

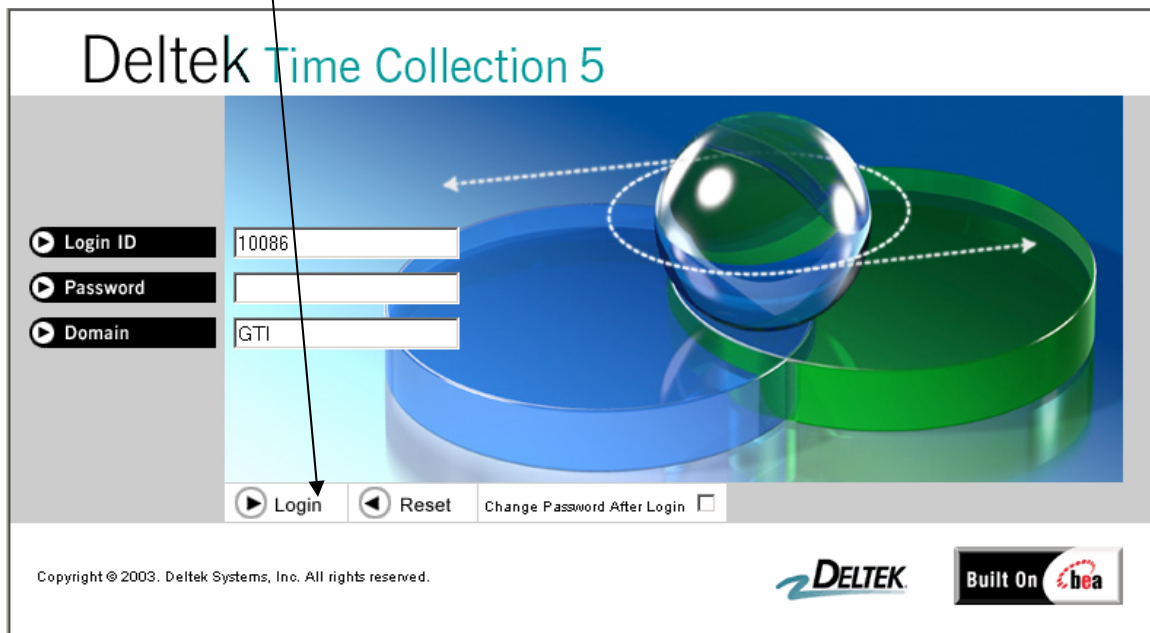
Deltek Time Collection Time Entry

Go to the Time Collection website

<https://timesheet.mcaeng.com/DeltekTC/welcome.msv>

1. Once the login screen appears enter:

- Login ID (your 6 digit Employee ID#)
- Password (initial password is your Social Security Number, with dashes)
- Enter the Domain (MCA or SBAR)
- Click on Login



The image shows the Deltek Time Collection 5 login interface. It features a header with the text "Deltek Time Collection 5". Below the header is a login form with three input fields: "Login ID" (containing "10086"), "Password", and "Domain" (containing "GTI"). To the right of the form is a large graphic of a blue and green sphere with a dashed arrow indicating a circular path. Below the form are buttons for "Login", "Reset", and a checkbox for "Change Password After Login". At the bottom, there is a copyright notice: "Copyright © 2003. Deltek Systems, Inc. All rights reserved." and logos for "DELTEK" and "Built On bea".

2. You will be prompted to change your password

(Min. of 6 characters case sensitive)

