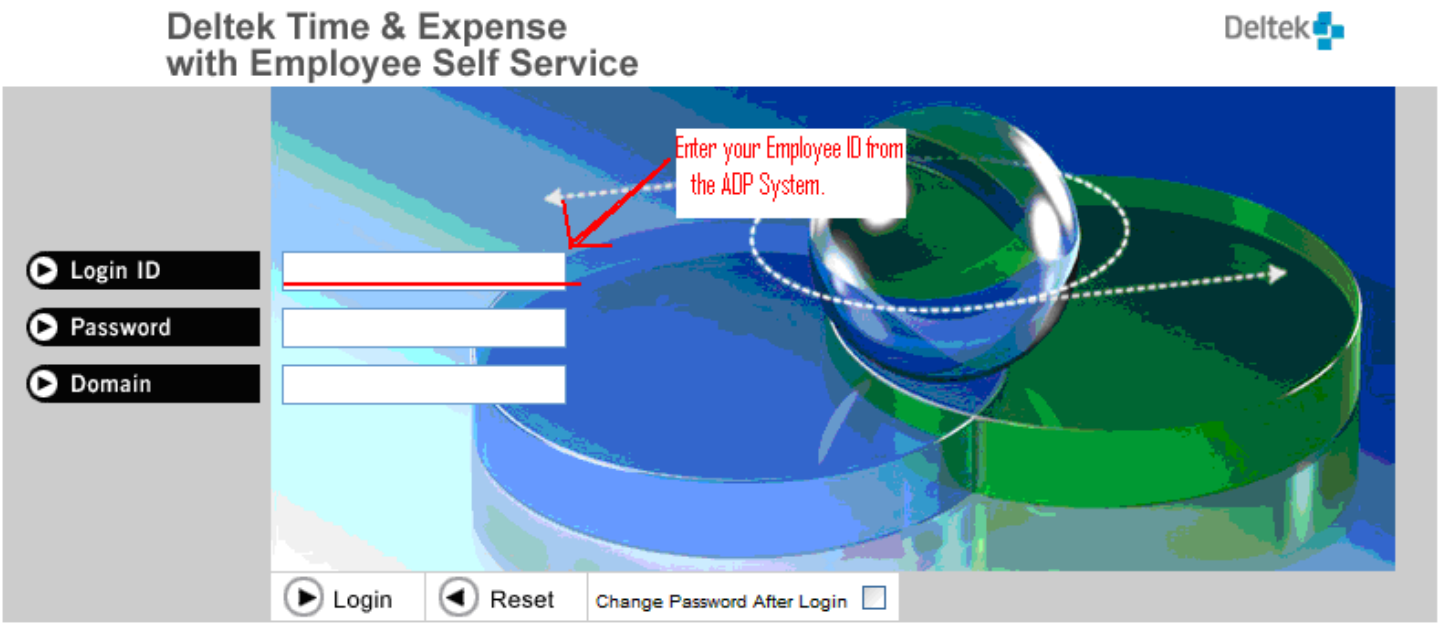
DELTEK TIME COLLECTION SYSTEM INSTRUCTIONS

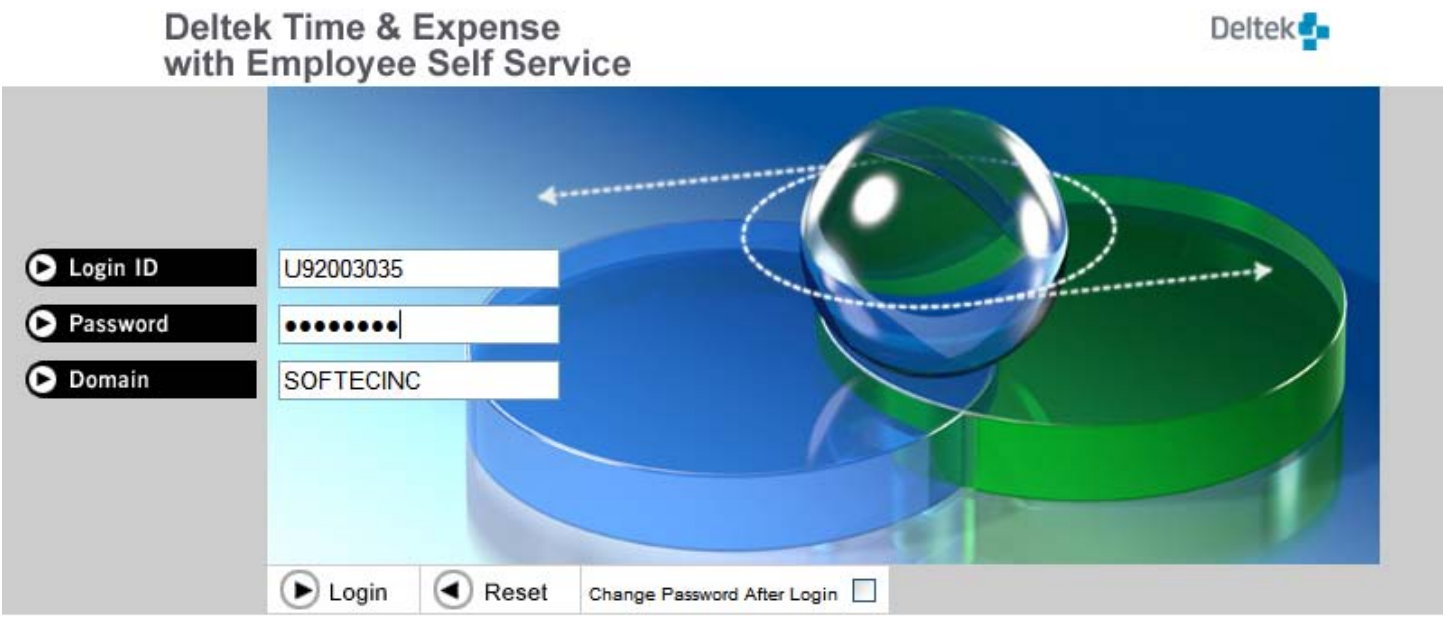
1. http://174.36.24.210:7009/DeltekTC/welcome.msv **(From SofTec Office)**

   http://deltektc.softecinc.com **(Outside SofTec Office) (This URL is meant for all employees of SofTec entering their time from Client Site & from home).**

