



Deltek Time Collection

User Guide

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User Guide

Welcome to NeoSystems and Deltek Time Collection

The timesheet system is an electronic recording tool in which you will post your hours worked daily and certify at the end of the period that all hours recorded are correct. You will have access to your projects, indirect charges and leave codes. You will be able to view your available leave balance as well as leave accruals and usage. Supervisors will approve your timesheet electronically and the timesheet will feed automatically to the Accounting and Payroll system.

Accessing Deltek Time Collection

To access Time Collection, follow the steps below:

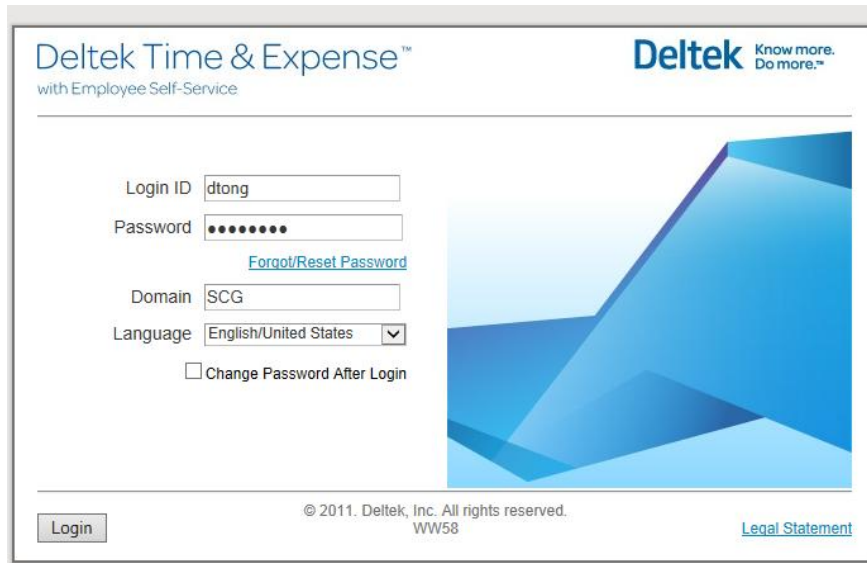
1. Bring up your web browser. Note: Time Collection will not work with Google Chrome.
2. In the address (URL) enter <https://te01.neosystems.net/DeltekTC/welcome.msv>

You may also access the system by utilizing the Neo Tools page at
<http://www.neosystems-usa.com/scg/clienttools.html>

3. Select "Time & Expense"



4. After the Time & Expense application appears enter the following:



The screenshot shows the Deltek Time & Expense login interface. At the top left, it says "Deltek Time & Expense™ with Employee Self-Service". At the top right is the Deltek logo with the tagline "Know more. Do more.™". The login fields include: Login ID (containing "dtong"), Password (masked with dots), a "Forgot/Reset Password" link, Domain (containing "SCG"), Language (a dropdown menu set to "English/United States"), and a checkbox for "Change Password After Login". A "Login" button is at the bottom left. At the bottom center, it says "© 2011. Deltek, Inc. All rights reserved. WW58". At the bottom right is a "Legal Statement" link. The background features a blue abstract geometric design.

- Login ID (employees first initial and last name, ie **jsmith**)
- The Initial Password for an employee is your birthday. The following format should be used for entry by employees (**YYYYMMDD**).
- Domain for production is **SCG** (this is not case-sensitive)

5. Press Login or hit the enter key

Note: After your initial login you will be prompted to change your password. Your new password must be at least 6 characters long and is case sensitive. Currently, the system will prompt you to change your password every 360 days.

Your password will be disabled after 5 unsuccessful login attempts. In order to reset your password after five unsuccessful attempts, or if you have forgotten your password, contact NeoSystems to help you with resetting. Your password will then be reset to your birthday in the format YYYYMMDD.

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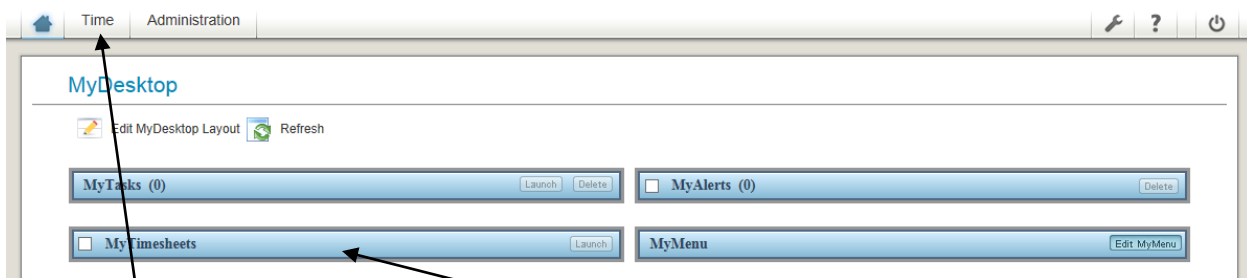
After successfully logging in, your “MyDeskTop” screen appears. There are several basic purposes for the desktop related to Timesheets:


MyTasks: shows any current workflow tasks that you need to perform. This is primarily used for supervisors.