Expires after 1 year

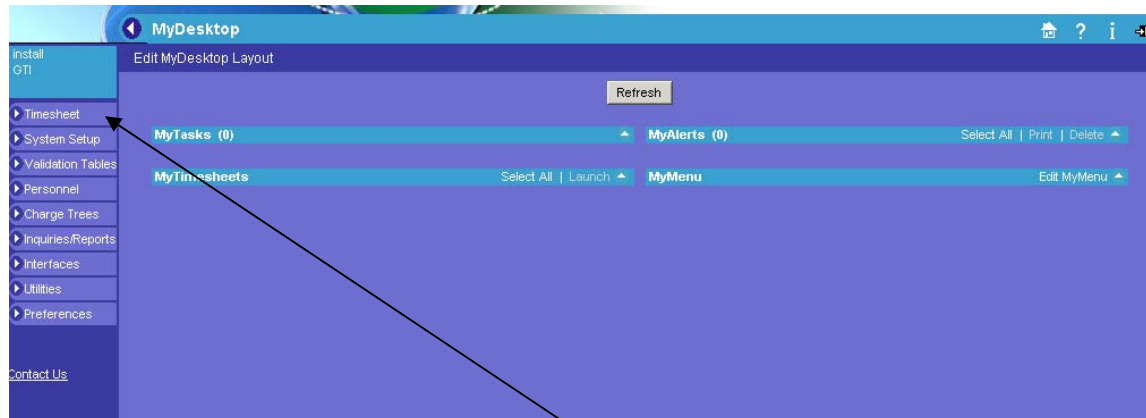


The image shows a "Change Password" dialog box from Microsoft Internet Explorer. It has a title bar that says "Change Password - Microsoft Internet ...". The dialog box contains two input fields: "New Password" and "Verify Password". Below these fields are "OK" and "Cancel" buttons.

Once you change your password, you will see your desktop settings

HOW TO COMPLETE A TIMESHEET

DESKTOP SETTING



Access Your Current Timesheet

-To get to your current timesheet, click on Timesheet

At the top of the Timesheet are your name and id, employee class code, status, and the period ending date.

Charge Description	Project	Pay Type	Mon 12/1	Tue 12/2	Wed 12/3	Thu 12/4	Fri 12/5	Sat 12/6	Sun 12/7	Charge Totals
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
Regular										
Overtime										
Total										

Status = Missing, Open, Signed, Approved, Rejected or Processed

Access Your Charge Numbers to charge

There are 3 ways to enter charge number

1. **Click on the Binoculars to Search** for your Charge

Open | Save | Search | Print | Audit | Leave

Employee

Class

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

	Charge Description	Project	Pay Type
1			
2			

The **Charge Trees** will appear

(Charge Trees are categorized by type of Charge: Direct, Indirect and B&P)

- Drill down to the charging level by clicking on the + by the description to select charge tree**

-You will find your vacation, sick, holiday and Jury Duty under Indirect - Leave

Charge Lookup

Filter

Filter By

Filter Text

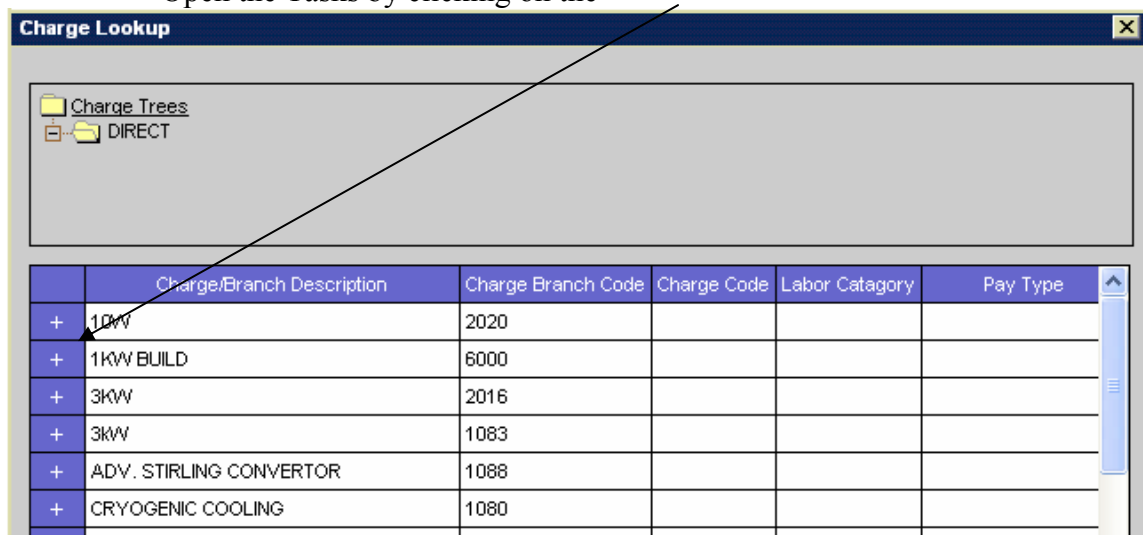
Execute

Sort By

	Charge Tree Description	Charge Tree Code
+	Favorites	
+	B&P	B&P
+	DIRECT	DIRECT
+	INDIRECT	INDIRECT
+	IR&D	IR&D

