



Jefferson Science Associates

Thomas Jefferson National Accelerator Facility

TIME COLLECTION MANUAL

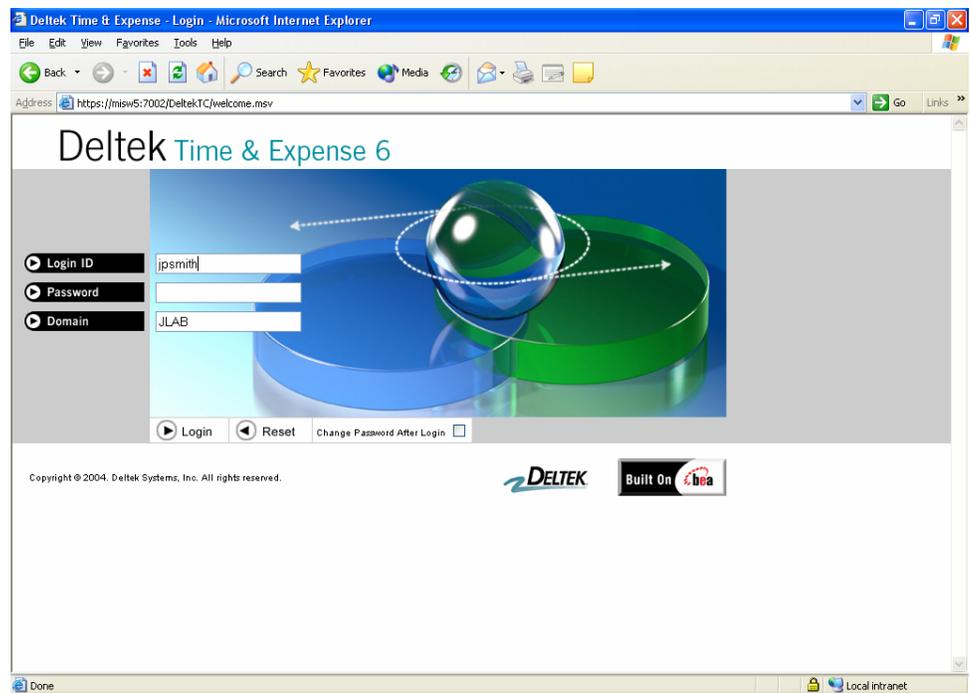
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Logging in

- Login information:**
- **URL:** <https://misw5:7002/DeltekTC/welcome.msv> (Internet Explorer is the preferred browser. Do not forget to add this URL to your favorites)
 - Or type **misportal/time** in your browser address window from the JLab intranet
 - **Login ID:** JLab User Name
 - **Password:** JLab User Password
 - **Domain:** JLAB (ALL CAPS)
 - Login ID and Domain will default in after your first successful login

Login screen

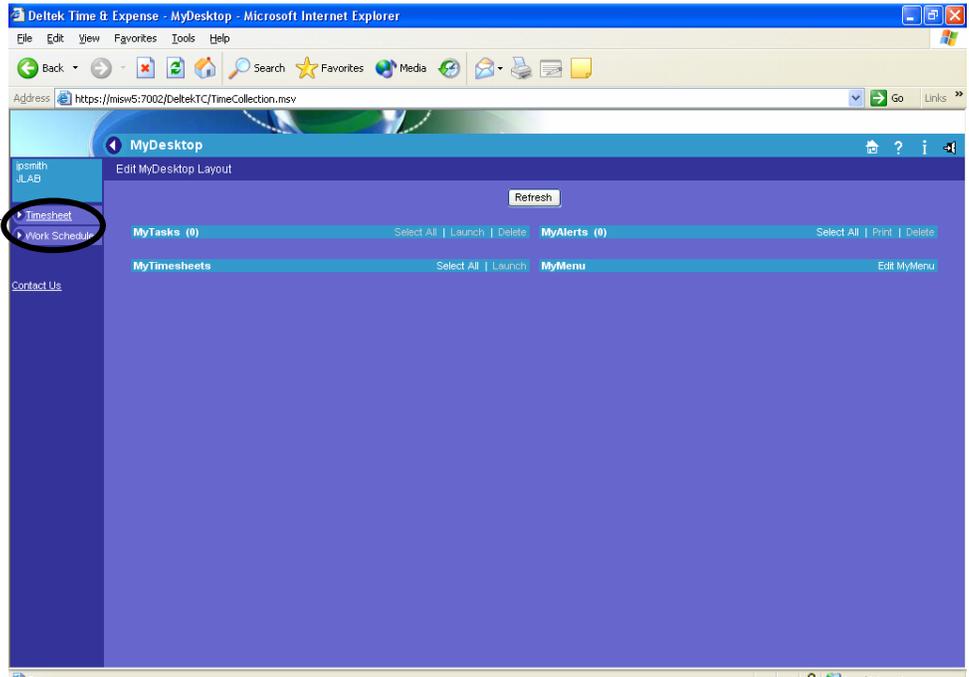


- Currently, you are allowed five invalid login attempts. After that, wait ten minutes and try again. If you still cannot connect to the program, contact us at timesheet@jlab.org.

Timesheet Entry

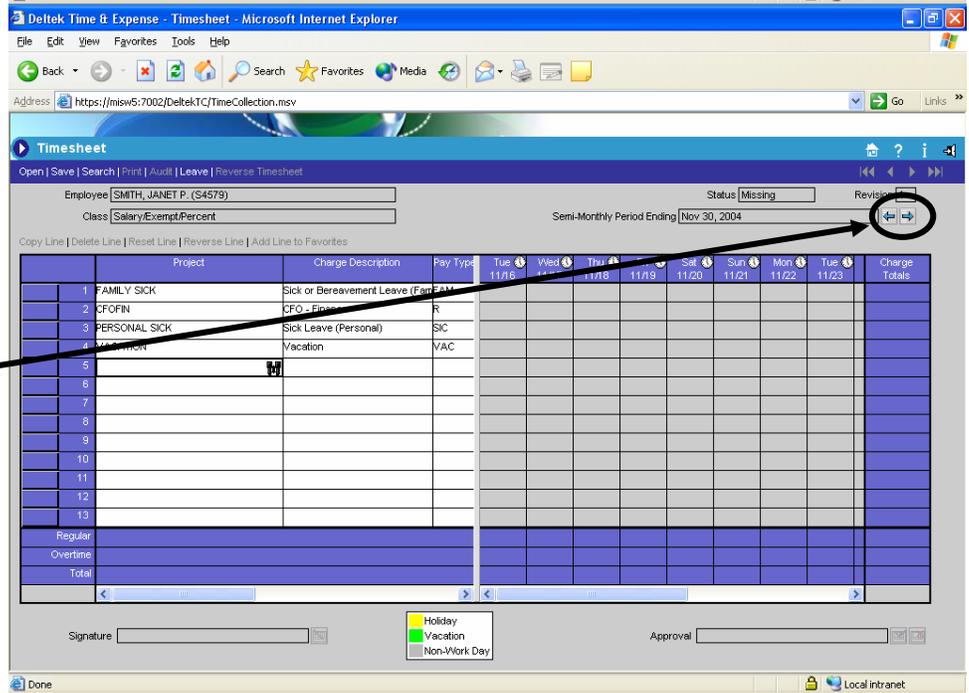
Getting Started

To access your timesheet for the first time, click on the Timesheet Link in the menu on the left-hand side of the screen



Each current employee's timesheet will be populated with his/her favorites. New employees' timesheets will be blank.

To go back and forward from one timesheet period to another, click on the blue arrows to the right of the timesheet date

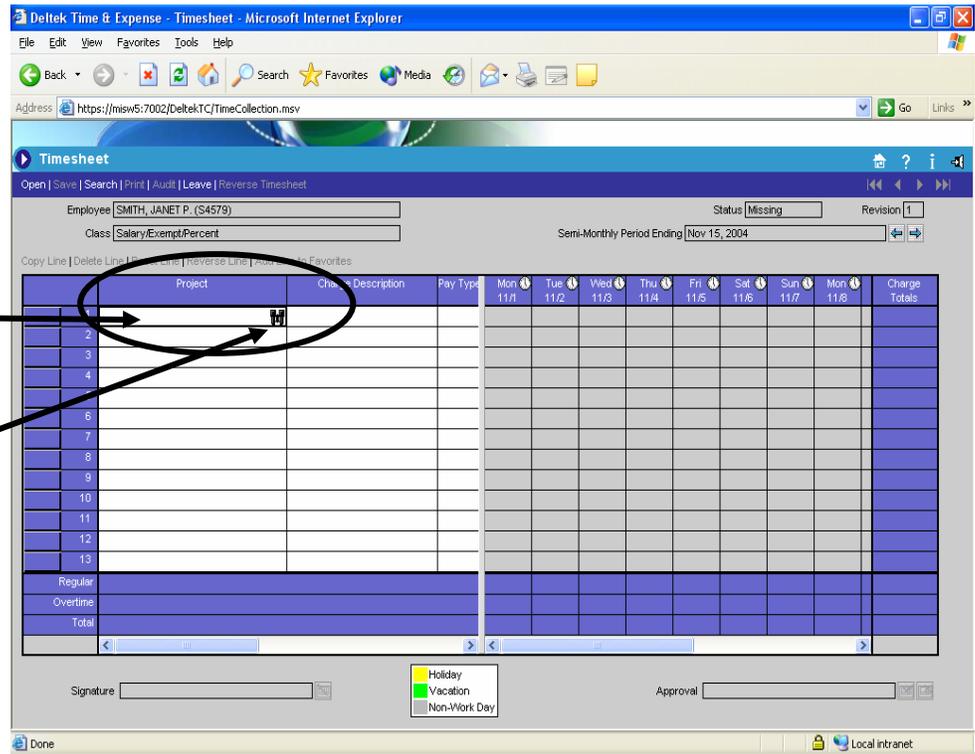


Project Entry

If you need to add a new project to your timesheet, you can either

Type the project abbreviation in the Project column, or

If the abbreviation is not known, click on the binoculars to look up the appropriate project

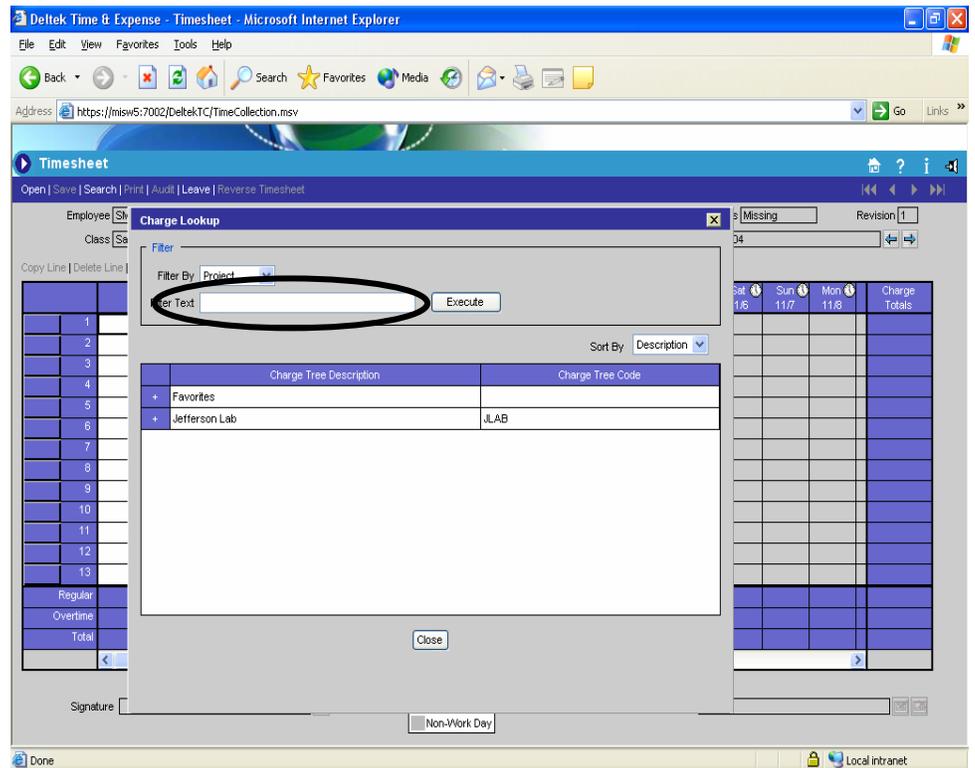


If you look it up, the Charge Lookup window appears

- There are two methods that may be used to look up a project in the Charge Lookup window – Filter Text and Drill Down

Filter Text Option

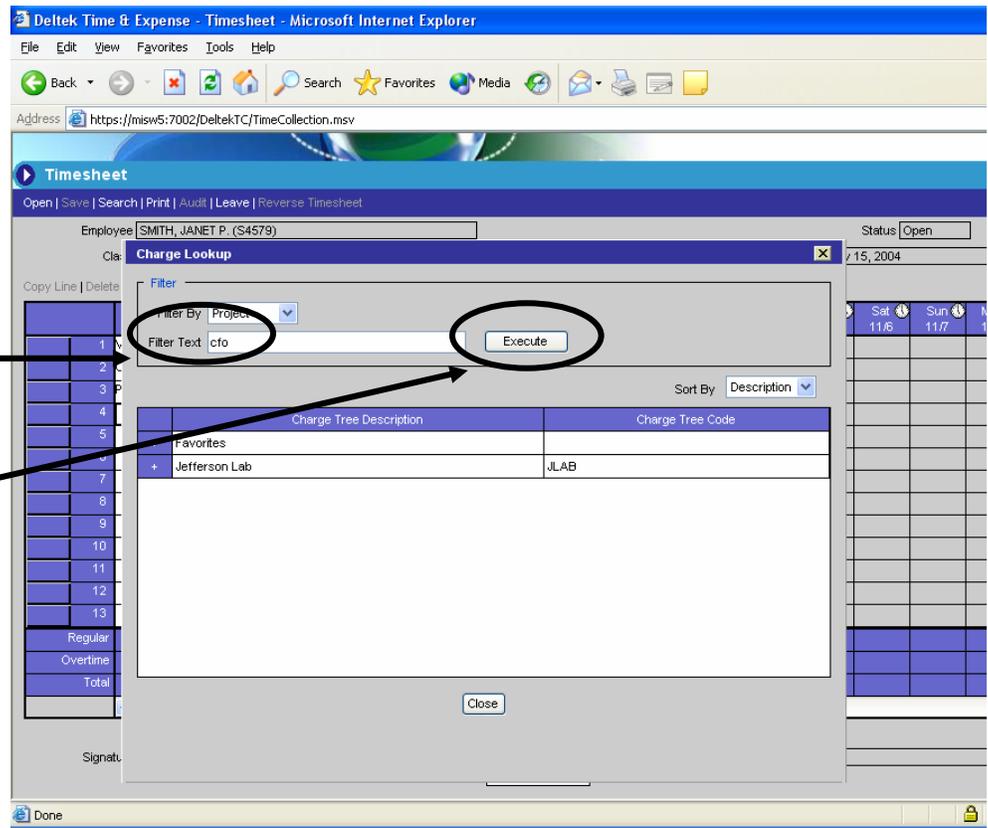
You can choose what you want to filter by and type in filter text if you know some portion of what you're looking for, i.e. the project abbrev starts with CFO, so you type CFO in the Filter Text and press Execute



