Employee Guide
Deltek Time Collection

Version 1

Deltek Costpoint T&E 10

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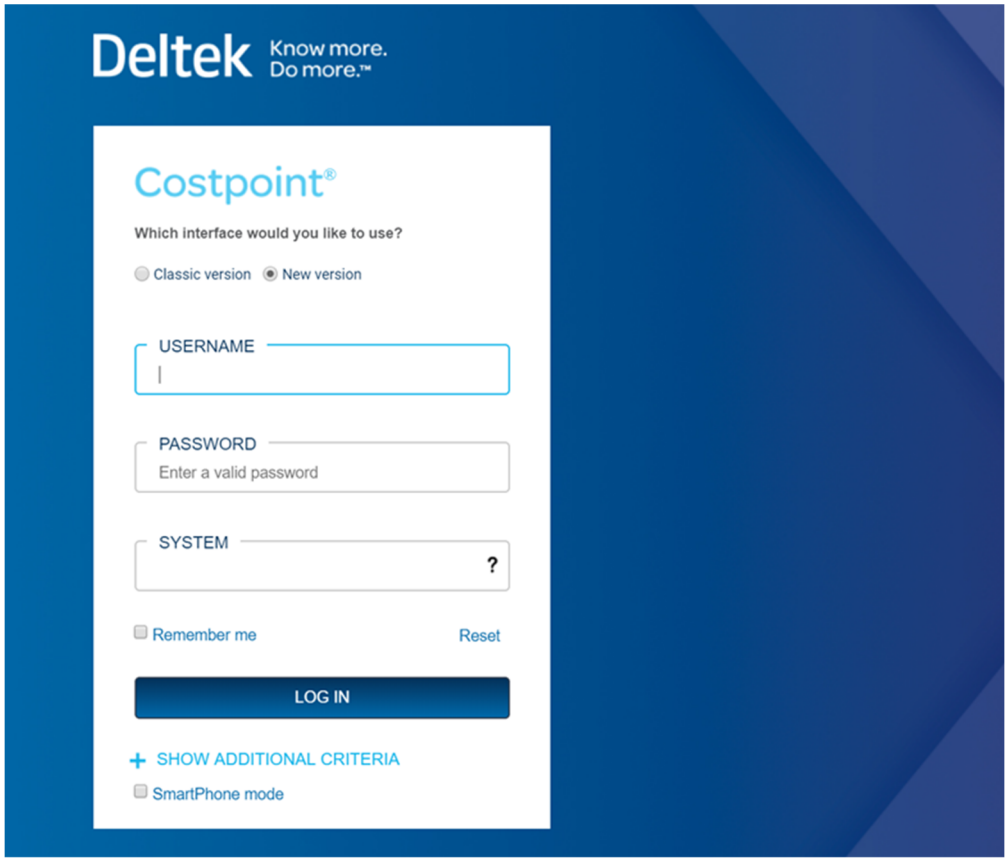
1 Accessing Deltek Time

1.1 URL and Link

Deltek Costpoint Time and Expense is the platform used to capture all employee time. In order to access your timesheet, you will need to follow the below link (or copy and paste the link into your web browser):

https://oldharbor-cp.deltekenterprise.com/cpweb/cploginform.htm

The above link will bring you to the main login page that should like similar to the following screen:



1.2 Login Credentials

You will need the following credentials on hand when signing in:

- ✓ Username – Your Office 365 Login ID
  - Note - This should have been given to you upon employment and is the username you use to login to your company email account

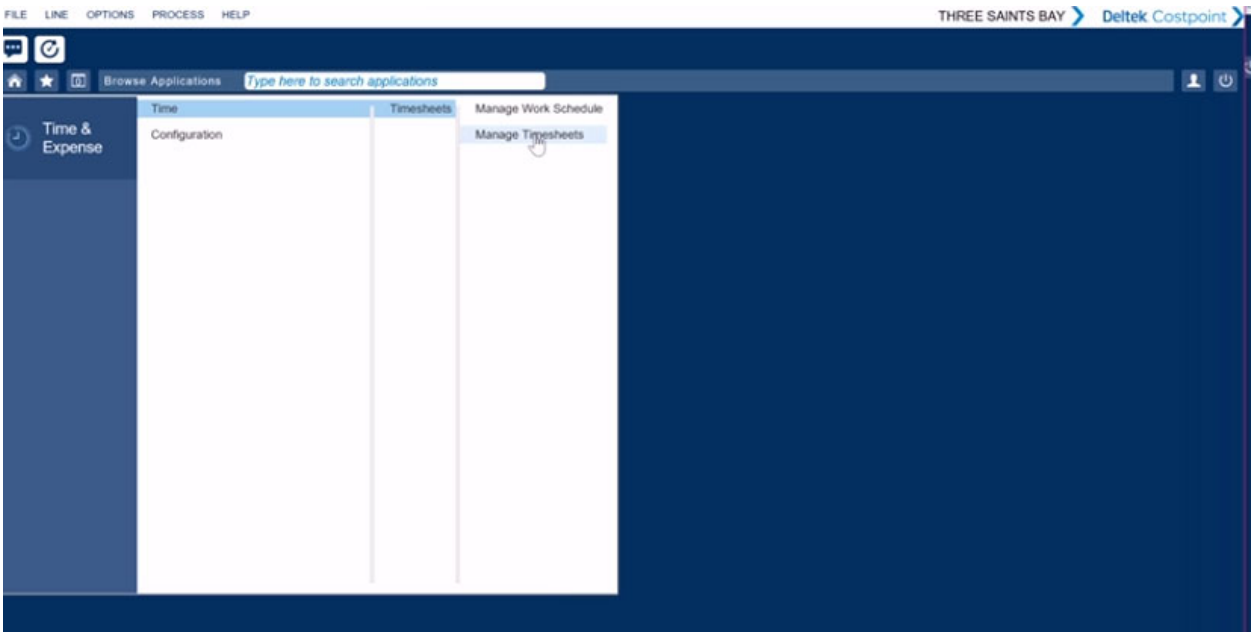
- ✓ Password – Your Office 365 Login Password
  - Note - The password you use to login to your company email account
- ✓ System – **OLDHARBOR**
  - Note - If the system field is not visible, click on the "Show Additional Criteria" button

If you would like for the system to remember your login credentials, then click on the 'Remember Me' check box.