B. Under Direct, the first level branch will represent the Contract Number

-Open the Tasks by clicking on the +



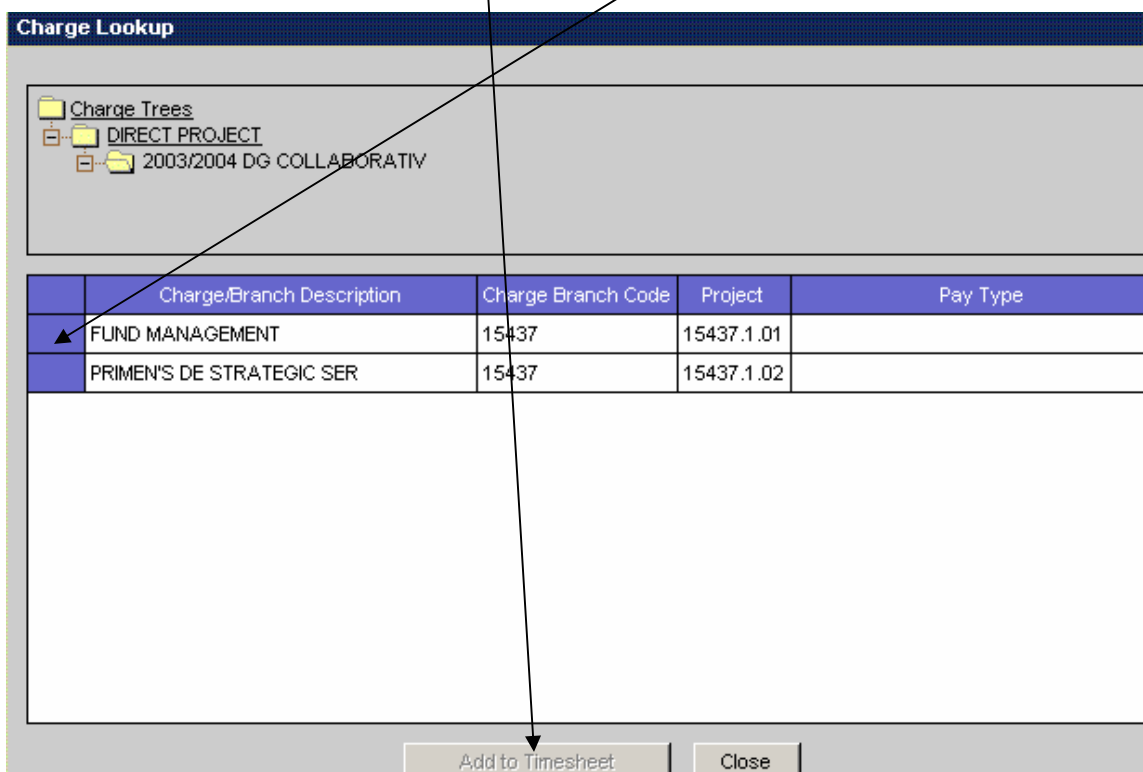
Charge Lookup

Charge Trees
 DIRECT

	Charge/Branch Description	Charge Branch Code	Charge Code	Labor Category	Pay Type
+	10KW	2020			
+	1KW BUILD	6000			
+	3KW	2016			
+	3KW	1083			
+	ADV. STIRLING CONVERTOR	1088			
+	CRYOGENIC COOLING	1080			

C. The second level branch will represent the Charge Task(s) available to charge to.

1. Highlight the Charge/task by clicking on the blue push button to the left of the description
2. Click on **Add to Timesheet**