   Use this information to successfully login into Deltek Time & Expense Collection System.

2. **Login-** is Employee ID provided in email
   Password is your birthday **(YYYYMMDD). (Please enter your date of birth in this format)**
   Domain is **SOFTECINC** (**all uppercase**).




Deltek Time & Expense
with Employee Self Service
Deltek
Login ID
U92003035
Password
Domain
SOFTECINC
Login
Reset
Change Password After Login

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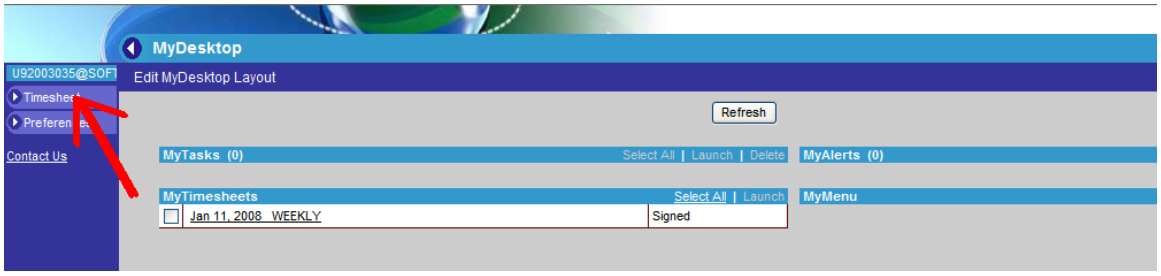
3. **Password Change-** Upon successful entry of your login credentials you will be prompted to change your password. Your password must be at least **6** characters long and contain **1** number. After changing your password you will be prompted to select your time zone and then be forwarded to the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

My Desktop Section – Note: Make sure you have pop up blockers enabled or this will prevent the Deltek Time and Expense module from functioning properly.

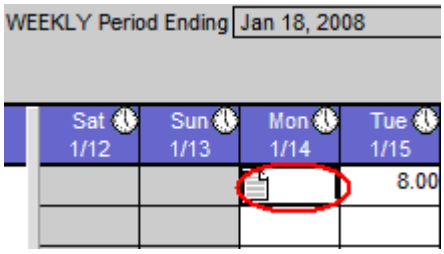
ENTERING WORKED/BILLABLE HOURS

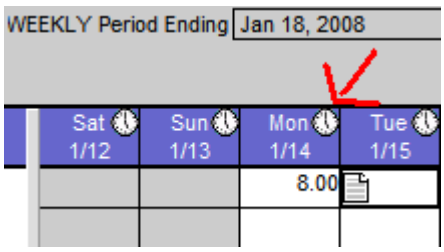
4. **Time Sheets -** Select the radio button to the left marked timesheet (indicated here by the red arrow).



Account Codes and Charge Description (formerly known as earnings codes – i.e. BILLRG) are called account codes in Deltek Time & Expense Collection system. The administrator has **preloaded your** specific account code and this code will automatically appear in your account and charge description section on your timesheets.

5. Entering Hours- To the right of the earning codes description there is a calendar of days and spaces to enter time. To report your hours click on the appropriate box and type in the number of hours you worked for that day. (The red circle below indicates the boxes to click in and report your hours, if you have sick hours that day you would report them in the same row as the Sick leave earning code etc)