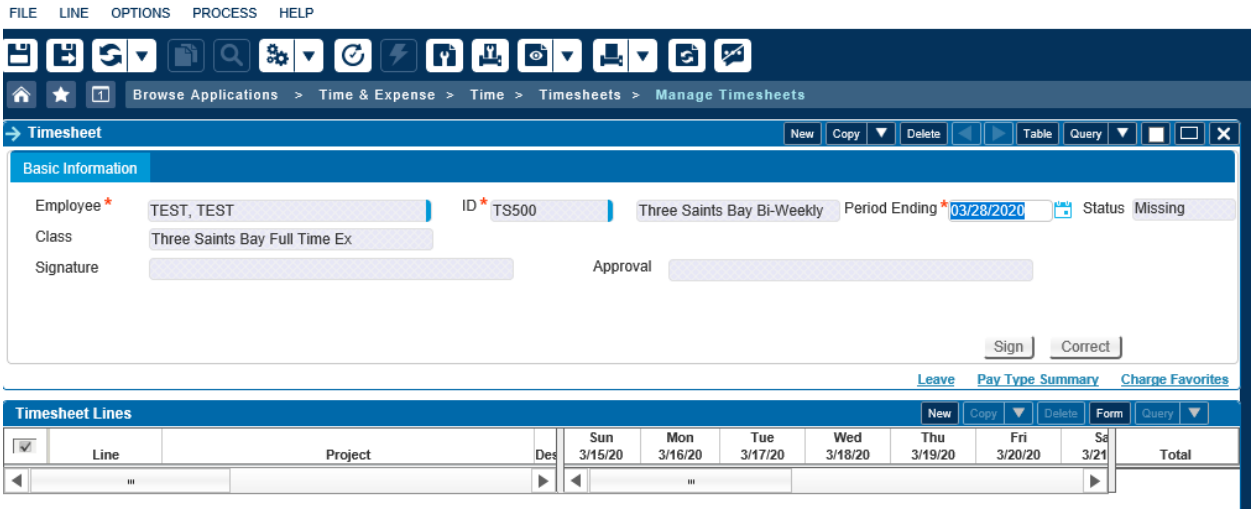
2 Navigating Deltek Time

After successfully logging into Deltek Time, the system *should* bring you straight to your timesheet. However, if that is not the case, please follow the below steps to navigate to your timesheet:

Time & Expense → Time → Timesheets → Manage Timesheets



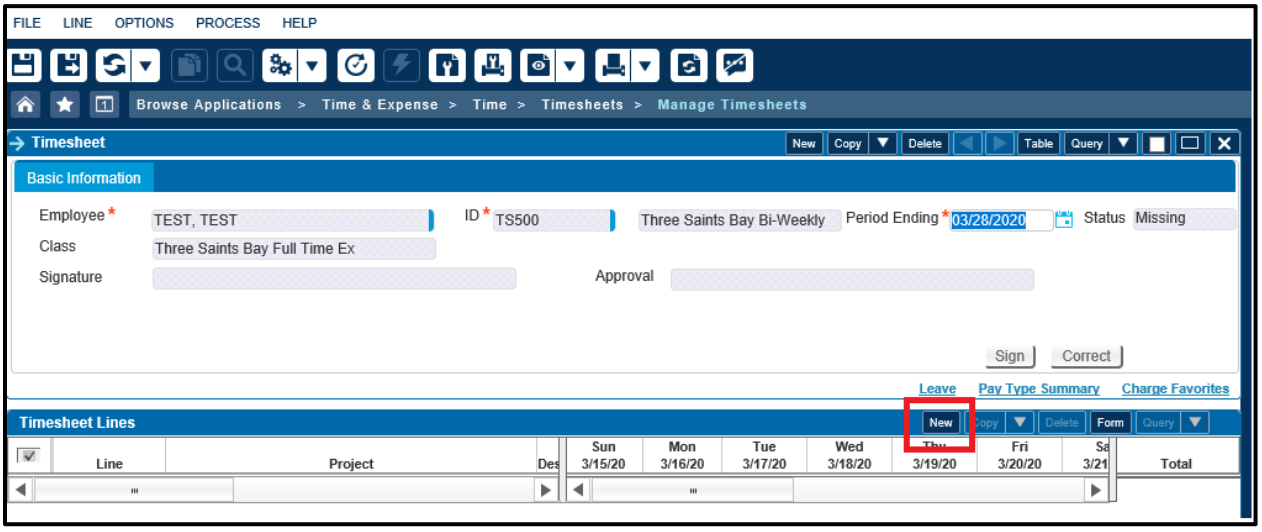
The Manage Timesheet screen is used to record your time.



3 Entering Time/Hours

3.1 Adding Timesheet Lines

In order to being adding hours to your timesheet, you must first create a timesheet line. Under the "Timesheet Lines" display box, click the **NEW** button.

