

DELTEK TIME KEEPING INSTRUCTIONS

These instructions are available on the Employee website, www.softecinc.com/login, click on Forms and Resources.

1. **Contact SofTec, 303-483-2115 (option 4), to receive your Deltek Login ID. Your initial password is your date of birth: yyymmdd**
2. **Login to the Deltek Time & Expense System** by typing the Deltek link shown below into a new web page.

<http://softec-deltek.softecinc.com> **This URL is meant for all employees of SofTec entering their time from the Client Site and from home.**

Use this information to successfully log in to Deltek Time & Expense System.

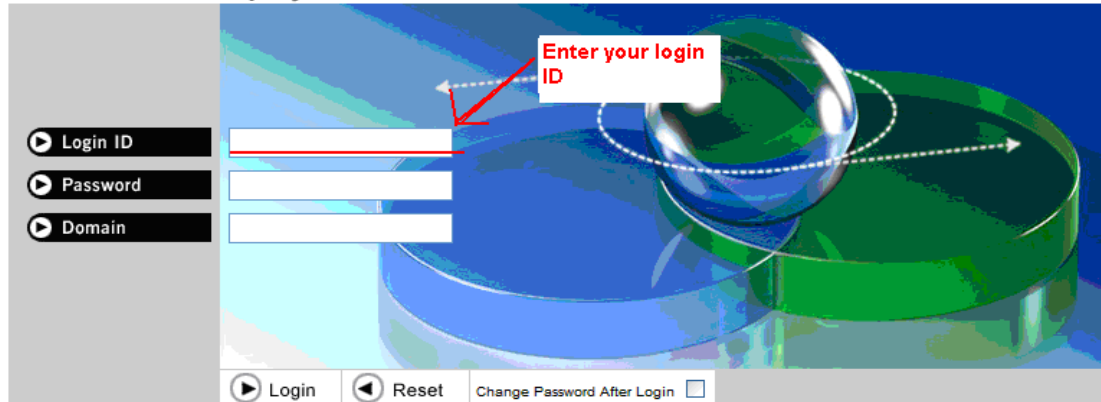
Login ID - this is Employee ID retrieved in step # 1.

Password - your birth date **(YYYYMMDD)**. (Please enter your date of birth in this format.)

Domain - **SOFTECINC (all uppercase)**.

Deltek Time & Expense
with Employee Self Service

Deltek+



Enter your login ID

Login ID

Password

Domain

Login Reset Change Password After Login

Deltek Time & Expense
with Employee Self Service

Deltek+



Login ID 000123000

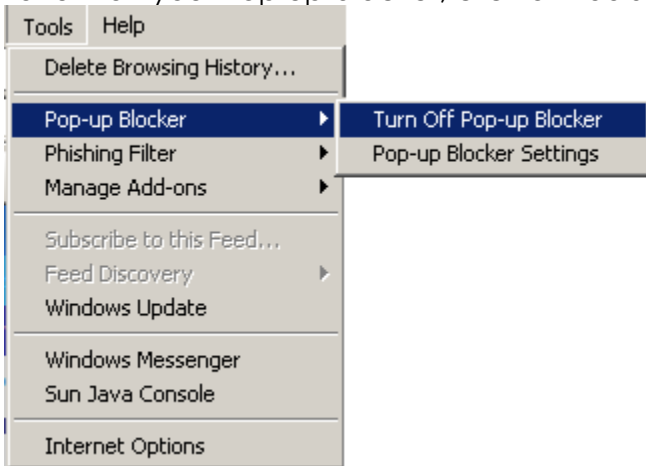
Password

Domain SOFTECINC

3. Password Change - Upon successful entry of your login credentials, you will be prompted to change your password. Your password must be at least **6** characters long and contain **1** number. After changing your password, you will be prompted to select your time zone and then be forwarded to the MyDesktop Section.

Note: For home use....Make sure you have pop up blockers enabled or this will prevent the Deltek Time and Expense module from functioning properly.