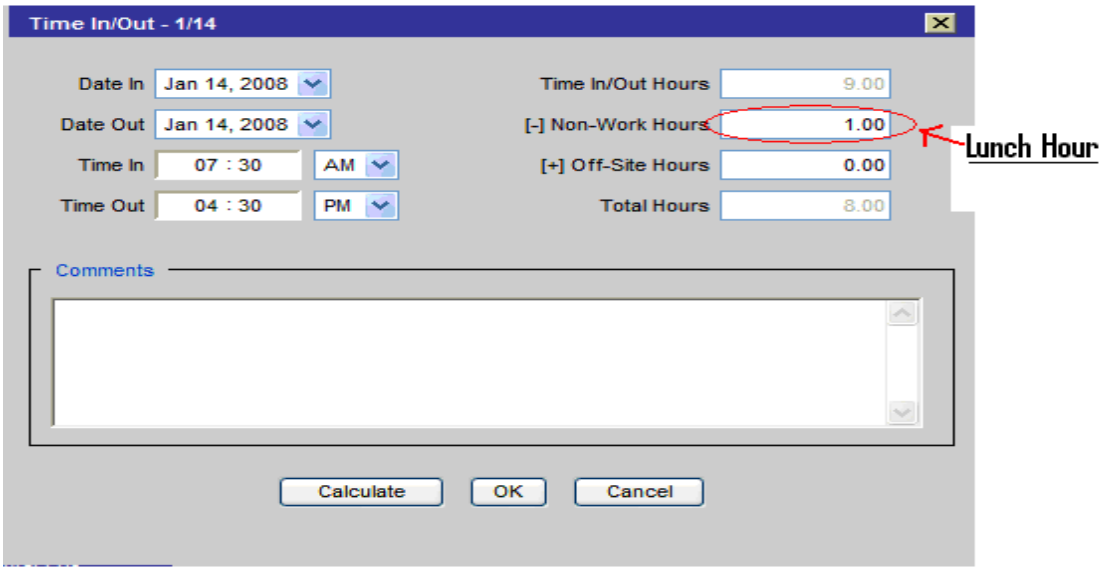


6. Entering Time In/Out- In addition to entering your number of hours each day you will also need to enter your time in and time out. The red arrow on previous page indicates where the time in/time out feature is.

Below is the screen that will appear after selecting the clock. If you take a lunch hour then you must enter the time in the "Non-Work Hours" section indicated by the red arrow and circle below.

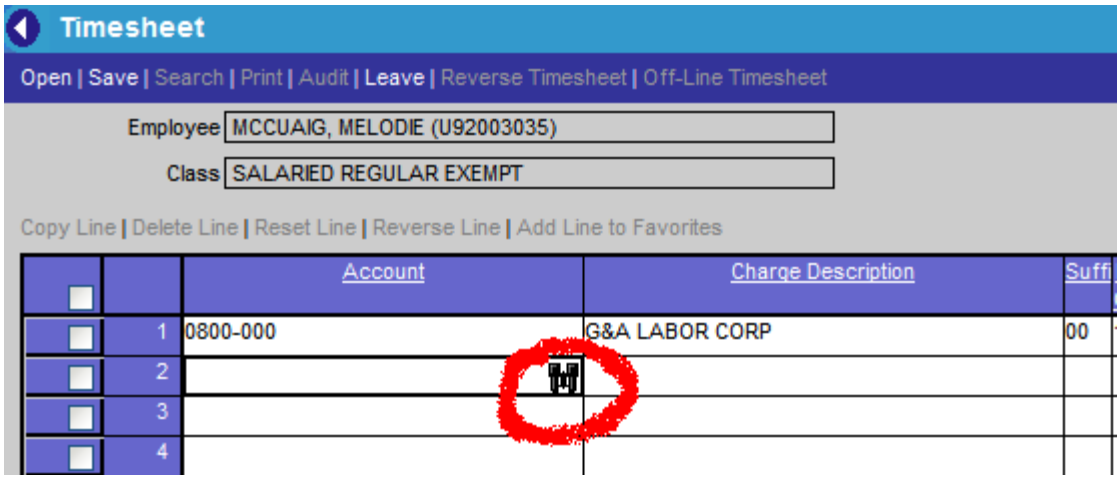
Daily reporting of your hours is mandatory and required in order to save/approve your hours. The comments section is where you can explain absence/hours missed for an appointment. (You are still

required to fill out "Time off Requests" and call your supervisor to report your absence. This is a second place to document your time off)