MyAlerts: are informational and may request that you do something

MyTimesheets: shows a list of your latest timesheets.

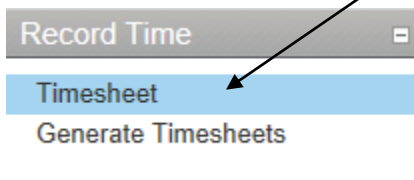
MyMenu: if available, is a quick launch of screen application



Note:  will always bring you back to “MyDeskTop”

Opening a Timesheet

Select the ‘Time’ link, then the ‘Record Time’ link or launch one of your timesheets found in your “MyTimesheets” list.



← Timesheet

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

Employee
 Status
 Revision

Class
 Semi-Monthly Period Ending

Charge Description	Charge Code	Sun 9/1	Mon 9/2	Tue 9/3	Wed 9/4	Thu 9/5	Fri 9/6	Sat 9/7	Sun 9/8	Mon 9/9	Tue 9/10	Wed 9/11	Thu 9/12	Fri 9/13	Charge Totals
1															
2															
3															
4															
5															
6															
7															
Regular															
Overtime															
Total															

Signature

Legend:

 Holiday

 Leave

 Non-Work Day

Approval

Deltek Time Collection

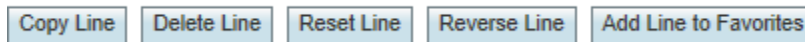
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The links shown below are located at the top of the screen after a timesheet is opened.



- Open:** Opens calendar screen for time sheet selection
- Save:** Saves timesheet
- Search:** Allows Supervisor to retrieve Employee timesheets
- Print:** Print timesheet
- Audit:** Show changes made to current timesheet
- Leave:** Shows current leave balances
- Reverse Timesheet:** Reverses the timesheet (this function is explained later)
- Off-Line Timesheet:** This feature is currently not in use

The options below become available, once a line in the timesheet is selected.



- Copy Line:** Copies selected line to new line
- Delete Line:** Completely removes line (if deleted *before* the timesheet is saved with the new line); resets all hours in the line to zero (if deleted *after* the timesheet is saved with the new line)
- Reset Line:** Resets all hours on the current line to zero
- Reverse Line:** Copies the current line to a new line and reverses all hours (cancelling out the original line)
- Add Line to Favorites:** Adds selected line (charge code, labor category, pay type, account) to the Employee Favorites
- Status:** Shows current status of the timesheet;
 - Missing – Employee has not yet completed any of the current timesheet
 - Open – Employee has started the timesheet, but not completed for the period
 - Signed – Employee has completed timesheet for the period and signed
 - Approved – Employee's supervisor has approved the timesheet
 - Processed – Payroll has processed the timesheet into the accounting system

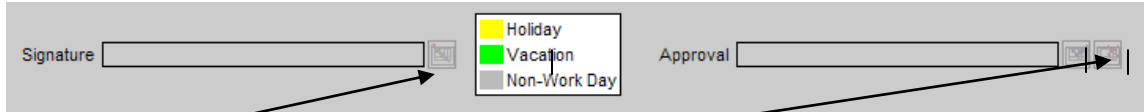
(Note: An employee's obligation is to get the timesheet to a "Signed" status for the period)


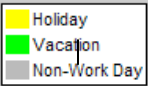


Semimonthly Period Ending: Shows timesheet period's end date



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The links shown below are located at the bottom of the screen after a timesheet is opened.



Signature   Approval  

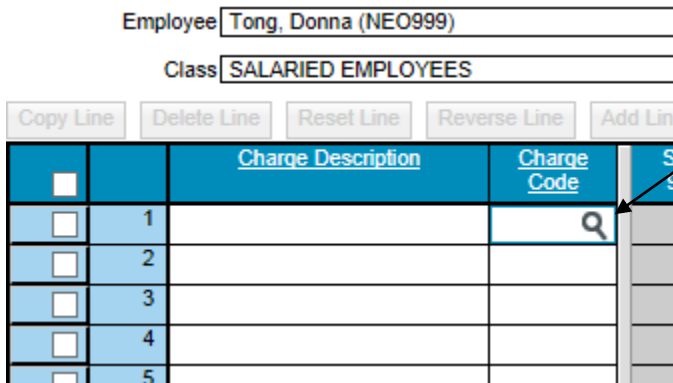
Signature: Employees click here to sign timesheet to complete the period's timesheet

Approval: Supervisors click here to approve or reject timesheets once the employee has signed

Adding Charge Numbers to your Timesheet

Adding charge numbers to your timesheet can be done in several ways:

Projects, Indirect Labor charges, and Leave to which an employee is allowed to charge can be found in your charge lookup when the search button (magnifying glass) is pressed.



