

The Peraton logo is displayed in white text. A horizontal line, colored green on the left and blue on the right, passes through the middle of the letter 'o'.

Deltek Time and Expense v10 for Vendor Employees

Reference Guide

August 2024

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Points to remember – Suppliers working on Statement of Work / Subcontractors

Supplier managers and proxies will have direct access to timesheets. Peraton personnel will not have direct access to timesheets.

ROLES:

- **LABOR:** individual entering own time or expense
 - **APPROVER:** Primary manager from Supplier company reviewing and approving timesheet or expense. This is the top individual in the approval group; all other IDs align to this person
 - **BACKUP APPROVER:** Supplier company personnel assigned to primary approver to backup approvals (can have multiple)
 - **PROXY (expense or timesheet):** Supplier company personnel assigned under Primary approver group to enter hours or expenses on behalf of the Labor individual (can have multiple)
 - **SUBCONTRACT EXPENSE APPROVER:** Peraton POC assigned to primary approver group to review and approve expenses submitted for payment (can have multiple)
-
- Only time worked on project should be submitted. There are no absence codes as absences are not recorded in Deltek T&E.
 - The same ID cannot sign AND approve timesheets due to application restrictions.
 - Vouchers are processed for **APPROVED** timesheets and expenses. The pay clock begins from the processing date, **NOT** the week ending date of the timesheet. Timely approval means timely payments.

Points to remember – Agency Contractor (ACs) / Peraton manager roles

Peraton personnel will have direct access to timesheets

Supplier managers and proxies will not have direct access to timesheets. Timesheet data will be visible in Beeline within 1 week of processing.

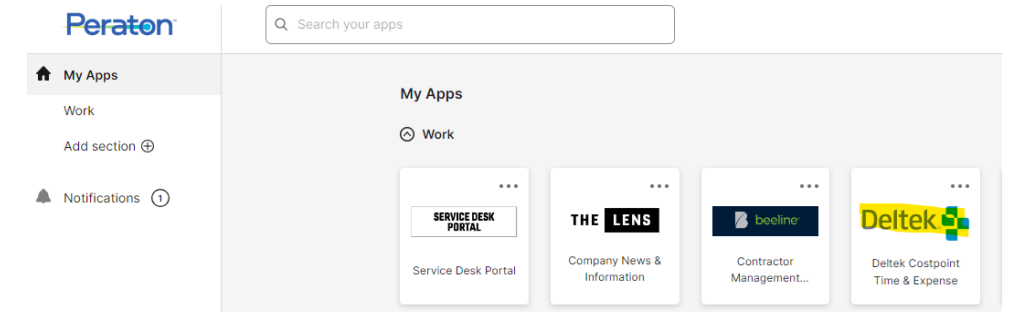
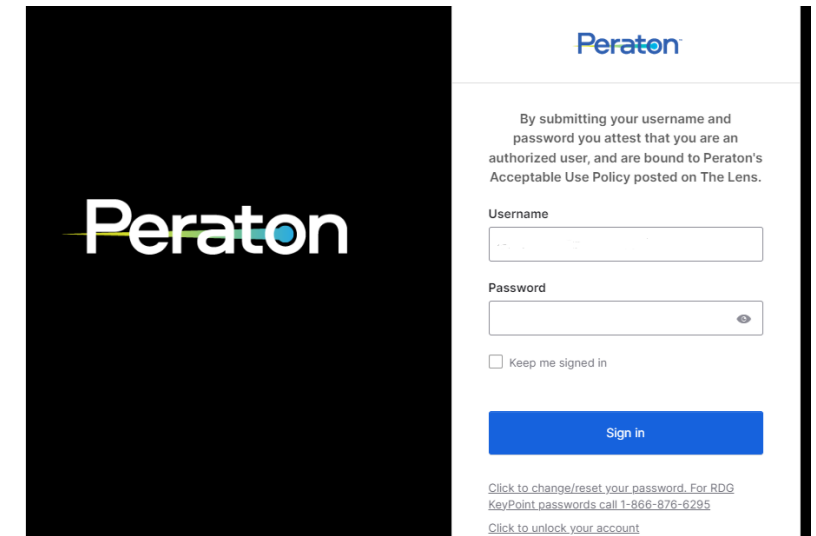
ROLES:

- **LABOR:** individual entering own time or expense
- **APPROVER:** Peraton manager reviewing and approving timesheet or expense. This is the top individual in the approval group; all other IDs align to this person
- **BACKUP APPROVER:** Peraton personnel assigned to primary approver to backup approvals (can have multiple)
- **PROXY (expense or timesheet):** Must have clear documentation for audit. Peraton personnel assigned under Primary approver group to enter hours or expenses on behalf of the Labor individual (can have multiple)
- **SUBCONTRACT EXPENSE APPROVER:** Peraton POC assigned to primary approver group to review and approve expenses submitted for payment (can have multiple)
- Only time worked on project should be submitted. There are no absence codes as absences are not recorded in Deltek T&E.
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Universal Functions, Password Maintenance and Tool Navigation

Access Deltek Time and Expense v10 (T&E)

1. All access to Deltek now needs to be done through OKTA: <https://sso.peraton.com>
2. Peraton login page appears
3. Enter your User Name and Password
5. If already setup, Okta will then prompt you for Multifactor Authentication; complete that
6. Once authenticated, you'll be directed to OKTA and will see all available tiles.
7. Select Deltek Cost Point Time and Expense



Mobile Access: There is no mobile App to download, simply enter the URL above in the mobile device's browser and follow these instructions.

Initial setup of Okta Multifactor Authentication (MFA)

1. On your first attempt logging into the Okta system, enter your User Name and Password, then click Sign In
2. You will then be prompted to select your primary method for Multifactor Authentication (MFA) out of the options available for you.

You need to set up a secondary method and a Security question.

Optional forms of MFA:

- Okta Verify: You can install the Okta Verify application on your Smartphone
- Google Authenticator: a mobile app like Okta Verify
- Phone: Short message service (SMS) Authentication or Voice Call Authentication

3. Follow the setup instructions for the methods you select.

Note: Peraton is not responsible for charges for use of personal device.

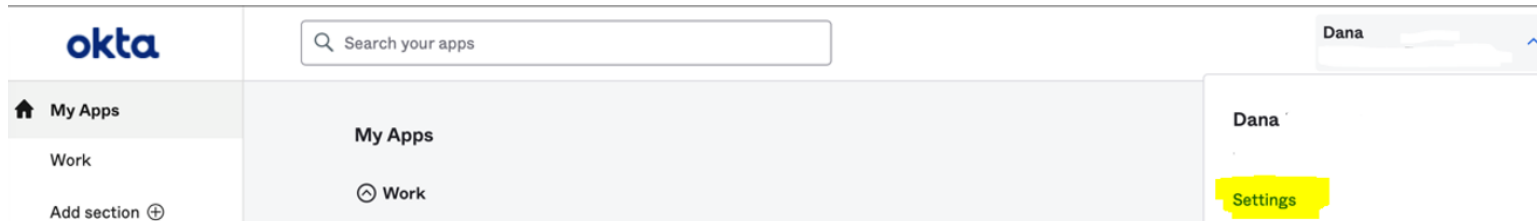
Already have an Okta account? The Deltek tile **will** be added to your Okta portal



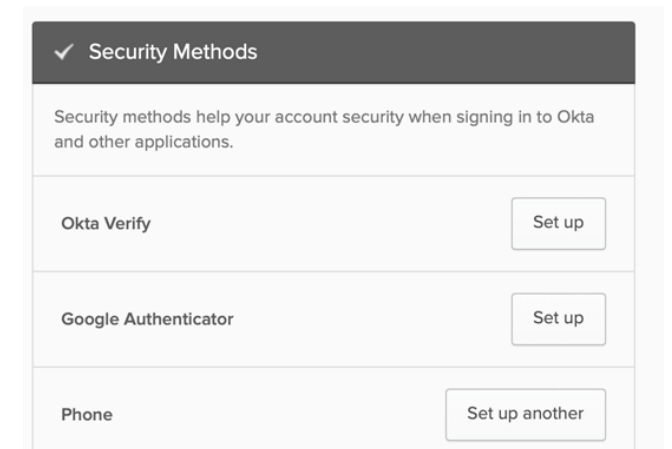
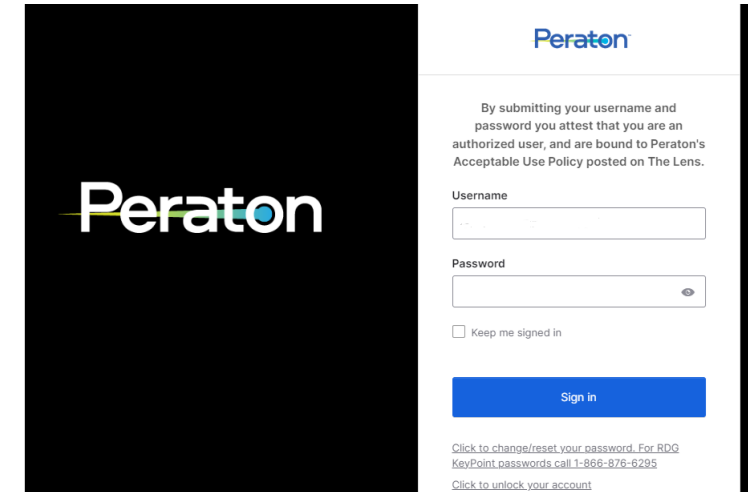
Change / Configuring Other Forms of MFA

To configure or change methods of MFA or changing your security question:

1. Log directly into your Okta start page/dashboard at <https://sso.peraton.com>.
2. Select the drop-down arrow by your name from your Okta start page/dashboard and select **Settings**.

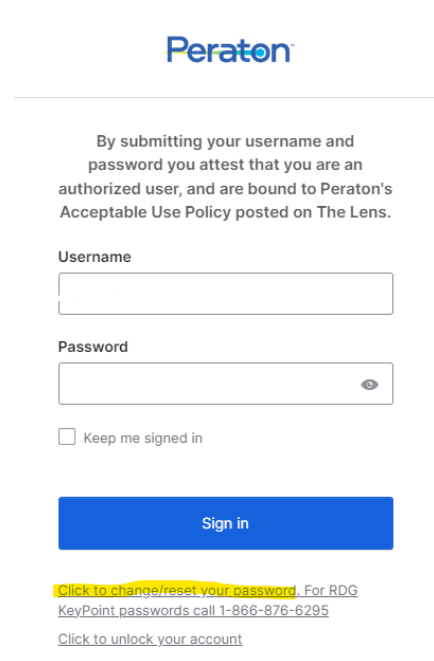


3. You will see sections for your Personal Information, Change Password, and Security Methods. Click the green **Edit Profile** button at the top.
4. Scroll down to the **Security Methods** section and select the **Setup** or **Remove** button with the type of MFA that you want to configure and follow the prompts to add or modify the selected method of MFA.



Password Maintenance

- Your Peraton Sponsoring Manager will have your initial password.
- For password/login issues, contact the Service Desk at 833-994-2449
 - You will need your Employee ID and Peraton Sponsoring Manager's name
 - If password is forgotten, call the Service Desk
- Alternatively, passwords can be reset via Okta (<https://sso.peraton.com>)
 - If logging in with a temporary or expired password; will be immediately prompted to change the password
 - To proactively change password, once in Okta, select the drop-down arrow by your name from your Okta start page/dashboard and select **Settings**. Click the green **Edit Profile** button at the top. Complete the Change Password section.
- **DO NOT USE** the external log-in screen options (shown to the right) to “Reset Passwords” for Okta



The screenshot shows the Peraton login interface. At the top is the Peraton logo. Below it is a disclaimer: "By submitting your username and password you attest that you are an authorized user, and are bound to Peraton's Acceptable Use Policy posted on The Lens." There are two input fields: "Username" and "Password". The password field has an eye icon to toggle visibility. Below the fields is a checkbox labeled "Keep me signed in". A blue "Sign in" button is positioned below the checkbox. At the bottom, there are three links: "Click to change/reset your password. For RDG KeyPoint passwords call 1-866-876-6295", "Click to unlock your account", and a partially visible "..." link.

Password Maintenance

It is highly recommended that subcontractors set up reminders to change their passwords prior to when they expire (every 90 days). The system may not warn you of an impending expiration.

Passwords must be a minimum of ten (10) characters containing 3 out of 4 of the following categories:

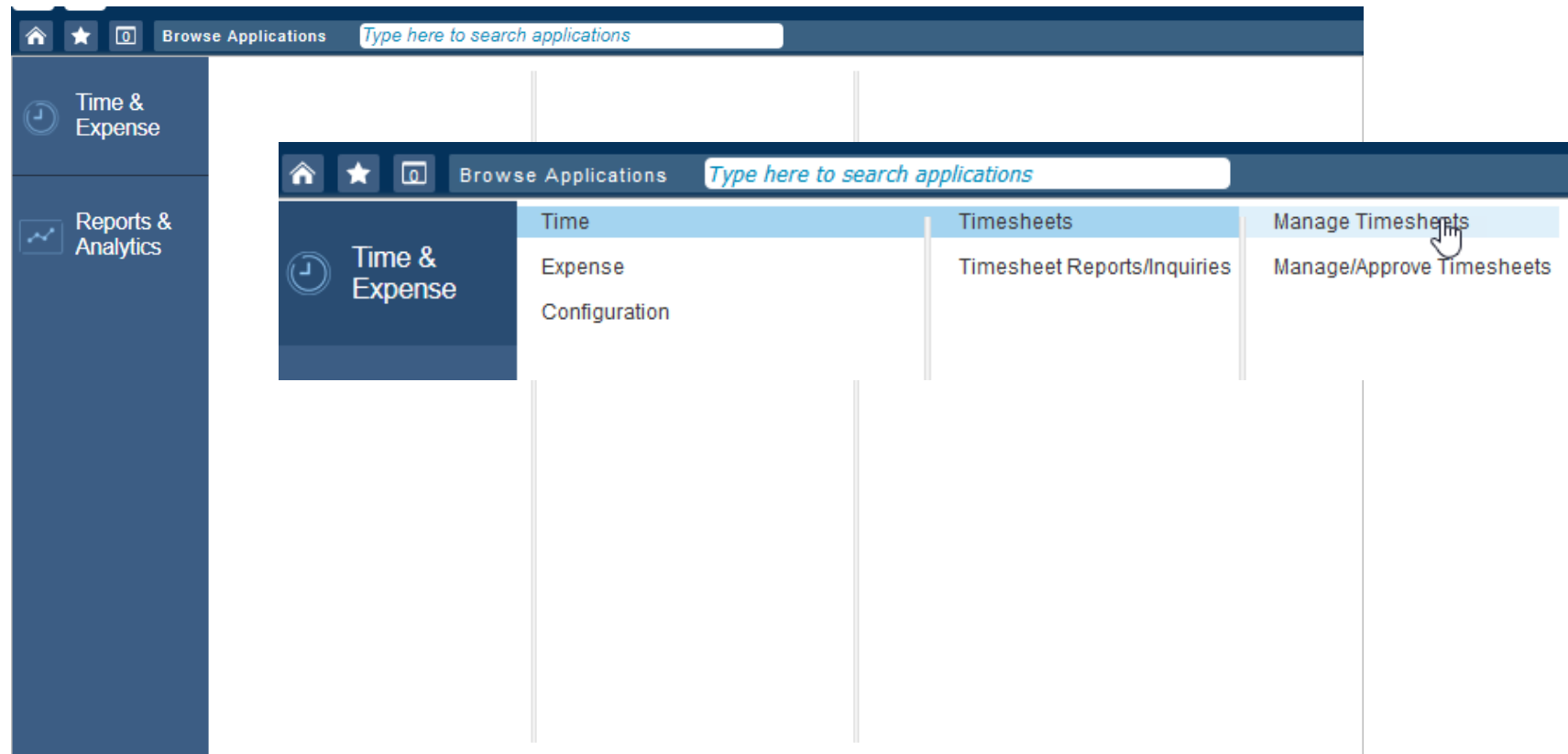
1. Uppercase characters (A through Z)
2. Lowercase characters (a through z)
3. Numbers (0 through 9)
4. Non-alphanumeric characters (Examples: !, \$, #, %)