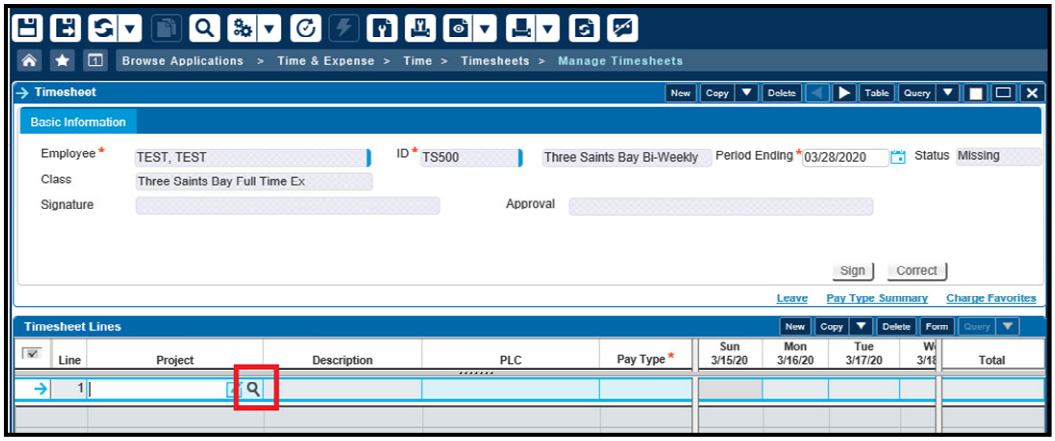


3.2 Adding Project (Charge) Codes

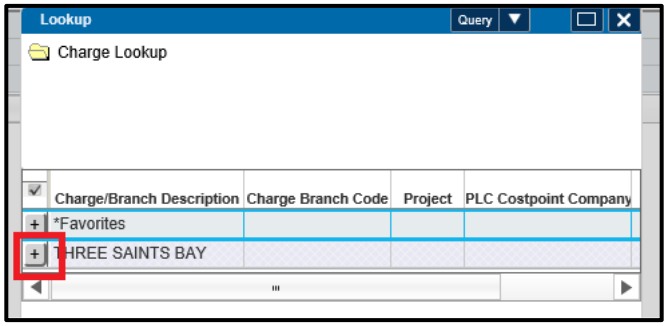
All employees have access to the approved Project Codes for the tasks they support as well as applicable fringe charge codes (vacation, holiday, sick, etc). Employees must understand if they are charging their

time to a direct or an indirect project code. If you are uncertain of your project codes or you believe you do not have access to the correct project code, immediately consult your Manager or Human Resources. In order to access your Charge Tree (listing of your applicable project codes), follow the below steps (after you have created a new line from the direction in section 3.1):

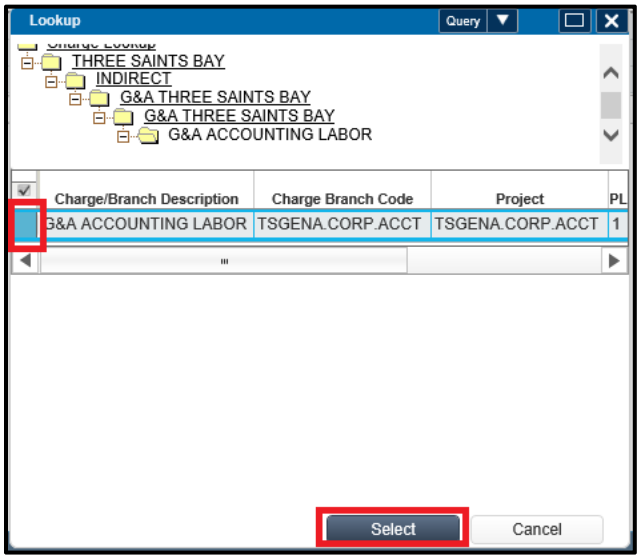
- In the blank **Project** code field, click on the **Magnifying** icon to open a list of project charge codes.



- In the **Charge Lookup** pop-up, locate those codes associated with your organization by drilling down each tree (beginning with THREE SAINTS BAY) using the **+** icon



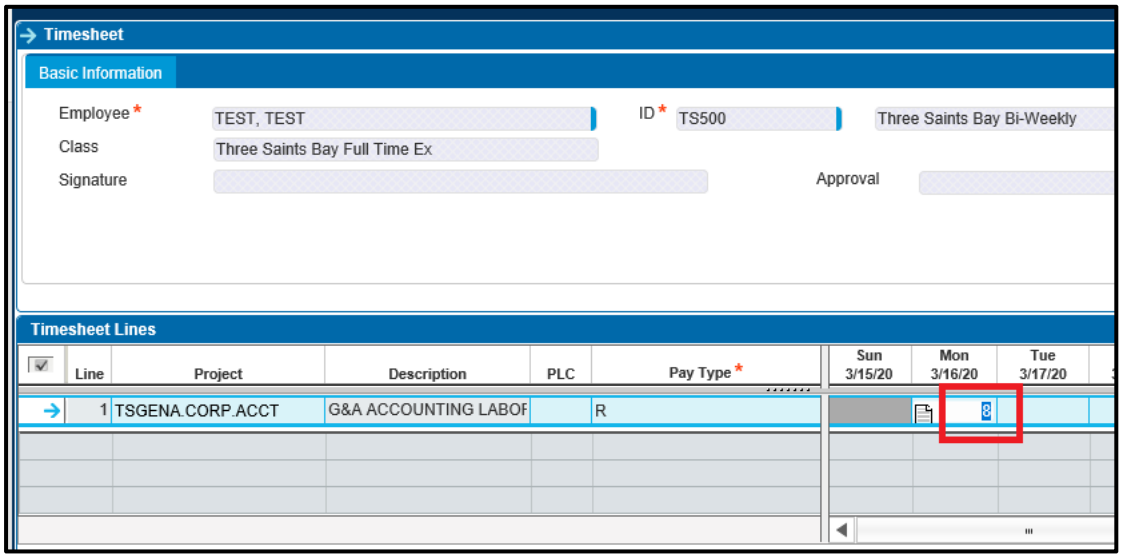
- Once you drill down to the Project Code you are looking for, ensure the box next to the charge code is selected in blue and click **SELECT**