**Charge Lookup
(Filter Text Option)**

Key in a portion
of the project
abbrev. that you
want to look up

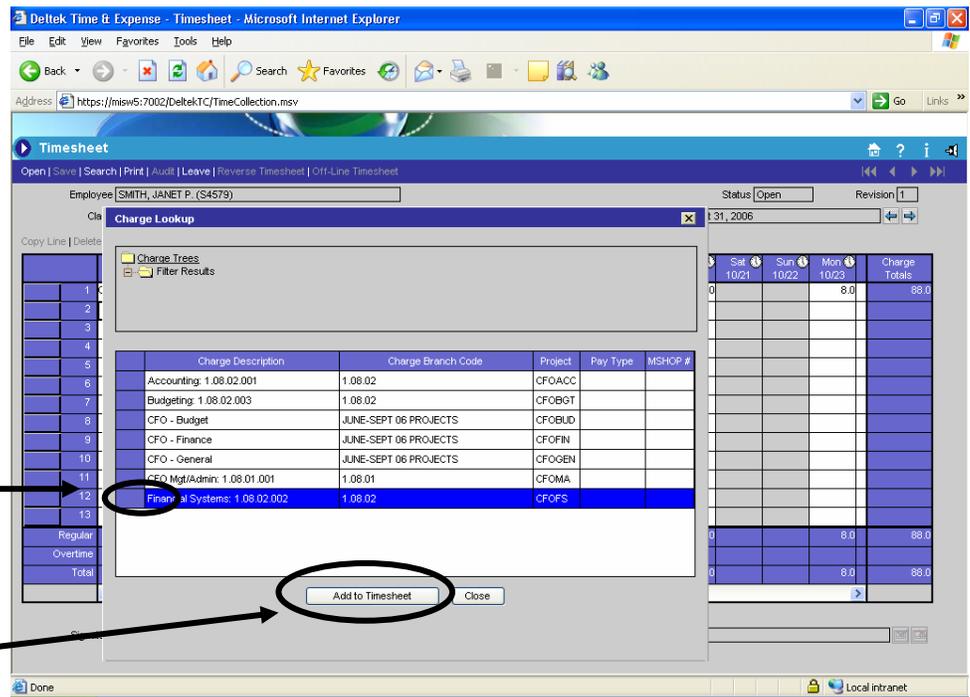
Press Execute



**Charge Lookup
filter text results**

Click on the blue
box in the left-most
column to highlight
the line that has
the appropriate
charge description

Click on the Add to
Timesheet button
(this button will
become active)



Timesheet with lines filled in

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

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

Employee: SMITH, JANET P. (S4579) Status: Open Revision: 1

Class: Salary/Exempt/Daily Semi-Monthly Period Ending: Oct 31, 2006

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

	Project	Charge Description	Pay Type	MSH	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Charge
					10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	Totals
1	CFOFS	Financial Systems: 1.08.02.002	R		8.0	8.0	8.0	8.0	8.0			8.0	88.0
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
Regular					8.0	8.0	8.0	8.0	8.0			8.0	88.0
Overtime													
Total					8.0	8.0	8.0	8.0	8.0			8.0	88.0

Signature: _____ Approval: _____

Legend:
■ Holiday
■ Vacation
■ Non-Work Day

Done Local intranet

Drill Down Option

To use the drill down option, click the plus sign beside the appropriate category

Charge Lookup

Filter

Filter By: Project

Filter Text: [] Execute

Charge Tree Description	Charge Tree Code
+ Favoritas	
+ Jefferson Lab	JLAB

Close

Keep clicking on the plus sign beside the appropriate category until you get to the charge you are looking for

Charge Lookup

Charge Trees

- Jefferson Lab

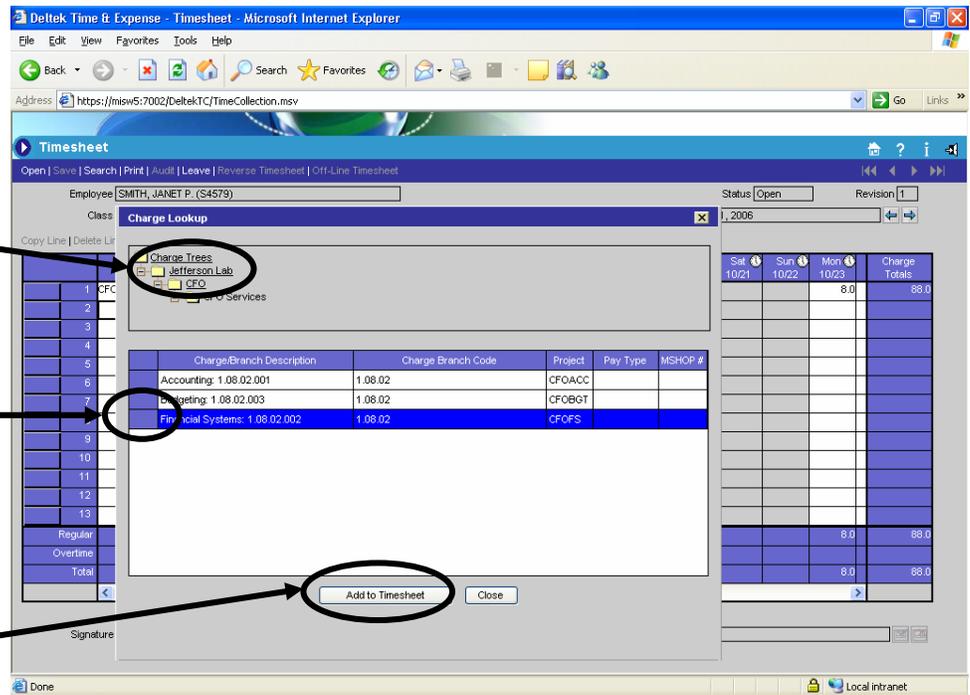
Charge/Branch Description	Charge Branch Code	Project	Pay Type	MSHO
+ 12 GeV Project	1.06			
+ Accel Operations & R&D	1.04			
+ AR Projects	AR			
+ CFO	1.08			
+ Executive Office	1.01			
+ Engineering & Tech Support	1.11			
+ ESH&G	1.07			
+ Experimental NP	1.03			
+ Fac Mgt & Logistics	1.12			
+ FFI & CTO	1.05			

Add to Timesheet Close

Note: To go back up the charge tree click on the link that you want to return to (Not the minus sign or the folder)

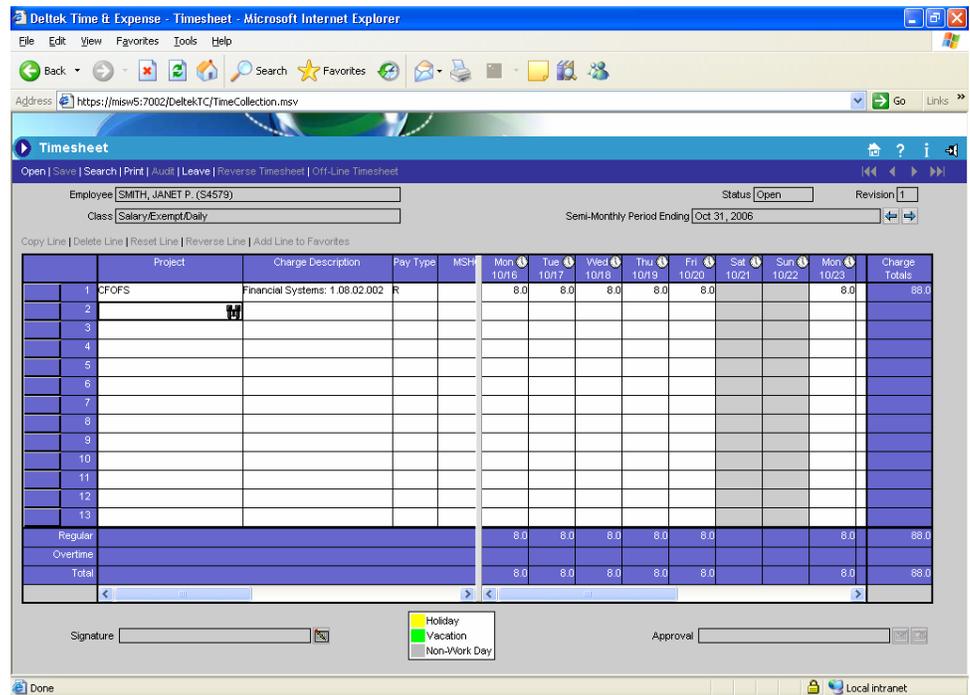
Click in the blue box in the left-most column to highlight the line that has the appropriate charge description

Click on the Add to Timesheet button



- Note: The projects are not in alphabetical order by abbreviation, but by project name.

Timesheet with lines filled in



Exempts Recording Time with Percentages

Record all leave
hrs taken by day

Record the
percentage of
hours worked for
each project on
your last day
worked for the
timesheet period.
This will normally
be the day with
white cells unless
you charged leave
for the remainder
of the period.

Note: The total
percentage must
equal 100.

If you need to add
cell notes, click
on the appropriate
notes icon

When you are
finished with the
current day's
timesheet entry or
the timesheet is
complete, click on
save

At the end of the
timesheet period,
click on the sign
button. If your
timesheet passed
all system
validations, you
will be prompted to
enter your system
password;

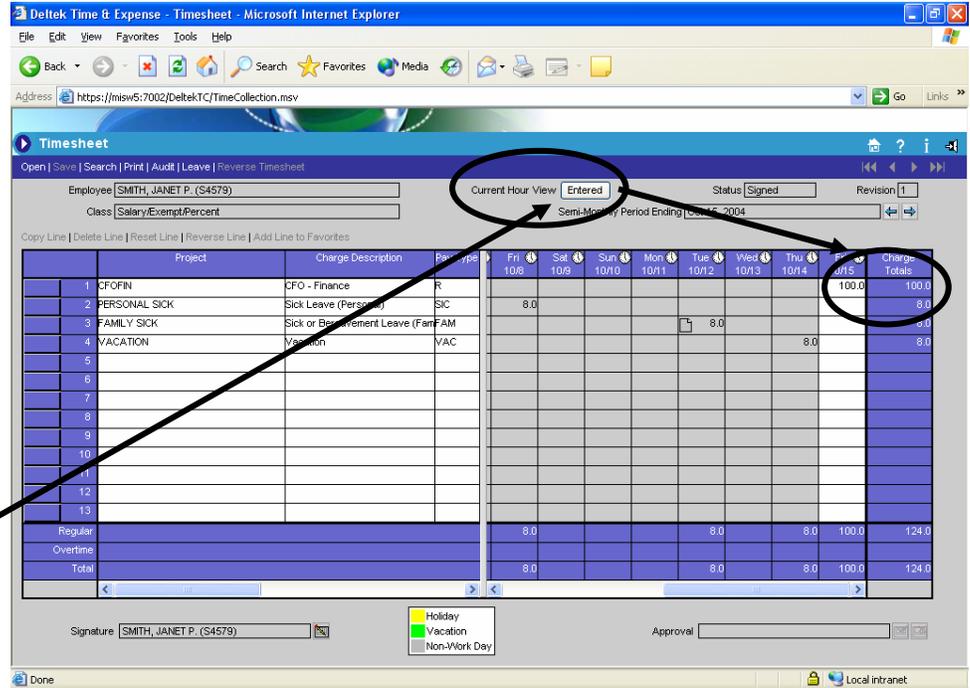
Otherwise, revise
your timesheet,
then save and click
sign again.

Project	Charge Description	Pay Type	Fri 10/8	Sat 10/9	Sun 10/10	Mon 10/11	Tue 10/12	Wed 10/13	Thu 10/14	Fri 10/15	Charge Totals
2	PERSONAL SICK	Sick Leave (Personal)	8.0								8.0
3	FAMILY SICK	Sick or Bereavement Leave (Fam)				8.0					8.0
4	VACATION	Vacation							8.0		8.0
Regular			8.0				8.0		8.0	100.0	124.0
Overtime											
Total			8.0				8.0		8.0	100.0	124.0

- Continue adding lines until the timesheet is complete
- The Machine Shop # column is valid only for Machine Shop charges

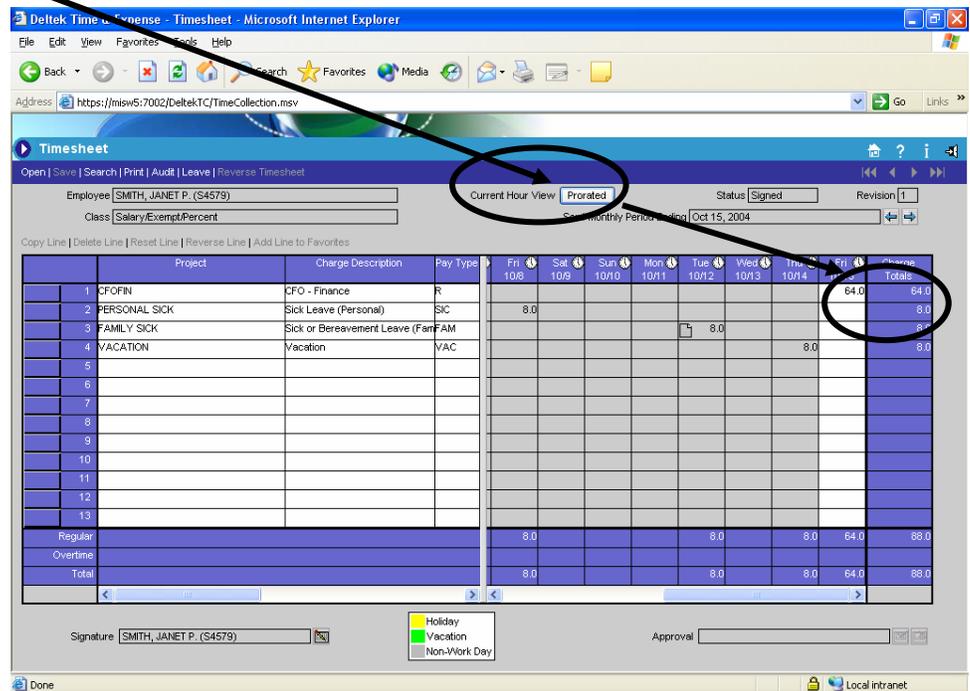
Project	Charge Description	Pay Type	Fri 10/8	Sat 10/9	Sun 10/10	Mon 10/11	Tue 10/12	Wed 10/13	Thu 10/14	Fri 10/15	Charge Totals
1	CFOFIN	CFO - Finance								100.0	100.0
2	PERSONAL SICK	Sick Leave (Personal)	8.0								8.0
3	FAMILY SICK	Sick or Bereavement Leave (Fam)				8.0					8.0
4	VACATION	Vacation							8.0		8.0
Regular			8.0				8.0		8.0	100.0	124.0
Overtime											
Total			8.0				8.0		8.0	100.0	124.0

- The system will not let you save your timesheet early unless you have non-work hours charged for the remainder of the timesheet period.



After the timesheet is signed, you can click on the Current Hour View button to see Entered or Prorated Hours for the timesheet period

- Entered view shows the actual time entered in blue column on right-hand side of timesheet



- Prorated view shows the hours charged to each project based on the percentages entered in the blue column on right-hand side of timesheet

Exempts Recording Daily Hours

Enter the appropriate number of hours each day for each applicable project

Note: The MSHOP# column is valid only for Machine Shop charges

If you need to add cell notes, click on the appropriate notes icon

Project	Charge Description	Pay Type	MSHOP #	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Charge Totals
1	VACATION	VAC				8.0					8.0
2	CFOFIN	R						8.0			8.0
3	PERSONAL SICK	SIC		8.0	8.0	0.0	0.0				16.0
4	FAMILY SICK	Sick or Bereavement Leave (Fam/FAM)					8.0				8.0
Regular				8.0	8.0	8.0		8.0			32.0
Overtime											
Total				8.0	8.0	8.0		8.0			32.0

- Continue adding lines until the timesheet is complete

When you are finished with the current day's timesheet entry or the timesheet is complete, click on save

At the end of the timesheet period, click on the sign button. If your timesheet passed all system validations, you will be prompted to enter your password;

Otherwise, revise your timesheet, then save and click sign again.