For password issues, contact the Service Desk at 833-994-2449

Navigation

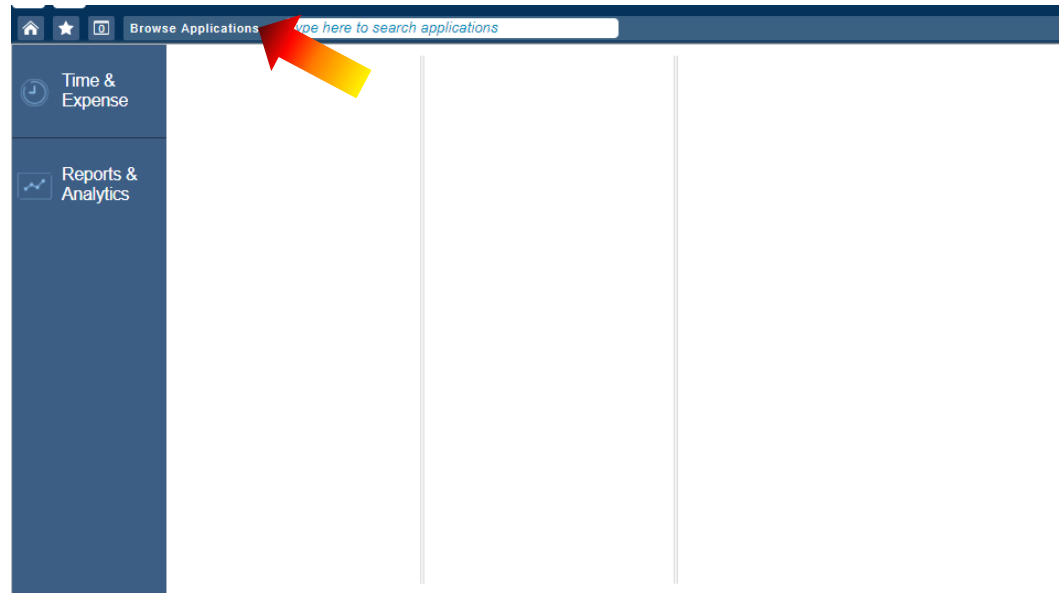
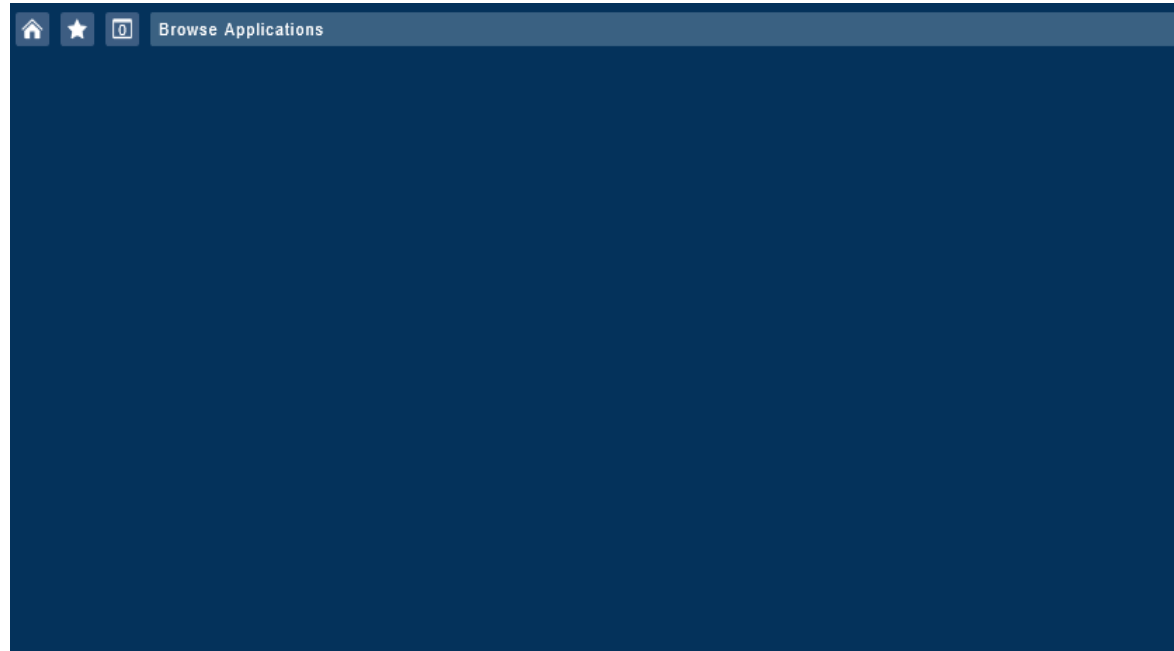
Menu Options assigned to your role will appear in the main application screen. Select the option desired:

- Time & Expense: goes directly to timesheet and expense modules
- Reports & Analytics: Home Dashboard



Navigation

- If the modules on the left disappear ...
- Click Browse Applications and they'll return



Reports and Analytics

Reports & Analytics > Dashboards > Dashboards > Home Dashboard >

- Reports & Analytics: Home Dashboard
 - Here you will perform your tasks, see recent timesheets, and navigate within the system.
 - The following features are available from “MyDesktop”

The screenshot shows a dashboard with the following widgets:

- My Tasks:** A table with columns: Category, Pending Tasks, Priority, QTY. It displays "NO ROWS FOUND THAT MEET SELECTION CRITERIA".
- My Timesheets:** A table with columns: T/S Period End Date, Description, Status, Hours. It displays a list of timesheets:

T/S Period End Date	Description	Status	Hours
03/07/2021	Subcontractor	Open	2.00
04/30/2021	Subcontractor	Processed	32.00
04/16/2021	Subcontractor	Processed	50.00
03/12/2021	Subcontractor	Signed	40.00
01/16/2020	Subcontractor	Open	0.00
- My Leave Balances:** A table with columns: Leave Type, Hrs Taken, Hrs Remaining. It displays "NO ROWS FOUND THAT MEET SELECTION CRITERIA".
- My Expense Reports:** A table with columns: Date, Description, Status, Amount. It displays "NO ROWS FOUND THAT MEET SELECTION CRITERIA".
- My Expense Authorizations:** A table with columns: Date, Description, Status, Amount. It displays "NO ROWS FOUND THAT MEET SELECTION CRITERIA".
- My Outstanding Expenses:** A table with columns: Batch Type, Expense Date, Type, Amount, Currency. It displays "NO ROWS FOUND THAT MEET SELECTION CRITERIA".

My Tasks: Displays the number of tasks (for each task type). This list may be expanded or minimized using the “+” and “-” buttons. Only groupings that have tasks are displayed. An example of a task type (grouping) is “Timesheets Pending Approval”.

My Timesheets: Displays a number of your recent timesheets. To open a timesheet, select the description. Status can be “Processed”, “Open”, or “Rejected”

Timesheets

From the “Menu Navigation Area”, you can perform the following functions:

The screenshot displays a software interface with a dark blue header and a navigation menu. The header includes a menu bar with 'FILE', 'LINE', 'OPTIONS', 'PROCESS', and 'HELP'. Below the header is a 'Browse Applications' section with a search bar containing the text 'Type here to search applications'. The navigation menu is open, showing a 'Time & Expense' section with a clock icon. Under this section, the 'Time' menu item is circled in red. A sub-menu is visible under 'Time', containing 'Timesheets', 'Expense', and 'Configuration'. The 'Timesheets' menu item is also circled in red, and a sub-menu is open under it, showing 'Timesheet' and 'Timesheet Reports/Inquiries'. The 'Timesheet' menu item is circled in red, and a blue arrow points from a text box below to it. The text box contains the following text: **Timesheet:** Select this link; record time; to open your current week's timesheet.

Timesheet

Selecting “Timesheet” from Menu Navigation Area will open your current week’s timesheet. There are two main sections for time entry:

The screenshot shows the Timesheet application interface. At the top, a breadcrumb trail reads: Time & Expense > Time > Timesheets > Timesheet. Below this is a toolbar with various icons. The main content area is titled "Timesheet" and contains a "Basic Information" section with the following fields: Employee* (Test, Contractor), ID* (N1001703), Subcontractor, Period Ending* (11/04/2022), Status (Open), Class (Subcontractor), Signature, Approval, and Organization (1.01.01.HQ10.117). A "Sign" button and a "Correct" button are highlighted with a red box. Below the basic information is a "Timesheet Lines" section with a table. The table has columns for Line, Description, Project, PO Release Line, Pay Type*, and days of the week (Sat 10/29/22, Sun 10/30/22, Mon 10/31/22, Tue 11/01/22, Wed 11/02/22, Thu 11/03/22, Fri 11/04/22), and a Total column. The first row is highlighted with a red box. The table contains the following data:

Line	Description	Project	PO Release Line	Pay Type*	Sat 10/29/22	Sun 10/30/22	Mon 10/31/22	Tue 11/01/22	Wed 11/02/22	Thu 11/03/22	Fri 11/04/22	Total
1												
	Regular											
	Overtime											
	Total											

Projects (charge numbers) are entered in this section

Hours and comments are entered in this section

Header/Application Toolbar

The Application Toolbar provides quick access to commonly used timesheet functions. These include:

Application Toolbar

Save or Save & Continue: Save the current timesheet

Preview/Print: Print the current timesheet in a form mode OR Print the Timesheets for previous period in a Table mode

Timesheet Section Toolbar

New Timesheet: Click this button to display a new, blank timesheet form

Copy: Click on this button to copy the existing timesheet information to the new timesheet period.

Delete: To Delete the unprocessed timesheet

Click this directional arrow to display the timesheet for the **previous pay** period

Click this directional arrow to display the timesheet for the **next pay** period.

View Controls

you may have two display options to choose from, either Form or Table view

Query: Search for previous week's timesheets; managers may search for their previous timesheets or for current/previous timesheets for their employees

Timesheet Lines Section Toolbar

Add Line: Click this button to add a new line to the timesheet

The screenshot shows the Peraton Timesheet application interface. The **Application Toolbar** is highlighted with a red box and an arrow pointing to it from a callout box. It contains icons for Save, Print, Copy, Delete, Previous Pay, Next Pay, and Query. The **Section Toolbars** are also highlighted with red boxes and arrows pointing to them from a callout box. One section toolbar is located at the top right of the application, containing buttons for New Timesheet, Copy, Delete, Table, and Query. Another section toolbar is located at the top right of the Timesheet Lines section, containing buttons for Add Line, Copy, Delete, Form, and Query. The main interface displays a form for Basic Information with fields for Employee, Class, Signature, Organization, ID, Subcontractor, Period Ending, and Status. Below this is a table for Timesheet Lines with columns for Line, Description, Project, PO Release Line, Pay Type, and days of the week (Sat, Sun, Mon, Tue, Wed, Thu, Fri), along with a Total column. The table shows one line with a description of Regular and a Total value.

Header/Basic Information Tab

The Header displays employee information, timesheet, characteristics, and navigational buttons.

Employee : Your Name(Read-Only)

ID: Your Employee ID(Read-Only)

Period Ending: Your Current timesheet Period Weekly; always a Friday (Read-Only)

Status:

Missing - Employee has not opened timesheet

Open - Employee has entered and saved hours on timesheet

Signed - Employee has completed timesheet for the week and it has been routed to manager for approval.

Approved - Manager has approved timesheet.

Processed - Timesheet has been exported from time collection to be included in labor processing.

Rejected - Manager has rejected timesheet and employee has an action to correct

Signature: Your Signature with Timestamp (Read-Only)

Approval: Supervisor Approval Signature with Timestamp (Read-Only)

Sign: Sign your Timesheet button

Correct: Correct your Processed Timesheet

The screenshot displays the 'Timesheet' application interface. The top section is the 'Basic Information' tab, which contains several input fields and buttons. The fields are: Employee (Contractor, Test), ID* (N1000013), Subcontractor, Period Ending* (06/03/2022), Status (Open), Class (Subcontractor), Revision (1), Signature, Approval, Organization (1.01.01.HQ10.117), Custom Option (Custom Option #1), Total Hours (Previous Period) (0.00), and Total Hours (Next Period) (0.00). There are buttons for Approve, Reject, Sign, and Correct. The bottom section is the 'Timesheet Lines' table, which has columns for Line, Description, Project, PO Release Line, Pay Type, and days of the week (Sat, Sun, Mon, Tue, Wed, Thu, Fri) with a Total column. The first row shows Line 1, Description OY1 LABOR, Project 48192.001.0001001.000000000002, PO Release Line /001/0001, Pay Type R, and a Total of 0.00. There are also buttons for Add Line, Copy, Delete, Form, and Query.

Line	Description	Project	PO Release Line	Pay Type	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
1	OY1 LABOR	48192.001.0001001.000000000002	/001/0001	R								
	Regular											
	Overtime											
	Total											

Timesheet Lines/Timesheet Subtasks

The Timesheet Lines section data specific to the applied charges.

Leave: Not Applicable. Contractors submit time worked (or sometimes 0 hours to indicate time not worked). Absence codes are not used.

Revision Audit : view all of the “Corrections” made to the current timesheet if applicable

Pay Type Summary: Summarizes entered hours by
 R – Regular
 OSK – Overtime
 DBT – Double Time

Consult with Sponsoring manager to see if Overtime or Double Time are allowed.

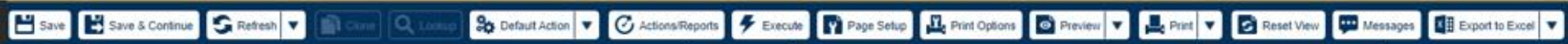
Charge Favorites: See the list of Project that are saved to as Favorites.

Add a Line to Favorites: Allows you to add a Projects to Favorites for future use.

The screenshot displays the 'Timesheet' application interface. At the top, there are navigation buttons: 'New Timesheet', 'Copy', 'Delete', and a status indicator '1 of 3 Existing'. Below this is the 'Basic Information' section, which includes fields for Employee (Contractor, Test), ID (N1000013), Class (Subcontractor), Signature, Organization (1.01.01.HQ10.117), and Period Ending (06/03/2022). There are also buttons for 'Approve', 'Reject', 'Sign', and 'Correct'. Below the 'Basic Information' section is the 'Timesheet Lines' section, which is highlighted with a red box. It contains a table with columns for Line, Description, Project, PO Release Line, Pay Type, and dates from Sat 05/28/22 to Fri 06/03/22. A single line is visible with description 'OY1 LABOR' and pay type 'R'. Below the table is a button 'Add Line to Favorites' highlighted with a red box.

Global/Application Options

Application Toolbar provides additional tools



Toolbar icons		
Icon	Name	Description
	Save	Click this icon to store any changes you make on the screen. If you are working on a record, clicking this icon refreshes the screen after saving.
	Save and Close	Click this icon to store any changes you make on the screen. If you are working on a record, clicking this icon retains that record after saving for further editing.
	Refresh	Click this icon to restore the default values or clear the fields on a screen, subtask, or document.
	Clone Record	Click this icon to duplicate an existing record. You can then edit that record and save it as new data.
	Lookup	Click this icon to open the Lookup window for a selected field.
	Default Action	Click this icon to run an application's default process. You can click the drop-down arrow beside this icon to view and select available actions for the currently active screen.
	Execute	Click this icon to run an inquiry process.
	Page Setup	Click this icon to open the Page Setup dialog box, where you can set up the page layout for printing reports.
	Print Options	Click this icon to open the Print Options dialog box, where you can set up the system printer, print to file, email delivery, and archiving options.
	Preview Default Report	Click this icon to preview a report. This icon processes report previews for report applications only.
	Print Default Report	Click this icon to print a report screen's default report as set up in your print options. This icon prints reports for report applications only.
	Page Layout	Click this icon to toggle between one-page and two-page layout.