Employee
Class

		Charge Description	Charge Code	
<input type="checkbox"/>	1		<input type="text" value="Q"/>	
<input type="checkbox"/>	2			
<input type="checkbox"/>	3			
<input type="checkbox"/>	4			
<input type="checkbox"/>	5			

There are several project type folders that contain projects which are shown when you press the search button:

1. **Favorites:** Contains a list of projects which you have saved to your favorites (covered later in this manual).

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2. Depending on which Division of SCG you report, you will see one or more of the following :

	Charge Tree Description
+	Favorites
+	SCG

Within the each folder you will see folders for Contracts (projects), Proposals (B&P) and various Indirect Labor charges and Leave charges:

Charge Lookup

Select a charge from the list of available charges. To make a different selection, drill back up to a higher level.

Charge Trees

SCG

<input type="checkbox"/>	Charge/Branch Description	Charge Branch Code	Charge Code	Suffix	LaborCat	PayType	Dept/T
+	Salaries Employee (CL oh)	010603					
+	Salaries Employee (G&A)	010703					
+	Salaries Employee (CO oh)	010503					

View all charge numbers by clicking on the drill down **(“+”)** link. The charge and indirect charge have multiple levels to drill down to get to the final charge number you can add to a timesheet.

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The charge numbers are at the bottom of the Charge Tree and you select the charge number by checking the box:

Charge Lookup

Select a charge from the list of available charges. To make a different selection, drill back level.

Charge Trees

- SCG
 - Salaries Employee (CL oh)

	Charge/Branch Description	Charge Branch Code	Charge Code	Suffix	LaborCat
<input checked="" type="checkbox"/>	Salaries Employee (CL oh)	010603	0603-001		

Once you have located the charge number for charging, select the check box to the left of the charge number and click the “Add to Timesheet” button (see below).

Repeat this step until you have all the projects/charges you need for your timesheet.


Lookup Charges (Using search button)

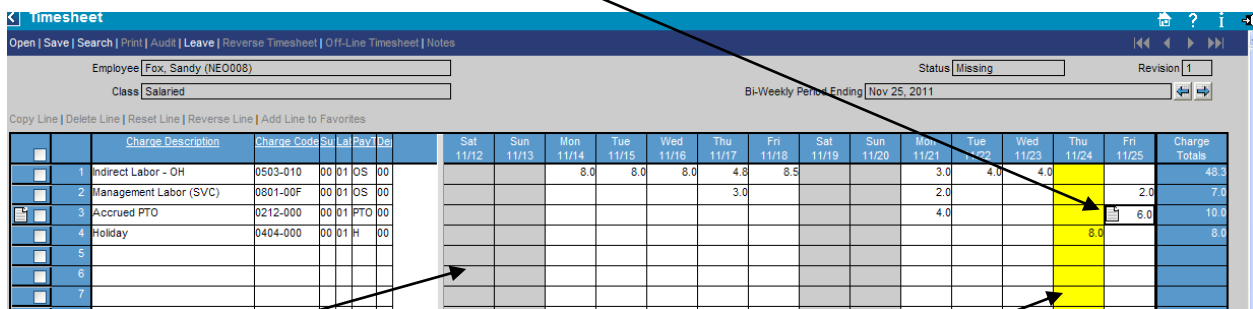
		Charge Description	Charge Code
<input type="checkbox"/>	1		Q

Lookup – To invoke the lookup press the search button in the “Charge Code” field on the TS. All charge numbers you are allowed to charge will show in the list.

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Entering Hours

After selecting a project from the lookup, you are now ready to enter hours. Enter hours by selecting the appropriate day of the period for that charge code and record your hours worked. To enter comments, simply press the comment  link. You can enter comments on each line, on each day. As per policy, hours must be entered on a daily basis, and all hours worked must be entered:

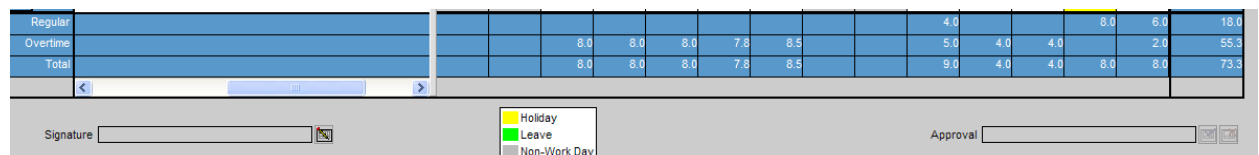



The days in Gray are weekend days, the days in Yellow are company holidays.

Saving and Signing Timesheets

When charges and hours have been entered you must save the timesheet in order for the data to be recorded. Timesheet should only be saved when you are satisfied with entries made. To save timesheet press the save button located at the top left corner of the screen.

Any changes to previously saved entries will require a mandatory explanation. The comment dialog for this explanation will appear during the saving of the TS when you make any type of revision to the timesheet.