- The system will not let you save your timesheet early unless you have non-work hours charged for the remainder of the timesheet period.

Regular Non-Exempts

Regular Hours

For each applicable work project, verify that a "R" is in the Pay Type column

Tab over to the hours and enter the appropriate # of hours for each day

Note: The MSHOP# column is valid only for Machine Shop charges

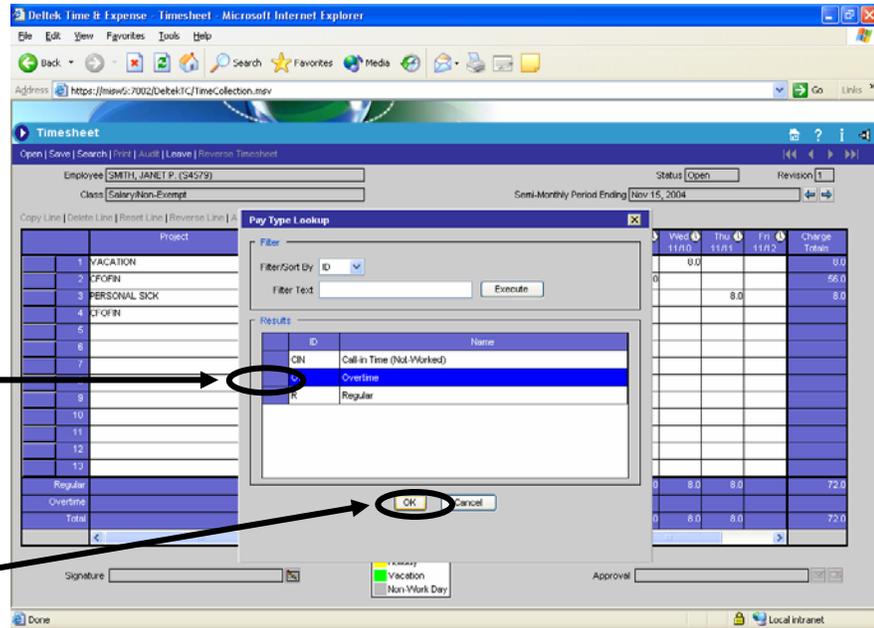
Project	Charge Description	Pay Type	MSHOP #	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Charge Totals
1 VACATION	Vacation	VAC						8.0			8.0
2 CFOFIN	CFO - Finance	R				8.0	8.0				56.0
3 PERSONAL SICK	Sick Leave (Personal)	SIC								8.0	8.0
Regular						8.0	8.0	8.0	8.0		72.0
Overtime											
Total						8.0	8.0	8.0	8.0		72.0

Overtime Hours

For each applicable project on which you worked hours over your normally scheduled hours, either look up and select the "OT" pay type by clicking on the binoculars in the Pay Type column or enter an "OT" in the Pay Type column

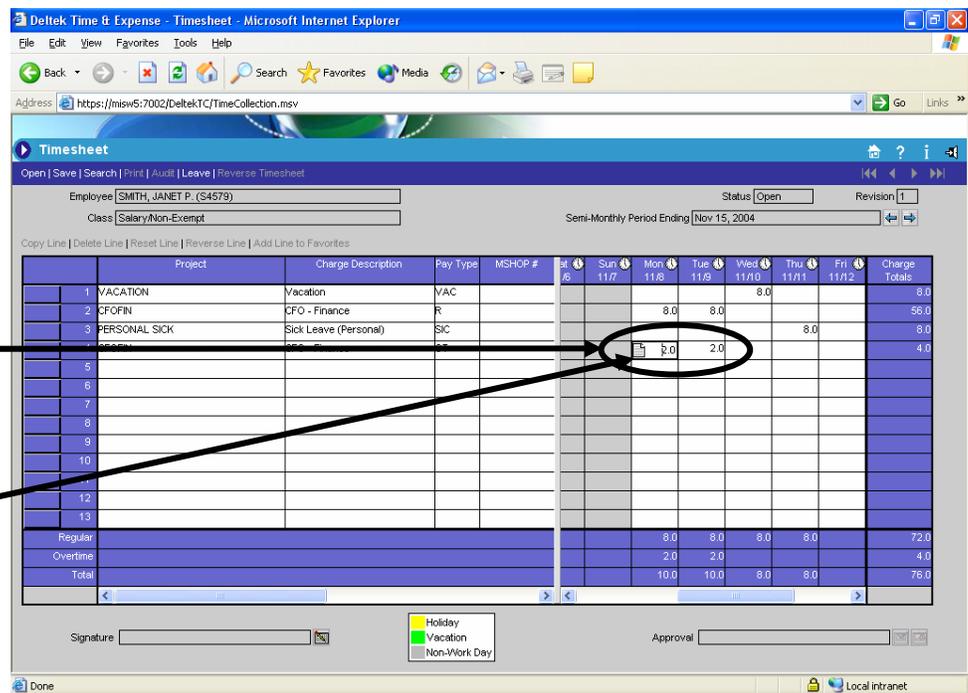
Project	Charge Description	Pay Type	MSHOP #	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Charge Totals
1 VACATION	Vacation	VAC						8.0			8.0
2 CFOFIN	CFO - Finance	R				8.0	8.0				56.0
3 PERSONAL SICK	Sick Leave (Personal)	SIC								8.0	8.0
4 CFOFIN	CFO - Finance	R				8.0					8.0
5 CFOFIN	CFO - Finance	OT				8.0					8.0
Regular						8.0	8.0	8.0	8.0		72.0
Overtime											
Total						8.0	8.0	8.0	8.0		72.0

Pay Type Lookup Screen



Click on the blue box in the left-most column to highlight the line that has the appropriate pay type

Click on OK



Tab over to the white work day columns and enter the appropriate # of OT hours for each day

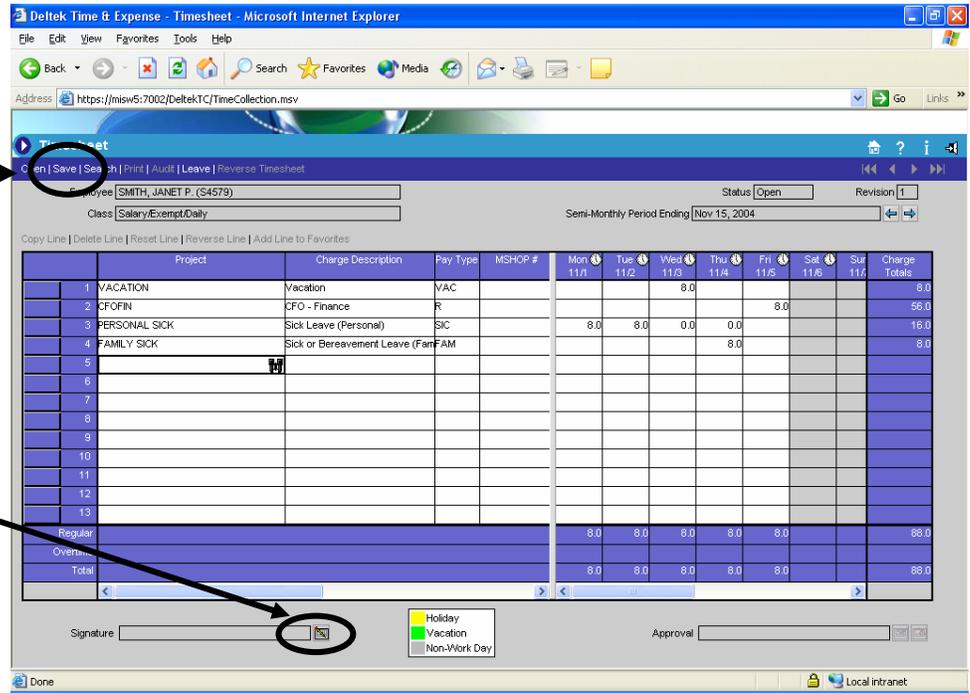
If you need to add cell notes, click on the appropriate notes icon

- Continue adding lines until the timesheet is complete.

When you are finished with the current day's timesheet entry or the timesheet is complete, click on save

At the end of the timesheet period, click on the sign button. If your timesheet passed all system validations, you will be prompted to enter your password;

Otherwise, revise your timesheet, then save and click sign again.

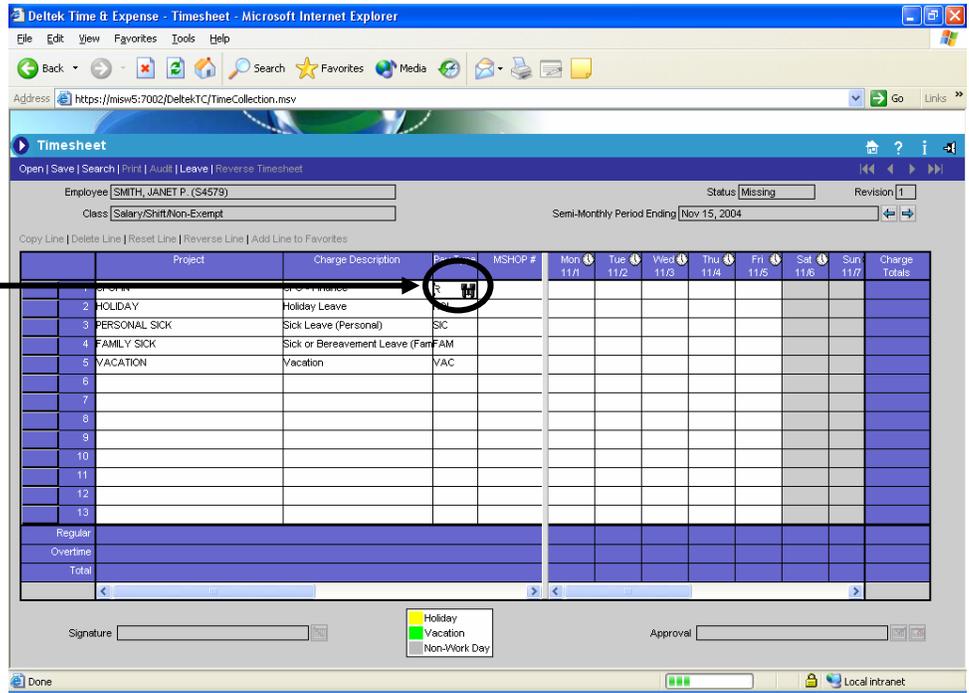


- The system will not let you save your timesheet early unless you have non-work hours charged for the remainder of the timesheet period.

Non-Exempt Shift Workers

Regular Hours

For each applicable work project, click on the binoculars in the Pay Type column to select the appropriate pay type

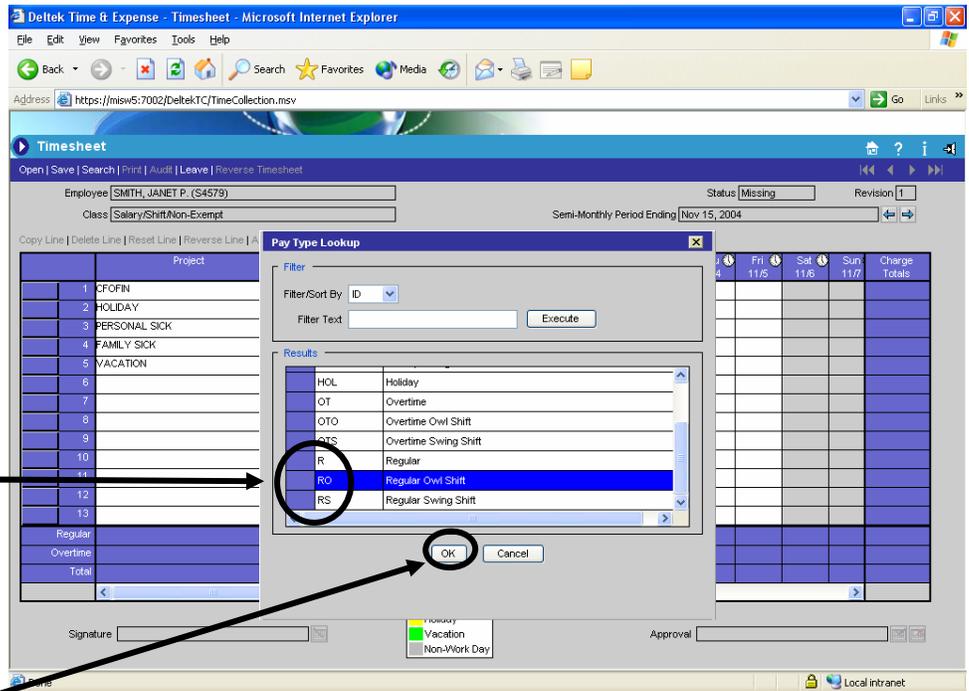


Pay Type Lookup Screen

Click on the blue box in the left-most column to highlight the line that has the appropriate pay type

R – regular hours
RS – regular swing
RO – regular owl

Click on OK



Tab over to the white work day columns and enter the appropriate # of regular hours for each day

Employee: SMITH, JANET P. (S4579)
 Class: Salary/Shift/Non-Exempt
 Status: Missing
 Revision: 1
 Semi-Monthly Period Ending: Nov 15, 2004

Project	Charge Description	Pay Type	MSHOP #	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Charge Totals
1	CFOFIN	CFO - Finance	RO	8.0	8.0	8.0					24.0
2	HOLIDAY	Holiday Leave	HOL								
3	PERSONAL SICK	Sick Leave (Personal)	SIC								
4	FAMILY SICK	Sick or Bereavement Leave (Fam)	FAM								
5	VACATION	Vacation	VAC								
Regular				8.0	8.0	8.0					24.0
Overtime											
Total				8.0	8.0	8.0					24.0

Overtime Hours
 For each applicable work project on which you worked hours over your normally scheduled hours, click on the binoculars in the Pay Type column to select the appropriate pay type

Employee: SMITH, JANET P. (S4579)
 Class: Salary/Shift/Non-Exempt
 Status: Missing
 Revision: 1
 Semi-Monthly Period Ending: Nov 15, 2004

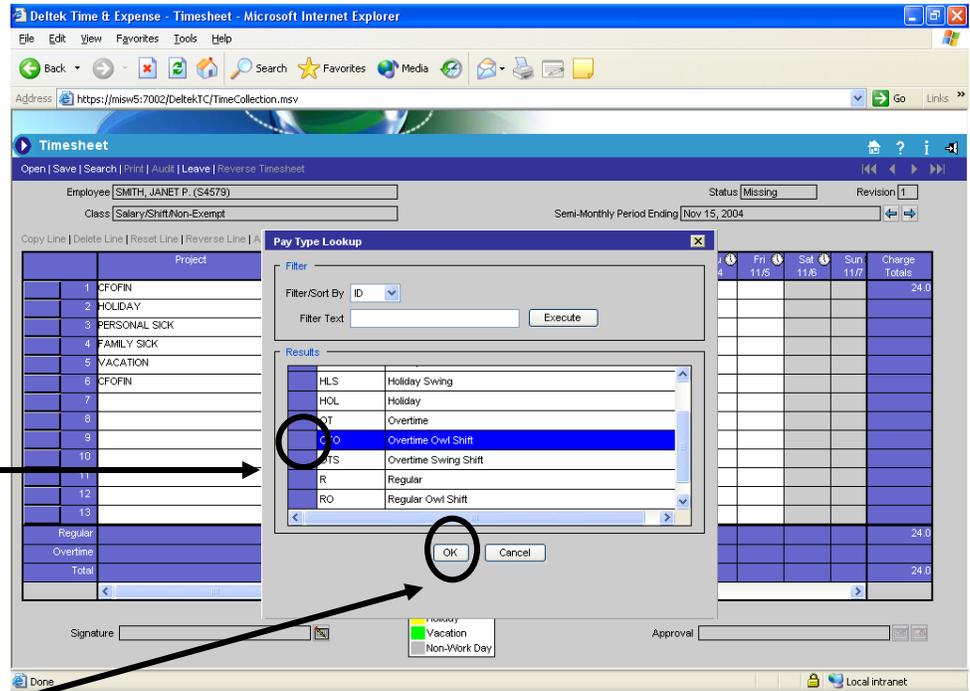
Project	Charge Description	Pay Type	MSHOP #	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Charge Totals
1	CFOFIN	CFO - Finance	RO	8.0	8.0	8.0					24.0
2	HOLIDAY	Holiday Leave	HOL								
3	PERSONAL SICK	Sick Leave (Personal)	SIC								
4	FAMILY SICK	Sick or Bereavement Leave (Fam)	FAM								
5	VACATION	Vacation	VAC								
6	CFOFIN	CFO - Finance	RO								
Regular				8.0	8.0	8.0					24.0
Overtime											
Total				8.0	8.0	8.0					24.0

Note: All shift codes for each day must match. For example, if you charged the swing shift for your regular work hours, then you must charge the swing shift for your overtime hours.