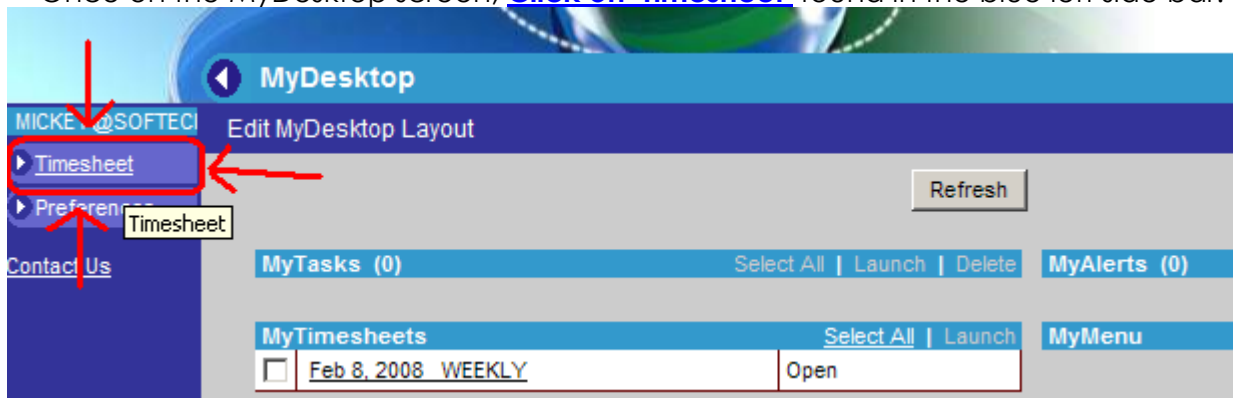
To turn off your Pop up blocker, click on **Tools – Pop-up Blocker – turn Off Pop-up Blocker**



MyDesktop

4. Entering Worked / Billable Hours

Once on the MyDesktop screen, **Click on 'Timesheet'** found in the blue left side bar.



Account Codes and Charge Descriptions are used in the Deltek Time & Expense system.

The administrator has **preloaded your** specific account code for hours worked. The account code is **4010-0000**. Charge description is **A242**.

Deltek Time Keeping Instructions

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet | Off-Line Timesheet

Employee: Status: Revision:

Class: WEEKLY Period Ending:

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

	Account	Charge Description	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Charge
1	4010-000	A242					
2							
3							
4							
5							
6							
7							
8							
Regular							
Overtime							
Total							

This is the time sheet view you will see when you first enter. If you hover over the vertical screen dividing line you will see that you can move it to the left (or right) to view the whole week at once. This view will not stay if you go to a different screen so you will have to move the line again.

Entering Hours: Refer to the calendar of days and spaces to enter time. This is found on the right side of the time sheet.

To report your hours:

- Click on the clock icon to input time in and time out. You must do this first.
- Click in the appropriate box and type the number of hours you worked for that day, then tab to the next day if appropriate.

In the example below, 8 hours has been entered for Tuesday and Wednesday. (The red circle indicates the box to click in to report hours for Thursday.)

For non-worked hours such as sick hours, vacation, etc., instructions are provided in #6 Entering Non-Worked Hours.

Employee: Status: Revision:

Class: WEEKLY Period Ending:

By clicking on the piece of paper you can add comments to your timesheet for each line

Click on the clock to enter time in/out times

	Charge Description	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Charge
1	4010-000 A242	0.00	8.00	8.00			16.00
2	0403-200 HOLIDAY SS	0.00					
3	0219-036 ACCRUED SCA SICK						8.00
4	0219-016 ACCRUED SCA VACATION						8.00

Enter hours here

Note: For all worked hours you MUST click on the time clock and enter your actual worked hours or an error message will appear when you attempt to sign your timesheet at the end of the week.

Below is a sample of a completed timesheet with the different Charge Codes.

Monday – Holiday

Tuesday & Wednesday – Worked 8 hours

Thursday – Sick

Friday - Vacation

	Account	Charge Description	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Charge
1	4010-000	A242	0.00	8.00	8.00			16.00
2	0403-200	HOLIDAY SS	8.00					8.00
3	0219-036	ACCRUED SCA SICK				8.00		8.00
4	0219-016	ACCRUED SCA VACATION					8.00	8.00
5	SAMPLE TIMESHEET							
6								
7								
8								
Regular			8.00	8.00	8.00	8.00	8.00	40.00
Overtime								
Total			8.00	8.00	8.00	8.00	8.00	40.00

5. Entering Time In/Out - In addition to entering your number of hours each day, you will also enter your time in and time out. In the example above, a red arrow is pointing to the clock on Thursday. The clock represents the time in/time out feature.