Charge Lookup

Charge Trees
 DIRECT PROJECT
 2003/2004 DG COLLABORATIV

	Charge/Branch Description	Charge Branch Code	Project	Pay Type
▲	FUND MANAGEMENT	15437	15437.1.01	
	PRIMEN'S DE STRATEGIC SER	15437	15437.1.02	

Add to Timesheet Close

2. **Look up a Charge Number by code:**

- Click on Sort by: Project/Task or Description
- Click on Filter Text: Type in first few numbers of Project code or Description
- Click Execute

Charge Lookup

Filter

Filter By: Project/Task

Filter Text: 0201

Execute

Sort By: Description

	Charge Tree Description	Charge Tree Code
+	Favorites	
+	CHARGE	CHARGE
+	INDIRECT LABOR	INDIRECT

It will bring up the list of Charges starting with the numbers you typed in.

- Select the Charge by clicking on blue push button to highlight the Charge
- Click: Add to Timesheet

Charge Lookup

Charge Trees

Filter Results

	Charge Description	Charge Branch Code	Project/Task	Suffix	Pay Type
	SICK LEAVE	LEAVE	0216-000		L
	VACATION	LEAVE	0201-000		L

Add to Timesheet

Close

3. You also can **manually type in the Numbers** (including the dash(-))

Adding your Charges to your FAVORITES

For charges that you charge to on a regular basis, you may want to add to My Favorites. To add Charges to Highlight the Line on the timesheet and Click Add Line To Favorites

Copy Line Delete Line Reset Line Reverse Line Add Line to Favorites					
		Project	Charge Description		
	1	ADMIN.GEN	G&A - General	Mon 4/28	Tue 4/29
	2			8.0	7.0

You will be able to select these charge numbers from the Favorites Branch for any timesheets going forward as long as the Charge remains active.

Load	Charge Description	Project	Pay Type
<input checked="" type="checkbox"/>	Comm Catalog Sales - HW	30001.01	
<input type="checkbox"/>	G&A - General	ADMIN.GEN	
<input type="checkbox"/>	Holiday	LEAVE.HOL	HOL
<input type="checkbox"/>	Vacation	LEAVE.VAC	VAC

Update Delete from Favorites Add to Timesheet Close

By clicking on the checkbox in Favorites you can have charges auto load to the timesheet.


The charges with the checkbox checked will load automatically when you open your next period's timesheet

Entering/Saving Hours on a daily Basis

Enter hours for each day. Enter hours in tenth of an hour increments (every 6 minutes). Use the Tab button to move through the days.

Save your timesheet after each entry. You will be timed out after ½ hour.

Project	Charge Description	Pay Type	Mon 4/28	Tue 4/29	Wed 4/30	Thu 5/1	Fri 5/2	Sat 5/3	Sun 5/4	Charge Totals
1	LEAVE VAC	VAC	8.0	8.0	8.0	8.0				32.0
2										
3										
4										
5										
6										

You can put **comments** on each Line or Cell by clicking on the  note icon.

-Comments can be used to communicate to your supervisor and administrator why you were charging specific charges.

-Comments are required for Administrative Leave and Leave with out Pay.

Entering OVERTIME Hours

Open | Save | Search | Print | Audit | Leave

Employee: O'Mara, Linda M. (10086) Status: Missing

Class: Salary Non Exempt Semi Monthly Period Ending: Dec 15, 2003

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

	Charge Description	Project	Pay Type	Mon 12/1	Tue 12/2	Wed 12/3	Thu 12/4	Fri 12/5	Sat 12/6
1	CONTINUATION	15129.1.02	REG	8.0	8.0	8.0	8.0	8.0	
2	CONTINUATION	15129.1.02	OT	2.0		1.0			
3									
4									
5									
Regular				8.0	8.0	8.0	8.0	8.0	
Overtime				2.0		1.0			
Total				10.0	8.0	9.0	8.0	8.0	

1. Over-Time hours need to be entered on a separate line
2. Change the Pay Type to **O** for Overtime Hours. These hours will appear on the overtime line.