Toolbar icons		
Icon	Name	Description
	Reset Default Positioning and View	Click this icon to restore the default positioning and view (Table View or Form View) of the currently active screen.
	Show Messages and Errors	Click this icon to display the Messages window where you can view messages that appeared or errors that occurred for the currently active application.
	Workflow	Click this icon to resend the workflow email. You can use the drop-down arrow to view workflow activity instructions and complete an activity.
	Export to Excel	Click this icon to export the current report to Microsoft Excel. Costpoint prints the report using the selections you made on the Page Setup and Print Options dialog boxes, except the report output is automatically set to Excel format.
	My Menu	Click this icon to open the My Menu panel, where you can view all your commonly used applications. You can set up My Menu using the Screen Configuration icon or the Configure User
	Open Applications	This icon displays the number of open applications for the current session. Click this icon to view these applications. You can use this list to navigate between applications or close an application.
	Screen Configuration	Click this icon to view the current company, system, and validation frequency. You can also customize your screen configuration (Top-Level Toolbar, Current Application Layout, and My Menu) and select an administrator profile. You must close all open applications before you can select an administrator profile.
	Log Out	Click this icon to log out of Costpoint. Upon logging out, Costpoint will prompt you to save your changes. Unsaved data will be lost.

Time Entry

Access Current Timesheet

Open your timesheet by either:

- Selecting the hyperlink of the appropriate timesheet from “My Timesheets” module of the Dashboard, or
- By navigating Time & Expense > Time > Timesheets > Timesheet
 - This opens your current week’s timesheet
 - Use the directional arrows in the Section Toolbar to display the appropriate timesheet

T/S Period	Description	Status	Le
05/07/2021	Subcontractor	Open	2.00
04/30/2021	Subcontractor	Processed	32.00
04/16/2021	Subcontractor	Processed	50.00
03/12/2021	Subcontractor	Signed	40.00
01/10/2020	Subcontractor	Open	0.00

FILE LINE OPTIONS PROCESS HELP

Browse Applications

- Time & Expense
 - Time
 - Expense
 - Configuration
 - Timesheets
 - Timesheet
 - Timesheet Reports/Inquiries
 - Manage/Approve Timesheets

Timesheet | New Timesheet | Copy | Delete | 1 of 5 Existing | Table | Query

Basic Information | Notes

Employee * Contractor, Test | ID * N1000013 | Subcontractor | Period Ending * 06/03/2022 | Status Open

Class Subcontractor | Revision 1

Signature | Approval |

Organization 1.01.01.HQ10.117 | Custom Option Custom Option #1

Total Hours (Previous Period) 0.00 | Total Hours (Next Period) 0.00 | Approve | Reject | Sign | Correct

Leave | Pay Type Summary | Charge Favorites

Line	Description	Project	PO Release Line	Pay Type *	Sat 05/28/22	Sun 05/29/22	Mon 05/30/22	Tue 05/31/22	Wed 06/01/22	Thu 06/02/22	Fri 06/03/22	Total
1	OY1 LABOR	48192.001.0001001.000000000002	/001/0001	R								
	Regular											
	Overtime											
	Total											

Add Line to Favorites

Create Missing Timesheet (if needed)

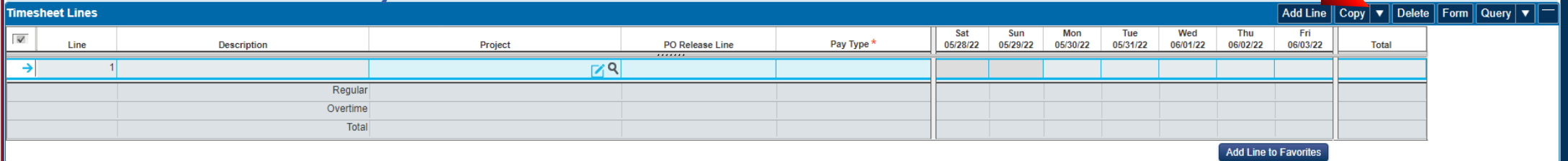
If a timesheet for a given week was not accessed/created by Friday of that week, it has Status of Missing. As a result, it is not searchable using the directional arrows in the Timesheet section toolbar. The Missing timesheet needs to be recreated manually.

- Manually create a Missing timesheet by navigating Time & Expense > Time > Timesheets > Timesheet
 - This opens your current week's timesheet
- Click New Timesheet from the Timesheet section toolbar
 - This creates a new blank timesheet. Employee (name) and ID auto-populate
- Select the calendar icon in the Period Ending field
- Select the Friday for the period of the missing timesheet

The screenshot displays the 'Timesheet' application interface. At the top right, a toolbar contains a 'New Timesheet' button (highlighted with a red box), 'Copy', 'Delete', 'Table', and 'Query' options. Below the toolbar, the 'Basic Information' section includes fields for 'Employee *' (Test, Contractor), 'ID *' (N1001703), 'Subcontractor', 'Period Ending *' (highlighted with a red box), and 'Status' (Missing). A calendar icon (highlighted with a red box) is positioned next to the 'Period Ending' field. A calendar widget for September 2022 is open, showing the 9th of the month highlighted with a red box. The 'Timesheet Lines' section is visible at the bottom of the interface.

Charge Number Entry

To add a Timesheet Line to the timesheet, click Add Line. Add as many lines as needed to reflect all Projects worked.

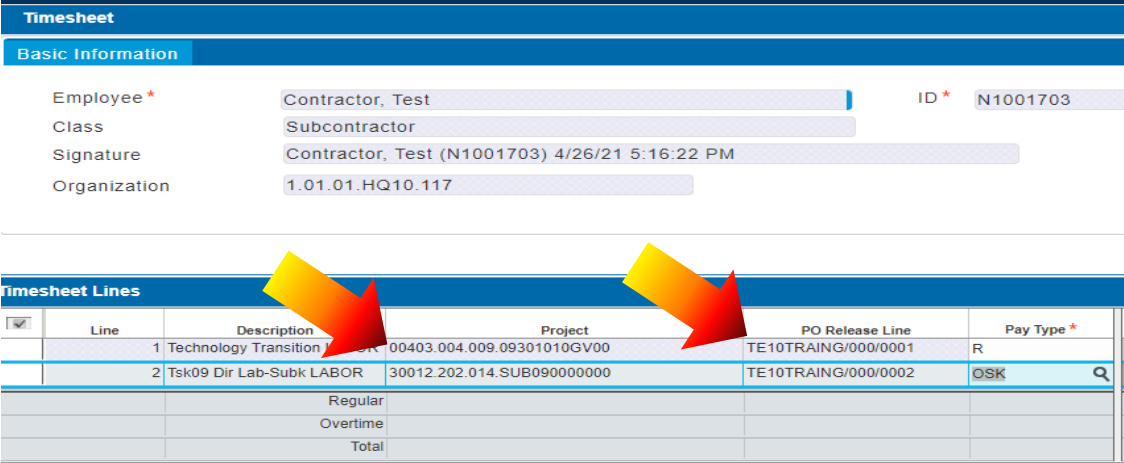


Timesheet Lines											Add Line	Copy	Delete	Form	Query
Line	Description	Project	PO Release Line	Pay Type *	Sat 05/28/22	Sun 05/29/22	Mon 05/30/22	Tue 05/31/22	Wed 06/01/22	Thu 06/02/22	Fri 06/03/22	Total			
1															
	Regular														
	Overtime														
	Total														

Projects (i.e. charge numbers) may be typed or copy/pasted directly into the Project cell or they can be selected from the Charge Lookup Tree

- As always, be sure to ask your manager for the appropriate charge number and authorization of its use.
- Enter charge number directly into the cell by placing your cursor in the cell and typing the full charge number, including periods.

Direct charge numbers are 20 alpha-numeric characters; PO information will populate based on the project selected




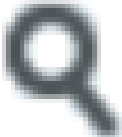
Timesheet	
Basic Information	
Employee *	Contractor, Test ID * N1001703
Class	Subcontractor
Signature	Contractor, Test (N1001703) 4/26/21 5:16:22 PM
Organization	1.01.01.HQ10.117

Timesheet Lines					
Line	Description	Project	PO Release Line	Pay Type *	
1	Technology Transition	00403.004.009.09301010GV00	TE10TRAINING/000/0001	R	
2	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB090000000	TE10TRAINING/000/0002	OSK	
	Regular				
	Overtime				
	Total				

Charge Number Entry via Charge Lookup Tree

Access the Charge Lookup Tree by selecting the magnifying icon from the Project cell

Timesheet Lines					
Line	Description	Project	PO Release Line	Pay Type*	
1	LABOR	00403.004.009.09301010GV00	TE10TRAINING/000/0001	R	
2	LABOR	30012.202.014.SUB090000000	TE10TRAINING/000/0002	OSK	
3					



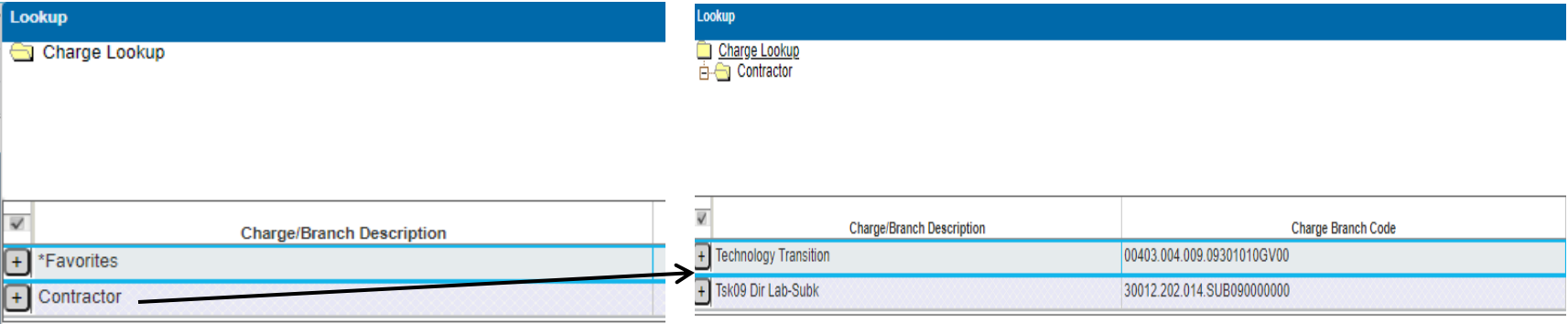
Select the “+” button to expand the “Contractor” Charge Tree or you can Query the Charge Lookup Tree

The screenshot displays the software interface with a 'Current Lookup' dialog box open. The dialog box has tabs for 'Find', 'Query', 'Sort', and 'Saved Queries'. Under 'Search Criteria', there are fields for 'Project' and 'Charge/Branch Description', both with 'begins with' dropdown menus. A checkbox for 'Search on current level only' is present. Buttons for 'Count', 'Save Query', 'Reset', 'Find', and 'Close' are at the bottom of the dialog. In the background, the 'Timesheet Lines' table is visible, and a 'Query' button is highlighted in the bottom right corner of the main window. A red arrow points to the 'Query' button, and another red arrow points to the '+' button in the 'Contractor' section of the 'Charge Lookup' tree.

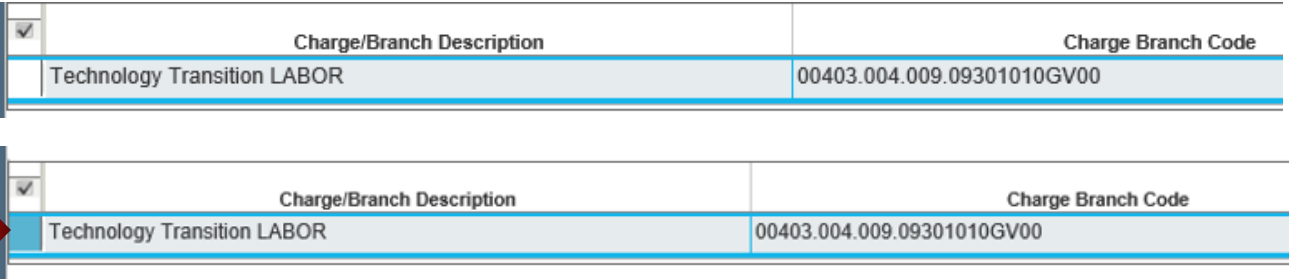
Charge Number Entry via Lookup Tree

Select the “+” button to expand the Charge Tree

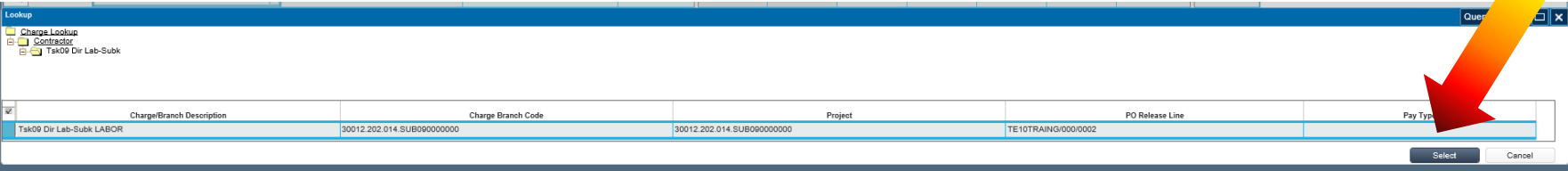
- You may need to navigate 2 levels before the charge numbers are visible.



Check the box next to the charge number(s) you wish to add to your timesheet. Box will turn blue to indicate it's checked.



Click “Select” to add charge number to timesheet



Add “Favorites” to the Charge Tree & Auto Load

To add a Project to Favorites area of Charge Tree

1. Add the Project to a timesheet line
2. Check the box next to the charge number, make sure box turns blue
3. Click “Add Line to Favorites” from the button below timesheet

Timesheet Lines					
<input type="checkbox"/>	Line	Description	PO Release Line	Pay Type *	
<input checked="" type="checkbox"/>	1	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAINING/000/0001	R
<input type="checkbox"/>	2	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB090000000	TE10TRAINING/000/0002	OSK

Click on “Add Line to Favorites” button

Leave								Pay Type Summary		Charge Favorites	
Add Line								Copy	Delete	Form	Query
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total			
	05/25/22	05/29/22	05/30/22	05/31/22	06/01/22	06/02/22	06/03/22				

To make the Project load to the timesheet automatically each week

1. Click “Charge Favorites”
2. Select (or unselect) the “Load” box next to the Project(s) to automatically load each week
3. Click “Close”
4. Save the Timesheet

Leave					Pay Type Summary		Charge Favorites	
Add Line					Copy	Delete	Form	Query
	Tue	Wed	Thu	Fri	Total			
	05/31/22	06/01/22	06/02/22	06/03/22				


“Load” check box

Charge Favorites					Delete	Query		
<input type="checkbox"/>	Load	Charge Description	Project	PO Release Line	Pay Type			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAINING/000/0001				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB090000000	TE10TRAINING/000/0002				

Charge Number Entry

After you have populated the timesheet with the correct charge numbers, you will notice that the “Charge Description” and “Pay Type” fields are automatically populated.

- The default pay type is “R” (Regular), but can be changed under appropriate circumstances
- To access the lookup menu for the Pay Type, select the Magnifying icon.