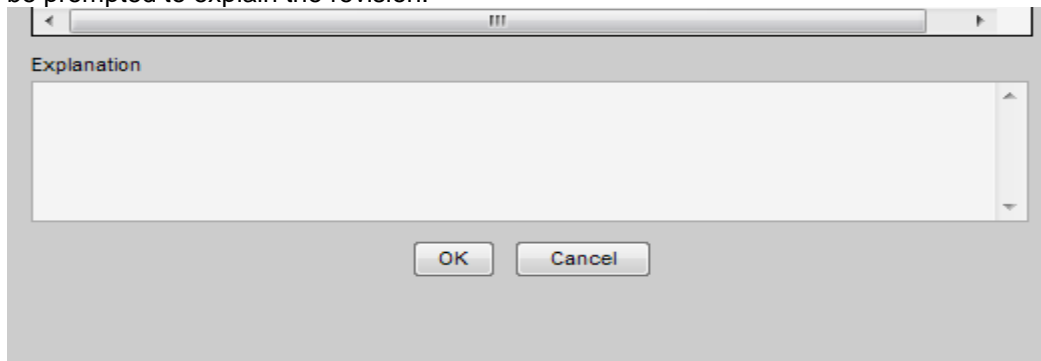
When you have completed your timesheet for the timesheet pay period, you must sign your timesheet. When you press the sign  button on the toolbar the sign dialog window will appear. You will then be required to enter a password (this is the same password used to login to the timesheet application). **Note: Signing of a timesheet should only happen after all hours have been entered for the entire period** and your timesheet is complete and ready for approval.

Correcting Timesheets

If a timesheet needs to be changed after you have already signed it, simply make changes as necessary and re-sign the timesheet.

Once the timesheet is changed after being signed, the status reverts back to “Open”. This is also true if the timesheet was in an “Approved” status – the timesheet reverts back to an “Open” status after revision. In both of these cases, the timesheet will have to be resigned by the employee, and re-approved by the Manager, as appropriate.

Once all necessary corrections have been made, click to save the corrected timesheet. You will be prompted to explain the revision.



The screenshot shows a standard Windows-style dialog box. At the top, there is a title bar with a single character 'E'. Below the title bar, the word 'Explanation' is displayed in a small font. The main body of the dialog contains a large, empty text area with a vertical scrollbar on the right side. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

When correcting your timesheet, you should give as complete an explanation as possible. Remember that supervisors and auditors will be able to view all comments, so please give as much explanation as possible to explain the timesheet change(s).

You will need to re-sign your corrected timesheet, and your supervisor will need to re-approve the correction.

Future Hours Charging


Your timesheet collection system is designed to only allow leave and holiday projects to be charged into the future. These charge codes are located in the “Indirect” or “Leave” folder of the charge lookup.

Unavailable Charging

If a project to which you are assigned is not found in your lookup folders, please contact your supervisor and ask them to add you to the Contract Workforce for your project. Your supervisor will then notify Contracts and Accounting to make the necessary changes.

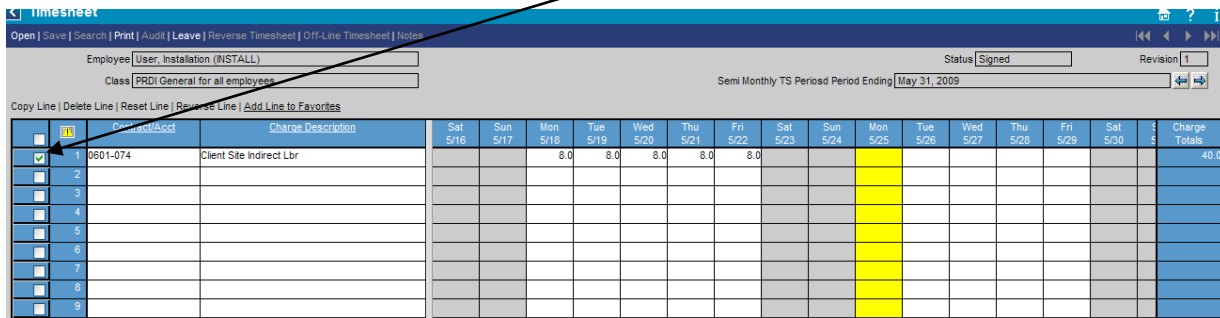
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Loading Different Timesheet Periods

To move from timesheet period to timesheet period use the  timesheet toggle links located on the top right of the screen