- The Project Code is then added to your timesheet.
- **Repeat the same steps to add more Direct/Indirect/Leave Project(s) beginning with section 3.1**

3.3 Adding Hours

Once you have a Project added to your timesheet, all other fields should default (Description, PLC, and Pay Type) and you begin adding hours to that timesheet line.
Simply scroll over to the day in which you are completing, click in the cell (ensuring you are on the correct Timesheet Line in order to charge to the correct Project) and type in the hours worked

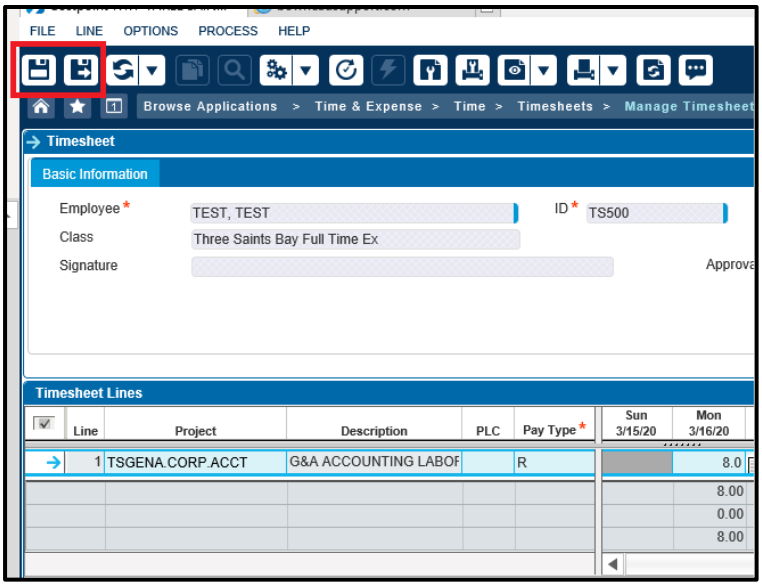


Please note: Future hours can be entered for Holiday and Leave only. All other time should be entered on a daily basis and no later than 10AM local time the following business day.

The notepad that pops up next to the hours entered can be used to enter comments in regards to the time worked. Comments may be entered on either a daily or weekly basis. Only appropriate comments should be entered into the comment bos to ensure that inappropriate comments will not carry through to invoices or billing documents.

3.4 Saving Your Timesheet

Once you have entered your hours for the day, ensure you **SAVE** your timesheet by clicking one of the SAVE icons in the upper left hand corner of the screen:



3.5 Changing Pay Type (If Needed)

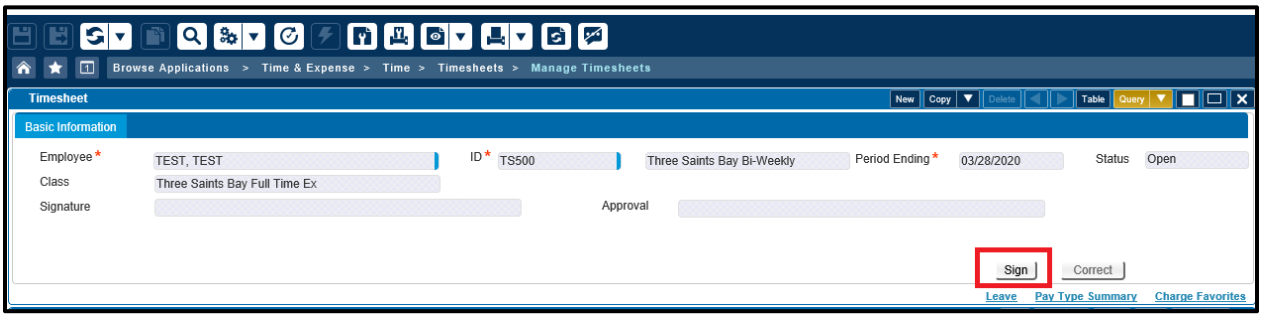
If you are an Hourly or Non-Exempt employee, any hours worked over 40 in a work week is considered overtime. *Please note all overtime hours must be approved in advance prior to working those hours*.

In order to account for the overtime on your timesheet (or for any other reason you would need to change your pay type), you will need to follow steps 3.1 and 3.2 in order to add the Project code to your timesheet. Once added, click the magnifying glass next to the "R" when you hover over the Pay Type field. The pop-up box will display all Pay Types that you have access to. Select the "O" Pay Type in order to change the Pay Type to Overtime. Once selected, you can add overtime hours to that Timesheet Line.

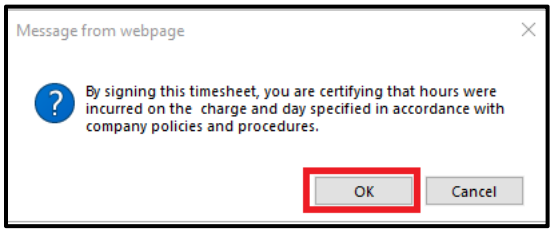
It is important to note that you will have TWO timesheet lines with the same Project Code if you have both regular hours and overtime hours. The difference between the lines will be the Pay Type.