Explanation Needed for Revisions

If you make a change to a previously saved day or signed timesheet you will be required to enter a revision explanation. This is part of the Audit Trail as required by DCAA

Revision Explanation - Microsoft Internet Explorer

Revision: 2

Line No	Hours Date	Project	Account	Charge Description	Revision Audit Detail
1	4/29/03	ADMIN.GEN	810-10	G&A - General	Changed Hours From 8.0 to 7


Explanation: Hours were charged to wrong Project number


OK Cancel

The audit trail can be review by clicking on *Audit*.

Audit |

Signing Timesheet

1. Once you have completed your timesheet for the Pay Period **sign** it by clicking  by the Signature box at the bottom of the timesheet

Signature 

****After clicking on the Signature box, you may receive Warnings and/or Error Messages. You will not receive errors until you attempt to sign your timesheet on day timesheets are due, therefore please be sure to review you timesheet daily for accuracy.**

Warnings: Will allow you to continue signing timesheet by clicking on continue.

Errors: You must correct the errors before you can continue to sign your timesheet

Save Timesheet

This timesheet did not pass one or more validations. Listed below are warnings or errors that occurred. Saving of the Timesheet can continue with warnings. However, any errors must be corrected before save can continue.

Warnings

The following charge(s) are after the Project end date of Apr 30, 2003:

- Line 1 - Oct 16, 2003
- Line 1 - Oct 17, 2003
- Line 1 - Oct 20, 2003
- Line 1 - Oct 21, 2003
- Line 1 - Oct 22, 2003
- Line 1 - Oct 23, 2003
- Line 1 - Oct 24, 2003

Errors

2. Type your **password** and your name will appear on the signature line. Click OK. Your Password is your signature. **DO NOT SHARE IT WITH OTHERS.**

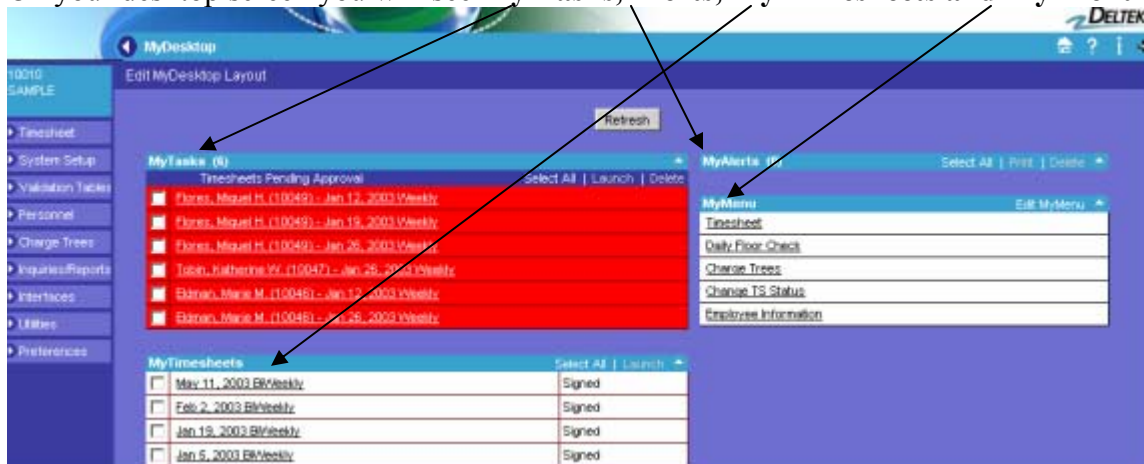
Sign Timesheet

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

Your Desktop View

On your desktop screen you will see **My Tasks**, **Alerts**, **My Timesheets** and **My Menu**