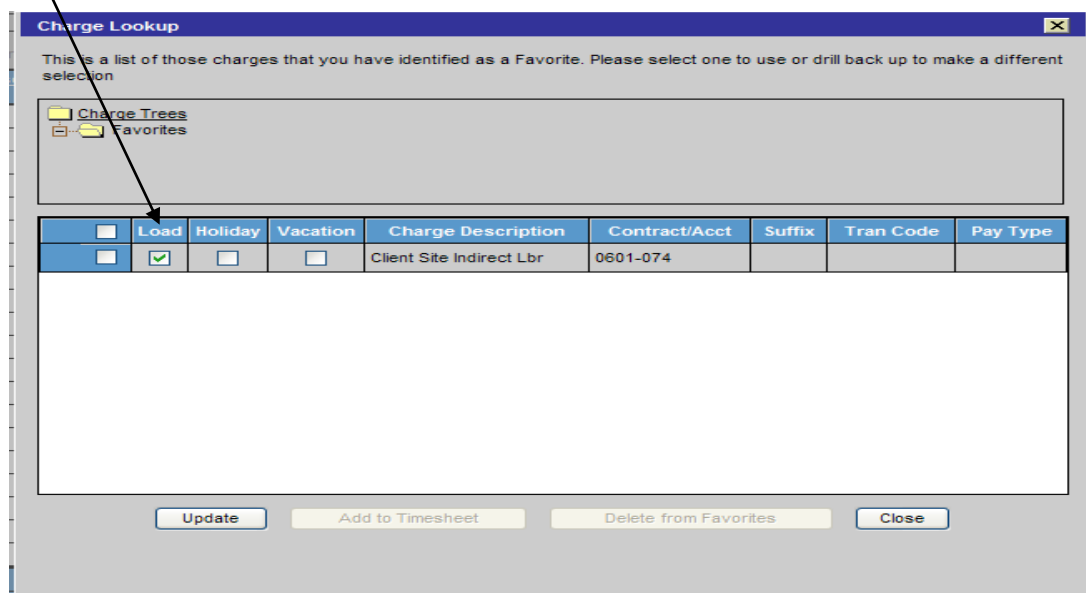
Favorite Folder (Adding and Deleting)

To add additional projects to your favorite folder, select the check box on the line you wish to add as a favorite and press the “Add Line to Favorite” link (found in your menu just above the timesheet).



	Contract/Account	Charge Description	Sat 5/16	Sun 5/17	Mon 5/18	Tue 5/19	Wed 5/20	Thu 5/21	Fri 5/22	Sat 5/23	Sun 5/24	Mon 5/25	Tue 5/26	Wed 5/27	Thu 5/28	Fri 5/29	Sat 5/30	Charge Totals
<input checked="" type="checkbox"/>	1 0601-074	Client Site Indirect Lbr			8.0	8.0	8.0	8.0	8.0									40.0
<input type="checkbox"/>	2																	
<input type="checkbox"/>	3																	
<input type="checkbox"/>	4																	
<input type="checkbox"/>	5																	
<input type="checkbox"/>	6																	
<input type="checkbox"/>	7																	
<input type="checkbox"/>	8																	
<input type="checkbox"/>	9																	

This places the selected line in your favorites folder and can be selected easily on future timesheets. By selecting the “Load” checkbox, the selected favorite will automatically load on future timesheets.



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 different selection

- Charge Trees
 - Favorites

<input type="checkbox"/>	Load	Holiday	Vacation	Charge Description	Contract/Account	Suffix	Tran Code	Pay Type
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Client Site Indirect Lbr	0601-074			

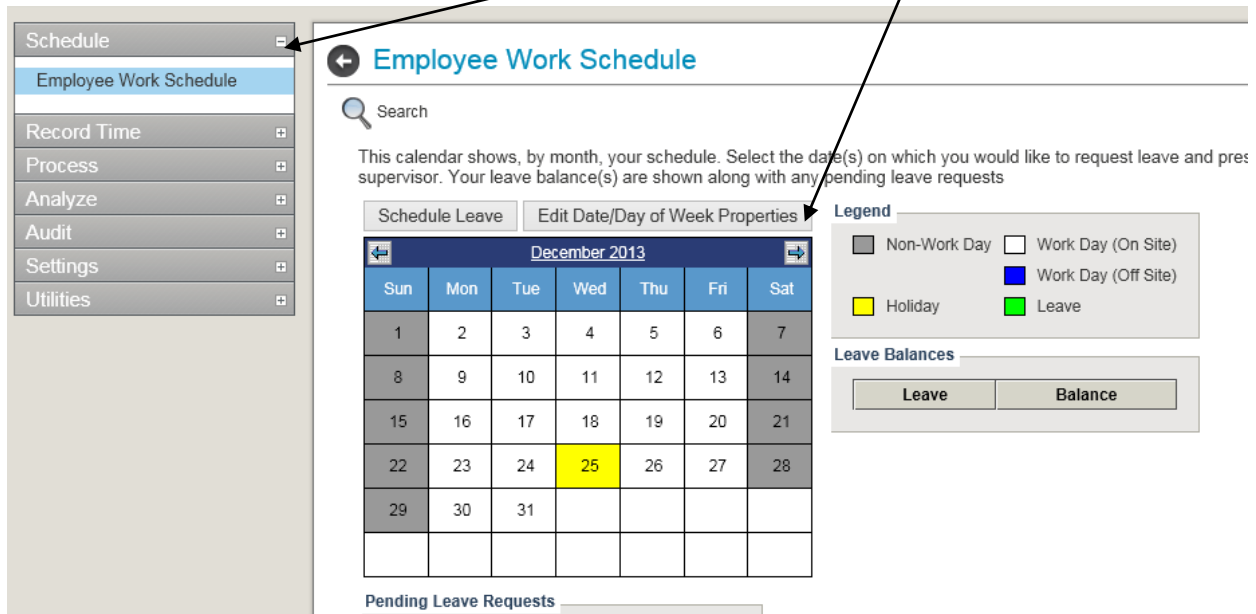
Update Add to Timesheet Delete from Favorites Close