- **Click on the clock**
- Refer to the following example of the screen that will appear after selecting the clock.
 - If you take a lunch break, you must enter the time in the "Non-Work Hours" section indicated by the red arrow and circle in the example.
 - Use the **Comments** section to explain absence/hours missed for an appointment, etc.
- **Daily reporting of your hours is mandatory and required in order to save/approve your hours.**
- **You are still required to call your supervisor to report any absence. Make sure you have the phone # with you at home – 303.483.2115 press opt. 3.**
- **If taking a scheduled day off, you must first submit an online Time Off Request** (found on the employee website).

****Add your actual lunch times in the Comments field****

Time In/Out - 1/14

Date In: Jan 14, 2008

Date Out: Jan 14, 2008

Time In: 07 : 30 AM

Time Out: 04 : 30 PM

Time In/Out Hours: 9.00

[-] Non-Work Hours: 1.00

[+] Off-Site Hours: 0.00

Total Hours: 8.00

Comments: Lunch: 12:00 - 1:00

Calculate OK Cancel

Time input must reflect your actual time in and time out.

Below is an example of an error message when you try to Sign your time sheet:

This error is telling me that on Feb 7th I entered 8 hours in the hours field but failed to click on the clock and enter my 'Time in and Time Out' times.

Sign Timesheet

This timesheet did not pass one or more validations. Listed below are warnings or errors that occurred. Timesheet signing can continue with warnings, but any errors must be corrected before signing can continue.

Warnings

Errors

The entered hours for the following day(s) do not balance with time in/out hours:
Feb 7, 2008 Entered - 8.00 Time In/Out - 0.00

Close

6. Entering Non-Worked Hours i.e. vacation, sick, holiday, etc.

For **additional** codes such as sick time, vacation, holiday, etc.:

- Click on a new line in the Account column.
- Click on the binoculars to select another Charge Code.

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet | Off-Line Timesheet

Employee

Class

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

		Account	Charge Description
<input type="checkbox"/>	1	4010-000	A242
<input type="checkbox"/>	2		
<input type="checkbox"/>	3		
<input type="checkbox"/>	4		

The **Charge Lookup** screen will appear.

- Click on the plus sign to the left of the Favorite's field.
This will bring up a screen with all the charge codes for Sick, Vacation, Holiday, etc.

Charge Lookup ✕

Filter

Filter By


Filter Text

Sort By

	Charge Tree Description	Charge Tree Code
<input type="checkbox"/>	Favorites	
<input type="checkbox"/>	SUPPORT SERVICES	03

Deltek Time Keeping Instructions

If your charge codes do not appear in your Favorites; click on **A242** then scroll down and click on the plus sign next to **Leave SCA**. Select leave type then click **Add to Timesheet**



The screenshot shows a folder structure with 'Charge Trees' and 'A242'.

<input type="checkbox"/>	Charge/Branch Description	Cha
+	ACCTNG LABOR MGMT	040801
+	LEAVE SCA	LEAVE
+	OH LABOR A242	040500
+	SUB/CONSLTNG LABOR A242	040650
+	US ARMY - A242	044010
+	US ARMY - EXE ADMIN	044011

Refer to the example of the **Charge Lookup** screen below.

- Click in the first box to the left of the Charge Description.
- Click on the 'Add to Timesheet' tab at the bottom of the screen.
 - The charge code will be added to the time sheet for the week.

Note: Placing a check mark in the 'Load' column indicates that you want this code to automatically load on every timesheet

NOTE: When you add any non-worked hours to your time sheet (**Sick, Vacation, Holiday, Jury Duty, etc.**), do not click on the clock to enter time in/time out unless you also worked that day.