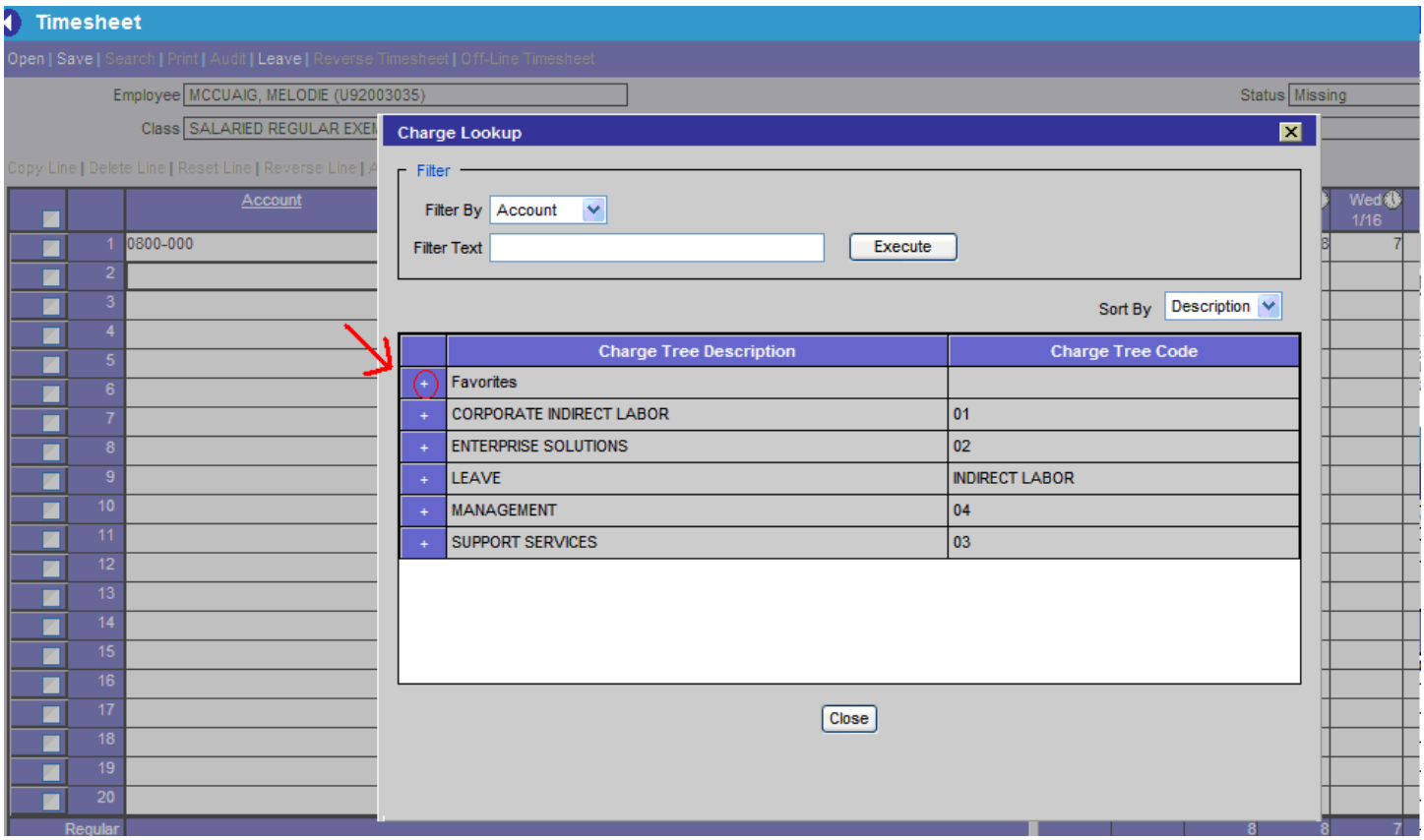


ENTERING NON-WORKED HOURS i.e. vacation, sick, etc

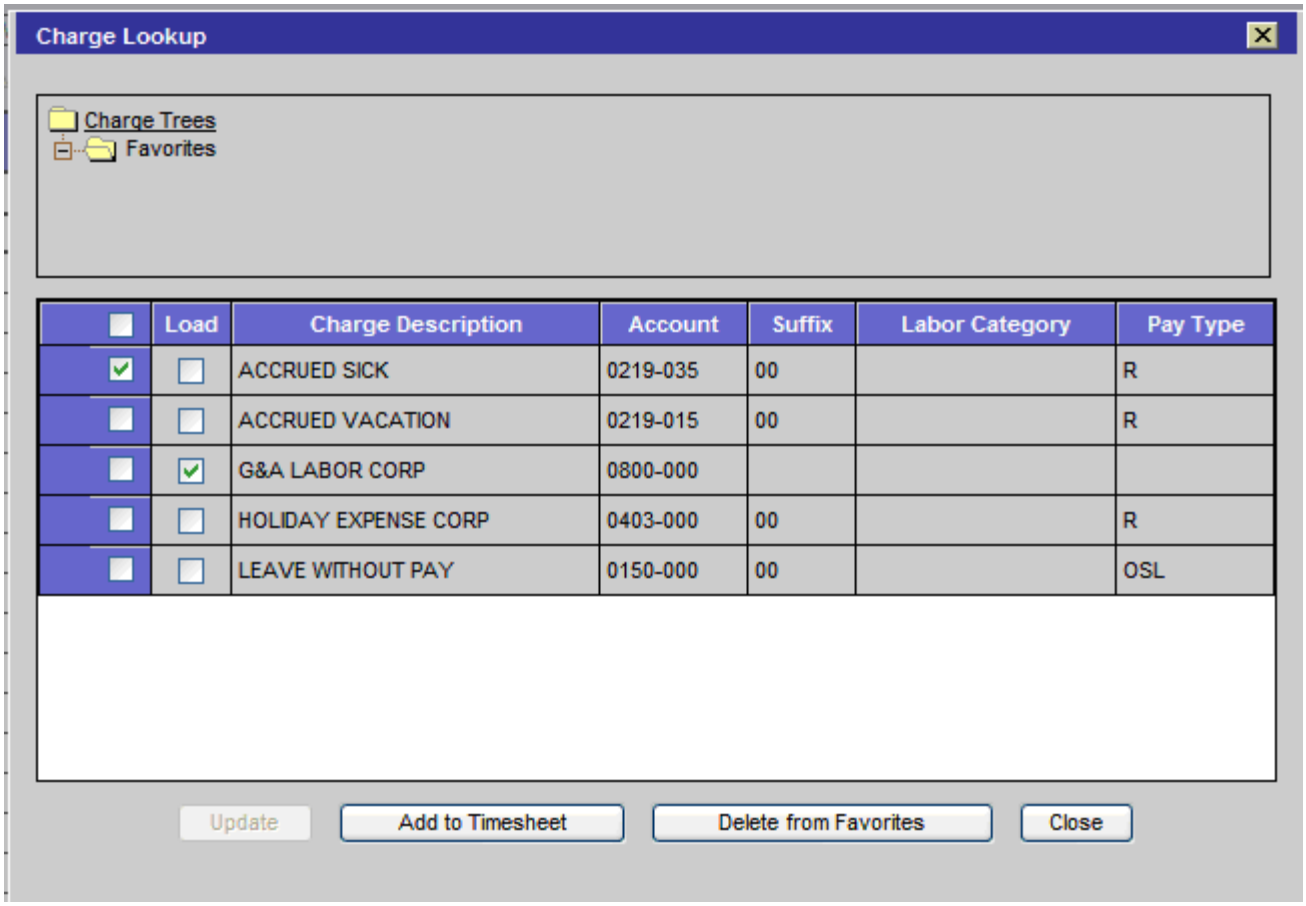
For additional codes such as sick time, vacation, etc. continue by selecting the next blank line and clicking on the binoculars circled in red on the screen below.



