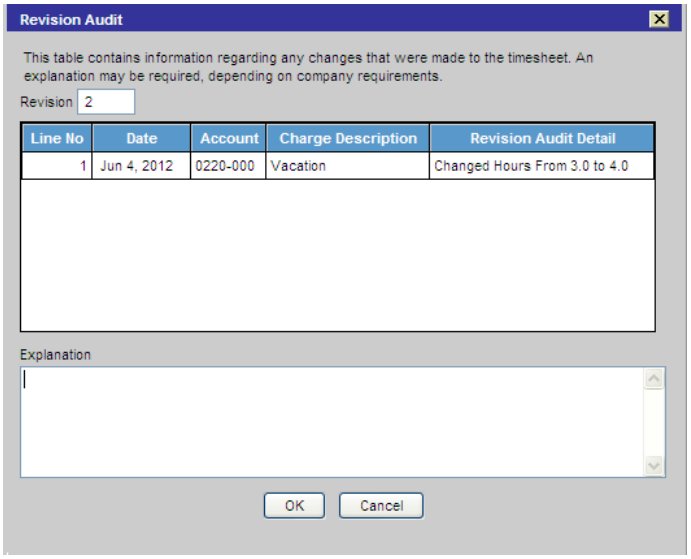


A dialog box will appear requesting the employee to enter a password. This is the same password used to log into the software. After hitting "OK" your timesheet is electronically signed and the status of the timesheet will change to "SIGNED."


Sign Timesheet
By signing this timesheet you are certifying that hours were incurred on the charge and day specified in accordance with company policies and procedures
Enter Password
OK
Cancel

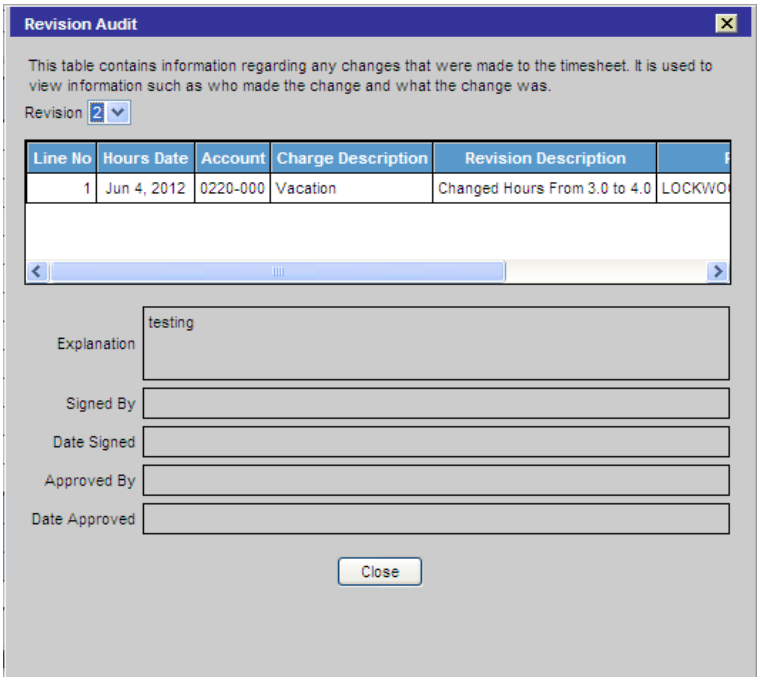
REVISION EXPLANATIONS:

Any time you change a saved field in a timesheet or any field after it has been **signed**, you will be required to insert a revision explanation.



Note that only appropriate comments should be entered into the comment box. This is to ensure that no inappropriate comments will carry through to invoices or billing documents that might eventually make their way to a customer.

Revision explanations allow managers and auditors the ability to review the reason for the timesheet change and can be viewed in the Audit Application.



This screen will allow you to access the revision explanations for any change made to the timesheet. By selecting different line revision numbers in the selection box at the top of the screen, you will note that the display of the comments will change appropriately.

The employee will not be able to save or sign the timesheet until an explanation has been entered.

CORRECTING TIMESHEETS:

Making changes to timesheets prior to signing

Change values with in timesheet. A revision explanation will need to be entered.

Use appropriate Line Function features.

Making changes to a prior timesheet that has been processed*

A **Payroll Correction Form** is required for changes to a prior timesheet that has been processed.

Please e-mail your accounting department with the reason for change to initiate the **Payroll Correction Form**.

Once all approvals have been received, forward the completed form back to your accounting department.

The accounting department will notify you to re-sign your timesheet once the correction has been made.

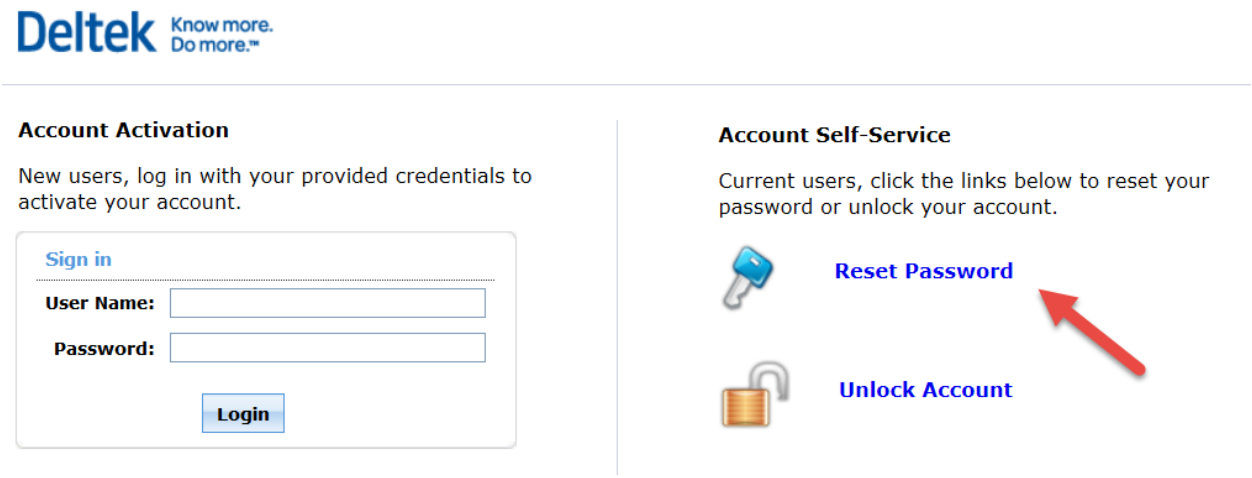
Please review Policy 7004 Preparation of Time Sheets, Section 6 Changes To Time Sheets for more detailed instructions.

*All adjustments that are processed through Electronic Time Collection are required to follow these procedures.

RESETTING YOUR PASSWORD AND UNLOCKING YOUR ACCOUNT:

If you need to reset your password or unlock your account, please click on the "forgot your password" link located in the web portal. This will take you to Deltek's account activation website.

Click on the "forgot password" link and follow the instructions. Resetting your password also unlocks your account. Note that your password needs to be reset every 90 days. You will receive an e-mail reminder from Deltek prompting you to do so.



COMPLETION:

Congratulations! You are now an "expert" on basic Time Collection entry, correction, and saving. These are the skills you will need to complete your Timesheet in Time Collection each day.