Pay Type Lookup Screen

Click on the blue box in the left-most column to highlight the line that has the appropriate pay type

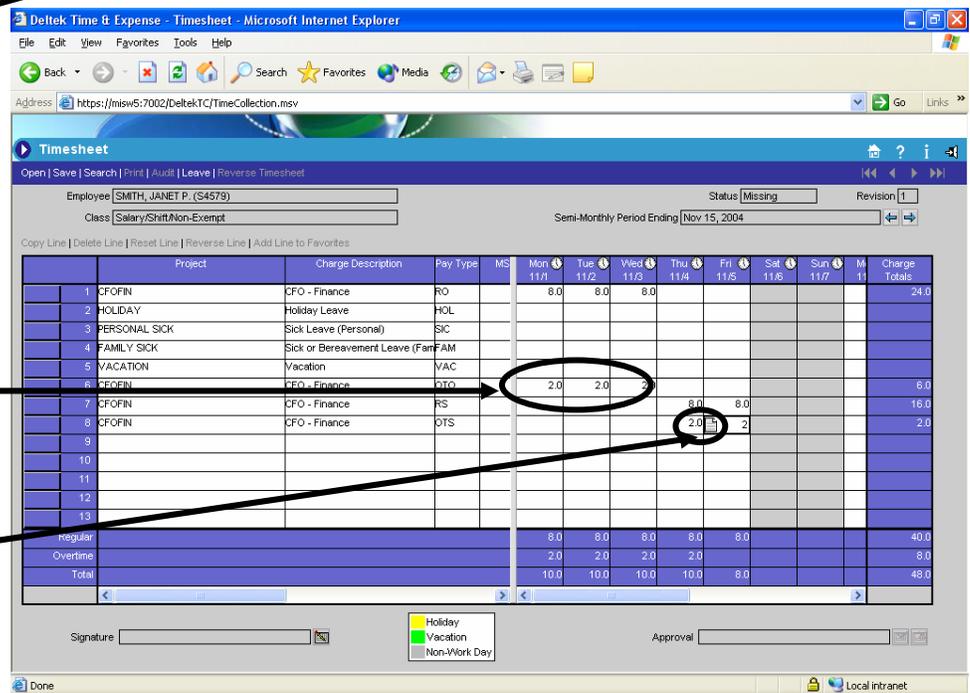
OT - Overtime
OTS - OT Swing
OTO - OT Owl



Click on OK

Tab over to the white work day columns and enter the appropriate # of OT hours for each day

If you need to add cell notes, click on the appropriate notes icon

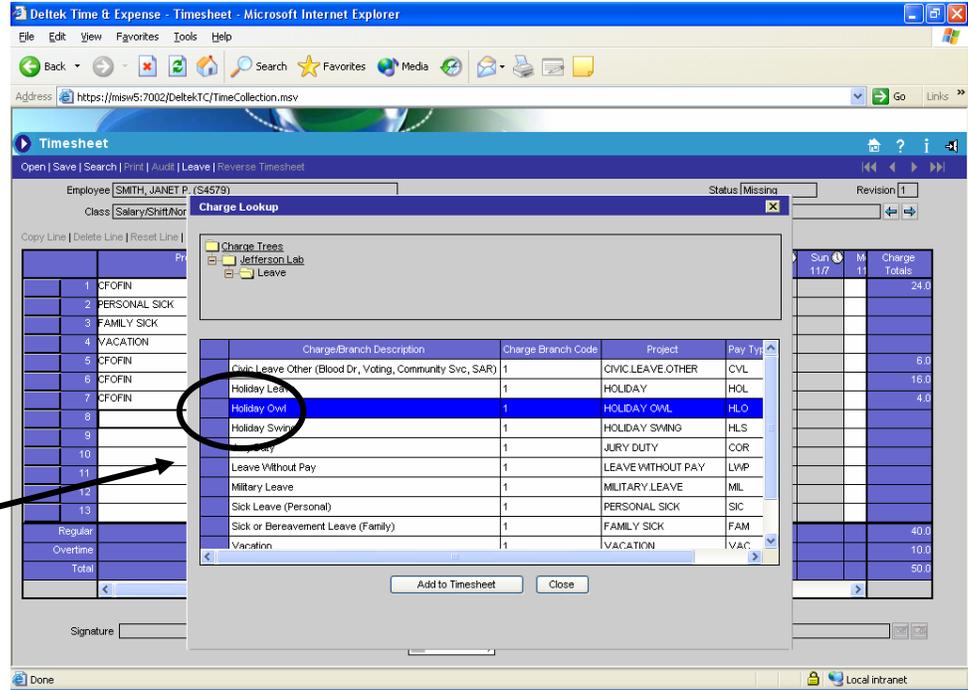


- Note: The MSHOP# column is valid only for Machine Shop charges

For Holiday Hours, click on the binoculars in the project field to lookup the appropriate holiday charge

Charge Lookup Screen

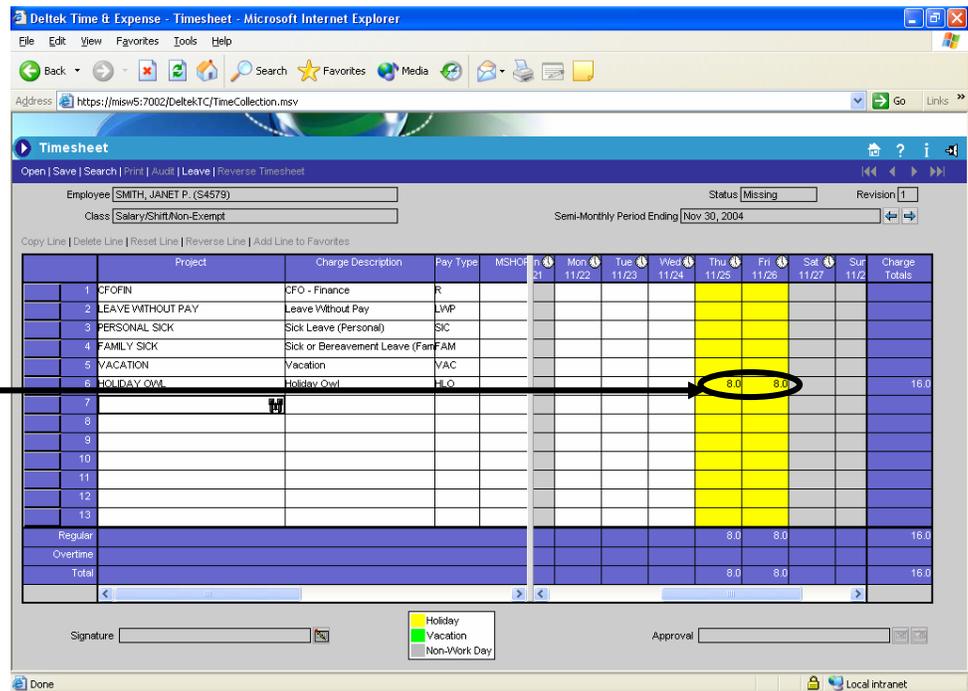
Click on the left-most column to highlight the line that has the appropriate pay type



HOL - normal holiday
HLS - swing holiday
HLO - owl holiday

Tab over to the appropriate day and enter non-work holiday hours

Note: The holiday will be highlighted in yellow



- Continue adding lines until the timesheet is complete

When you are finished with the current day's timesheet entry or the timesheet is complete, click on save

At the end of the timesheet period, click on the sign button. If your timesheet passed all system validations, you will be prompted to enter your system password;

Otherwise, revise your timesheet, then save and click sign again.

Project	Charge Description	Pay Type	MSHOR	Wed 11/24	Thu 11/25	Fri 11/26	Sat 11/27	Sun 11/28	Mon 11/29	Tue 11/30	Charge Totals
1	CFOPIN	CFO - Finance	R								32.0
2	CFOPIN	CFO - Finance	RO						8.0	8.0	24.0
3	CFOPIN	CFO - Finance	OT								4.0
4	CFOPIN	CFO - Finance	OTO							2.0	4.0
5	HOLIDAY OWL	Holiday Owl	HLO		8.0	8.0					16.0
6	PERSONAL SICK	Sick Leave (Personal)	SIC								
7	FAMILY SICK	Sick or Bereavement Leave (Fam)	FAM								
8	VACATION	Vacation	VAC	8.0							16.0
9											
10											
11											
12											
13											
Header				8.0	8.0	8.0			8.0	8.0	88.0
Overtime									2.0	8.0	8.0
Total				8.0	8.0	8.0			8.0	10.0	96.0

- The system will not let you save your timesheet unless you have non-work hours charged for the remainder of the timesheet period.

Machine Shop Non-Exempts

Regular Hours
In the project field,
either enter
"CNTSHP" or look
it up using the
charge lookup
option

Verify that an "R"
defaulted in the
Pay Type column.
If not, type it in

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Employee: [Dropdown] Status: Missing Revision: 1

Class: Machine Shop/Non-Exempt Semi-Monthly Period Ending: Nov 15, 2006

Project	Charge Description	Pay Type	MSH#	Wed 11/1	Thu 11/2	Fri 11/3	Sat 11/4	Sun 11/5	Mon 11/6	Tue 11/7	Wed 11/8	Charge Totals
1	FAMILY SICK	Sick or Bereavement Leave (Fam)	FAM									
2	HOLIDAY	Holiday Leave	HOL									
3	LEAVE WITHOUT PAY	Leave Without Pay	LWP									
4	PERSONAL SICK	Sick Leave (Personal)	SIC									
5	VACATION	Vacation	VAC									
6	CNTSHP	Machine Shop General 1.11	R									
7												
8												
9												
10												
11												
12												
13												
Regular												
Overtime												
Total												

Signature: [Text] Approval: [Text]

Legend: Holiday (Yellow), Vacation (Green), Non-Work Day (Grey)

Tab to the MSHOP#
column and enter
the appropriate
Z-number, or click
the binoculars
in the MSHOP#
column to look it
up

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Employee: [Dropdown] Status: Missing Revision: 1

Class: Machine Shop/Non-Exempt Semi-Monthly Period Ending: Nov 15, 2006

Project	Charge Description	Pay Type	MSHOP #	Wed 11/1	Thu 11/2	Fri 11/3	Sat 11/4	Sun 11/5	Mon 11/6	Tue 11/7	Wed 11/8	Charge Totals
1	FAMILY SICK	Sick or Bereavement Leave (Fam)	FAM									
2	HOLIDAY	Holiday Leave	HOL									
3	LEAVE WITHOUT PAY	Leave Without Pay	LWP									
4	PERSONAL SICK	Sick Leave (Personal)	SIC									
5	VACATION	Vacation	VAC									
6	CNTSHP	Machine Shop General 1.11	R Z20873									
7												
8												
9												
10												
11												
12												
13												
Regular												
Overtime												
Total												

Signature: [Text] Approval: [Text]

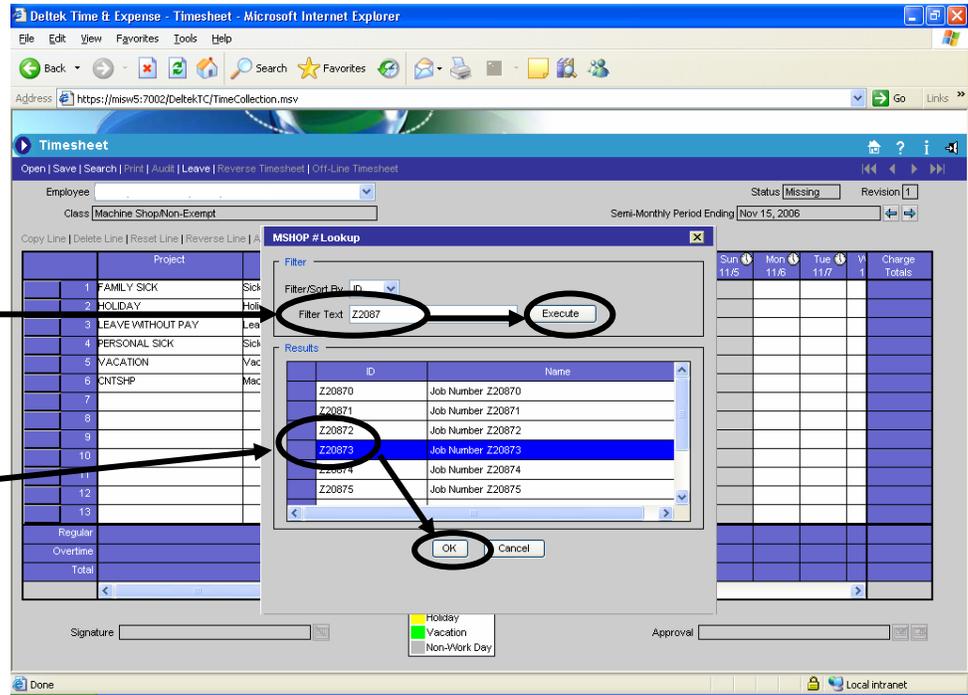
Legend: Holiday (Yellow), Vacation (Green), Non-Work Day (Grey)