Timesheet Lines					
<input checked="" type="checkbox"/>	Line	Description	Project	PO Release Line	Pay Type *
	1	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAIING/000/0001	R
	2	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB0900000000	TE10TRAIING/000/0002	OSK 

Select the appropriate Radio button to populate the “Pay Type”

Lookup		Query			X
<input checked="" type="checkbox"/>	Pay Type ID	Name			
	DBT	Doubletime - Subcontractor			
	OSK	Overtime - Subcontractor			
	R	Regular			

Select Cancel

Entering Hours Worked

- Enter the appropriate hours worked for each Project by day (0.1 hour increments)
- The time collection system calculates total time by day, by timesheet line, by pay type and total hours

✓ Timesheet
New Timesheet Copy Delete 1 of 5 Existing Table Query

Basic Information Notes

Employee *	Contractor, Test	ID *	N1000013	Subcontractor	Period Ending *	06/03/2022	Status	Open	
Class	Subcontractor			Revision		1			
Signature				Approval					
Organization	1.01.01.HQ10.117			Custom Option	Custom Option #1				
Total Hours (Previous Period)	0.00	Total Hours (Next Period)	0.00	Approve		Reject		Sign	Correct

[Leave](#) [Pay Type Summary](#) [Charge Favorites](#)

Timesheet Lines
Add Line Copy Delete Form Query

☑	Line	Description	Project	PO Release Line	Pay Type *	Sat 05/28/22	Sun 05/29/22	Mon 05/30/22	Tue 05/31/22	Wed 06/01/22	Thu 06/02/22	Fri 06/03/22	Total
→	1	OY1 LABOR	48192.001.0001001.000000000002	V001/0001	R			6.1	0.5	8.0		4.0	18.60
→	2	OY2 LABOR	48192.002.0001001.000000000002	V002/0002	R			2.0	7.5		8.0	4.3	21.80
		Regular						8.10	8.00	8.00	8.00	8.30	40.40
		Overtime						0.00	0.00	0.00	0.00	0.00	0.00
		Total						8.10	8.00	8.00	8.00	8.30	40.40

Add Line to Favorites

Line and Cell Comments

Timesheet Lines						Add Line Copy Delete Form Query						
Line	Description	Project	PO Release Line	Pay Type *	Sat 05/28/22	Sun 05/29/22	Mon 05/30/22	Tue 05/31/22	Wed 06/01/22	Thu 06/02/22	Fri 06/03/22	Total
1	OY1 LABOR	48192.001.0001001.000000000002	1/001/0001	R			6.1	0.5	8.0		4.0	18.60
2	OY2 LABOR	48192.002.0001001.000000000002	1/002/0002	R			2.0	7.5		8.0	4.3	21.80
	Regular						8.10	8.00	8.00	8.00	8.30	40.40
	Overtime						0.00	0.00	0.00	0.00	0.00	0.00
	Total						8.10	8.00	8.00	8.00	8.30	40.40

Comments may be added to either a timesheet line or individual timesheet “hour-entry” cell.


Add Line Copy Delete Form Query			
Thu 06/02/22	Fri 06/03/22	Total	
8.0	4.0	18.60	
8.0	4.3	21.80	
8.00	8.00	8.30	
0.00	0.00	0.00	
8.00	8.00	8.30	

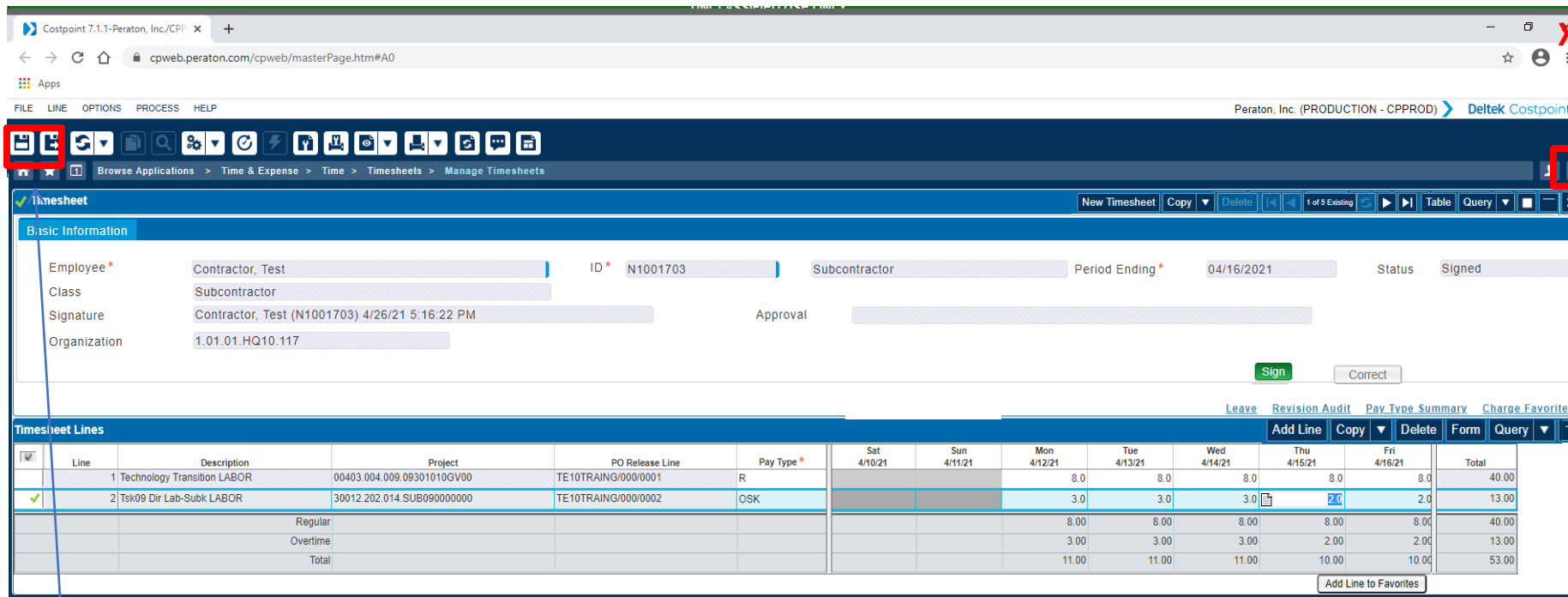
Note to Supervisor - The Charge number was used for work on Project ABC

- To add or edit an existing line comment, select the line comment icon in the first column of the table grid for the line. The Line Comments dialog will appear.
- The line number of the comment will also appear in the dialog heading. Enter the information you want to add or edit in the body of the line comment dialog and then select OK to save the comment. The line comment field can accommodate 4,000 characters.

Saving Timesheet

It is extremely important that you “Save” your timesheet after making daily entries.

- If you do not save before properly exiting, the application prompts you to save.
- If you do NOT logout (exit) properly and have not saved, all your entries are lost and must be re-entered.
- Do not select “X” to close the browser to exit the time collection system.
You should click on the Log Out  Button



Line	Description	Project	PO Release Line	Pay Type*	Sat 4/10/21	Sun 4/11/21	Mon 4/12/21	Tue 4/13/21	Wed 4/14/21	Thu 4/15/21	Fri 4/16/21	Total
1	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAINING/000/0001	R			8.0	8.0	8.0	8.0	8.0	40.00
2	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB0900000000	TE10TRAINING/000/0002	OSK			3.0	3.0	3.0	2.0	2.0	13.00
	Regular						8.00	8.00	8.00	8.00	8.00	40.00
	Overtime						3.00	3.00	3.00	2.00	2.00	13.00
	Total						11.00	11.00	11.00	10.00	10.00	53.00



Signing Timesheet

- At the end of the work week, and after saving your timesheet, click “Sign” in the Header section.
 - If there are any errors in your timesheet, you will be prompted with an error message.
- You are then prompted to certify the hours, click “OK”
 - If you have unsaved changes, you will be prompted to save first
- Note the status will change to **Signed** and your Signature appears (name/time stamp)
- Your timesheet has been submitted to your manager for approval.

The screenshot shows a web application interface for managing timesheets. The browser address bar indicates the path: Browse Applications > Time & Expense > Time > Timesheets > Manage Timesheets. The main content area is titled "Timesheet" and includes a toolbar with "New Timesheet", "Copy", "Delete", and navigation controls. Below the toolbar is a "Basic Information" section with the following fields: Employee * (Contractor_Test), ID * (N1001703), Subcontractor, Period Ending * (04/16/2021), Status (Signed), Signature (Contractor, Test (N1001703) 4/26/21 6:29:51 PM), and Organization (1.01.01.HQ10.117). A "Sign" button is highlighted in the toolbar. Below the basic information is a "Timesheet Lines" table with columns for Line, Description, Project, PO Release Line, Pay Type, and days of the week (Sat 4/10/21, Sun 4/11/21, Mon 4/12/21, Tue 4/13/21, Wed 4/14/21, Thu 4/15/21, Fri 4/16/21, Total). The table contains two lines of data: Line 1 (Technology Transition LABOR) and Line 2 (Tsk09 Dir Lab-Subk LABOR). The total hours for the week are 11.00, and the total amount is 53.00.

Line	Description	Project	PO Release Line	Pay Type *	Sat 4/10/21	Sun 4/11/21	Mon 4/12/21	Tue 4/13/21	Wed 4/14/21	Thu 4/15/21	Fri 4/16/21	Total
1	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAINING/000/0001	R			8.0	8.0	8.0	8.0	8.0	40.00
2	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB090000000	TE10TRAINING/000/0002	OSR			3.0	3.0	3.0	2.0	2.0	13.00
	Regular						8.00	8.00	8.00	8.00	8.00	40.00
	Overtime						3.00	3.00	3.00	2.00	2.00	13.00
	Total						11.00	11.00	11.00	10.00	10.00	53.00

After submitting timesheet, you will see your name in the signature box, and a status of “signed” in the toolbar

Click here to sign your timesheet

Timesheet Corrections

Timesheet Correction (Status: Open, Signed, Approved)

- To correct a timesheet with any status: Open, Signed or Approved you simply make the changes directly to the data in the timesheet and then save and sign.
 - The timesheet will return to “Signed” status and will be routed to your manager’s queue for review and approval.
- **Note: The “Correct” button is only used on timesheets with Status: Processed. It is not used on Status: Open, Signed, Approved or Rejected timesheets**

Timesheet Correction (Status: Rejected)

- The My Timesheets module of the Dashboard will show timesheet status, look for any Rejected
 - Click on Update link and it will take you to Manage MyDesktop screen. Click on Launch button to see the list of your Rejected timesheet

The screenshot displays the software interface with the following components:

- My Tasks:** A table with columns: Category, Pending Tasks, Priority, QTY. A row for 'Timesheet' has 'Update' under Pending Tasks, 'Low' under Priority, and '1' under QTY. This row is highlighted with a red box.
- My Timesheets:** A table with columns: T/S Period End Date, Description, Status, Hours. A row for '04/16/2021' has 'Subcontractor' under Description, 'Rejected' under Status, and '53.00' under Hours. This row is highlighted with a red box.
- Tasks:** A table with columns: Task Object, Task Type, Task Sub-Object, Task Count. A row for 'Timesheet' has 'Update Timesheet' under Task Type, 'Overall' under Task Sub-Object, and '1' under Task Count. A 'Launch' button is below this row.
- Task Details:** A table with columns: Timesheet Employee Name, Period Ending, Origination Date/Time, Warning Date/Time, Critical Date/Time, Functional Role, Backup Functional Role, Notes. A row for 'Contractor, Test (N1001703)' has '04/16/2021' under Period Ending, '04/28/2021 04:07:42 PM' under Origination Date/Time, 'Employee' under Functional Role, and 'Employee' under Backup Functional Role. A 'Launch' button is at the bottom right of this table.

Highlight the box next to the Rejected Timesheet(s)

List of Rejected timesheet(s)

Click on the Launch button

Timesheet Correction (Status: Rejected)

- Modify the timesheet according to your managers direction. You can make corrections directly in the cell (of any column) or by selecting “Delete Line” and adding the correct charge number, pay type, or hours to a new line.
- Follow the same procedure of saving, signing and submitting your timesheet to complete the timesheet correction process.

Browse Applications > Time & Expense > Time > Timesheets > Manage Timesheets

Timesheet | New Timesheet | Copy | Delete | 1 of 5 Existing | Table | Query

Basic Information

Employee * Contractor, Test | ID * N1001703 | Subcontractor | Period Ending * 04/16/2021 | Status Rejected

Class Subcontractor

Signature Contractor, Test (N1001703) 4/26/21 6:29:51 PM | Approval

Organization 1.01.01.HQ10.117

Sign Correct

Leave Revision Audit Pay Type Summary Charge Fav

Timesheet Lines | Add Line | Copy | Delete | Form | Query

Line	Description	Project	PO Release Line	Pay Type *	Sat 4/10/21	Sun 4/11/21	Mon 4/12/21	Tue 4/13/21	Wed 4/14/21	Thu 4/15/21	Fri 4/16/21	Total
1	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAING/000/0001	R			7.0	7.0	7.0	8.0	8.0	37.00
2	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB090000000	TE10TRAING/000/0002	OSK			3.0	3.0	3.0	2.0	2.0	13.00
	Regular						7.00	7.00	7.00	8.00	8.00	37.00
	Overtime						3.00	3.00	3.00	2.00	2.00	13.00
	Total						10.00	10.00	10.00	10.00	10.00	50.00

Add Line to Favorites

Timesheet Correction (Status: Processed)

- If you need to correct a timesheet that has already been Processed, return to Home Dashboard and select the desired timesheet for the MyTimesheets list.
 - Click the link to re-open timesheet
- Or locate timesheet by navigating Time & Expense > Time > Timesheets > Timesheets
 - This opens your current week's timesheet
 - Use the directional arrows in the Section Toolbar to display the appropriate timesheet

T/S Period End Date	Description	Status	Hours
04/30/2021	Subcontractor	Processed	11.00
04/16/2021	Subcontractor	Processed	50.00
03/12/2021	Subcontractor	Processed	40.00

Select the "Processed" timesheet that you need to correct

The "Correct" button is only used on timesheets with Status: Processed

Timesheet Correction (Status: Processed)

- Click on “Correct” button next to Sign
- This will change the timesheet status to Open and open the Timesheet Lines for editing

Basic Information

Employee* Contractor, Test ID* N1001703 Subcontractor Period Ending* 04/30/2021 Status Processed

Class Subcontractor

Signature Contractor, Test (N1001703) 4/28/21 4:20:18 PM Approval Knoecklein, Donna R (108350) 4/28/21 4:22:19 PM

Organization 1.01.01.HQ10.117

[Leave](#) [Revision Audit](#) [Pay Type Summary](#) [Charge Favor](#)

Timesheet Lines

Line	Description	Project	PO Release Line	Pay Type*	Sat 4/24/21	Sun 4/25/21	Mon 4/26/21	Tue 4/27/21	Wed 4/28/21	Thu 4/29/21	Fri 4/30/21	Total
1	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAINING/000/0001	R			8.0					8.00
2	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB0900000000	TE10TRAINING/000/0002	OSK			3.0					3.00
	Regular						8.00					8.00
	Overtime						3.00					3.00
	Total						11.00					11.00

The “Correct” button is only used on timesheets with Status: Processed

Timesheet Correction (Status: Processed)

- The button changes from Correct to Undo Correct. The Undo Correct button enables the employee to revert the Original entries if necessary.
- Make necessary changes to the timesheet:
 - Modify hours and/or pay type on existing project lines as applicable.
 - Add new charge number(s) and hours on next available line(s) as applicable.
- Save changes and enter required comment explaining reason for the changes. The explanation becomes part of the official source documentation subject to both internal and external audit review.
- Sign your timesheet. The timesheet will show up on your manager's desktop, but you should also alert your manager to ensure timely processing.

The screenshot displays the 'Timesheet' management interface. The 'Basic Information' section includes fields for Employee (Contractor, Test), ID (N1001703), Subcontractor, Period Ending (04/30/2021), Status (Open), Class (Subcontractor), Signature, Approval, and Organization (1.01.01.HQ10.117). The 'Timesheet Lines' section contains a table with columns for Line, Description, Project, PO Release Line, Pay Type, and days of the week (Sat 4/24/21, Sun 4/25/21, Mon 4/26/21, Tue 4/27/21, Wed 4/28/21, Thu 4/29/21, Fri 4/30/21), along with a Total column. Two lines are highlighted with red boxes: Line 1 (Technology Transition LABOR) and Line 2 (Tsk09 Dir Lab-Subk LABOR). The 'Pay Type' column for Line 1 is 'R' and for Line 2 is 'OSK'. The 'Total' for Line 1 is 8.00 and for Line 2 is 3.00. The overall total for the timesheet is 11.00. Buttons for 'Sign' and 'Undo Correct' are visible at the bottom right of the interface.