3.6 Signing/Submitting the Timesheet

After you have ensured you have documented and recorded all hours in the biweekly timesheet period, you can click on the **SIGN** button to submit the timesheet**.**

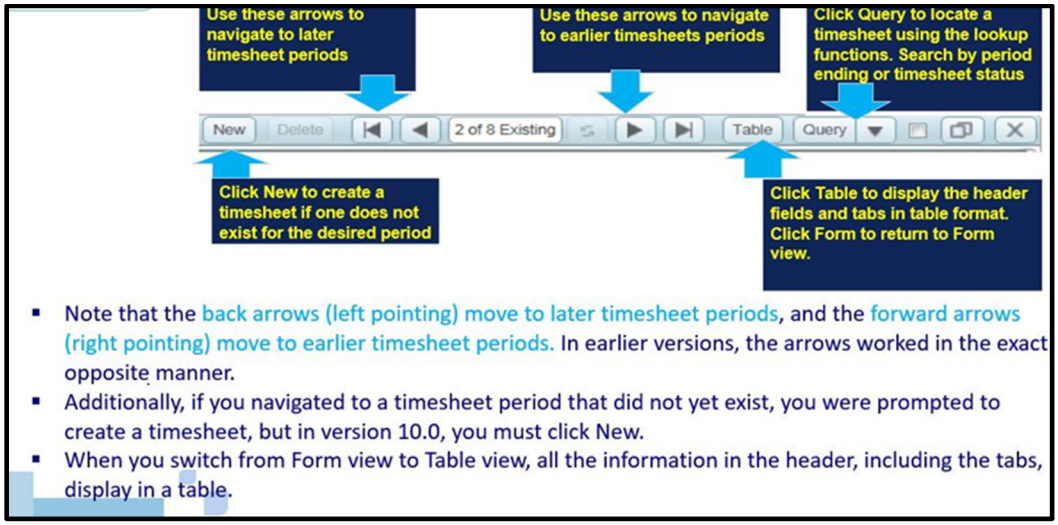


Once you have clicked SIGN, a dialog box will appear asking you to certify that the hours you are submitting were incurred on the charge and day specified in accordance with company policies and procedures. Please ensure all time recorded is correct. If it is click the **OK** button



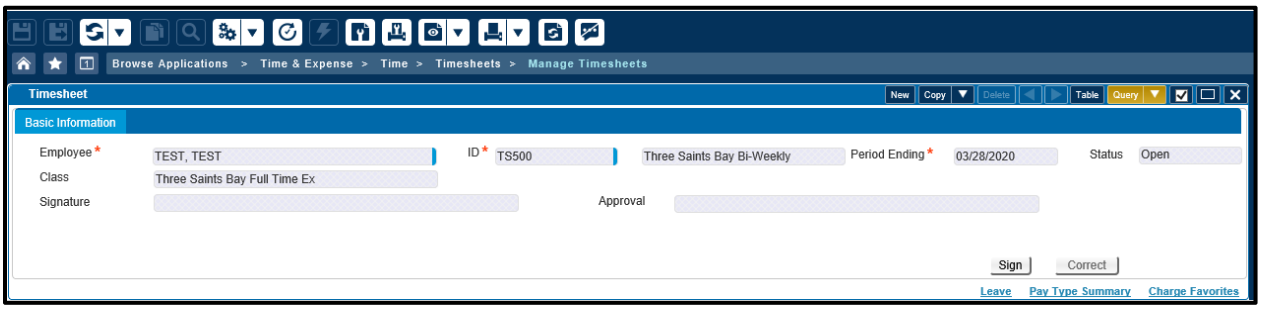
4 Navigating the Timesheet Application Tool Bar

Please see the figure below in order to navigate through your Timesheet Application Toolbar:



5 Timesheet Header

The header area of your Timesheet includes some basic information. Below is a list of what you can find in your header section:

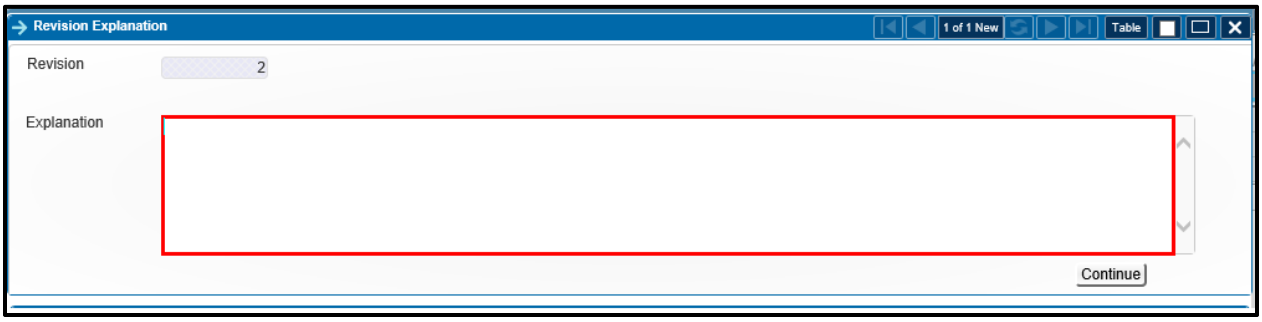


- *Query* - Select the Query option to open a specific timesheet
- *Arrows* - Use the arrows to move between timesheet weeks
- *Employee* - Non-editable field displays your last name, first name, and middle initial if supplied) as submitted to your human resources department
- *ID* - Non-editable field displays your employee ID number
- *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
- *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
- *Signature* - Employees' electronic signature upon completion of timesheet
- *Approval* - Manager electronic signature of approval of employee timesheet

- *Reject* - Manager rejection of employee timesheet
- *Revision* - The revision will display as "1" for a new timesheet. The revision number increases automatically by one every time you save auditable changes

6 Revision Explanations

Any time you change a saved field in a timesheet, you will be required to insert a revision explanation.