MSHOP # Lookup screen

To search for the Z Job Number, you can

Enter a portion of the Z-number in the Filter Text and click on Execute, or

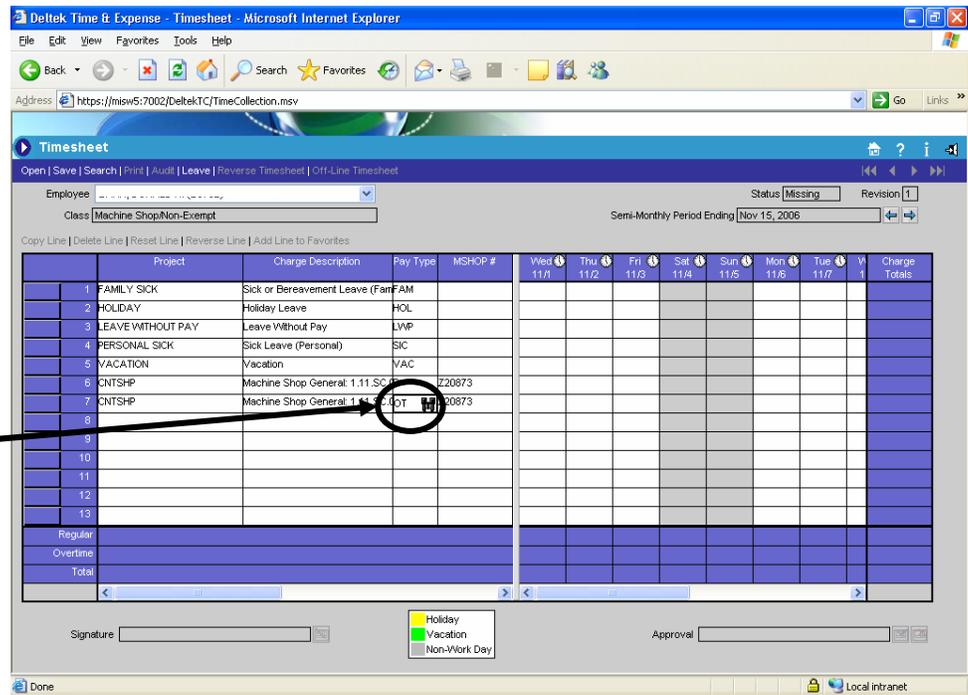
Scroll through all the Z-numbers, highlight the job number you want, then click OK



Tab over to the daily columns and enter the appropriate # of hours for each day

Overtime Hours

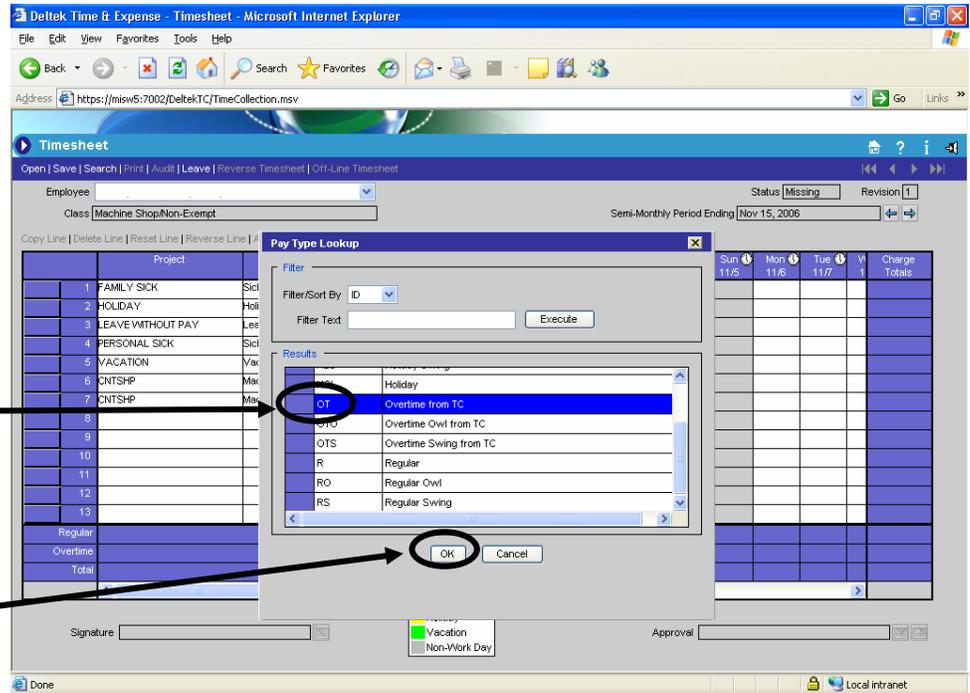
For any Z job number on which you worked hours over your normally scheduled hours, enter "CNTSHP" in the project field and either look up and select the "OT" pay type by clicking on the binoculars in the Pay Type column or enter an "OT" in the Pay Type column



Pay Type Lookup Screen

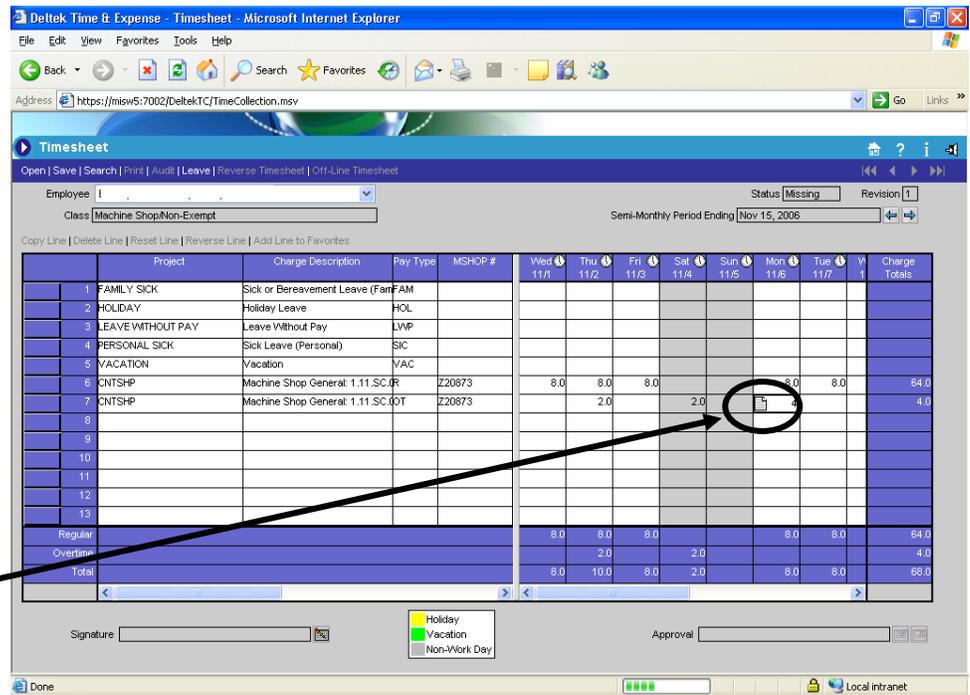
Click on the blue box in the left-most column to highlight the line that has the appropriate pay type

Click on OK



Tab over to the white work day columns and enter the appropriate # of OT hours for each day

If you need to add cell notes, click on the appropriate notes icon



- Continue adding lines until the timesheet is complete.

When you are finished with the current day's timesheet entry or the timesheet is complete, click on save

At the end of the timesheet period, click on the sign button. If your timesheet passed all system validations, you will be prompted to enter your password;

Otherwise, revise your timesheet, then save and click sign again.

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

	Project	Charge Description	Pay Type	MSHOP #	Wed 11/1	Thu 11/2	Fri 11/3	Sat 11/4	Sun 11/5	Mon 11/6	Tue 11/7	Y 1	Charge Totals
1	FAMILY SICK	Sick or Bereavement Leave (Fam)	FAM										
2	HOLIDAY	Holiday Leave	HOL										
3	LEAVE WITHOUT PAY	Leave Without Pay	LWP										
4	PERSONAL SICK	Sick Leave (Personal)	SIC										
5	VACATION	Vacation	VAC										
6	CNTSHP	Machine Shop General: 1.11 SC	OT	Z20873	8.0	8.0	8.0			8.0	8.0		88.0
7	CNTSHP	Machine Shop General: 1.11 SC	OT	Z20873		2.0		2.0		4.0			8.0
8													
9													
10													
11													
12													
13													
	Regular				8.0	8.0	8.0			8.0	8.0		88.0
	Overtime					2.0		2.0		4.0			8.0
	Total				8.0	10.0	8.0	2.0		12.0	8.0		96.0

Signature

Approval

Legend:
■ Holiday
■ Vacation
■ Non-Work Day

- The system will not let you save your timesheet early unless you have non-work hours charged for the remainder of the timesheet period.

GSRA's

After selecting the appropriate project(s), scroll over to the day that has white cells (either the last day of the timesheet period or the Friday before, if the last day falls on a weekend)

Note: The total percentage must equal 100

If you need to add cell notes, click on the notes icon

Project	Charge Description	Pay Type	Mon 11/8	Tue 11/9	Wed 11/10	Thu 11/11	Fri 11/12	Sat 11/13	Sun 11/14	Mon 11/15	Charge Totals
1 CFOFIN	CFO - Finance	R								100	
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
Regular											
Overtime											
Total											

- Continue adding lines until the timesheet is complete
- The Machine Shop # column is valid only for Machine Shop charges

When you are finished with the current day's timesheet entry or the timesheet is complete, click on Save

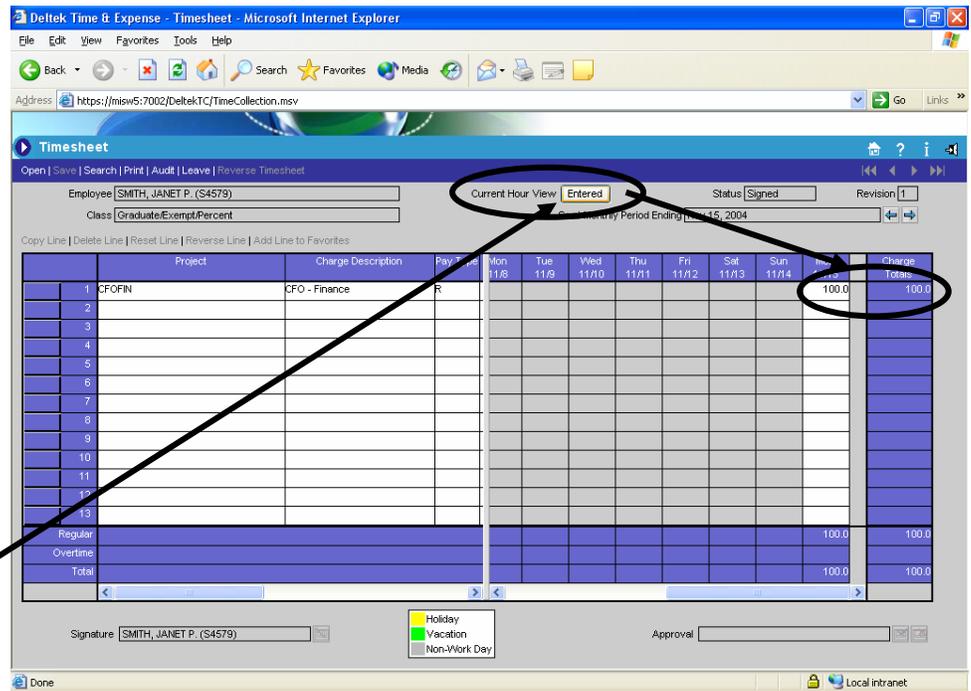
At the end of the timesheet period, click on the sign button. If your timesheet passed all system validations, you will be prompted to enter your password;

Project	Charge Description	Pay Type	Mon 11/8	Tue 11/9	Wed 11/10	Thu 11/11	Fri 11/12	Sat 11/13	Sun 11/14	Mon 11/15	Charge Totals
1 CFOFIN	CFO - Finance	R								100.0	100.0
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
Regular											100.0
Overtime											100.0
Total											100.0

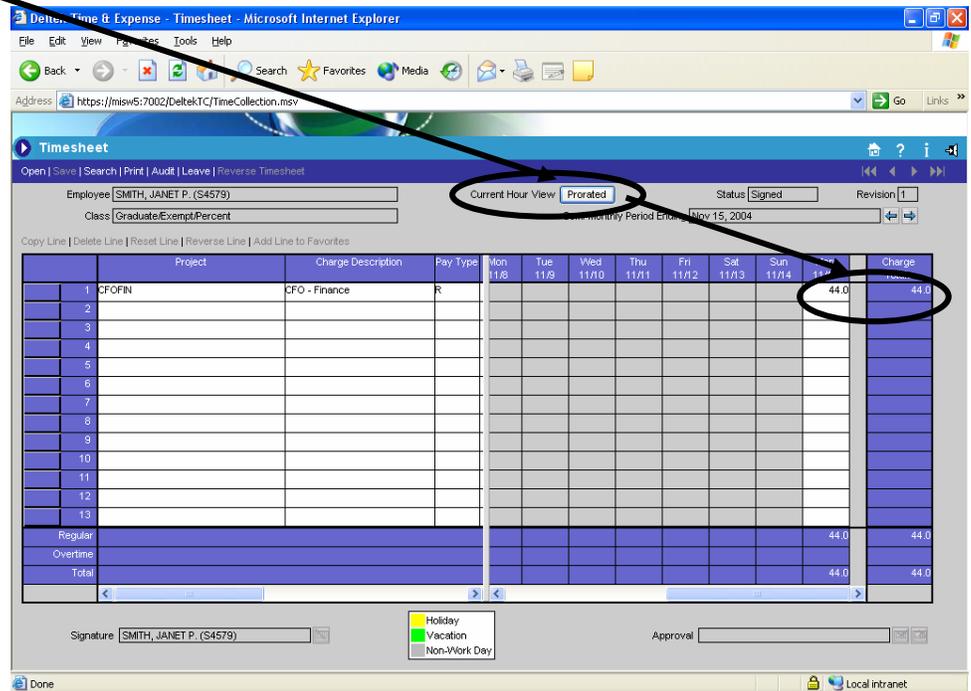
Otherwise, revise your timesheet, then save and click sign again.