Line	Description	Project	PO Release Line	Pay Type	Sat 4/24/21	Sun 4/25/21	Mon 4/26/21	Tue 4/27/21	Wed 4/28/21	Thu 4/29/21	Fri 4/30/21	Total
1	Technology Transition LABOR	00403.004.009.09301010GV00	E10TRAINING/000/0001	R			8.00					8.00
2	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB0900000000	E10TRAINING/000/0002	OSK			3.00					3.00
	Regular						8.00					8.00
	Overtime						3.00					3.00
	Total						11.00					11.00

The "Correct" button is only used on timesheets with Status: Processed

Timesheet Correction (Status: Processed) – RETRO RATE

- Occasionally the timesheet needs to be resubmitted to capture updated rates
- Select the Correct button – MAKE NO OTHER CHANGES TO THE TIMESHEET
- Sign your timesheet. The timesheet will show up on your manager’s desktop, but you should also alert your manager to ensure timely processing.
- The voucher process will automatically calculate and summarize the rate difference for invoicing

The screenshot shows a web application interface for managing timesheets. The top navigation bar includes 'Browse Applications > Time & Expense > Time > Timesheets > Manage Timesheets'. The main header is 'Timesheet' with a toolbar containing 'New Timesheet', 'Copy', 'Delete', and navigation icons. Below the header is a 'Basic Information' section with the following fields:

Employee *	Contractor, Test	ID *	N1001703	Subcontractor	Period Ending *	04/30/2021	Status	Processed
Class	Subcontractor							
Signature	Contractor, Test (N1001703) 4/28/21 4:20:18 PM			Approval	Knoecklein, Donna R (108350) 4/28/21 4:22:19 PM			
Organization	1.01.01.HQ10.117							

At the bottom right of the 'Basic Information' section, there are two buttons: 'Sign' and 'Correct'. The 'Correct' button is highlighted with a red rectangular box.

Below the 'Basic Information' section is a 'Timesheet Lines' table with columns for 'Line', 'Description', 'Project', 'PO Release Line', 'Pay Type *', and days of the week (Sat 4/24/21, Sun 4/25/21, Mon 4/26/21, Tue 4/27/21, Wed 4/28/21, Thu 4/29/21, Fri 4/30/21), plus a 'Total' column.

Line	Description	Project	PO Release Line	Pay Type *	Sat 4/24/21	Sun 4/25/21	Mon 4/26/21	Tue 4/27/21	Wed 4/28/21	Thu 4/29/21	Fri 4/30/21	Total
1	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAINING/000/0001	R			8.0					8.00
2	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB0900000000	TE10TRAINING/000/0002	OSK			3.0					3.00
	Regular						8.00					8.00
	Overtime						3.00					3.00
	Total						11.00					11.00

At the bottom right of the 'Timesheet Lines' table, there is an 'Add Line to Favorites' button.

The “Correct” button is only used on timesheets with Status: Processed

Timesheet Correction

When the Timesheet is saved, a Revision Audit will be created.

- Revision Audits track any changes to the previously saved timesheets
- The revision audit will include changes to all lines and individual cells

The screenshot displays a web application interface for managing timesheets. The top navigation bar includes 'Browse Applications > Time & Expense > Time > Timesheets > Manage Timesheets'. The main header is 'Timesheet' with a toolbar containing 'New', 'Copy', 'Delete', 'Table', 'Query', and other icons.

Basic information

Employee * Contractor, Test ID * N1001703 Subcontractor Period Ending * 04/30/2021 Status Processed
Class Subcontractor
Signature Contractor, Test (N1001703) 4/28/21 4:20:18 PM Approval Knoecklein, Donna R (108350) 4/28/21 4:22:19 PM
Organization 1.01.01.HQ10.117

Buttons: Sign, Correct

Navigation: Leave, **Revision Audit** (highlighted), Pay Type Summary, Charge Favor

Timesheet Lines

Line	Description	Project	PO Release Line	Pay Type *	Sat 4/24/21	Sun 4/25/21	Mon 4/26/21	Tue 4/27/21	Wed 4/28/21	Thu 4/29/21	Fri 4/30/21	Total
1	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAINING/000/0001	R			8.0					8.00
2	Tsk09 Dir Lab-Subtk LABOR	30012.202.014.SUB090000000	TE10TRAINING/000/0002	OSK			3.0					3.00
	Regular						8.00					8.00
	Overtime						3.00					3.00
	Total						11.00					11.00

Buttons: Add Line to Favorites

Manager / Primary Approver Time Functionality

Primary Approver - Timesheet Approval

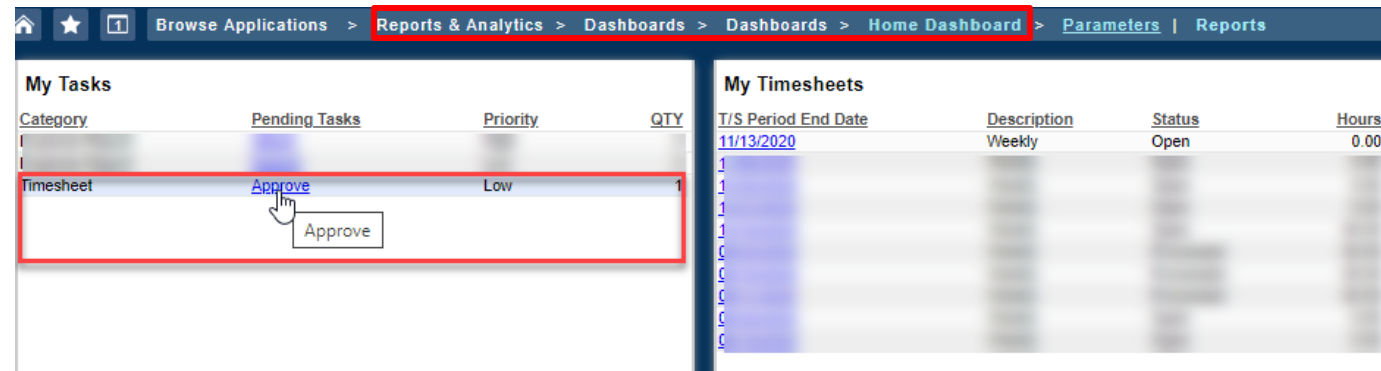
Access timesheets pending approval via one of two methods:

1. Navigate through Time & Expense > Time > Timesheets > Manage/Approve Timesheets

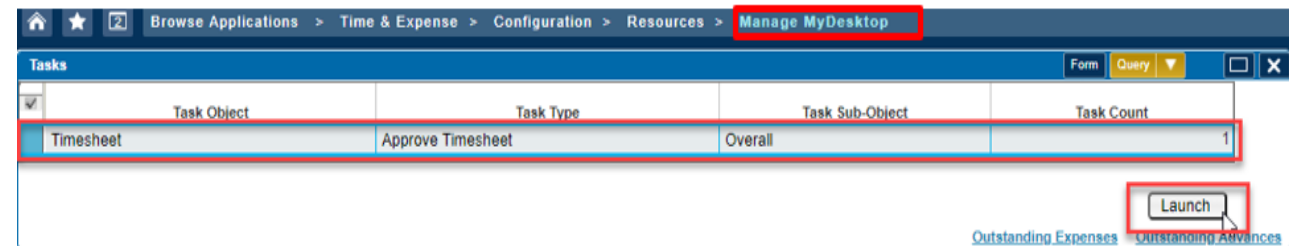


2. From Home Dashboard / My Tasks:

- Click the Approve hyperlink under Pending Tasks



- Clicking the Approve hyperlink from My Task will open *Manage MyDesktop*
- Click Launch to open the timesheet
 - Select Launch under Task to see all timesheets to approve, or
 - Select Launch under Task Details to see individual timesheet to approve



Primary Approver - Timesheet Approval

- Either method will open the Manage/Approve Timesheets screen
- Upon arriving at this screen as the Primary Approver, it is automatically *Filtered By: Approval Tasks*. This means that any timesheets that are pending approval are listed in the Timesheet section.
- Select a timesheet from list, make sure box turns blue
 - The details of that timesheet appear in the Timesheet Lines section below
- Select Approve or Reject
- Repeat for each timesheet needing approval

If an expected timesheet doesn't appear, the Primary Approver may need to "Search" for it. See next slide for Search instructions

Approve Timesheet

Filter By * **Approval Tasks**

Schedule: []
Year: []
Period: []
Function: Primary Approver
Group: All
Last Name: [] ID: []

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

Counts: Missing [], Open [], Signed [], Approved [], Rejected [], Processed []

Timesheet

Employee *	ID *	Status	Period Ending *	Notes	Show Prorated Hours	Revision	Schedule Desc And Period Text	Class	Organization	Signature	Approve
Contractor, Test	N1001703	Signed	04/30/2021	Entered		6	Subcontractor	Subcontractor	1.01.01.HQ10.117	Contractor, Test (N1001703) 4/28/21 4:46:	Approve Reject Sign Undo Correct

Timesheet Lines

Line	Description	Project	PO Release Line	Sat 4/24/21	Sun 4/25/21	Mon 4/26/21	Tue 4/27/21	Wed 4/28/21	Thu 4/29/21	Total
1	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAINING/000/I			8.0	8.0	8.0		24.00
2	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB0900000000	TE10TRAINING/000/I			3.0				3.00
	Regular					8.00	8.00	8.00		24.00
	Overtime					3.00				3.00
	Total					11.00	8.00	8.00		27.00

Primary Approver - SEARCH

- Navigate through Time & Expense > Time > Timesheets > Manage/Approve Timesheets
- Change Criteria in the Approve Timesheet section:
 - Filter By: **Status**
 - Status: *check boxes as needed*
 - Last Name or ID: *as needed*
- **Press Lightning Bolt icon to run query**
- Search Results appear in Timesheet section; details of those timesheet(s) appear in the Timesheet Lines section

Approve Timesheet

Filter By * Criteria: Status

Schedule:

Year:

Period:

Function: Primary Approver

Group: All

Last Name: ID: N1001703

Status:

- Open
- Signed
- Approved
- Rejected
- Processed
- Include Missing

Counts: Missing Open Signed Approved Rejected Processed

Timesheet

Employee *	ID *	Status	Period Ending *	Notes	Show Prorated Hours	Revision	Schedule Desc And Period Text	Class	Organization	Signature	Approver
Contractor, Test	N1001703	Signed	04/30/2021	Entered	<input checked="" type="checkbox"/>	6	Subcontractor	Subcontractor	1.01.01.HQ10.117	Contractor, Test (N1001703) 4/28/21 4:46:	

Timesheet Lines

Line	Description	Project	PO Release Line	Sat 4/24/21	Sun 4/25/21	Mon 4/26/21	Tue 4/27/21	Wed 4/28/21	Thu 4/29/21	Total
1	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAING/000/			8.0	8.0	8.0		24.00
2	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB090000000	TE10TRAING/000/			3.0				3.00
	Regular					8.00	8.00	8.00		24.00
	Overtime					3.00				3.00
	Total					11.00	8.00	8.00		27.00

Backup Approver and Proxy Time Functionalities

Role Functionalities

- **LABOR:**
 - Enter/Correct/Sign their own timesheets
- **PRIMARY APPROVER (aka Manager):**
 - Approve timesheets
 - Enter/Correct timesheets on behalf of others
 - Sign timesheets on behalf of others *
- **BACKUP APPROVER:**
 - Approve timesheets (via Search method)
 - Enter/Correct timesheets on behalf of others
 - Sign timesheets on behalf of others *
- **PROXY:**
 - Enter/Correct timesheets on behalf of others
 - Sign timesheets on behalf of others

Note: It is possible to have a Labor and Approver/Proxy role with the SAME ID. Multiple IDs are not necessary.

**The same ID cannot both sign AND approve timesheets due to application restrictions. For example, if a Primary Approver signs a timesheet, the Backup Approver will need to approve it (and vice versa).*

Backup Approver and Proxy - SEARCH

- Navigate through Time & Expense > Time > Timesheets > Manage/Approve Timesheets
- Change Criteria in the Approve Timesheet section:
 - Filter By: **Status**
 - Function: **Backup Approver** or **Timesheet Proxy**
 - Status: *check boxes as needed*
 - Last Name or ID: *as needed*
- **Press Lightning Bolt icon to run query**
- The number of timesheets by Status will display in the “Counts” box
- Search Results appear in Timesheet section; details of those timesheet(s) appear in the Timesheet Lines section

The screenshot displays the 'Approve Timesheet' application interface. The search criteria section is highlighted with red boxes, showing 'Status' as the filter, 'Timesheet Proxy' as the function, and 'N1001703' as the ID. A 'Counts' box displays the following data:

Missing	Open	Signed	Approved	Rejected	Processed
65	2	1	0	0	2

Below this, the 'Timesheet' section shows a table with one entry for 'Contractor, Test' with ID 'N1001703' and status 'Signed'. The 'Timesheet Lines' section shows a table with two lines of labor:

Line	Description	Project	PO Release Line	Sat 4/24/21	Sun 4/25/21	Mon 4/26/21	Tue 4/27/21	Wed 4/28/21	Thu 4/29/21	Total
1	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAING/0000			8.0	8.0	8.0		24.00
2	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB090000000	TE10TRAING/0000			3.0				3.00
	Regular					8.00	8.00	8.00		24.00
	Overtime					3.00				3.00
	Total					11.00	8.00	8.00		27.00

Backup Approver - Timesheet Approval

- Navigate through Time & Expense > Time > Timesheets > Manage/Approve Timesheets
- Change Criteria in the Approve Timesheet section:
 - Filter By: **Status**
 - Function: **Backup Approver**
 - Status: **Signed**
 - Last Name or ID: *as needed*
- **Press Lightning Bolt icon to run query**
- The list of timesheets pending approval appear in the Timesheet section
- Select timesheet from list, make sure box turns blue
 - The details of that timesheet appear in the Timesheet Lines section below
- Select Approve or Reject
- Repeat for each timesheet needing approval

Backup Approvers must SEARCH for timesheet to appear for approval.

The screenshot shows the 'Approve timesheet' interface. The filter section on the left is highlighted with a red box. The lightning bolt icon in the top toolbar is also highlighted. The timesheet table below has one row selected, and the 'Approve' and 'Reject' buttons are highlighted with a red box. The 'Timesheet Lines' section shows a table with columns for Line, Description, Project, PO Release Line, Pay Type, and a grid of dates from Sat 5/1/21 to Fri 5/7/21, with a Total column on the right.