Deltek Time Keeping Instructions

Charge Lookup

This is a list of those charges that you have identified as a Favorite. Please select one to use or drill back up to make a selection

Charge Trees
Favorites

<input type="checkbox"/>	Load	Charge Description	Account	Suffix	Labor Category	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	HOLIDAY EXPENSE A242	0403-400	00	ZZ	R
<input type="checkbox"/>	<input type="checkbox"/>	SICK EXPENSE A242	0402-005	00	ZZ	R
<input type="checkbox"/>	<input checked="" type="checkbox"/>	US ARMY - A242	4010-000	40	1A	R
<input type="checkbox"/>	<input type="checkbox"/>	VACATION	0221-000	00	ZZ	R

Update Add to Timesheet Delete from Favorites Close

Deleting a Line - If you choose a Charge Code by accident:

- Click in the box to the left of the code.
- Click 'Delete Line' in the command line found above the Account column.

Note: When deleting a line, the Charge Code will remain. Select a new line and choose a new Charge code to use if needed.

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet | Off-Line Timesheet

Employee: MOUSE, MICKEY (MICKEY) Status: Open Revision: 2

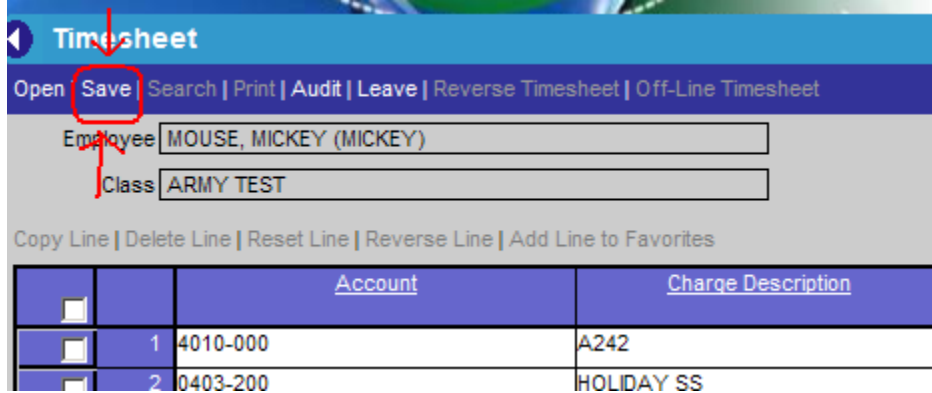
Class: ARMY CLOCK IN CLOCK OUT WEEKLY Period Ending: Feb 8, 2008

Copy Line **Delete Line** Reset Line | Reverse Line | Add Line to Favorites

<input type="checkbox"/>	Account	Charge Description	Suff	La	Wed 2/6	Thu 2/7	Fri 2/8	Charge
<input type="checkbox"/>	1 4010-000	A242	40	1A				
<input checked="" type="checkbox"/>	2 0219-036	ACCRUED SCA SICK	00	Z				
<input type="checkbox"/>	3							

7. Saving Time: Once all hours are entered, click on the **SAVE** button located above your Timesheet (indicated below by the red arrow).

Deltek Time Keeping Instructions



Timesheet

Open Save Search | Print | Audit | Leave | Reverse Timesheet | Off-Line Timesheet

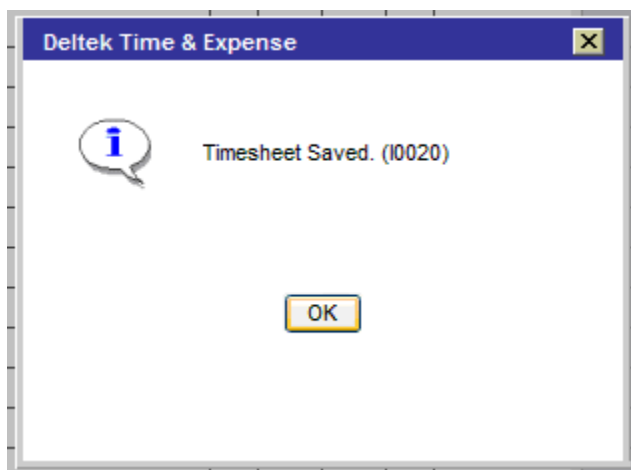
Employee: MOUSE, MICKEY (MICKEY)

Class: ARMY TEST

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

		Account	Charge Description
<input type="checkbox"/>	1	4010-000	A242
<input type="checkbox"/>	2	0403-200	HOLIDAY SS