- The system will not let you save your timesheet early

After the timesheet is signed, you can click on the Current Hour View button to see Entered or Prorated Hours for the timesheet period



- Entered view shows the actual time entered in the blue column on right-hand side of timesheet



- Prorated view shows the hours charged to each project based on the percentages entered in the blue column on the right-hand side of timesheet

Students

Regular Hours

For each applicable work project, verify that a "R" is in the Pay Type column

Tab over to the hours and enter the appropriate # of hours for each day

Note: The MSHOP# column is valid only for Machine Shop charges

Overtime Hours

Once you have worked 40 regular hours in a week, record any additional hours to the "OST" pay type

If the pay type is not defaulted in for your current project, you can either type "OST" in the Pay Type column or you can look it up by clicking on the binoculars in the Pay Type column

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Employee: SMITH, JANET P. (S4579) Status: Missing Revision: 1

Class: Student/Non-Exempt Semi-Monthly Period Ending: Nov 15, 2004

Project	Charge Description	Pay Type	MSHOP #	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Charge Totals
1 CFOFIN	CFO - Finance	R		10.0	9.0	8.0	8.0	5.0			76.0
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
Regular				10.0	9.0	8.0	8.0	5.0			76.0
Overtime											
Total				10.0	9.0	8.0	8.0	5.0			76.0

Signature: _____ Approval: _____

Legend: Holiday (Yellow), Vacation (Green), Non-Work Day (Grey)

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Employee: SMITH, JANET P. (S4579) Status: Missing Revision: 1

Class: Student/Non-Exempt Semi-Monthly Period Ending: Nov 15, 2004

Project	Charge Description	Pay Type	MSHOP #	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Charge Totals
1 CFOFIN	CFO - Finance	R		10.0	9.0	8.0	8.0	5.0			76.0
2 CFOFIN	CFO - Finance	OST									
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
Regular				10.0	9.0	8.0	8.0	5.0			76.0
Overtime											
Total				10.0	9.0	8.0	8.0	5.0			76.0

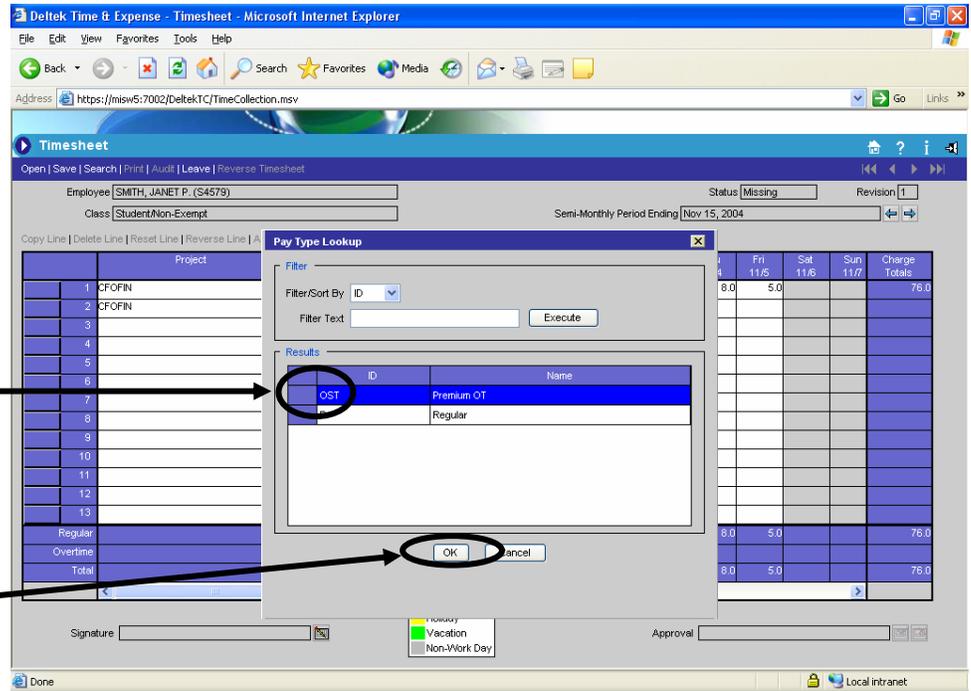
Signature: _____ Approval: _____

Legend: Holiday (Yellow), Vacation (Green), Non-Work Day (Grey)

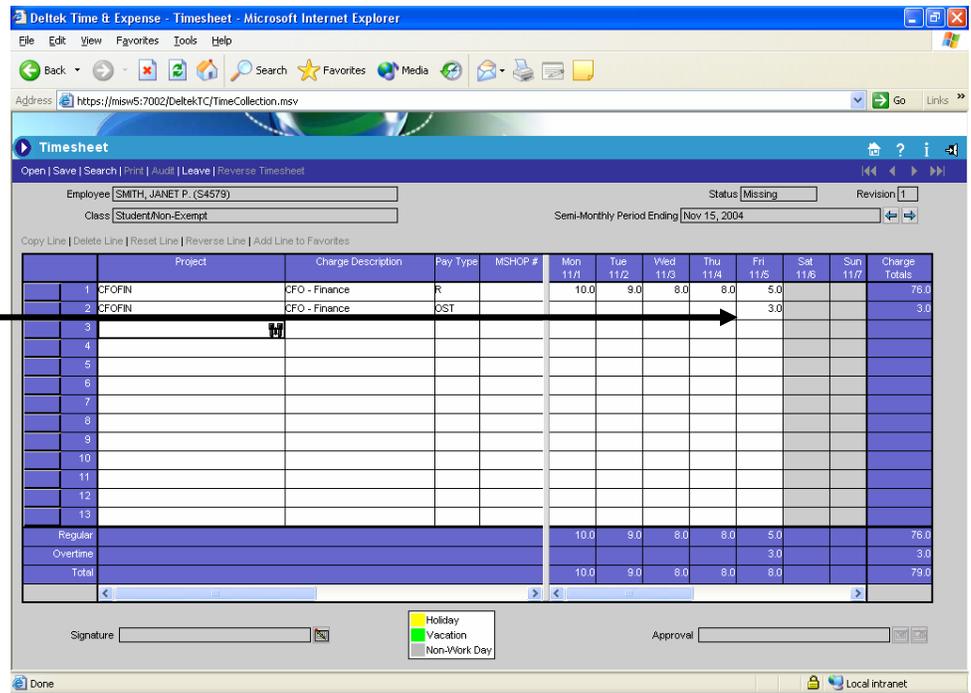
Pay Type Lookup Screen

Click on the blue box in the left-most column to highlight the line that has the appropriate pay type

Click on OK



Tab over to the white work day columns and enter the appropriate # of OT hours for each day



- Continue adding lines until the timesheet is complete.

When you are finished with the current day's timesheet entry or the timesheet is complete, click on save

At the end of the timesheet period or your last work day, click on the sign button. If your timesheet passed all system validations, you will be prompted to enter your password;

Otherwise, revise your timesheet, then save and sign again.

	Project	Charge Description	Pay Type	MSHCP #	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Charge Totals
1	CFOFIN	CFO - Finance	R		10.0	9.0	8.0	8.0	5.0			76.0
2	CFOFIN	CFO - Finance	OST						3.0			3.0
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
Reserve					10.0	9.0	8.0	8.0	5.0			76.0
Overtime									3.0			3.0
Total					10.0	9.0	8.0	8.0	8.0			79.0

Casuals

Regular Hours

For each applicable work project, verify that a "R" is in the Pay Type column

Tab over to the hours and enter the appropriate # of hours for each day

Note: The MSHOP# column is valid only for Machine Shop charges

Overtime Hours

Once you have worked 40 regular hours in a week, record any additional hours to the "OST" pay type

If the pay type is not defaulted in for your current project, you can either type "OST" in the Pay Type column or you can look it up by clicking on the binoculars in the Pay Type column

The screenshot shows the Deltek Time & Expense Timesheet interface. The main table has columns for Project, Charge Description, Pay Type, MSHOP #, and days of the week (Mon 11/1, Tue 11/2, Wed 11/3, Thu 11/4, Fri 11/5, Sat 11/6, Sun 11/7). The first row shows 10.0 hours on Monday and 9.0 hours on Tuesday, with a total of 40.0 hours. The Pay Type column contains the letter 'R'. A legend at the bottom indicates that 'R' stands for Regular hours.

	Project	Charge Description	Pay Type	MSHOP #	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Charge Totals
1	CICMIS	CIO - Mgmt Info Systems	R		10.0	9.0	8.0	8.0	5.0			40.0
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
Regular					10.0	9.0	8.0	8.0	5.0			40.0
Overtime												
Total					10.0	9.0	8.0	8.0	5.0			40.0

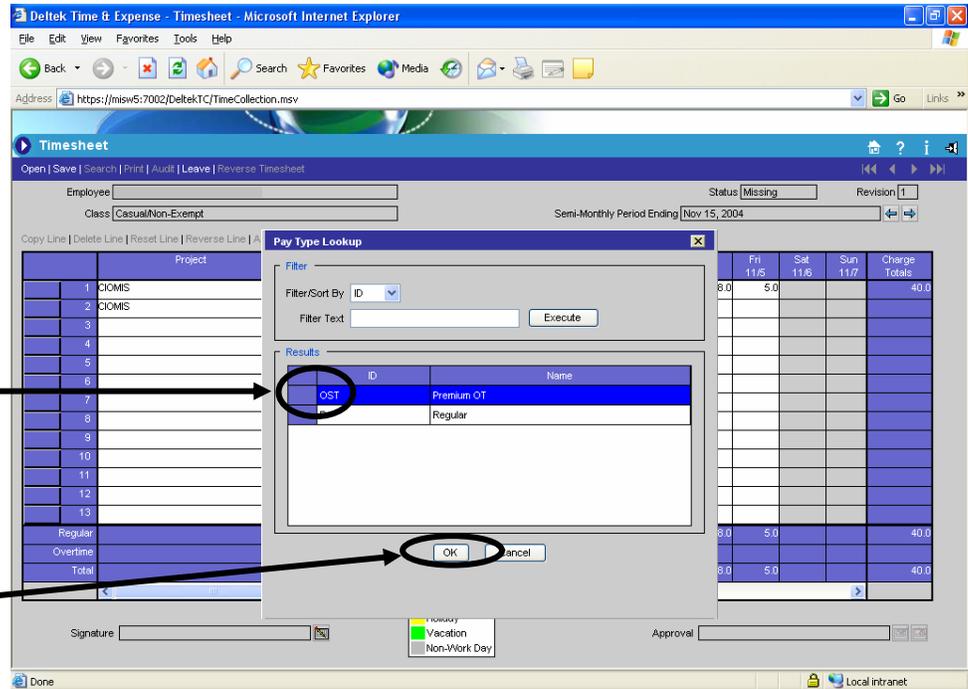
The screenshot shows the Deltek Time & Expense Timesheet interface. The main table has columns for Project, Charge Description, Pay Type, MSHOP #, and days of the week. The first row shows 10.0 hours on Monday and 9.0 hours on Tuesday, with a total of 40.0 hours. The second row shows 10.0 hours on Monday and 9.0 hours on Tuesday, with a total of 40.0 hours. The Pay Type column contains the letters 'OST'. A legend at the bottom indicates that 'OST' stands for Overtime hours.

	Project	Charge Description	Pay Type	MSHOP #	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Charge Totals
1	CICMIS	CIO - Mgmt Info Systems	R		10.0	9.0	8.0	8.0	5.0			40.0
2	CICMIS	CIO - Mgmt Info Systems	OST									
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
Regular					10.0	9.0	8.0	8.0	5.0			40.0
Overtime												
Total					10.0	9.0	8.0	8.0	5.0			40.0

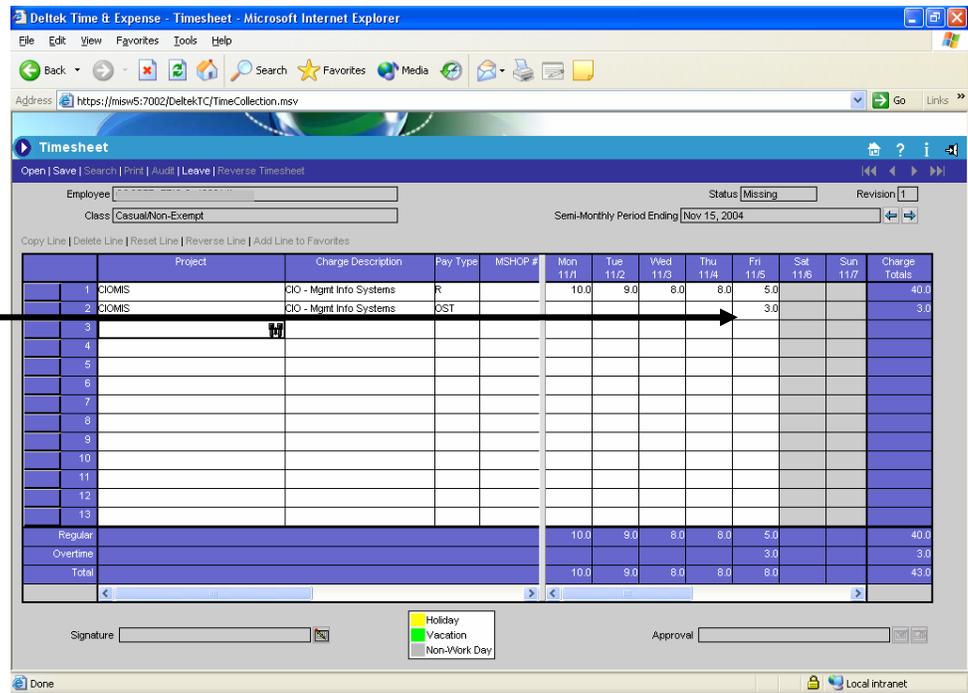
Pay Type Lookup Screen

Click on the blue box in the left-most column to highlight the line that has the appropriate pay type

Click on OK



Tab over to the white work day columns and enter the appropriate # of OT hours for each day



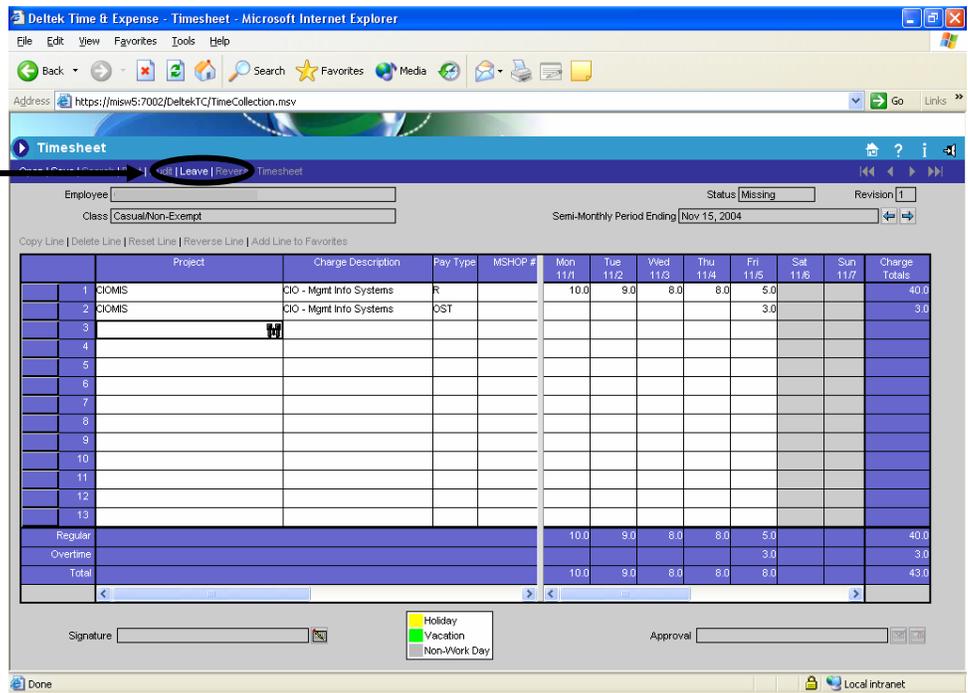
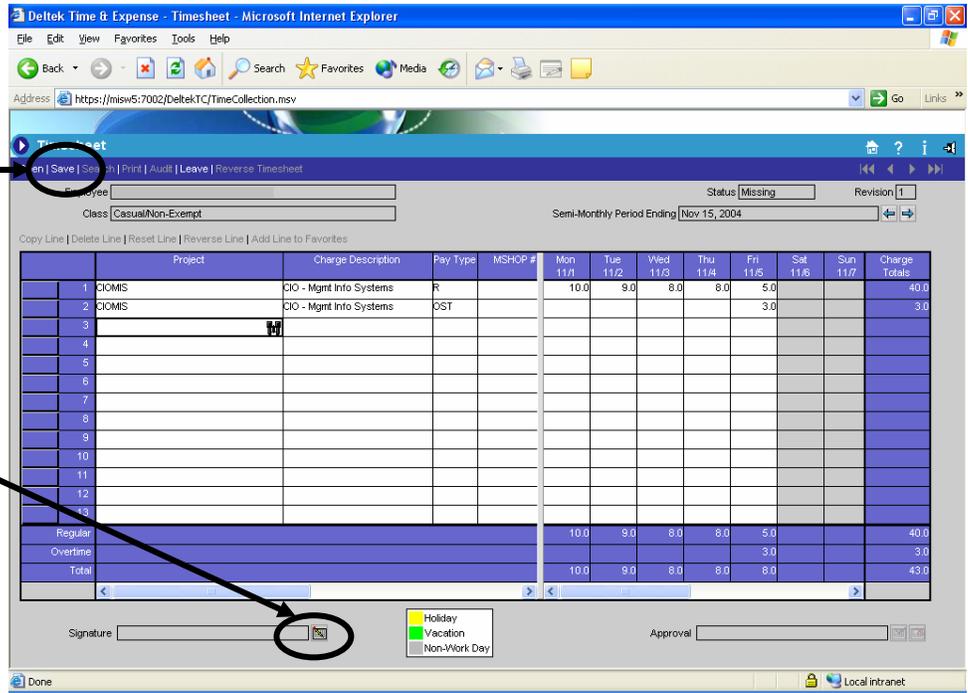
- Continue adding lines until the timesheet is complete.