Line	Description	Project	PO Release Line	Pay Type	Sat 5/1/21	Sun 5/2/21	Mon 5/3/21	Tue 5/4/21	Wed 5/5/21	Thu 5/6/21	Fri 5/7/21	Total
1	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAIN0/000/0001	R								0.00
2	Task99 Dir Lab-Subst LABOR	30012.202.014.SUB0900000000	TE10TRAIN0/000/0002	R						2.2		2.20
3	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAIN0/000/0001	OSK			2.0		0.0	5.0		7.00
4	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAIN0/000/0001	R								0.00
5	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAIN0/000/0001	R								0.00
	Regular									2.20		2.20
	Overtime						2.00	0.00		5.00		7.00
	Total						2.00	0.00		7.20		9.20

Approver and Proxy - Timesheet Entry/Correction

- Use the SEARCH steps to locate timesheets that need to be entered/corrected
- Select timesheet from Timesheet section, make sure box turns blue
 - The details of that timesheet appear in the Timesheet Lines section below
- Make necessary entries/corrections to timesheet
- When entries/corrections are complete, click Save
- Click Sign

Approve Timesheet

Filter By ^{*} Criteria: Status

Schedule:

Year:

Period:

Function: Timesheet Proxy

Group: All

Last Name: ID: N1001703

Status:
 Open
 Signed
 Approved
 Rejected
 Processed
 Include Missing

Counts:
 Missing: 65
 Open: 2
 Signed: 1
 Approved: 0
 Rejected: 0
 Processed: 2

Employee *	ID *	Status	Period Ending *	Notes	Show Prorated Hours	Revision	Schedule Desc And Period Text	Class	Organization	Signature
Contractor, Test	N1001703	Open	01/03/2020		Entered	2	Subcontractor	Subcontractor	1.01.01.HQ10.117	
Contractor, Test	N1001703	Processed	03/12/2021		Entered	4	Subcontractor	Subcontractor	1.01.01.HQ10.117	Contractor, Test (N1001703) 4/28/21 4:20: Kn
Contractor, Test	N1001703	Open	03/19/2021		Entered	2	Subcontractor	Subcontractor	1.01.01.HQ10.117	
Contractor, Test	N1001703	Processed	04/16/2021		Entered	5	Subcontractor	Subcontractor	1.01.01.HQ10.117	Contractor, Test (N1001703) 4/28/21 4:19: Kn
Contractor, Test	N1001703	Signed	04/30/2021		Entered	6	Subcontractor	Subcontractor	1.01.01.HQ10.117	Contractor, Test (N1001703) 4/28/21 4:46: Kn

Buttons: Approve, Reject, Sign, Correct

Timesheet Lines

Line	Description	Project	PO Release Line	Sat 3/6/21	Sun 3/7/21	Mon 3/8/21	Tue 3/9/21	Wed 3/10/21	Thu 3/11/21	Total
1	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAIING/000			8.0	8.0	8.0	8.0	40.00
2	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB0900000000	TE10TRAIING/000							0.00
	Regular					8.00	8.00	8.00	8.00	40.00
	Overtime									
	Total					8.00	8.00	8.00	8.00	40.00

Approver and Proxy – Create Missing Timesheet (1/2)

- Navigate through Time & Expense > Time > Timesheets > Manage/Approve Timesheets
- Change Criteria in the Approve Timesheet section:
 - Filter By: **Status**
 - Status: **Include Missing**
 - Last Name or ID: *is populated*
- **Press Lightning Bolt icon to run query**
- Click Missing timesheet hyperlink [Missing timesheets](#)

The screenshot displays the 'Approve Timesheet' interface. The top toolbar contains a lightning bolt icon (highlighted with a red box) for running queries. The 'Filter By' dropdown is set to 'Status' (highlighted with a red box). The 'Status' section includes checkboxes for Open, Signed, Approved, Rejected, and Processed, with 'Include Missing' checked (highlighted with a red box). The 'Counts' table shows 97 Missing, 1 Open, 0 Signed, 0 Approved, 0 Rejected, and 0 Processed. The 'Last Name' field is populated with 'ID N1001703'. The 'Missing timesheets' hyperlink is highlighted with a red box.

Missing	Open	Signed	Approved	Rejected	Processed
97	1	0	0	0	0

Approver and Proxy – Create Missing Timesheet (2/2)

- Select desired timesheet week from list and press Create timesheets button, then click Close
- New timesheet is added to the Timesheet section
- Select Add Line in the Timesheet Lines section to add project, pay type and hours. Save and Sign timesheet.

Employee	Employee ID	Period Ending	Schedule
Contractor, Test	N1001703	01/10/2020	Subcontractor
Contractor, Test	N1001703	01/17/2020	Subcontractor
Contractor, Test	N1001703	01/24/2020	Subcontractor
Contractor, Test	N1001703	01/31/2020	Subcontractor
Contractor, Test	N1001703	02/07/2020	Subcontractor
Contractor, Test	N1001703	02/14/2020	Subcontractor
Contractor, Test	N1001703	02/21/2020	Subcontractor

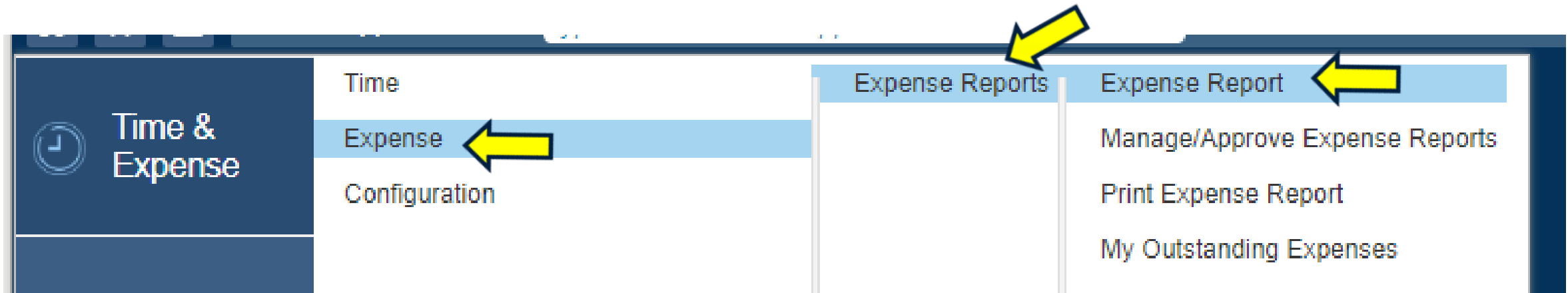
Line	Description	Project	PO Release Line	Pay Type *	Sat 06/25/22	Sun 06/26/22	Mon 06/27/22	Tue 06/28/22	Wed 06/29/22	Thu 06/30/22	Fri 07/01/22	Total
------	-------------	---------	-----------------	------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	-------

Alternatively, a Missing timesheet can be created manually by the Approver/Proxy on this Manage/Approve Timesheets screen by following similar steps as identified in the LABOR Time Entry section of this Reference Guide (see slide Create Missing Timesheet)

Expense Entry (Wizard Mode)

Creating an Expense Report

- Navigate to Time & Expense menu
- From the main screen select Time & Expense > Expense > Expense Reports > Expense Report



Access to Expense is not automatically given to every subcontractor. This access is given as needed and may also be taken away if not recently used.

Switch to Wizard Mode (if needed)

- This Reference Guide provides instructions for entering an Expense Report via the Wizard mode
- After navigating through Time & Expense > Expense > Expense Reports > Expense Report, if the initial screen does NOT have the Continue button at the bottom right, then you are NOT in Wizard mode. You will need to switch to Wizard Mode.
- To Switch to Wizard mode:
 1. Click the Wizard icon in the Application Toolbar to Reopen the Expense Report in Wizard Mode, then click “OK”



2. You can tell you are now in Wizard mode because the Continue button appears at the bottom right of the Expense Report

A screenshot of the "New Expense Report" form in Wizard mode. The form is titled "Provide details about the purpose of the expense report". It contains several input fields: "Date" (05/03/2021), "Description" (Sample expense), "From" (05/03/2021), "To" (05/19/2021), and "Purpose" (sample expense report for training). There is also a "Type" dropdown menu set to "Contractor". At the bottom right of the form, a green "Continue" button is highlighted with a red box and a yellow arrow pointing down to it. Other buttons at the bottom include "Exit" and "Back".

Creating an Expense Report - Details

- Enter the following information: Date, Description, From Date, To Date, Purpose
 - *The Type field prepopulates with Contractor*
- Click **Continue** when complete

The screenshot shows a web application interface for creating an expense report. The top navigation bar includes 'Browse Applications > Time & Expense > Expense > Expense Reports > Expense Report'. The main form area is titled 'Provide details about the purpose of the expense report.' and contains the following fields:

- Date * (11/15/2022)
- Type * (Contractor)
- Description *
- From *
- To * (11/15/2022)
- Purpose

At the bottom right, there are three buttons: 'Exit', 'Back', and 'Continue'. A red box highlights the 'Continue' button, and a yellow arrow points to it.

Creating an Expense Report – Default Charges

- Under **Charge**, use the magnifying glass to lookup the project code.
 - In the Lookup dialog box that appears use the Charge/Branch Description to find the appropriate code. Use the “+” button to expand the list. You may need to navigate 2 levels before the charge numbers are visible. Select the line for the appropriate Charge Code, make sure box at the left of the line turns blue. Click on the **Select** button.
 - Alternatively, you can type or copy/paste the project code into the Charge field.
- Click Add Charge to add an additional lines for additional project codes if applicable.
 - Change the Default Allocation % as needed; or later will have opportunity to Allocate by Amount
- Click on **Continue**

The screenshot displays the 'Manage Expense Report' interface. The top section shows report metadata: Report ID, Description, Revision (0), Total To Me (0.00), Date, Correction (0), Payment Received (0.00), Status (Draft), and Currency (USD). The 'Add Charge' section features a search bar and a table with columns: ID, Charge Type, Charge, Description, and Default Allocation %. A yellow arrow points to the search bar. Below this is a 'Lookup' dialog box with a tree view showing 'Charge Lookup' and 'Contractor'. A yellow arrow points to the 'Charge Lookup' folder. Below the lookup dialog is a table of charge details with columns: Charge/Branch Description, Charge Branch Code, Project, Labor Location, PO Release Line, GLC Costpoint Company, GLC, PLC Costpoint Company, PLC, Pay Type, Work State, and Telecommute. A yellow arrow points to the first row of the table. Below the table is a 'Select' button and a 'Cancel' button. A yellow arrow points to the 'Select' button. At the bottom of the screen are three buttons: 'Exit', 'Back', and 'Continue'. A yellow arrow points to the 'Continue' button. The Peraton logo is in the bottom right corner.

Creating an Expense Report – Overall Attachments

- Select **Attach** and browse for the document to upload.
 - Upload *all* documents as **one** PDF/document package.
 - *Description field is not editable in the File Upload box*
 - Click **Upload**
- Click **Save Report**

The screenshot displays a software interface with a sidebar on the left containing menu items: 'Purpose', 'Default Charges', 'Overall Attachments', and 'Expenses'. The main area shows a table with columns: 'Attachment Type', 'Description', 'Required', 'Attached', 'Missing', 'Reason for Missing Attachment', 'Original File Name', 'File Name', and 'Storage Location'. Two rows are visible, both with 'Overall Expense' in the 'Attachment Type' column. Below the table is a 'File Upload' dialog box with a 'File Name*' field containing a 'Browse...' button and the text 'No file selected.', and a 'Description' text input field. At the bottom of the dialog are 'Upload' and 'Close' buttons. A yellow arrow points from the dialog area down to a 'Save Report' button in a navigation bar at the bottom of the screen, which also includes 'Exit' and 'Back' buttons.

Creating an Expense Report – Expenses / Expense Type

- To enter expenses, select the Add Claimed Expense button and select the Expense Type
- Click Continue

Report ID ER00153629 Description Sample expense Revision Correction

Date 05/03/2021 Correction

Status Draft

Void

Purpose ✓

Default Charges ✓

Overall Attachments ✓

Expenses

Add Claimed Expense Delete Edit Expense

Expense ID	Expense Type	Expense Date	Payment Method	Expense Incurred	Trans
------------	--------------	--------------	----------------	------------------	-------

Use lookup below to select the type of expense you are claiming.

Expense Type *

Category	Expense Type
ODCs	Other Direct Costs
Travel	Travel
Award Fee	Award Fee
Computer Usage	Computer Usage
Rate Change	Rate Change
Labor	Labor

Select Cancel

Exit Back Continue

Subcontractors do not itemize Travel expenses in Deltek. Select the “Travel” category and simply state the total travel expense amount. If itemization is required for your program, use the Attachments to upload a document with the breakdown of the expense.

Creating an Expense Report – Expense Details

- Fill in all the **Required** information on the Expense Details screen
- The Expense Date must be within the date range of the report
- Click **Continue** when done

Expense Type ✓

Expense Details

Expense Amount

Charge Allocations Under Ceiling

Please enter details about the expense you are claiming.

Expense Date * 11/11/2022

Short Description V00002/11/11/2022

Comments

Instruction Text

Exit Back Continue

Creating an Expense Report – Expense Amount

- Enter **Payment Method: Contractor Paid**
- Enter total amount in Expenses Incurred field. This is the amount that will be paid to the supplier.
- **DO NOT** enter **Personal Amounts** as this will prohibit the ER from processing.
- Click **Continue** when done.

Report ID	ER00153629	Description	Sample expense	Report Start	05/03/2021	Report End	05/19/2021
Expense ID	1	Expense Type	Travel	Expense Date	05/19/2021	Expense Amount	5.00

Please enter the total incurred amount and break out any personal or unallowable portion if needed on the expense report.

Payment Method *

Reimbursable Pay Amount 5.00 USD

Expense Incurred *

[-] Personal 0.00

[-] Non-Reimbursable 0.00

Reimbursable Expense 5.00

Ceiling 0.00

Exit Back Continue

Repeat the steps for “Add Claimed Expenses” to breakout costs by each unique Project.

Creating an Expense Report – Charge Allocations Under Ceiling

- All of the information previously entered is defaulted on this screen.
 - *If you need to add additional Project(s), then click on **Add Charge** button.*
- If using more than one Project, it is recommended that costs be broken out by unique Projects using an associated “Add Claimed Expenses” as stated on prior slide(s).
- Alternatively (not recommended) if using more than one Project, expenses can be allocated as follows:
 - Allocate the expenses by percentage by updating the Percentage column, or
 - Allocate the expenses by amount by first clicking the **Allocate by Amount** button to enable the Amount column, then update the Amount column.
- Click **Continue** or **Update Expense** when done

Expense Details ✓
Expense Amount ✓
Charge Allocations Under Ceiling

Add Charge Allocate By Amount

Allocation ID	Percentage	Amount	Expense Charge Type	Project	Description	Account	PO Release Line	Organization	Expense Reference Code
1	100.00	192.00	Contractor	00403.004.003.033200TL0000	TCV LABOR	561-950-09	TE10TRAINING/000/0001	1.01.S1.7345.161	
2	0.00	0.00	Contractor	00403.004.003.033200TL0000	TCV LABOR	561-950-09	TE10TRAINING/000/0001	1.01.S1.7345.161	

Instruction Text

Exit Back Update Expense

Correcting Expense before Submitting

The expense report is now in Draft status. If any corrections need to be made to it before submitting for approval:

- Description, From Date, To Date or Purpose - Click Details on the left menu to make updates
- Add an additional Project - Click Default Charges on the left menu, then click **Add Charge**
- Expense Incurred - Click Expenses on the left menu, then click **Edit Expense**

Report ID: ER00196370 Description: My ER Revision: 0 Total To Me: 152.85
Date: 11/16/2022 Correction: 0 Payment Received: 0.00
Status: Draft Currency: USD

Void

- Details ✓
- Default Charges ✓
- Overall Attachments ✓
- Expenses

Add Claimed Expense **Delete** **Edit Expense**

Expense ID	Expense Type	Expense Date	Payment Method	Amount	Transaction Currency	Short Description
1	Travel - Travel	11/11/2022	Contractor Paid	152.85	US Dollar (USD)	V00002/11/11/2022
0				0.00		

Expense Reports with **Status: Processed** cannot be corrected.