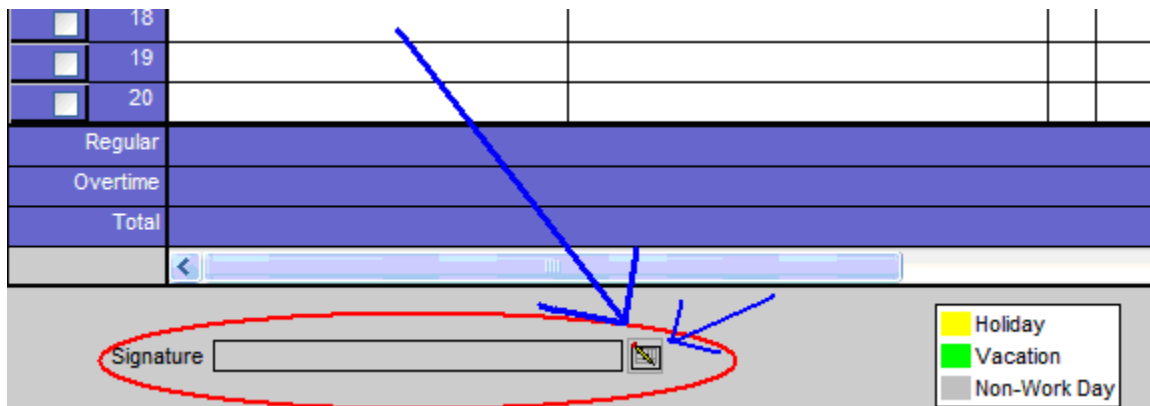
The screen below will appear after your hours have been entered correctly and your time sheet has been saved.



8. Signing the Timesheet each week

In order to sign your timesheet:

- Click on the pencil tab located next to the signature box.



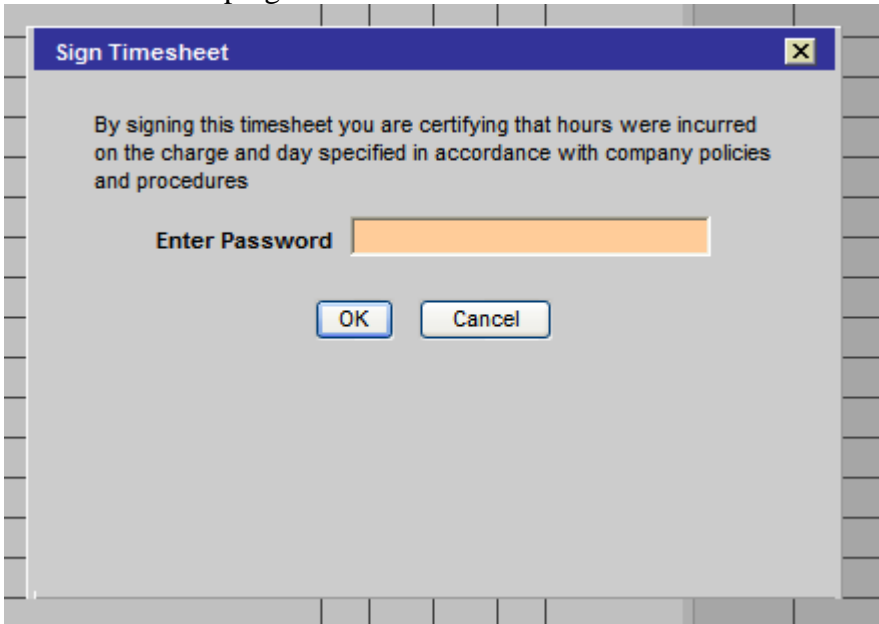
<input type="checkbox"/>	18				
<input type="checkbox"/>	19				
<input type="checkbox"/>	20				
Regular					
Overtime					
Total					