When you are finished with the current day's timesheet entry or the timesheet is complete, click on save

At the end of the timesheet period or your last work day, click on the sign button. If your timesheet passed all system validations, you will be prompted to enter your password;

Otherwise, revise your timesheet, then save and click sign again.

To monitor the 1000 work hour annual limit for casuals, click on Leave



This pop-up screen gives a running balance of the number of work hours available for the remainder of the casual year

The screenshot shows the Deltek Time & Expense Timesheet application in a Microsoft Internet Explorer browser. The main interface includes fields for Employee, Class (Casual/Non-Exempt), and Semi-Monthly Period Ending (Nov 15, 2004). A table displays time collection data with columns for Project, Charge Description, Pay Type, MSHCP #, and days of the week (Mon 11/1 to Sun 11/7), along with a Charge Totals column. A pop-up window titled 'Leave' is open, showing a 'Leave Type' dropdown set to 'Casual Leave' and a 'Balance' field containing '174.0000'. Below this, a table lists transactions with columns for Date, Type, Hours, and Reason, including entries for 'Beginning Balance' and 'Taken' hours on various dates in 2004. A 'Close' button is at the bottom of the pop-up.

- The balance will not be updated with current casual hours worked until the timesheet is saved

Call-in Time (Non-Exempts Only)

To record call-in time actually worked,

Enter the project on which you were called in

Either enter the appropriate pay type or click on the binoculars in the Pay Type column to look it up

Record call-in hours worked on the correct day

Project	Charge Description	Pay Type	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Mon 11/8	Charge Totals
OCCEHS	Accelerator EH&S	OT	8.0	8.0	8.0	8.0	8.0	0.5		8.0	88.0
	Accelerator EH							0.5			0.5
Regular			8.0	8.0	8.0	8.0	8.0			8.0	88.0
Overtime								0.5			0.5
Total			8.0	8.0	8.0	8.0	8.0	0.5		8.0	88.5

Pay Type Lookup screen

Highlight the appropriate pay type

Click on OK

ID	Name
CIN	Call-in Time (Not-Worked)
HLO	Holiday Owl
HLS	Holiday Swing
HLI	Holiday
OT	Overtime
OTO	Overtime Owl Shift

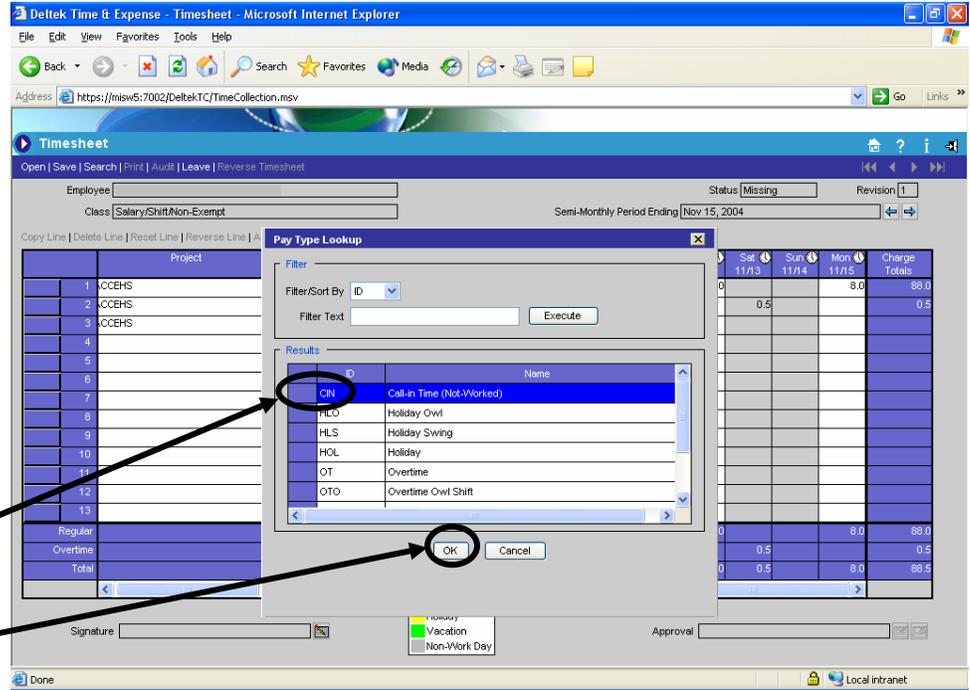
To record call-in hours not worked

On a separate timesheet line, enter the project on which you were called in

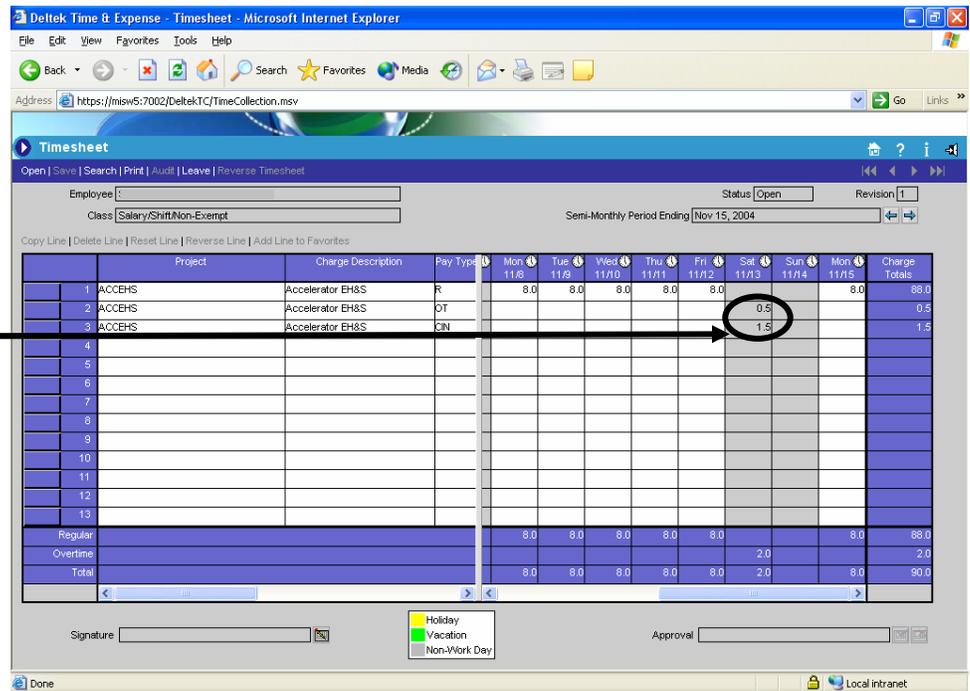
Either enter CIN in the Pay Type column or click on the binoculars in the Pay Type column to look it up

Highlight the CIN Call-In Time (Not Worked) line

Click on OK



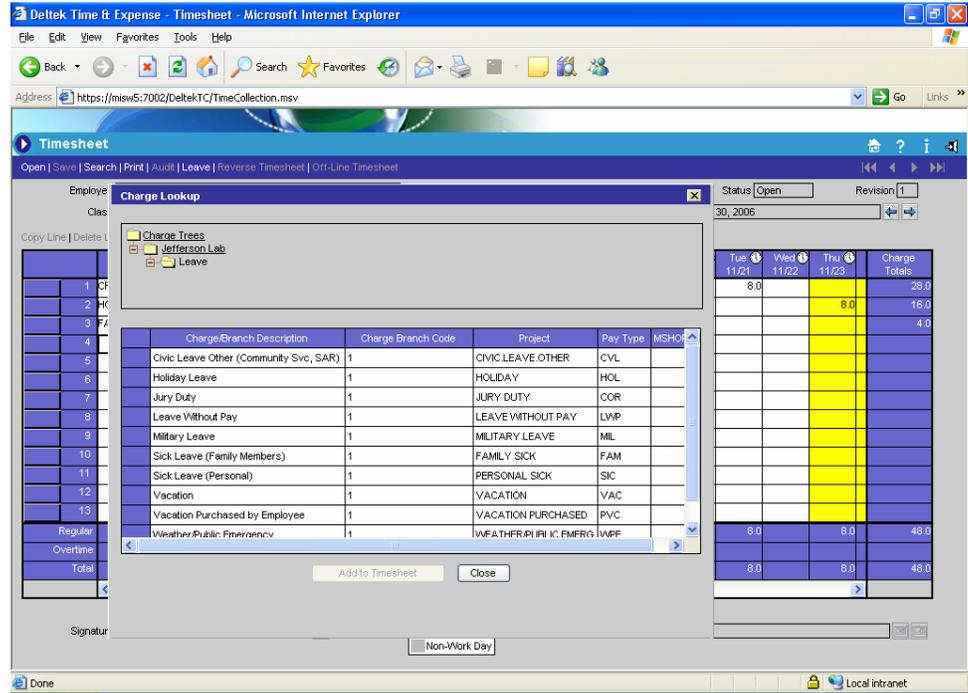
Record the call-in hours to be paid (up to two) that were not worked



- The CIN pay type is used only if an employee is called in to work and works less than the two hour minimum that is paid for call-ins.

Recording Leaves

When you drill down into the Leave charge branch under the Jefferson Lab charge tree, you will see any leave options available to you



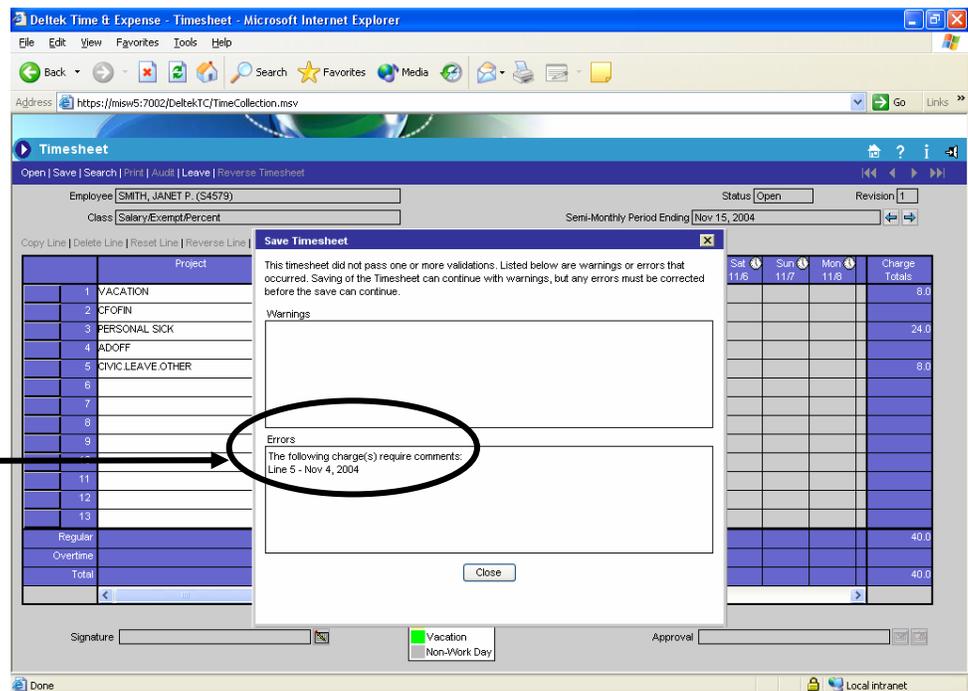
- You may want to load the most common types of leave into your favorites

Civic Leave

If you choose Civic Leave, you will be required to enter a comment

If you do not enter a comment, you will receive this error message when saving your timesheet

Note: You will not be able to save your timesheet until you enter a comment



- Civic Leave should be charged for the United Way Day of Caring, and Human Resources Director approved Rescue and Disaster Recovery.

To insert a comment

Click on the cell that requires a comment

Click on notes icon in the cell

The screenshot shows the Deltek Time & Expense Timesheet interface. The top navigation bar includes 'Open | Save | Search | Print | Audit | Leave | Reverse Timesheet'. The employee is identified as SMITH, JANET P. (S4579) with a status of 'Open' and revision '1'. The semi-monthly period ending is 'Nov 15, 2004'. The main table has columns for days of the week (Mon 11/1, Tue 11/2, Wed 11/3, Thu 11/4, Fri 11/5, Sat 11/6, Sun 11/7, Mon 11/8) and a 'Charge Totals' column. The rows include projects like VACATION, CFOPIN, PERSONAL SICK, ADOFF, and CIVIC LEAVE OTHER. A cell in the 'CIVIC LEAVE OTHER' row for 'Fri 11/5' is circled. A notes icon in the same cell is also circled.

Type your comment

Click OK

The screenshot shows the same Deltek Time & Expense Timesheet interface, but with a 'Cell Comment' dialog box open. The dialog box title is 'Cell Comment - Line 2 - 1031'. The text inside the dialog box reads 'United Way Day of Caring'. The 'OK' and 'Cancel' buttons are circled. The background timesheet table is partially visible, showing the 'CIVIC LEAVE OTHER' row for 'Sun 10/29' and 'Mon 10/30' with a 'Charge Totals' of 88.0.

Leave Without Pay

Leave without pay should not be charged until all vacation leave is exhausted, except when an employee is on STD, LTD, or disciplinary leave

If you try to charge leave without pay, except in the above instances, you will receive this error when you sign your timesheet

Click Close

Revise your timesheet, then save and sign

The screenshot shows the 'Sign Timesheet' dialog box in the Deltek Time & Expense application. The dialog box contains a message: "This timesheet did not pass one or more validations. Listed below are warnings or errors that occurred. Timesheet signing can continue with warnings, but any errors must be corrected before signing can continue." Below this message, there are sections for 'Warnings' and 'Errors'. The 'Errors' section contains the following message: "E101 - Fatal, work hours exhausted total 40h. Cannot charge LWOP unless vacation is exhausted for Nov 2, 2004". A red circle highlights this error message. Below the error message, there is a 'Close' button, which is also circled in red. The background of the application shows a timesheet for employee SMITH, JANET P. (S4579) with various project entries and a 'Charge Totals' column.