Submitting an Expense Report (1/3)

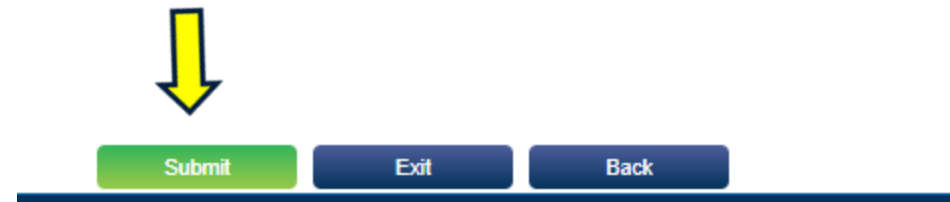
- Once the expense report is complete, make sure it is saved.
- Click **Submit**

Report ID	ER00153629	Description	Sample expense	Revision	0	Total To Me	5.00
Date	05/03/2021			Correction	0	Payment Received	0.00
Status	Draft					Currency	USD

Purpose	✓
Default Charges	✓
Overall Attachments	✓
Expenses	

<input type="button" value="Add Claimed Expense"/> <input type="button" value="Delete"/> <input type="button" value="Edit Expense"/>							
<input checked="" type="checkbox"/>	Expense ID	Expense Type	Expense Date	Payment Method	Expense Incurred	Transaction Currency	Short Description
	1	Travel - Travel	05/19/2021	Contractor Paid	5.00	US Dollar (USD)	V00002/05/19/2021

- It's good practice to save the expense report throughout the entry process to avoid losing your information.
- You can Save it on by clicking the save button on your Application tool bar or you can click on the Save Expense button in the expense report.



Submitting an Expense Report (2/3)

- Ensure all required documentation is attached
 - Click **Attach** if needed
- Click on **Continue**

Query ▼													
<input checked="" type="checkbox"/>	Attachment Type	Rule	Description	Expense/Charge	Amount	Currency	Attachment	Required	Attached	Missing	Reason for Missing Attachment	Storage Location	Original File Name
<input checked="" type="checkbox"/>	Overall Expense	Optional	Optional overall attachment				1 file	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		RECEIPTS	ER_20221116130900.xlsx
<input checked="" type="checkbox"/>	Overall Expense	Optional	Optional overall attachment				0 file	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		RECEIPTS	ER_20221116130900.xlsx

[Attach](#) [Missing](#) [View](#)
[Instruction Text](#)



Submitting an Expense Report (3/3)

You are required to certify that the expenses charged are in accordance with all applicable policies and procedures.

- Check “I Agree” box
- Click on **Update Report** button to complete the Expense Report submission process
- Status now changed to Submitted and ER is routed for your Primary Approver for review/approval

Report ID: ER00196370 Description: My ER Revision: 0 Total To Me: 152.85
Date: 11/16/2022 Correction: 0 Payment Received: 0.00
Status: Draft Currency: USD

Attachments: [Empty]

Certification: By signing this expense report you are certifying that expenses charged are in accordance with company policies and procedures.

I Agree

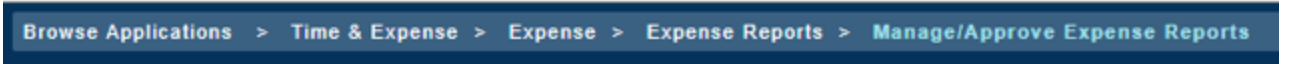
Exit Back Update Report

Expense Approval

Approving/Rejecting Expense Reports

Access Expense Reports pending approval via one of two methods:

1. Navigate through Time & Expense > Expense > Expense Reports > Manage/Approve Expense Reports
2. From Home Dashboard / My Tasks:
 - Click the Approve hyperlink under Pending Task



My Tasks				My Timesheets			
Category	Pending Tasks	Priority	QTY	T/S Period End Date	Description	Status	Hours
Timesheet	Approve	High	3	05/21/2021	Weekly	Open	0.00
Expense Report	Approve	High	1	05/14/2021	Weekly	Open	0.00
Expense Report	Approve	High	1	04/16/2021	Weekly	Open	0.00
				03/26/2021	Weekly	Open	0.00
				03/19/2021	Weekly	Processed	40.00
				03/12/2021	Weekly	Processed	40.00
				03/05/2021	Weekly	Open	0.00
				02/26/2021	Weekly	Open	0.00
				02/19/2021	Weekly	Open	0.00
				02/12/2021	Weekly	Open	0.00

Either method will take you to Manage/Approve Expense Reports screen

Approving/Rejecting Expense Reports

- Upon arriving at the Manage/Approve Expense Reports screen as the Primary Approver, it is automatically *Filtered By: Outstanding Tasks*. This means that any Expense Reports that are tied to this Primary Approver and have any outstanding actions are listed in the Expense Report section.
- To narrow the list of Expense Reports to those that need to be reviewed/approved/rejected, change the Filter By: Status, ensure Function: Primary Approver and check Status: Submitted. Click Execute
 - Can further filter by entering any necessary Criteria (Last Name, ER ID)
 - Backup Approvers will need to use Function: Backup Approver
- The list of Expense Reports to those that need to be reviewed/approved/rejected will appear in the Expense Report section

Manage/Approve Expense Reports

Filter By * Status

Criteria

Function Primary Approver

Group All

Type *All

Filter -None-

Filter Value

Special Filter -None-

Start Date End Date

Status

Draft

Submitted

Under Review

Approved

Rejected

Processed

Voided

Task Type

Approve Expense Report

Approve Charge Allocation

Approve Attachments

Review

Attach

Record

Include Optional Tasks

Counts

Draft 1

Submitted 2

Under Review 0

Approved 0

Rejected 0

Processed 0

Voided 0

Select employee groups

Expense Report

Expense Report ID	Description *	Employee ID *	Employee Name *	Date *	Revision	Status	From *	To *	Purpose	Correction	First Day of Trip	Le
ER00196391	System Test Trip	N1001703	Test, Contractor	11/16/2022	0	Submitted	11/01/2022	11/11/2022	Visited Memphis site to perform system te	0	<input type="checkbox"/>	
ER00196370	My ER	N1001703	Test, Contractor	11/16/2022	0	Submitted	11/01/2022	11/11/2022	World tour	0	<input type="checkbox"/>	

Approving/Rejecting Expense Reports

- Select an Expense Report from the Expense Report section, make sure box on the left turns blue. The details of that Expense Report now appear in the Expenses section.
- It is recommended to switch the Expense Report section to **Form** view for easier viewing.
- Review the Expense Report, by clicking on the various components (Expense Report section: Details tab, Default Charges tab; Expenses section: Expense Details tab, Expense Amounts tab)
 - May need to arrow over in the Expenses section if there is more than one Claimed Expense

The screenshot displays the 'Manage/Approve Expense Reports' interface. At the top, there is a toolbar with various actions like Save, Refresh, and Print. Below the toolbar is a breadcrumb trail: 'Browse Applications > Time & Expense > Expense > Expense Reports > Manage/Approve Expense Reports'. The main area is divided into several sections:

- Filter By:** A dropdown menu set to 'Status'.
- Criteria:** Fields for Function (Primary Approver), Group (All), Type (*All), Filter (-None-), Filter Value, Special Filter (-None-), and Start/End Date.
- Status:** A list of checkboxes for Draft, Submitted (checked), Under Review, Approved, Rejected, Processed, and Voiced.
- Task Type:** A list of checkboxes for Approve Expense Report, Approve Charge Allocation, Approve Attachments, Review, Attach, Record, and Include Optional Tasks.
- Counts:** A table showing counts for Draft (1), Submitted (2), Under Review (0), Approved (0), Rejected (0), Processed (0), and Voiced (0).

Below the filter sections is a table titled 'Expense Report'. The table has columns for Expense Report ID, Description, Employee ID, Employee Name, Date, Revision, Status, From, To, Purpose, Correction, and First Day of Trip. The first row is highlighted in blue. A red box highlights the 'Form' button in the top right corner of the table area.

Expense Report ID	Description	Employee ID	Employee Name	Date	Revision	Status	From	To	Purpose	Correction	First Day of Trip
ER00196391	System Test Trip	N1001703	Test, Contractor	11/16/2022	0	Submitted	11/01/2022	11/11/2022	Visited Memphis site to perform system tes	0	
ER00196370	My ER	N1001703	Test, Contractor	11/16/2022	0	Submitted	11/01/2022	11/11/2022	World tour	0	

Approving/Rejecting Expense Reports

- Once reviewed, access the Expense Report > Workflow screen. This shows the workflow steps.
 - If the Expense Report > Workflow screen isn't visible, click the **Workflow** hyperlink in the Expense Report section
- In the Expense Report > Workflow screen, click the row for Primary Approver, ensure the box turns blue. That row should be colored yellow as it is the current actionable step.
- Click **Approve** or **Reject**
- The Expense Report is now routed for Peraton approval (*Subcontractor Expense Approver*)

The screenshot displays the 'Manage/Approve Expense Reports' interface. The top navigation bar includes options like 'Save', 'Execute', and 'Export to Excel'. The main content area shows a table of expense reports with columns for ID, Description, Employee, Date, Status, and Purpose. Below this, a 'Workflow' section is visible, containing a table with columns for Primary Role, Task Item, Status, Attachment, Assigned, Amount, and Sequence. The 'Primary Approver' row is highlighted in yellow. At the bottom of the workflow table, there are buttons for 'Approve', 'Reject', 'Attach', 'Missing', 'View', and 'Unrecord Attachment'.

Expense Report ID	Description *	Employee ID *	Employee Name *	Date *	Revision	Status	From *	To *	Purpose	Correction	First Day of Trip	Le
ER00196391	System Test Trip	N1001703	Test, Contractor	11/16/2022	0	Submitted	11/01/2022	11/11/2022	Visited Memphis site to perform system tes	0		
ER00196370	My ER	N1001703	Test, Contractor	11/16/2022	0	Submitted	11/01/2022	11/11/2022	World tour	0		

Primary Role	Task Item	Status	Attachment	Assigned	Expense/Charge	Amount	Currency	Sequence
Employee	Create - Expense Report (Required)	Created		Test, Contractor (N1001703) - Wed, 16 Nov 20				0
Employee	Submit - Expense Report (Required)	Submitted		Test, Contractor (N1001703) - Wed, 16 Nov 20				1
Employee	Attach - Overall Expense (Optional)	Attached	1 file	Test, Contractor (N1001703) - Wed, 16 Nov 20				2
Primary Approver	Approve - Expense Report (Required)	Pending		Ball, Howard C. (81089384); Knoecklein, Dor				3
Subcontractor Expense Approver	Approve - Expense Report (Required)							4
Subcontractor Expense Approver	Attach - Overall Expense (Optional)	Attached	1 file	Test, Contractor (N1001703) - Wed, 16 Nov 20				5



Expense Entry - Proxy

Expense Entry as Proxy

- Navigate to Time & Expenses / Expense / Expense Reports / Manage/Approve Expense Reports
- Select the following criteria in the Manage/Approve Expense Reports section:
 - Filter by: Status
 - Function: Expense Proxy
 - Status: Draft
- Click **Execute** icon
- Click **New Expense Report** in the Expense Report section
- To enter the expense report, follow the Manual Entry/Expert Mode instructions in this Reference Guide, starting with “Expense Report Section – Details tab,” with one addition:
 - Update the *Employee* on the Details tab in the Expense Report section to be the person you are entering the ER on behalf of.

The screenshot shows the 'Manage/Approve Expense Reports' interface. A red box highlights the 'Criteria' section on the left, which includes fields for Filter By (Status), Function (Expense Proxy), Group (All), Type (*All), Filter (Last Name), Filter Value, Special Filter (-None-), and Start/End Dates. A yellow arrow points to the 'Execute' button in the top toolbar. Another red box highlights the 'Status' section, where the 'Draft' checkbox is checked. A third red box highlights the 'New Expense Report' button in the bottom right corner. The bottom of the screen shows a table header for 'Expense Report' with columns for Expense Report ID, Description, Employee ID, Employee Name, Date, Revision, Status, From, To, Purpose, Creation, First Day of Tr, Last Day of Tr, and Time.

Expense Report ID	Description	Employee ID	Employee Name	Date	Revision	Status	From	To	Purpose	Creation	First Day of Tr	Last Day of Tr	Time
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Reporting

Running Reports in Deltek Time and Expense v10

- Follow Browse Applications > Time & Expense > Time > Timesheet Reports/Inquiries> Resource Activity
- Parameter ID and Description have red asterisks; however they should be left blank
- Under Criteria/Date Range, change 1st drop down to 'Range' and then enter the desired date range under Start Date and End Date.
- Select Show Details
- Under Employee Selection, click **Select All** or the specific Function needed.
- Add Additional Detail Columns as desired.
- Go to the top of the screen and select either of the print icons in the top menu (Paper with Eye or Printer).

The screenshot shows the 'Resource Activity' report configuration screen. The breadcrumb navigation is 'Browse Applications > Time & Expense > Time > Timesheet Reports/Inquiries > Resource Activity'. The 'Criteria' section includes a 'Date Range' with a dropdown set to 'Range', 'Start Date' (11/01/2022), and 'End Date' (11/11/2022). There are checkboxes for 'Show Self Only' and 'Show Details'. The 'Drill-Down Options' section has three levels. The 'Additional Detail Columns' section has two columns, with 'Pay Type' selected for Column 1. The 'Employee Selection' table is as follows:

Selected	Function	Group
<input checked="" type="checkbox"/>	Backup Approver	Test, Contractor
<input checked="" type="checkbox"/>	Primary Approver	Test, Contractor
<input checked="" type="checkbox"/>	Timesheet Proxy	Test, Contractor

Buttons for 'Select All' and 'Deselect All' are at the bottom of the table. A 'Lookup' window is open on the right, showing a list of UDT Labels including 'Work Assignment', 'Line No', 'PO ID', 'Account', 'Project', 'Labor Location', 'PO Release Line', 'GLC', 'PLC', 'Organization', 'Pay Type', 'Work State', and 'Telecommute'. 'Select' and 'Cancel' buttons are at the bottom of the lookup window.

Automated Reconciliation “Burst” Reports

Weekly reconciliation reports can be sent to the Supplier. These include:

- Pending expenses (if any)
- Timesheet detail (all statuses from open through processed) – 6 week rolling window
- Vendor voucher (summary) – Voucher status and payment date with check number; includes all vouchers: manual, expense and labor
- Vendor voucher subcontract detail: Voucher status for labor (timesheets) by project, week, individual, hours, amount and calculated rate
- These reports should be used to verify hours submitted for project vouchering match supplier timekeeping system and that the rates charges are the rates agreed upon in the contracts
- Timesheet corrections will appear in the voucher reports as a summary amount of the change under the same week ending date (but not the same process date)

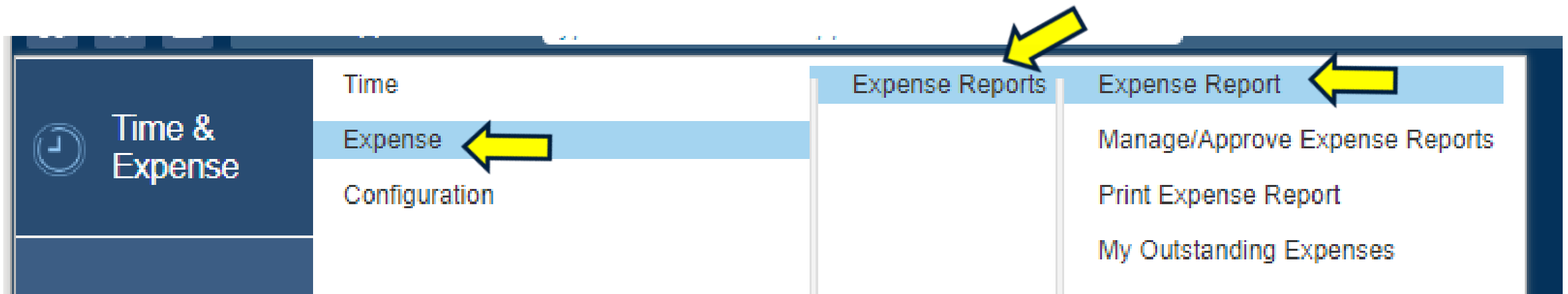
Supplier can work with their Peraton Subcontracts Administrator (SCA) to get set up to receive these reports.