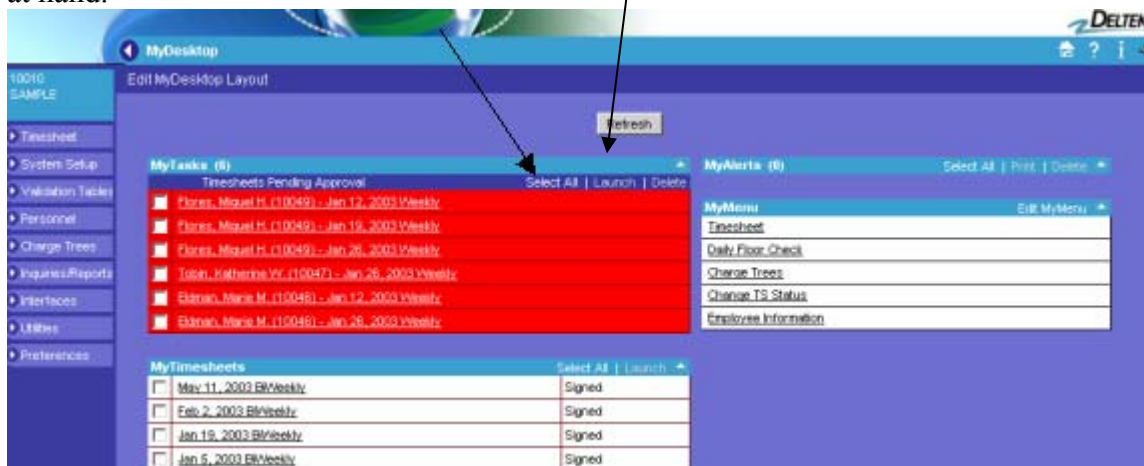


My Tasks: Timesheets that need an action (complete, sign, approve)

Alerts: Notifications to Supervisors when their employees' timesheets have failed a floor check, timesheets missing or incomplete, or if timesheets have been approved by the administrator or signed by the backup.

My Timesheets: Will show you up to ten of your timesheets including current and completed. You can access other timesheets by clicking on open from your timesheet.

To **access your tasks**, click on Select All and Launch. You will be directed to the task at hand.



Approving Timesheets

If you are a supervisor that needs to approve timesheets, you will receive TASKS on your desktop view and can launch the timesheets from the desktop. (See Desktop)

Another way to access the employee timesheets:

By clicking on the Search.

Open | Save | Search | Print | Audit | Leave

Employee: Pasternak, Laura D. (10010)

a. Select: Year, Period, Function and Status (by default all are checked), you wish to access.

Timesheet Search

Criteria

Schedule: Biweekly Timesheets

Year: 2004

Period: Feb 28, 2004

Function: Backup Supervisor

Group: Baughn, Bolton, Cyndi Burns

Status: ☒ Missing, ☒ Open, ☒ Signed, ☒ Approved, ☒ Rejected, ☒ Processed

Counts: Missing: 2, Open: 0, Signed: 0, Approved: 0, Rejected: 0, Processed: 0

Sort By: Employee Name

Execute

Results

Employee Name	Status
AHN-KUGE, JUDY K. (254)	Missing
DE LA PENA, ELIZABETH (192)	Missing

OK Cancel Select All

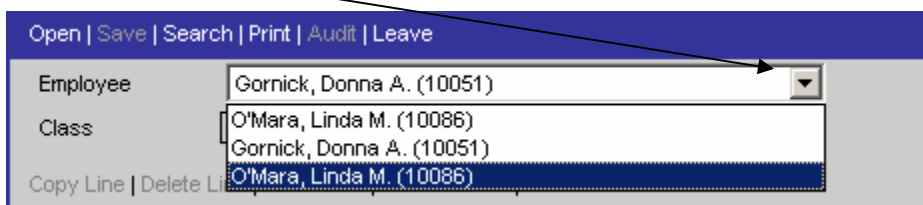
Function = The functional role you are providing for the group you are selecting

b. Highlight the Primary Supervisor of the Group's name that you want to access.

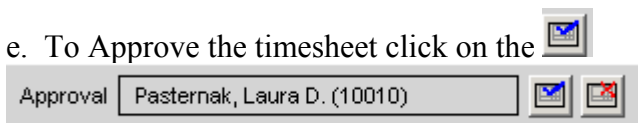
c. Click on Execute and the employees will appear under results.

d. Click on Select All and Okay.


The first employees timesheet will then appear and allow you to approve timecard. Use the arrow after employee name to scroll down to access the remain employees.