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To delete projects from your favorites, simply invoke the charge lookup and select the favorite folder. Once the favorite projects are loaded select the project and press the “Delete from Favorites” link. After pressing the Delete from Favorites with the box checked, the charge will be removed from the folder.

Requesting Leave

If you would like to request time off, please use the Schedule Leave feature. Under “Schedule” you will find “Employee Work Schedule”. This will bring up a calendar, scroll to the month for which you would like to request leave. Double click on the day or days you are requesting off.



Employee Work Schedule

Search

This calendar shows, by month, your schedule. Select the date(s) on which you would like to request leave and press the Request Leave button to send the request to your supervisor. Your leave balance(s) are shown along with any pending leave requests

Schedule Leave Edit Date/Day of Week Properties

December 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Pending Leave Requests

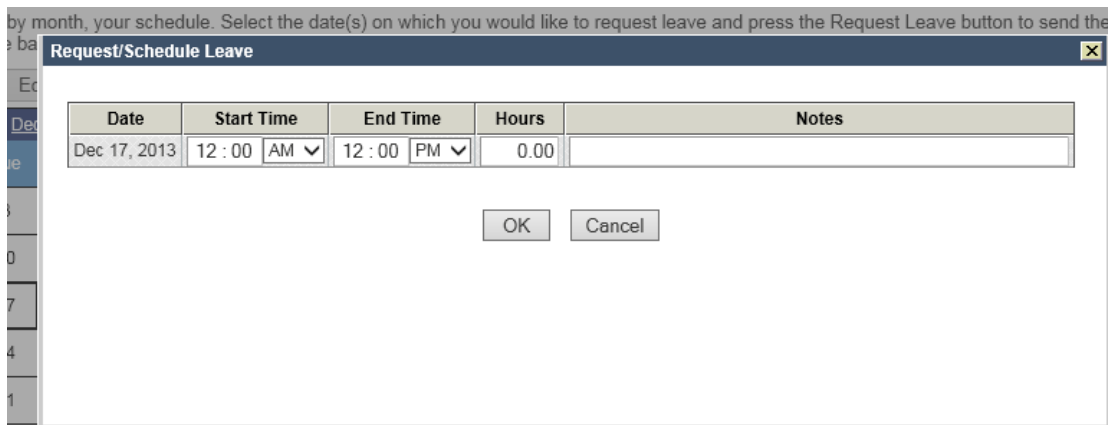
Legend

- Non-Work Day
- Work Day (On Site)
- Work Day (Off Site)
- Holiday
- Leave

Leave Balances

Leave Balance

You will then receive a box, showing dates you have selected. Enter number of hours leave requested and enter any comments related to this request.



Request/Schedule Leave

Date	Start Time	End Time	Hours	Notes
Dec 17, 2013	12:00 AM	12:00 PM	0.00	

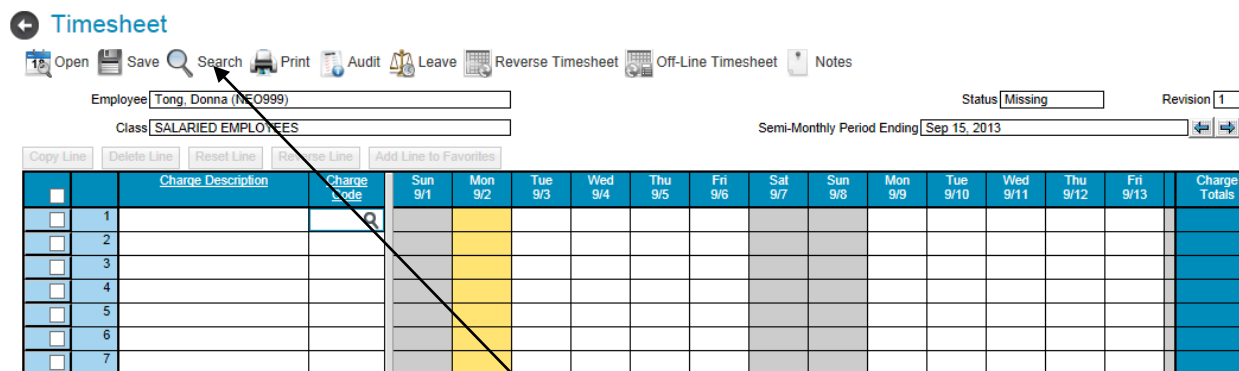
OK Cancel

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When you hit “ok” an email will be sent to your supervisor with notification that you have requested time off. When reviewed and approved or rejected, you will receive an email notification. The approved days will show as Green on your timesheet to aid you in entering your time.