Examples of bad explanations:

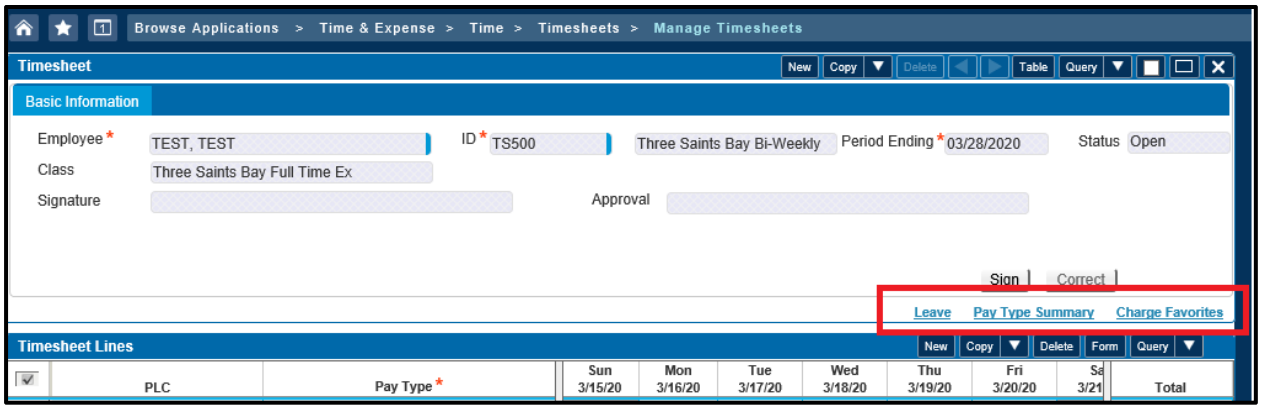
- "fixing time"
- "Entering correct hours"

Examples of good explanations:

- "I miscalculated my overtime for the week and am now correctly assigning hours to Regular and OT pay types."
- "The job started on Monday, but the job number was not available until Tuesday for charging."

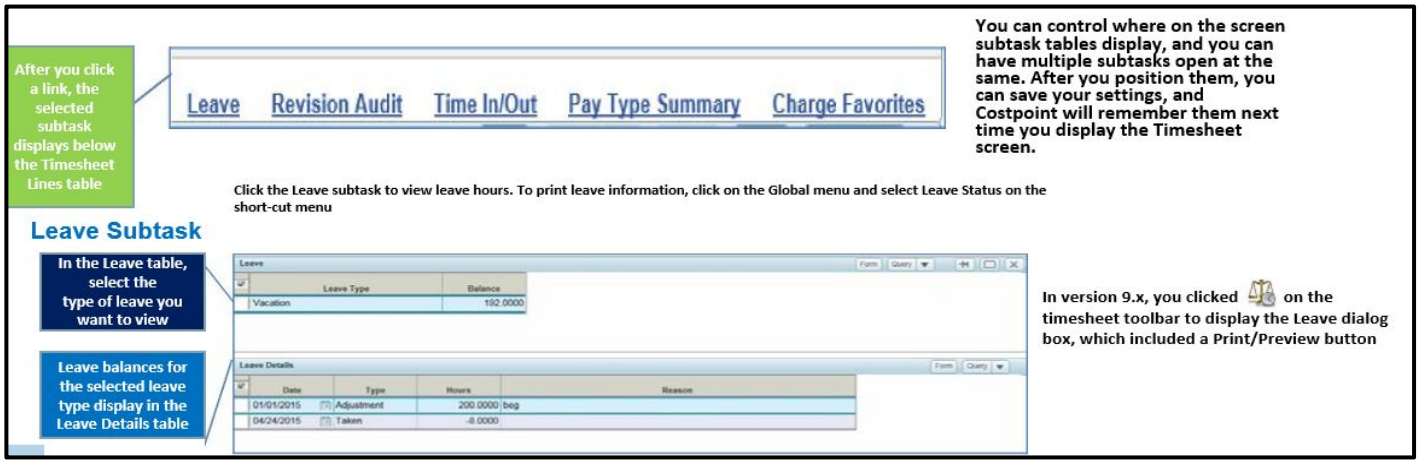
7 Subtask Options

Subtasks collect and store additional information related to the selected record on the main screen. The subtasks for the Timesheet display between the header area and Timeshet Lines table.



7.1 Leave

In order to view your leave balance (PTO and sick) as well as view prior leave taken, click the **LEAVE** subtask button. Please note, if you have added any leave to your current timesheet, the system will have already added the leave deduction to this screen.