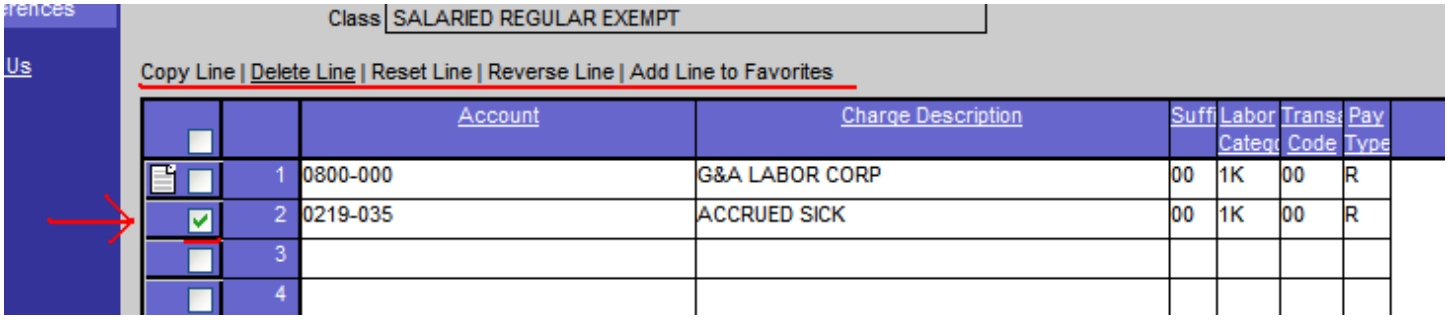
The charge lookup screen such as the one below will appear. By clicking on the plus sign to the right of the favorite's field you will be able to select the earnings codes you will be using.



Below is a similar Charge Lookup screen that will appear after selecting favorites. The green check mark located in the Column to the **furthest** left indicates a field that will be added to your time sheet for this weeks reporting. The green checkmark in the "Load" column indicates that you want this code to automatically load on every timesheet (such as the billing code that the administrator already set up for you) after making your selection, press the Add to Timesheet button (located at the bottom of this screen)



7. **Deleting-** If you choose an earrings code on accident place a check mark in the box to the left of the code (indicated by the red arrow) and then choose **Delete Line** (found above the account box underlined in red here). *Other line options are also found here.



8. **Saving Time-**When all hours are reported and the weekly total equals 40, click on the save button located above your Timecard (indicated below by the red arrow)

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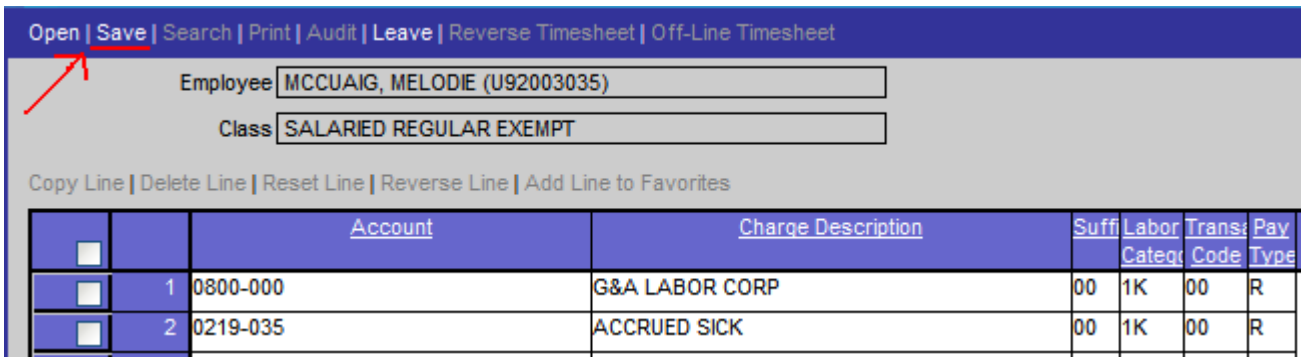
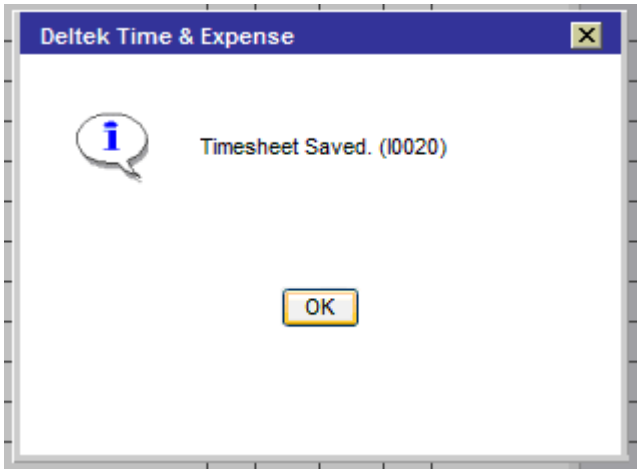
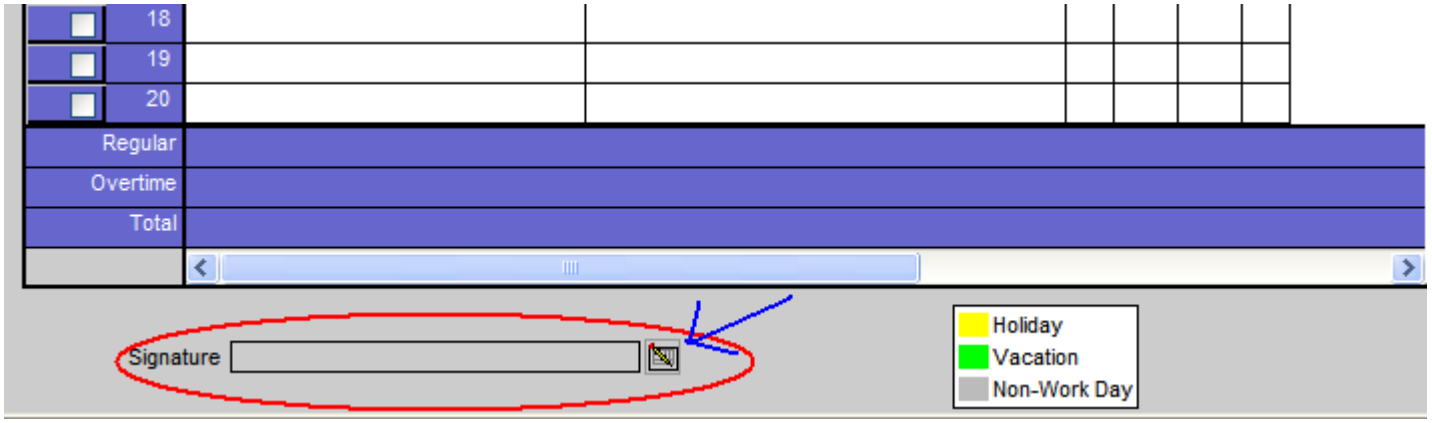