Reviewing and Approving Timesheets (Supervisors)

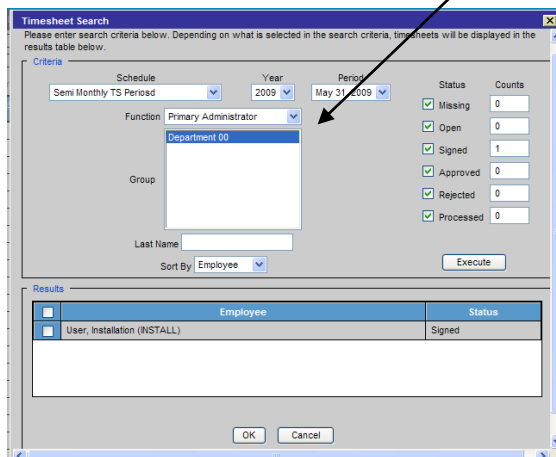
After the employees have signed their timesheets, the timesheets must be approved by the supervisors before being eligible for processing to Deltek. Employees are assigned to Groups with primary supervisors and backup supervisors (as appropriate). The supervisor is the personnel designated to approve the timesheets. The supervisor logs into the system and retrieves the timesheets needing approval by going to the timesheet screen:



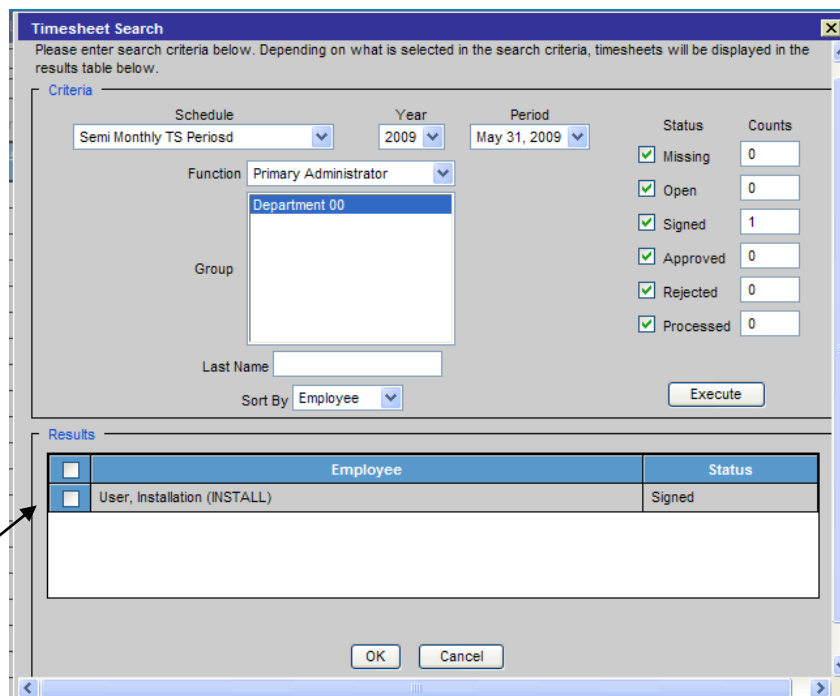
To bring up the timesheets needed approval, press the Search menu choice.

Under timesheet search, choose your Function as Primary Supervisor or Backup Supervisor.

Select Execute and a list of all employees meeting the criteria will appear:



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Timesheet Search

Please enter search criteria below. Depending on what is selected in the search criteria, timesheets will be displayed in the results table below.

Criteria

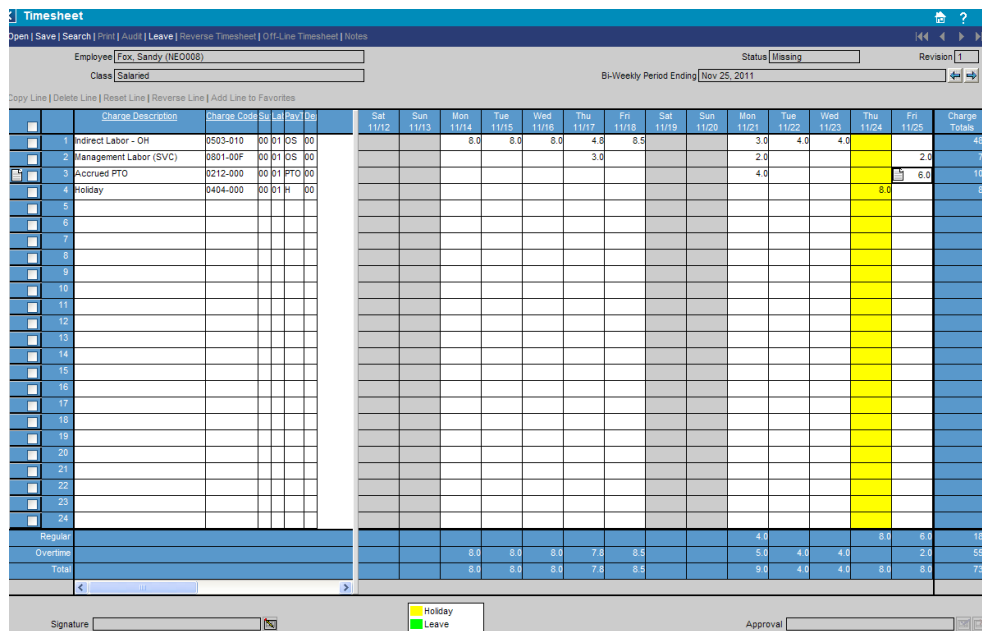
Schedule: Semi Monthly TS Period
Year: 2009
Period: May 31, 2009
Function: Primary Administrator
Department 00
Group:
Last Name:
Sort By: Employee
Execute