7.2 Pay Type Summary

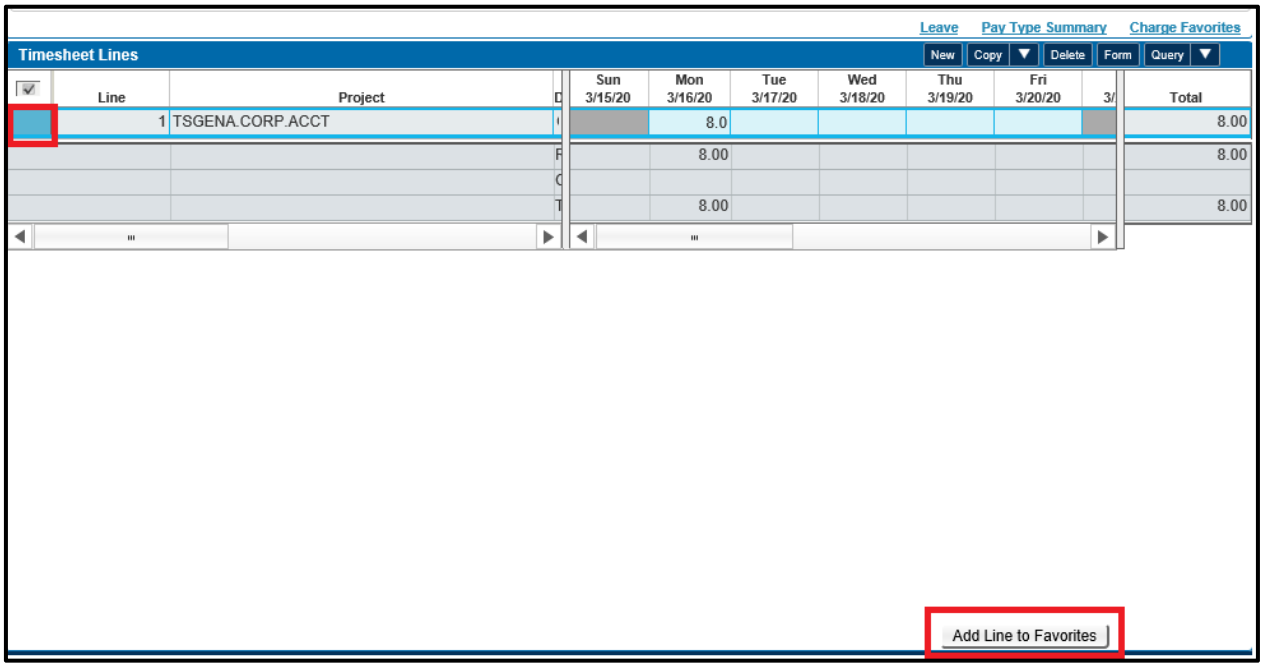
This subtask displays the total hours you have recorded by Pay Type.

7.3 Charge Favorites

The Charge Favorites subtask displays all Project Codes that you have added to your favorites. Favorites are Project Codes that you charge to often and is a way for you to be able to easily add these Codes to your timesheet without having to search and drill down into your Charge Tree each Pay Period.

7.3.1 Adding Project Codes to your Favorites

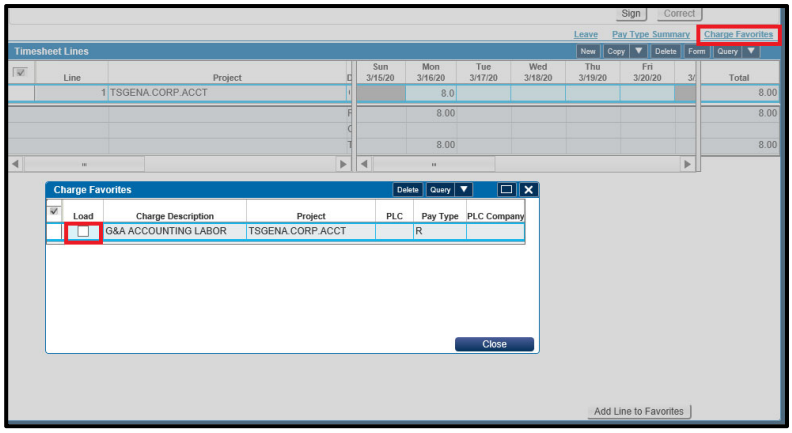
In order to add a Project Code to your Favorites, Follow the steps 3.1-3.2 above to add a Project Code to your timesheet. Once added, highlight/click the box next to that charge code, and click the **ADD LINE TO FAVORITES** button found at the bottom right of the Timesheet Table.



7.3.2 Autoloading your Favorite Project Codes

Yes! You can have your Favorite Project Codes autoload into your timesheet each Pay Period. This means no searching through your Charge Tree to find your codes, or even having to add your Favorites to your timesheet each period. They will already be displayed as separate Timesheet Lines once a new Pay Period is open.