Signature

Holiday
Vacation
Non-Work Day

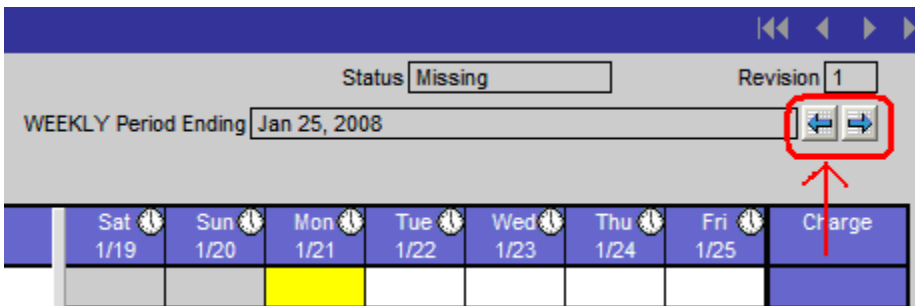
- Enter the password you use to login to the Deltek system and click ok.
After clicking ok, your time is automatically submitted to your supervisor for approval.

Deltek Time Keeping Instructions



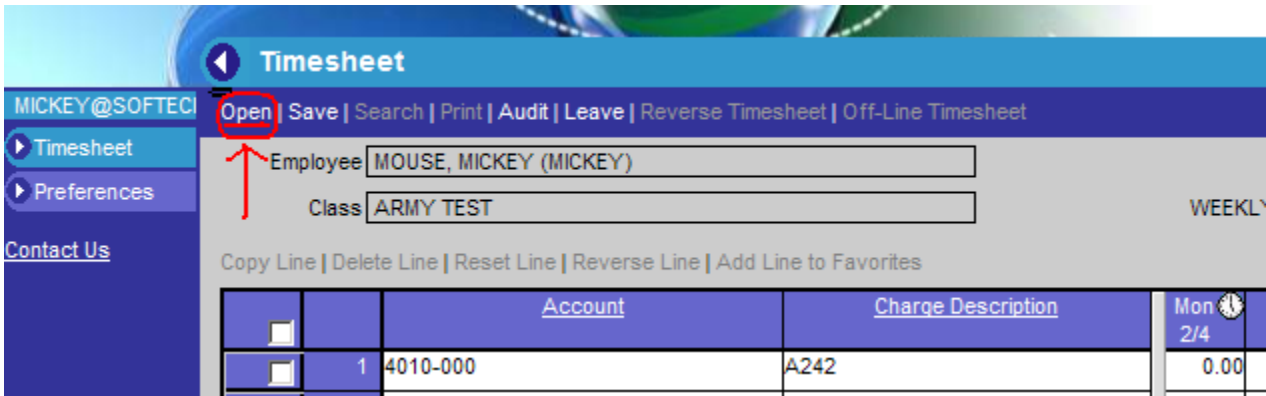
If an error message pops up, resolve the problem before attempting to sign your timesheet again. An example of an error message may be found in Step #5.

9. Viewing Previous Time Sheets - To preview time from a previous or future week, use the arrow buttons located to the right of the week shown in the box labeled **WEEKLY Period Ending**. (This is indicated by the red arrow in the example below.)

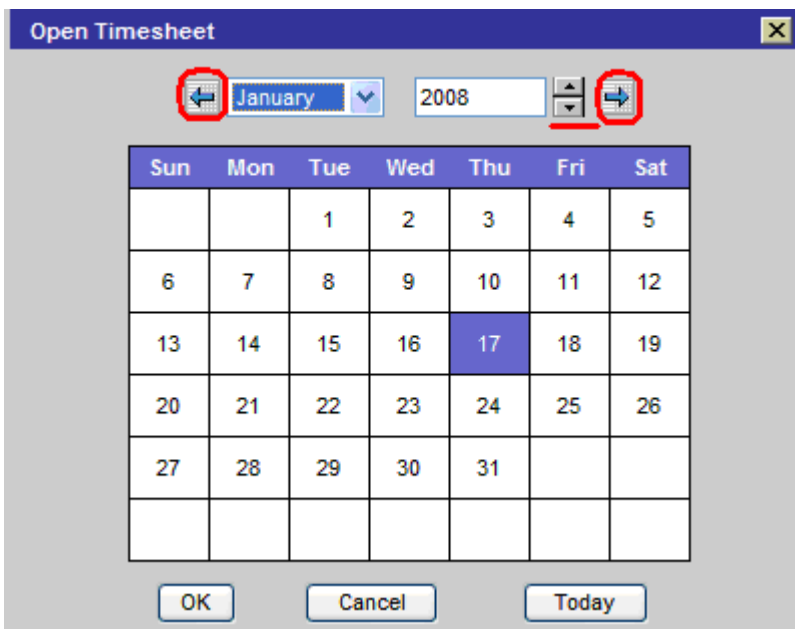


Deltek Time Keeping Instructions

Another way to preview previous or future time sheets is to select the **Open** tab found in the top left corner of the Timesheet window.