Results

Employee	Status
<input type="checkbox"/> User, Installation (INSTALL)	Signed

OK Cancel

Check the box or boxes in the Results frame to select the timesheet or timesheets that need approval.



Timesheet

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

Employee: Fox, Sandy (NEC008)
Class: Salaried
Status: Missing
Revision: 1
Bi-Weekly Period Ending: Nov 25, 2011

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

Charge Description	Charge Code	SL	LA	PAID	DE	Sat 11/12	Sun 11/13	Mon 11/14	Tue 11/15	Wed 11/16	Thu 11/17	Fri 11/18	Sat 11/19	Sun 11/20	Mon 11/21	Tue 11/22	Wed 11/23	Thu 11/24	Fri 11/25	Charge Totals
1 Indirect Labor - OH	0503-010	00	01	OS	00			8.0	8.0	8.0	4.8	8.5			3.0	4.0	4.0			48.8
2 Management Labor (SVC)	0801-00F	00	01	OS	00						3.0				2.0				2.0	7.8
3 Accrued PTO	0212-000	00	01	PTO	00										4.0				4.0	16.8
4 Holiday	0404-000	00	01	H	00													8.0		8.0
5																				
6																				
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21																				
22																				
23																				
24																				
Regular															4.0			8.0	8.0	18.0
Overtime								8.0	8.0	8.0	7.8	8.5			5.0	4.0	4.0		2.0	55.3
Total								8.0	8.0	8.0	7.8	8.5			9.0	4.0	4.0	8.0	8.0	73.3

Signature:
Approval:
Holiday
Leave
Max Work Day

After the timesheet(s) is selected, move to the bottom right corner of the screen and press the Approval Icon to approve or press the Rejection Icon to reject the timesheet. After hitting the Approve Icon, you will need to enter your password to complete the Approval process. If rejecting the timesheet, you will need

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to enter a reason for the rejection in a pop-up dialogue box. An email will be generated to the employee with your comments to take the appropriate action.

If a supervisor will be travelling or otherwise not available to approve a timesheet, a backup supervisor may be assigned. Please email requests to your NeoSystems Project Director, Donna Tong, at dtong@neosystemscorp.com.

Summary

The Time Collection system will be live with your January 1 – January 15, 2014 timesheet. Please remember to login daily and record all hours worked. To aid you in this effort, you will receive daily reminders that your timesheet needs to be completed. Timesheets should be signed at the end of the business day on January 15th or no later than noon the following business day, and then subsequently by noon the day following each pay period. Supervisors, please review your emails looking for notifications that timesheets are signed and ready for your approval. Approvals should happen no later than 5pm the day following a timesheet period.

If you have any trouble accessing the T&E system, or need your password reset, please enter a support ticket in the Neo help desk, found on your Neo Tools Page :

<http://www.neosystems-usa.com/scg/clienttools.html>



The screenshot shows the NeoSystems client tools page. At the top left is the NeoSystems logo. Below it is a navigation bar with "Home" and "Client Tools". On the left side, there is a Yahoo! search box with options to "Search the web" (selected) or "Search neosystemscorp.com". Below the search box is a "SYSTEM MAINTENANCE" section with a traffic light icon and the text "None Scheduled". At the bottom left is a Deltek advertisement with the text "Know more. Do more.™". On the right side, there is a "SIGNATURE CONSULTING GROUP" logo. Below it is a list of "SCG CLIENT TOOLS" including "Time & Expense", "Time & Expense Import", "UltiPro Payroll System", "Productivity Tools (Citrix XenApp)", "Citrix Install Instructions-Chicago", "Cognos Impromptu Web Reports/Contributor - Chicago", and "NeoSystems Support Portal". A red arrow points to the "NeoSystems Support Portal" link. At the bottom right, there is a small "N Ad" logo.



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User Guide***

For issues with charge number access, new employee setups, or general operational questions, you may contact your NeoSystems Project Director, Donna Tong at dtong@neosystemscorp.com or



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