The screen below will show up after your hours have been entered correctly and your time sheet has

Been saved.



9. Approving your time each week



In order to approve your timesheet click on the pencil tab located next to the signature box, (Indicated above by the red circle and blue arrow) the screen below will pop up:

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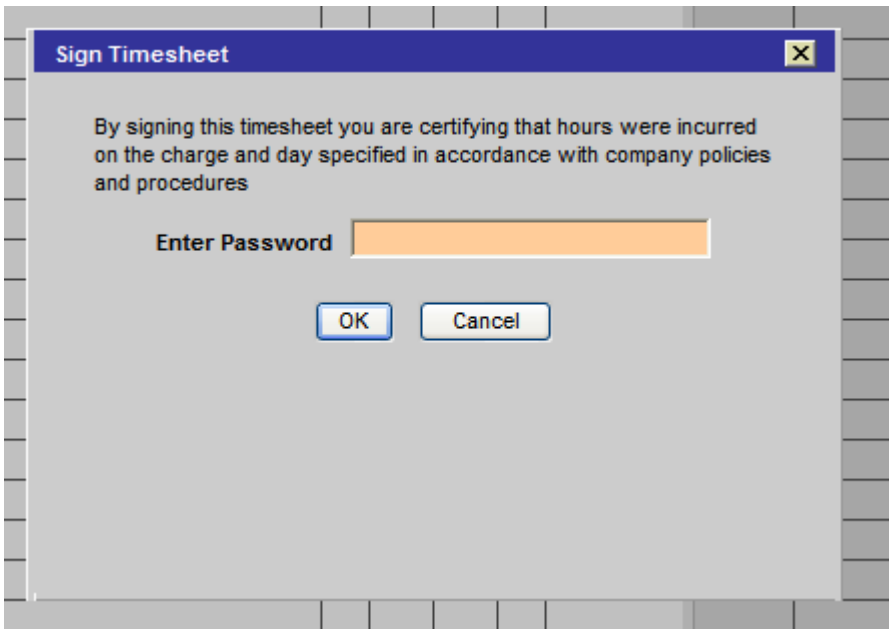
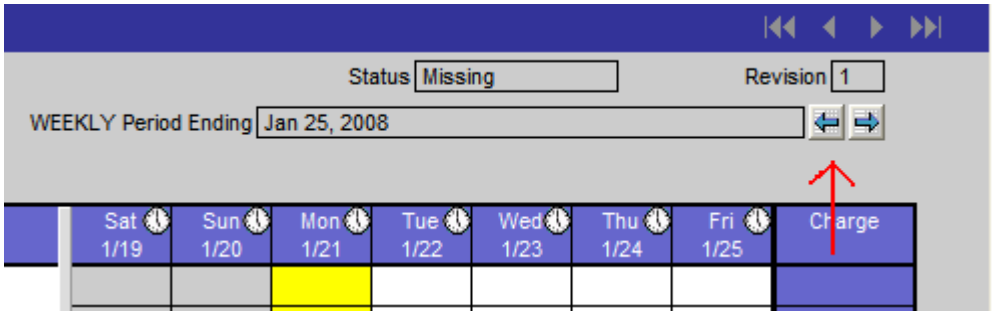
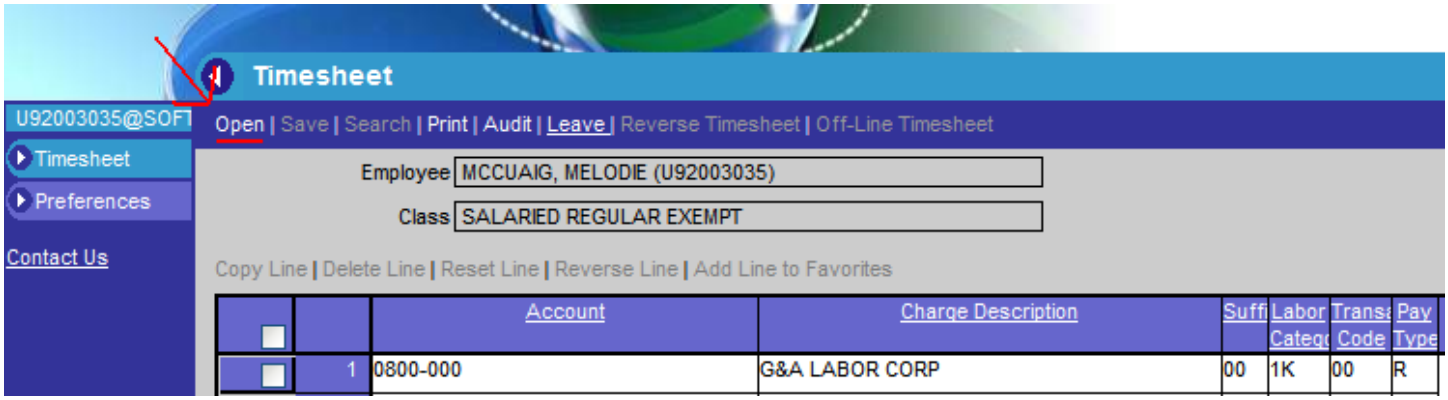