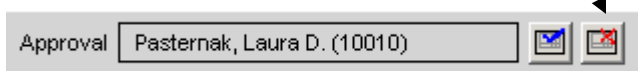


e. To Approve the timesheet click on the



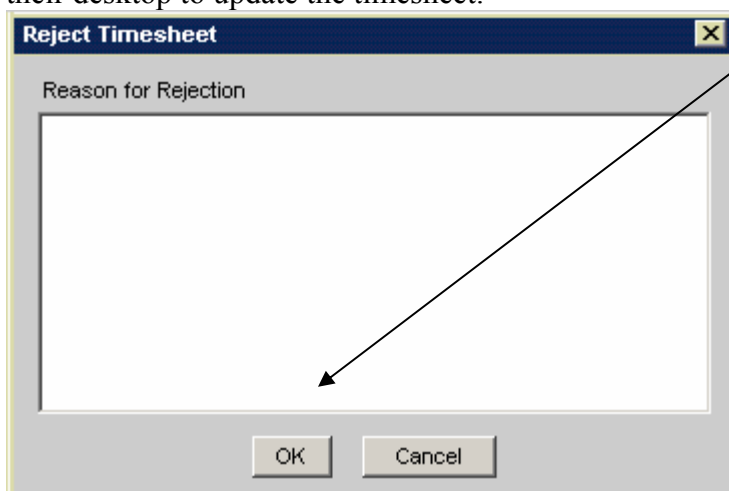
Rejecting a Signed timesheet

1. You can reject a timesheet by clicking on  at the bottom right hand corner of the timesheet after the Approval section.



2. You will then be required to enter a **reason** for the rejection and click Ok.

3. The reason will be emailed to the employee. The employee will also receive a task on their desktop to update the timesheet.



Correcting Timesheets

To enter a correcting timesheet, go back to the original timesheet with the mistake.

Open | Save | Search | Print | Audit | Leave

Employee: User, Installation (INSTALL) Status: Processed Revision: 2

Class: Full Time Exempt Weekly Timesheet Period Ending: Mar 31, 2004

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

	Charge Description	Charge Code	Labor Catagor	Pay Type	Sun 3/28	Mon 3/29	Tue 3/30	Wed 3/31	Charge Totals
1	EHP	2020-012	MG	R		8.0	8.0	0.0	16.0
2	VACATION	0230-000	MG	R				8.0	8.0
3	EHP	2020-012	MG	R		-8.0	-8.0	0.0	-16.0
4	RSG # 5	2020-500	MG	R		8.0	8.0		16.0
5									
6									
7									
8									
Regular						8.0	8.0	8.0	24.0
Overtime									
Total						8.0	8.0	8.0	24.0


Enter hours that were entered incorrectly on a separate line as negative amounts.

Enter the corrected hours on a new line

Hours that were previously processed cannot be changed.

You will need to sign the timesheet and it will need to be approved by your supervisor for corrections to get posted,

OTHER INFORMATION

You can get back to your desktop by clicking on the  key in the top right hand corner of your timesheet

Timesheet

Open | Save | Search | Print | Audit | Leave

Home ? i

DELETE line by highlighting an existing line and clicking on Delete Line.

-Deleting previously saved lines will only zero out hours

-It is okay to have lines with no hours

COPY line by highlighting an existing line and clicking on Copy Line.

Open | Save | Search | Print | Audit | Leave

Employee: O'Mara, Linda M. (10086) Status: Missing

Class: Salary Non Exempt Semi Monthly Period Ending: Dec 15, 2003

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

	Charge Description	Project	Pay Type	Mon 12/1	Tue 12/2	Wed 12/3	Thu 12/4	Fri 12/5	Sat 12/6	Sun 12/7
1	CONTINUATION	15129.1.02	REG	8.0	8.0	8.0	8.0	8.0		

You can **print** your timesheet, once it has been saved, by clicking on *Print*
 You can **open** any timesheet for viewing or revision by clicking on *Open* and selecting any date within the timesheet period you wish to access. Click OK.

Timesheet

Open | Save | Search | Print | Audit | Leave

Employee: O'Mara, Linda M. (10086) Status: Open

Class: Salary Non Exempt Semi Monthly Period Ending: Oct 31, 2003

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

Open Timesheet

December 2003

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			

OK Cancel Today