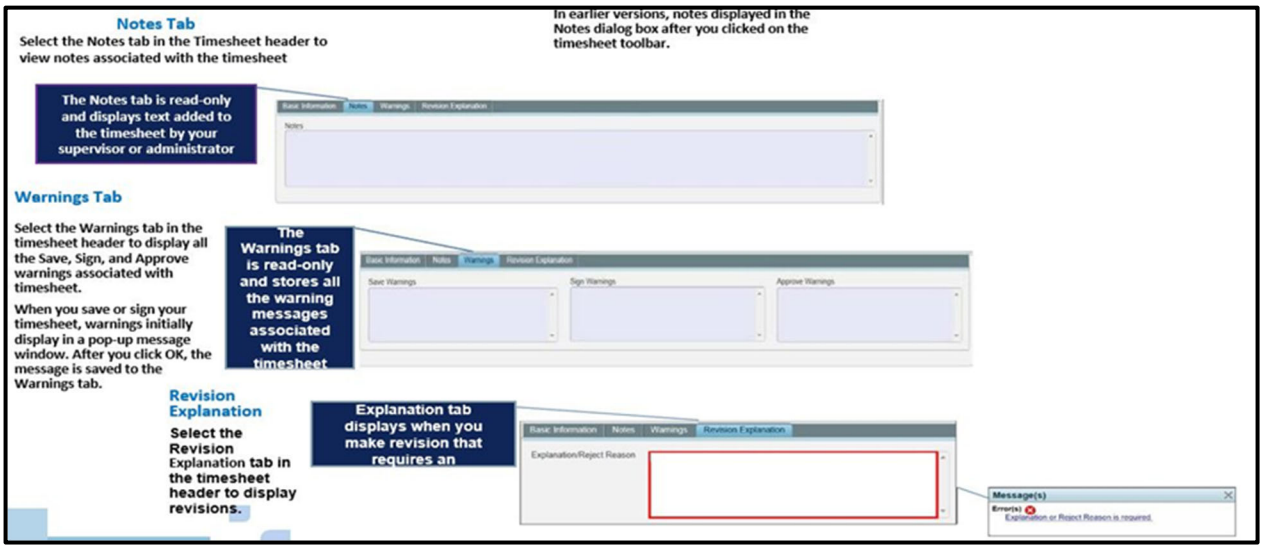
In order to do this, once you have followed step 7.3.1 above, click on the **CHARGE FAVORITES** subtask. This will display Charge Favorites table that will contain all the Project Codes you have added to your Favorites. Click the checkbox in the **LOAD** column next to each Project Code that you would like autoloaded, then before closing the table, ensure you click one of the **SAVE** buttons at the top left.



8 Other Tabs and Subtasks

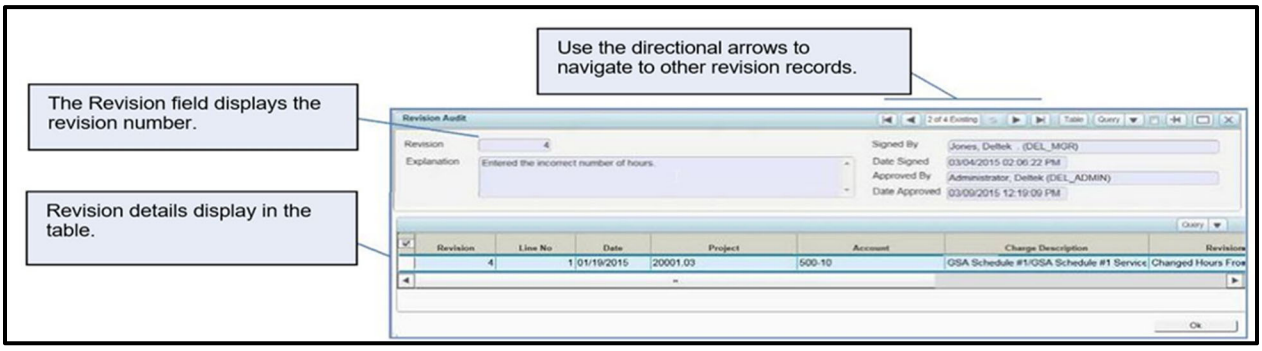
8.1 Notes Tab/Warnings Tab/Revision Explanation Tab

The figure below details some of the Tabs that may appear if certain circumstances are met (Your Timesheet gave you a warning, you have revised your timesheet, etc), but they won't display until one of these events have occurred (In other words, you will not see these tabs in your normal timesheet, only as "one-offs" occasionally)



8.2 Revision Audit Subtask

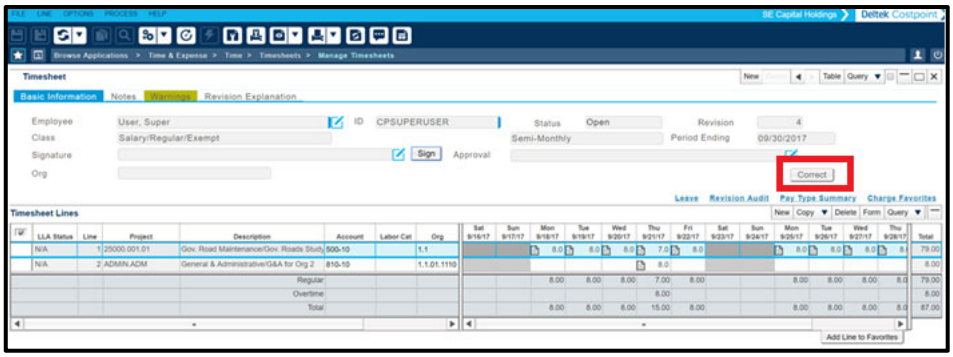
If you have made correction to your timesheet after it has been processed, use the below figure to help you navigate through the Revisions.



9 TIMESHEET CORRECTIONS

If you realize you have made a mistake on a timesheet that has already been signed, or approved, simply navigate to that timesheet and make the corrections needed, put in your revision explanation, SAVE, and re-sign your timesheet.
However, if you realize you have made a mistake on a prior timesheet that has already been processed, you must send an email to your Manager to have that timesheet period opened for correction.

Once completed and the timesheet period is opened for corrections, you must navigate to the correct Timesheet, and there should now be a **CORRECT** button that is available. Click.

- Lines on the timesheet change from read-only to editable.
- The button label then changes from **CORRECT** to **UNDO CORRECT**, enabling the employee to revert to the original entries if necessary.

A new revision of your timesheet becomes available, and you should be able to make the corrections directly to the timesheet. After you are finished, click **SAVE** and add in your revision explanation. Once Saved, ensure to **SIGN** your timesheet.