Enter the password you use to enter the Deltek system and click ok. After clicking ok your time is automatically submitted to your supervisor for approval.

10. **Viewing Previous Time Sheets-**To preview time from a previous or future week use the arrow buttons located next to WEEKLY Period Ending. (Indicated by the red arrow below)



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



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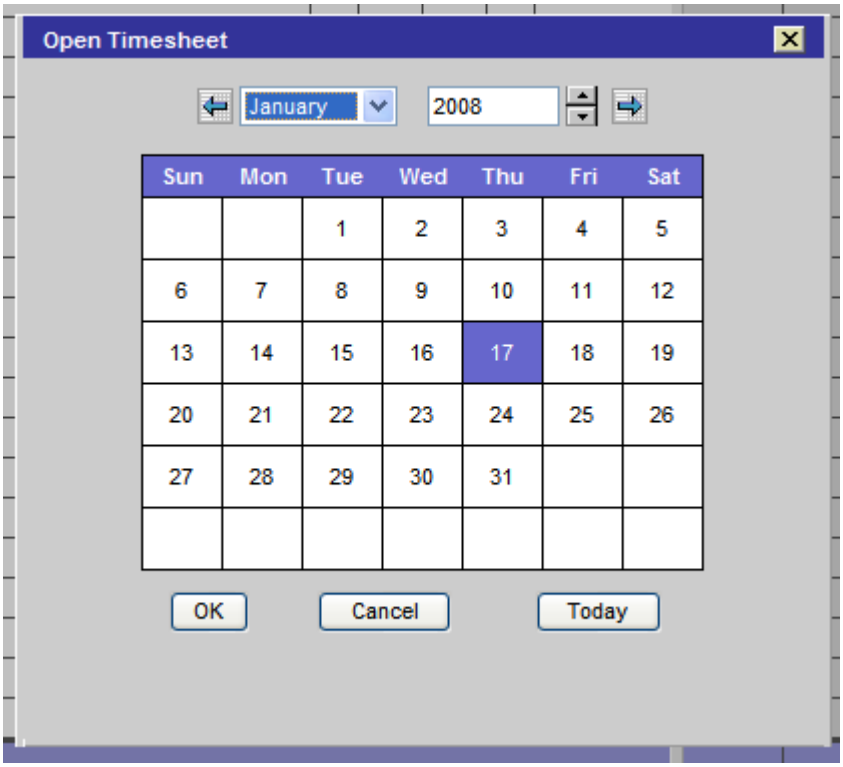
You can choose any month of the year from the drop down menu or scroll through the months using the Blue arrows. See example on next page



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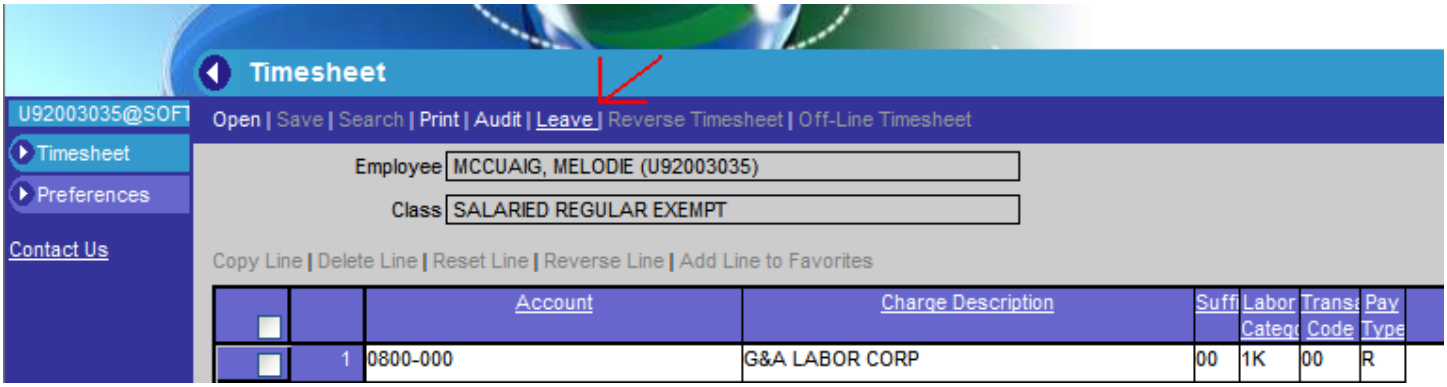
11. **Checking PTO Accruals-**To check accrued sick time and vacation click on the Leave tab indicated by the red arrow below:



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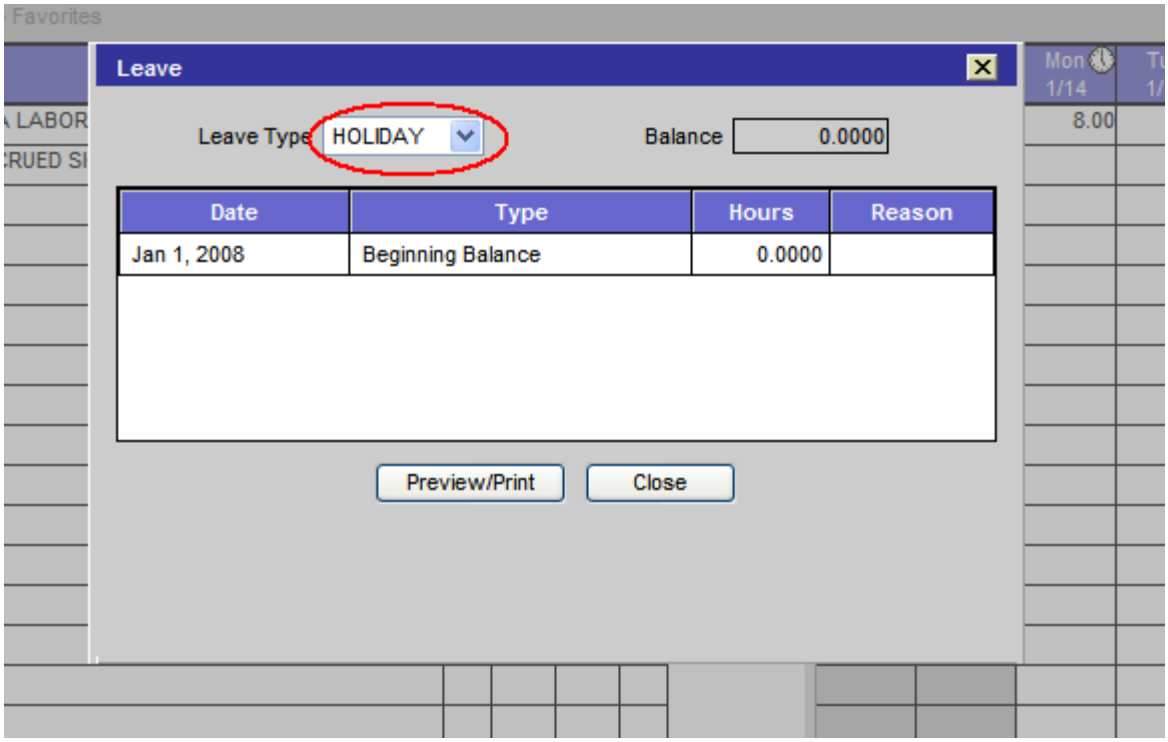
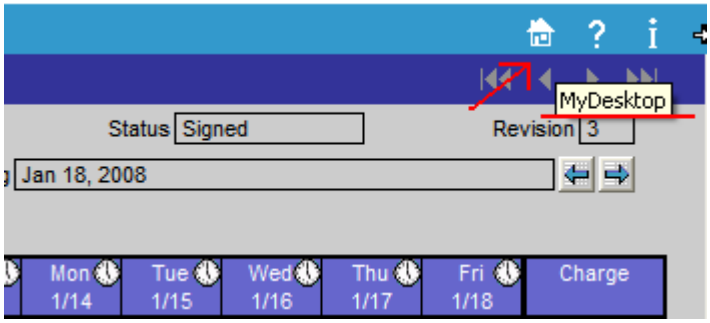
Using the drop down menu box (circled in red) select the leave type you are interested in looking at. The table below the menu box will display any unused hours.



12. **MyDeskTop-** To return back to the MyDesktop screen from your time sheet or preference page click on the house in the upper right hand corner.



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IMPORTANT NOTES:

SofTec Solutions, Inc. policy requires that time MUST be entered on a daily basis the same day the hours were worked.

Timesheets are to be entered daily and submitted for approval by employees. Time is reviewed and approved by the designated supervisors. If the supervisor rejects the timesheet, an email notification and Time & Expense alert will be sent to the employee to revise their timesheet in accordance to the supervisor's comments. The timesheet must be resubmitted within two days.

Any Time Off must be recorded as Vacation or Sick. If an employee does not have a sufficient balance to use the Accrued Vacation or Sick charge, the time must be entered as **Leave without Pay (LWOP).** In order to charge time to LWOP, prior approval must be obtained from your supervisor.

The Labor Distribution Manager will run daily **floor checks (audit)** to ensure employees are entering time daily on a scheduled basis. Floor checks will be performed on a daily basis. Employees that fail the floor check will be tracked via an excel spreadsheet to monitor the number of times they have failed a floor check. Employees will receive a Time & Expense alert as well as an email notification with every failed floor check. After the second failed floor check an employee's supervisor receives notification of their failure to comply with the daily time entry requirements. After the third offense the human resources department will contact the employee in regards to their non-compliance and may affect their performance reviews. **A fourth offense within a three month period will result in an appropriate disciplinary action including the possibility of suspension or termination.**

An employee is responsible for accurately recording their time; misrepresenting of time is considered fraud and is punishable by law. Employee should not record another person's time, cause another employee to record time for you, or fail to comply with the daily time entry requirements.