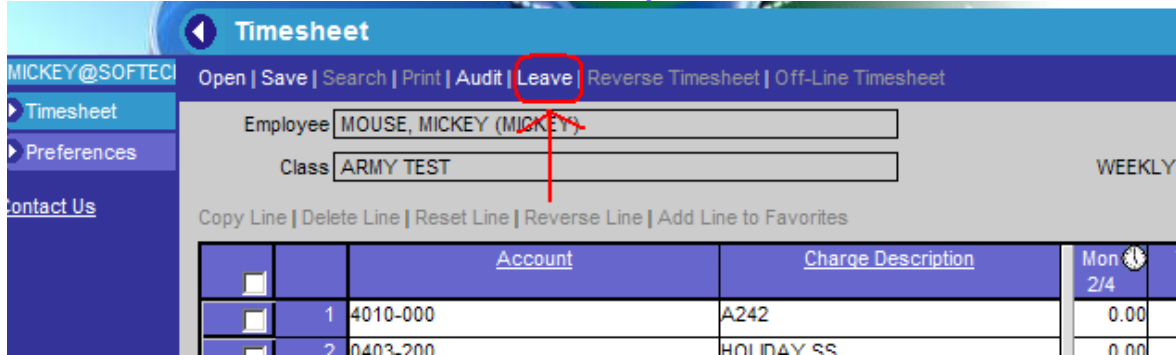


You may choose any month of the year from the drop down menu or scroll through the months using the Blue arrows.



10. How to check Sick and Vacation balances:

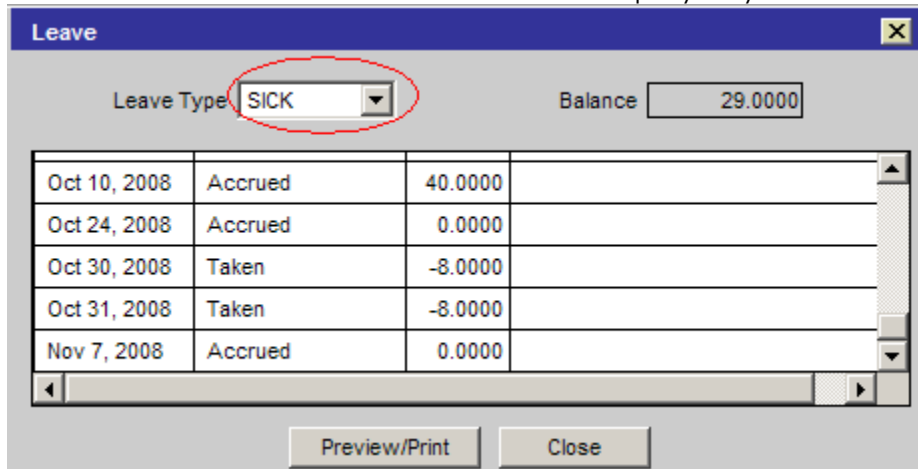
- Click on the Leave tab indicated by the red arrow below:



Using the **Leave Type** drop down arrow (circled in red in the example below)

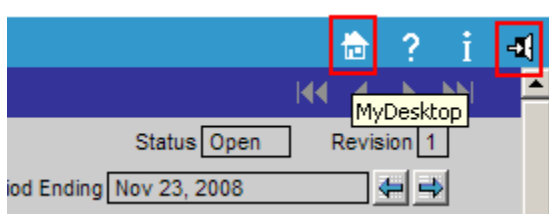
- Select the appropriate Leave Type

The table below the menu box will display any unused hours.



11. Return to MyDeskTop

- Click on the house icon in the upper right hand corner.



To Log Out of Deltek, click on the Arrow icon to the right of the House.