Additional Reference

Expense Entry (Manual Entry/Expert Mode)

Creating an Expense Report

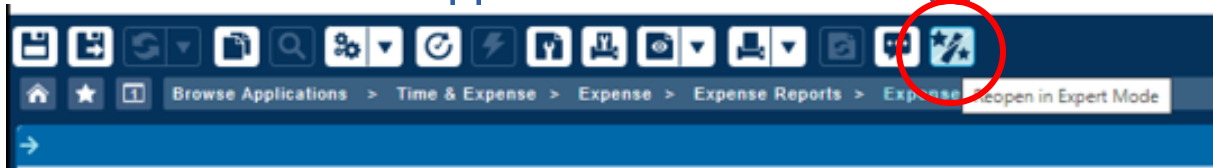
- Navigate to Time & Expense menu
- From the main screen select Time & Expense > Expense > Expense Reports > Expense Report



Access to Expense is not automatically given to every subcontractor. This access is given as needed and may also be taken away if not recently used.

Switch to Expert Mode (if needed)

- This section provides instructions for entering an Expense Report via Expert mode. *Wizard Mode is the recommended mode to enter an Expense Report.*
- After navigating through Time & Expense > Expense > Expense Reports > Expense Report, if the initial screen has the green Continue button at the bottom right, then you are in Wizard mode and NOT in Expert Mode. You will need to switch to Expert Mode.
- To Switch to Expert mode:
 1. Click the Wizard icon in the Application Toolbar to toggle between Expert and Wizard modes, then click “OK”



2. You can tell you are no longer in Wizard mode because the green Continue button no longer appears at the bottom right of the Expense Report

A screenshot of the 'Expense Report' form in Expert Mode. The form includes fields for Report ID, Date, Status (Draft), Description, Revision (0), Correction (0), Total To Me (0.00), Payment Received (0.00), and Currency (USD). Below these are tabs for 'Details', 'Default Charges', and 'Overall Attachments'. The 'Details' tab is active, showing fields for Date (11/16/2022), Type (Contractor), Description, From, To (11/16/2022), and Purpose. At the bottom, there is an 'Expenses' table with columns: Expense ID, Expense Type, Expense Date, Payment Method, Expense Incurred, Transaction Currency, Location, Per Diem Rates, Provider, and Itinerary. The table is currently empty. Navigation buttons like 'New Expense Report', 'Delete', 'Add Claimed Expense', 'Delete', and 'Edit Expense' are visible.

Expense Report Section – Details tab

- Ensure you are on the Details tab in the Expense Report Section
- Enter the following information: Date, Description, From Date, To Date, Purpose
 - *The Type field prepopulates with Contractor*

The screenshot displays the 'Expense Report' interface. At the top, there are navigation buttons: 'New Expense Report', 'Delete', and a table control showing '1 of 1 New' records. Below this is a summary section with fields for Report ID, Description (System Test Trip), Revision (0), Total To Me (0.00), Date, Correction (0), Payment Received (0.00), Status (Draft), and Currency (USD). A 'Submit' button is located below the status field.

The 'Details' tab is selected and highlighted with a red box. It contains the following fields:

- Date*: 11/16/2022
- Type*: Contractor
- Description*: System Test Trip
- From*: 11/01/2022
- To*: 11/11/2022
- Purpose: Visited Memphis site to perform system testing.

Below the details form is an 'Expenses' table with columns: Expense ID, Expense Type, Expense Date, Payment Method, Expense Incurred, Transaction Currency, Location, Per Diem Rates, Provider, and Itinerary. The table is currently empty. At the bottom right, there are links for 'Charge Favorites', 'Add Claimed Expense', 'Delete', 'Edit Expense', and 'Charge Allocations Under Ceiling', 'Charge Allocations Over Ceiling', 'Charge Allocations Unallowable', and 'Outstanding Expenses'.

Expense Report Section – Default Charges tab

- Click the Default Charges tab in the Expense Report Section
- Under **Charge**, use the magnifying glass to lookup the project code.
 - In the Lookup dialog box that appears use the Charge/Branch Description to find the appropriate code. Use the “+” button to expand the list. You may need to navigate 2 levels before the charge numbers are visible. Select the line for the appropriate Charge Code, make sure box at the left of the line turns blue. Click on the **Select** button.
 - Alternatively, you can type or copy/paste the project code into the Charge field.
- Click Add Charge to add an additional lines for additional project codes if applicable.
 - Change the Default Allocation % as needed; or later will have opportunity to Allocate by Amount

The screenshot displays the 'Expense Report' application window. At the top, the 'Default Charges' tab is selected. The main area shows a table with two rows of charges. The first row is selected, and a magnifying glass icon is visible in the 'Charge' field. A 'Lookup' dialog box is open, showing a list of charge codes and descriptions. The 'Contractor' option is highlighted, and the 'Select' button is visible at the bottom right of the dialog. The 'Add Charge' button is also visible in the top right corner of the main window.

ID	Charge Type *	Charge *	Description	Default Allocation %
1	Project	00403.004.003.033200TL0000	TCV LABOR	100.00
2	Project			0.00

Charge/Branch Description	Charge Branch Code	Project	PO Release Line
*Favorites			
+ Contractor			

Expense Report Section – Overall Attachments

- Click the Overall Attachments tab in the Expense Report Section
- Select **Attach** and browse for the document to upload.
 - Upload *all* documents as **one** PDF/document package.
 - *Description field is not editable in the File Upload box*
 - Click **Upload**
- You must Save at this step; click **Save** or **Save & Continue** in the Application tool bar

The screenshot displays the 'Expense Report' interface. At the top, a navigation bar shows the path: Browse Applications > Time & Expense > Expense > Expense Reports > Expense Report. The main section is titled 'Expense Report' and contains the following details:

- Report ID: ER00196391
- Date: 11/16/2022
- Status: Draft
- Description: System Test Trip
- Revision: 0
- Correction: 0
- Total To Me: 0.00
- Payment Received: 0.00
- Currency: USD

Below the details are buttons for 'Submit' and 'Void'. The 'Overall Attachments' tab is selected and highlighted with a red box. Below the tabs is a table with the following columns: Attachment Type, Description, Required, Attached, Missing, Reason for Missing Attachment, Attachment, Storage Location, and Original File Name.

Attachment Type	Description	Required	Attached	Missing	Reason for Missing Attachment	Attachment	Storage Location	Original File Name
Overall Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0 file		
Overall Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0 file		

At the bottom right of the attachment table, there are buttons for 'Attach', 'Missing', and 'View'. The 'Attach' button is highlighted with a red box. Below the attachment table is the 'Expenses' section, which includes a table with columns: Expense ID, Expense Type, Expense Date, Payment Method, Expense Incurred, Transaction Currency, Location, Per Diem Rates, Provider, and Itinerary.

At the bottom of the interface, there are links for: Charge Allocations Under Ceiling, Charge Allocations Over Ceiling, Charge Allocations Unallowable, and Outstanding Expenses.

Expenses Section – Expense Details

- To enter expenses, select the **Add Claimed Expense** button in the Expenses section
- On the Expense Details tab, select the Category and Expense Type and enter the Expense Date and any Comments
 - Expense Date must be within the date range of the report

The screenshot displays the 'Expense Report' interface. At the top, there are fields for Report ID (ER00196391), Description (System Test Trip), Revision (0), Total To Me (0.00), Date (11/16/2022), Correction (0), Payment Received (0.00), Status (Draft), and Currency (USD). Below this is a table with tabs for 'Details', 'Default Charges', and 'Overall Attachments'. The 'Overall Attachments' tab is active, showing a table with columns: Attachment Type, Description, Required, Attached, Missing, Reason for Missing Attachment, Attachment, Storage Location, and Original File Name. There are two rows: one for 'Overall Expense' with 1 file attached (RECEIPTS, Sample Upload.docx) and one for 'Overall Expense' with 0 files. Below the table is a navigation bar with 'Expenses' (highlighted in red), 'Add Claimed Expense' (highlighted in red), and 'Delete'. The 'Expenses' section shows Report ID (ER00196391), Description (System Test Trip), Report Start (11/01/2022), Report End (11/11/2022), Expense ID (1), Expense Type (Travel), Expense Date (11/11/2022), and Expense Amount (0.00). The 'Expense Details' tab is active, showing a form with fields for Category (Travel), Expense Type (Travel), Expense Date (11/11/2022), Short Description (V00002/11/11/2022), and Comments. At the bottom right, there are links for 'Charge Allocations Under Ceiling', 'Charge Allocations Over Ceiling', and 'Charge Allocations Unallowable'.

Subcontractors do not itemize Travel expenses in Deltek. Select the “Travel” category and simply state the total travel expense amount. If itemization is required for your program, use the Attachments to upload a document with the breakdown of the expense.

Expenses Section – Expense Amount

- Still in the Expenses section, click on the Expense Amount tab
- Enter **Payment Method: Contractor Paid**
- Enter total amount in Expenses Incurred field. This is the amount that will be paid to the supplier.
- **DO NOT** enter **Personal Amounts** as this will prohibit the ER from processing

The screenshot displays the 'Expense Report' interface. At the top, the 'Expense Report' header shows fields for Report ID (ER00196391), Description (System Test Trip), Revision (0), Total To Me (0.00), Date (11/16/2022), Correction (0), Payment Received (0.00), Status (Draft), and Currency (USD). Below this, there are tabs for 'Details', 'Default Charges', and 'Overall Attachments'. The 'Overall Attachments' table lists two entries for 'Overall Expense', one with 1 file attached and one with 0 files. A red box highlights the 'Expenses' tab. Below it, the 'Expense Details' section shows the 'Expense Amount' tab selected. The 'Payment Method' is set to 'Contractor Paid', and the 'Expense Incurred' field is highlighted with a red box. The 'Personal' amount is 0.00, and the 'Reimbursable Pay Amount' is also 0.00. The 'Ceiling' is set to 0.00. At the bottom, there are links for 'Charge Allocations Under Ceiling', 'Charge Allocations Over Ceiling', and 'Charge Allocations Unallowable'.

Repeat the steps for “Add Claimed Expenses” to breakout costs by each unique Project.

Expenses Section – Charge Allocations Under Ceiling

- Still in the Expenses section, click on the Charge Allocations Under Ceiling hyperlink; that will open the *Charge Allocations Under Ceiling* window
- All of the information previously entered is defaulted on this screen.
 - If you need to add additional Project(s), then click on **Add Charge** button.
- If using more than one Project, it is recommended that costs be broken out by unique Projects using an associated “Add Claimed Expenses” as stated on prior slide(s).
- Alternatively (not recommended) if using more than one Project, expenses can be allocated as follows:
 - Allocate the expenses by percentage by updating the Percentage column, or
 - Allocate the expenses by amount by first clicking the **Allocate by Amount** button to enable the Amount column, then update the Amount column.

The screenshot displays the 'Expenses' section of the software. The top navigation bar shows 'Expenses' with a red box around it. Below this, there are several input fields for Report ID (ER00196391), Description (System Test Trip), Report Start (11/01/2022), Report End (11/11/2022), Expense ID (1), Expense Type (Travel), Expense Date (11/11/2022), and Expense Amount (1,977.32). A tabbed interface shows 'Expense Details' and 'Expense Amount'. The 'Expense Amount' tab is active, showing a 'Payment Method' dropdown set to 'Contractor Paid', a 'Ceiling' field set to 0.00, and several other fields for 'Expense Incurred', 'Personal', 'Non-Reimbursable', 'Reimbursable Expense', and 'Reimbursable Pay Amount', all with values of 1,977.32. A 'USD' currency selector is also present. Below this, there are three tabs: 'Charge Allocations Under Ceiling' (highlighted with a red box), 'Charge Allocations Over Ceiling', and 'Charge Allocations Unallowable'. The 'Charge Allocations Under Ceiling' tab is active, showing a table with two rows of allocations. The table has columns for Allocation ID, Percentage, Amount, Expense Charge Type, Project, Description, Account, PO Release Line, Organization, and Expense Reference Code. The first row has Allocation ID 1, Percentage 100.00, Amount 1,977.32, Expense Charge Type Contractor, Project 00403.004.003.033200TL0000, Description TCV LABOR, Account 561-950-09, PO Release Line TE10TRAINING/000/0001, and Organization 1.01.S1.7345.161. The second row has Allocation ID 2, Percentage 0.00, Amount 0.00, Expense Charge Type Contractor, Project 00403.004.003.033200TL0000, Description TCV LABOR, Account 561-950-09, PO Release Line TE10TRAINING/000/0001, and Organization 1.01.S1.7345.161. A red box highlights the 'Add Charge' and 'Allocate By Amount' buttons. A 'Close' button is located at the bottom right of the window.

Correcting Expense before Submitting

Expense Reports with **Status: Processed** cannot be corrected.

- The expense report is now in Draft status.
- Make any needed corrections before submitting for approval. Make corrections directly in the appropriate section/tab.
- Be sure to save the expense report throughout the entry process to avoid losing your information. You can save at any time by clicking **Save** or **Save & Continue** on your Application tool bar.

The screenshot displays the 'Expense Report' application interface. At the top, a toolbar contains icons for Save, Save & Continue, and other actions. The main form shows the following details:

- Report ID:** ER00196391
- Description:** System Test Trip
- Revision:** 0
- Date:** 11/16/2022
- Status:** Draft
- Total To Me:** 0.00
- Correction:** 0
- Payment Received:** 0.00
- Currency:** USD

Below the form, there are tabs for 'Details', 'Default Charges', and 'Overall Attachments'. The 'Overall Attachments' tab is active, showing a table with columns: Attachment Type, Description, Required, Attached, Missing, Reason for Missing Attachment, Attachment, Storage Location, and Original File Name.

Attachment Type	Description	Required	Attached	Missing	Reason for Missing Attachment	Attachment	Storage Location	Original File Name
Overall Expense		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1 file	RECEIPTS	Sample Upload docx
Overall Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0 file		

Below the attachments table, there are buttons for 'Attach', 'Missing', and 'View'. The 'Expenses' section is also visible, showing a table with columns: Report ID, Expense ID, Description, Expense Type, Report Start, Expense Date, Report End, and Expense Amount.

Report ID	Expense ID	Description	Expense Type	Report Start	Expense Date	Report End	Expense Amount
ER00196391	1	System Test Trip	Travel	11/01/2022	11/11/2022	11/11/2022	1,977.32

Below the expenses table, there are tabs for 'Expense Details' and 'Expense Amount'. The 'Expense Amount' tab is active, showing a form with the following fields:

- Payment Method:** Contractor Paid
- Expense Incurred:** 1,977.32
- [-] Personal:** 0.00
- [-] Non-Reimbursable:** 0.00
- Reimbursable Expense:** 1,977.32
- Reimbursable Pay Amount:** 1,977.32

At the bottom of the form, there are buttons for 'Charge Allocations Under Ceiling', 'Charge Allocations Over Ceiling', and 'Charge Allocations Unallowable'.

Submitting an Expense Report

- Once the expense report is complete, make sure it is saved.
- Click **Submit**
- A box will pop up asking you to certify that the expenses charged are in accordance with all applicable policies and procedures. Click **OK**
- Status is now changed to Submitted and ER is routed for your Primary Approver for review/approval

Expense Report

Report ID: ER00196391 | Description: System Test Trip | Revision: |
Date: 11/16/2022 | Correction: |
Status: Draft

Attachments

Attachment Type	Description	Required	Attached	Missing	Reason for Missing Attachment	Attachment
Overall Expense		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1.file RECEIPTS
Overall Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.file

Expenses

Report ID: ER00196391 | Description: System Test Trip | Report Start: 11/01/2022 | Report End: 11/11/2022
Expense ID: 1 | Expense Type: Travel | Expense Date: 11/11/2022 | Expense Amount: 1,977.32

Expense Details

Payment Method *	Contractor Paid	Ceiling	0.00
Expense Incurred *	1,977.32		
[-] Personal *	0.00		
[-] Non-Reimbursable	0.00		
Reimbursable Expense	1,977.32		
Reimbursable Pay Amount	1,977.32	USD	

cpweb.peraton.com says
By signing this expense report you are certifying that expenses charged are in accordance with company policies and procedures.

OK Cancel

DONE!



Peraton