Jury Duty

Charge any time spent serving as a juror to Jury Duty

DOE Witness

Charge the Witness for DOE or Other Fed Agency if you are ever subpoenaed to testify for DOE or another Federal Agency

The screenshot shows the 'Charge Lookup' dialog box in the Deltek Time & Expense application. The dialog box contains a tree view on the left with 'Charge Trees' and 'Jefferson Lab' expanded. Under 'Jefferson Lab', there is a 'Leave' folder. The main area of the dialog box shows a table with columns: 'Charge/branch description', 'Charge branch code', 'Project', and 'Pay type'. The table contains the following entries:

Charge/branch description	Charge branch code	Project	Pay type
Civic Leave Other (Blood Dr., Voting, Community Svc, SAR)	1	CIVIC LEAVE.OTHER	CVL
Holiday Leave	1	HOLIDAY	HOL
Jury Duty	1	JURY DUTY	COR
Leave Without Pay	1	LEAVE WITHOUT PAY	LWP
Military Leave	1	MILITARY LEAVE	MIL
Sick Leave (Personal)	1	PERSONAL SICK	SIC
Sick or Bereavement Leave (Family)	1	FAMILY SICK	FAM
Vacation	1	VACATION	VAC
Weather/Public Emergency	1	WEATHER/PUBLIC EMERG	WPE
Witness for DOE or Other Fed Agency	1	WITNESS DOE FED	FED

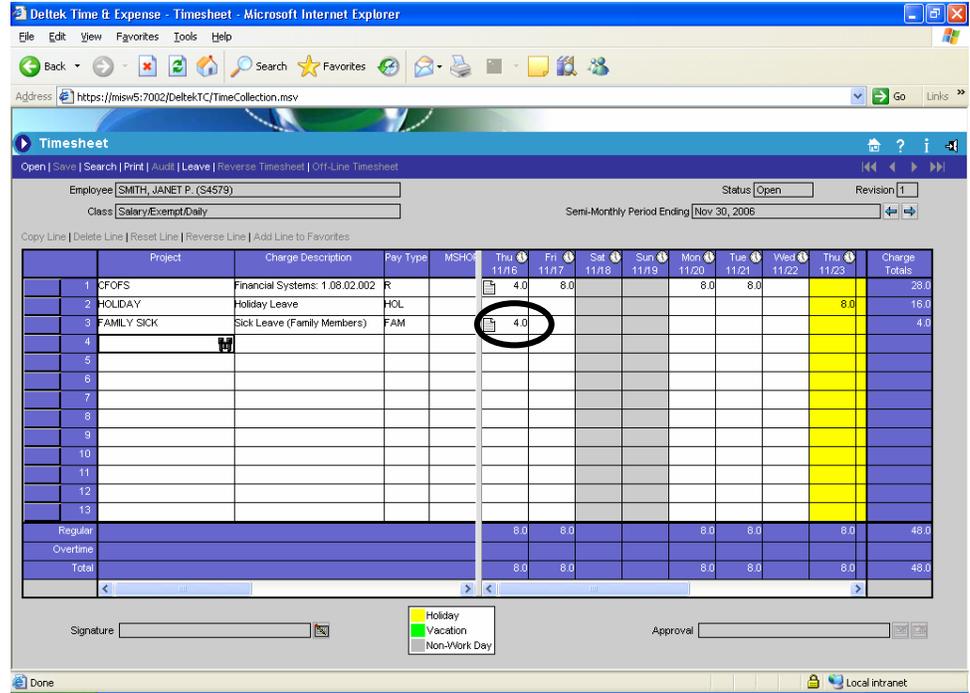
The 'Jury Duty' and 'Witness for DOE or Other Fed Agency' entries are circled in red. The background of the application shows a timesheet for employee SMITH, JANET P. (S4579) with various project entries and a 'Charge Totals' column.

- If you are subpoenaed to testify for any other case, not related to DOE, then this time should be charged to vacation

Family Sick

Charge sick leave taken to care for an immediate family member to the Family Sick project (up to 5 days per occurrence, unless on FMLA for a family member. This line is not to be used for personal FMLA hours.) Any entry to this project requires a cell comment stating the relationship of the sick family member

Bereavement Leave will be added soon, and will follow the same format as family sick except it is limited to 3 days per occurrence).



Project	Charge Description	Pay Type	MSHO	Thu 11/16	Fri 11/17	Sat 11/18	Sun 11/19	Mon 11/20	Tue 11/21	Wed 11/22	Thu 11/23	Charge Totals
1	CFOS	Financial Systems: 1.08.02.002	R	4.0	8.0			8.0	8.0			28.0
2	HOLIDAY	Holiday Leave	HOL								8.0	16.0
3	FAMILY SICK	Sick Leave (Family Members)	FAM	4.0								4.0
Regular				8.0	8.0			8.0	8.0		8.0	48.0
Overtime												
Total				8.0	8.0			8.0	8.0		8.0	48.0

- Note: Immediate family includes parents, spouse, children, siblings, parents-in-law, stepparents, stepchildren, grandparents, or other related persons living in the household of the employee

Enter the cell comment

Click on OK

The screenshot shows the Deltek Time & Expense Timesheet application in a Microsoft Internet Explorer browser window. The browser address bar shows the URL: <https://misw5:7002/DeltekTC/TimeCollection.msv>. The application interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar. The main content area displays the Timesheet for Employee SMITH, JANET P. (S4579), with Status Missing and Revision 1. The Semi-Monthly Period Ending is Oct 15, 2004. A dialog box titled "Cell Comment - Line 3 - 10/12" is open, showing a text input field with the comment "Son Zachary sick" and "OK" and "Cancel" buttons. The background timesheet table shows columns for days of the week (Tue 10/12, Wed 10/13, Thu 10/14, Fri 10/15) and Charge Totals. The table data is as follows:

	Tue 10/12	Wed 10/13	Thu 10/14	Fri 10/15	Charge Totals
1	8.0				8.0
2				100.0	100.0
3					8.0
4			8.0		8.0
5					
6					
7					
8					
9					
10					
11					
12					
13					
Regular	8.0		8.0	100.0	124.0
Overtime					
Total	8.0		8.0	100.0	124.0

At the bottom of the application, there is a Signature field, an Approval field, and a legend for cell types: Holiday (yellow), Vacation (green), and Non-Work Day (grey). The status bar at the bottom shows "Done" and "Local intranet".

Holiday

Holidays are highlighted in yellow on employee timesheets

Click on the cell for those days and enter the appropriate hours

The screenshot shows the 'Timesheet' application in a Microsoft Internet Explorer browser. The interface includes a navigation menu on the left with options like 'Timesheet', 'Work Schedule', 'Configuration', and 'General Setup'. The main area displays a table for employee 'SMITH, JANET P. (S4573)' for the period ending Nov 30, 2004. The table has columns for days of the week (Mon 11/22 to Sun 11/28) and a 'Charge Totals' column. The 'HOLIDAY' row (line 5) is highlighted in yellow for Thursday (11/25) and Friday (11/26). A legend at the bottom indicates that yellow represents 'Holiday', green represents 'Vacation', and grey represents 'Non-Work Day'.

Holiday hours must be recorded on the actual holiday except for full-time exempt personnel who were required to work the entire holiday

In this case only, exempt personnel are eligible for a floating holiday

To record his/her time, the individual's schedule must be changed to reflect the new holiday

This screenshot is similar to the one above but shows the 'HOLIDAY' row (line 5) with '8.0' hours recorded on Thursday (11/25) and '8.0' hours recorded on Friday (11/26). The '8.0' on Thursday is circled in black. The 'Total' row at the bottom shows '8.0' for Thursday and '8.0' for Friday, with a total of '16.0' for the period.

- Please refer to the floating holiday policy for more detail
- Use the Contact Us link on the desktop to request a change in schedule

Recording Family Medical Leave Act (FMLA) Time

Click on the clock for any day on which you have approved FMLA hours

Employee: SMITH, JANET P. (S4573) Status: Missing Revision: 1
 Class: Salary/Exempt/Percent Semi-Monthly Period Ending: Nov 15, 2004

			11/2	11/3	11/4	11/5	11/6	Charge Totals
1	FAMILY SICK	Sick or Bereavement Leave (Fam/FAM)	8.0					102.0
2	HOLIDAY	Holiday Leave (HOL)						
3	CFOFIN	CFO - Finance (R)						
4	PERSONAL SICK	Sick Leave (Personal) (SIC)	6.0					6.0
5	VACATION	Vacation (VAC)					8.0	8.0
6								
7								
8								
9								
10								
11								
12								
13								
Regular			8.0				8.0	116.0
Overtime								
Total			8.0				8.0	116.0

Enter any personal FMLA hours separately from family FMLA hours

In the comments section, enter the identifying number given to you by Medical Services

Employee: SMITH, JANET P. (S4573) Status: Missing Revision: 1
 Class: Salary/Exempt/Percent Semi-Monthly Period Ending: Nov 15, 2004

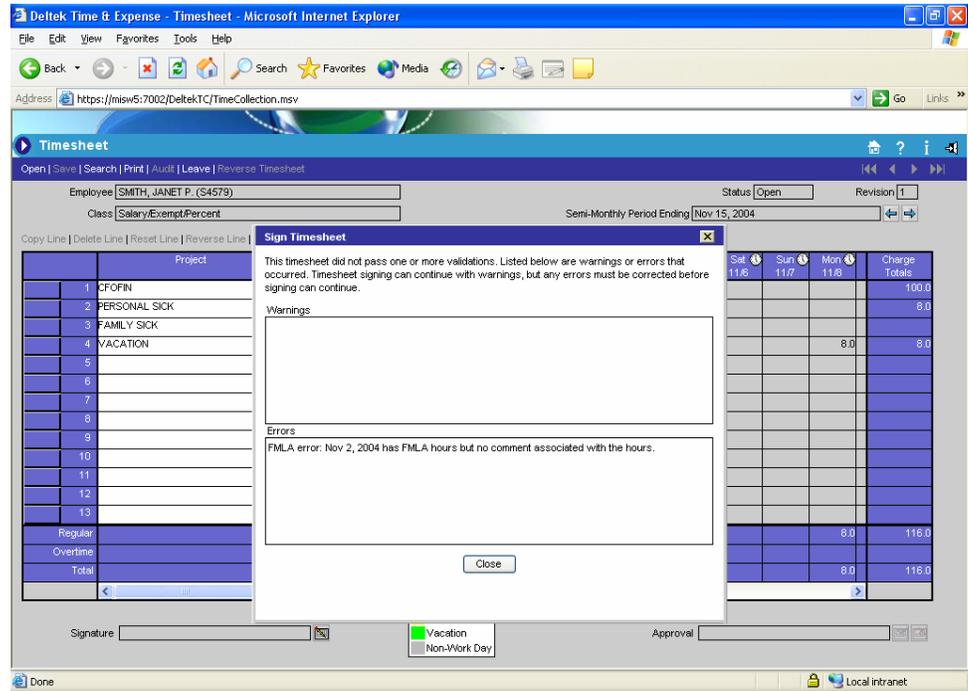
Time In/Out - 11/2

Date In: Nov 2, 2004 Time In: 12:00 AM
 Date Out: Nov 2, 2004 Lunch Start: 12:00 PM
 Personal FMLA Hours: 6.00 Lunch End: 01:00 PM
 Family FMLA Hours: 2.00 Time Out: 12:00 PM

Comments: CND100-6
 CND101-2

- Disregard the Time In and Time Out information on the right hand side of the Time In/Out pop-up box

You will receive this error message when you try to sign your timesheet if you have not entered a comment



- For exempt personnel, you may have FMLA hours to record, but you may not have any sick leave recorded (i.e. Doctor's appointment)

Other Timesheet Line Options (Copy, Delete, Reset, and Reverse)

To copy a line

Highlight the line
you wish to copy

Click on Copy Line

The screenshot shows the Deltek Time & Expense Timesheet interface. The menu bar at the top includes 'Copy Line', 'Delete Line', 'Reset Line', 'Reverse Line', and 'Add Line to Favorites'. The 'Copy Line' option is circled in black. Below the menu bar, the timesheet grid is visible with several lines highlighted in blue. The grid columns represent days of the week from Monday to Monday, and the rows represent different types of time entries like VACATION, CFO - Finance, PERSONAL SICK, and ADOFF.

To delete a line

Highlight the
line you wish to
delete

Click on Delete
Line

The screenshot shows the Deltek Time & Expense Timesheet interface. The menu bar at the top includes 'Copy Line', 'Delete Line', 'Reset Line', 'Reverse Line', and 'Add Line to Favorites'. The 'Delete Line' option is circled in black. Below the menu bar, the timesheet grid is visible with several lines highlighted in blue. The grid columns represent days of the week from Monday to Monday, and the rows represent different types of time entries like VACATION, CFO - Finance, PERSONAL SICK, and ADOFF.

- If you have not already saved the selected line, the delete function will remove the entire line, including cell comments
- If you have already saved the selected line, the delete function will zero out the entered values and make cell comments null

To reset a line

Highlight the line you wish to reset

Click on Reset Line

The screenshot shows the Deltek Time & Expense Timesheet application in a Microsoft Internet Explorer browser. The interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a search bar, and a navigation pane. The main area displays a timesheet for employee SMITH, JANET P. (S4579) for the period ending Nov 15, 2004. A table lists time collection lines with columns for Project, Charge Description, Pay Type, and days of the week. Line 4, 'ADOFF Admin Division Office', is highlighted in blue. The 'Reset Line' button in the toolbar is circled in black. A legend at the bottom identifies colors for Holiday (yellow), Vacation (green), and Non-Work Day (grey).

Line	Project	Charge Description	Pay Type	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Charge Totals
1	VACATION	Vacation	VAC									
2	CFOFIN	CFO - Finance	R									
3	PERSONAL SICK	Sick Leave (Personal)	SIC	8.0	8.0	8.0	8.0					32.0
4	ADOFF	Admin Division Office	R					0.0				
5												
6												
7												
8												
9												
10												
11												
12												
13												
Regular				8.0	8.0	8.0	8.0					32.0
Overtime												
Total				8.0	8.0	8.0	8.0					32.0

- If you have not already saved the selected line, the reset function will completely remove the entire line, including cell comments
- If you have already saved the selected line, the reset function will reset the line to the previous values found in the database

To reverse a line

Highlight the line you wish to reverse

Click on Reverse Line

The screenshot shows the Deltek Time & Expense Timesheet application in a Microsoft Internet Explorer browser. The interface is identical to the previous screenshot. In this view, line 3, 'PERSONAL SICK Sick Leave (Personal)', is highlighted in blue. The 'Reverse Line' button in the toolbar is circled in black. The legend at the bottom remains the same.

Line	Project	Charge Description	Pay Type	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Charge Totals
1	VACATION	Vacation	VAC									
2	CFOFIN	CFO - Finance	R									
3	PERSONAL SICK	Sick Leave (Personal)	SIC	8.0	8.0	8.0	8.0					32.0
4	ADOFF	Admin Division Office	R					0.0				
5												
6												
7												
8												
9												
10												
11												
12												
13												
Regular				8.0	8.0	8.0	8.0					32.0
Overtime												
Total				8.0	8.0	8.0	8.0					32.0

- We do not recommend using the reverse line function.

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Employee: SMITH, JANET P. (S4579) Status: Open Revision: 1

Class: Salary/Exempt/Percent Semi-Monthly Period Ending: Nov 15, 2004

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

	Project	Charge Description	Pay Type	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Mon 11/8	Charge Totals
1	VACATION	Vacation	VAC									
2	CFOFIN	CFO - Finance	R									
3	PERSONAL SICK	Sick Leave (Personal)	SIC	8.0	8.0	8.0	8.0					32.0
4	ADOFF	Admin Division Office	R					0.0				
5	PERSONAL SICK	Sick Leave (Personal)	SIC	-8.0	-8.0	-8.0	-8.0					-32.0
6												
7												
8												
9												
10												
11												
12												
13												
Regular												
Overtime												
Total												

Signature: _____ Approval: _____

Legend:
■ Holiday
■ Vacation
■ Non-Work Day

A new line is created showing negative hours to offset the corresponding charges

- When the timesheet is saved, you will have to provide a revision explanation

Managing Favorites

To add a charge line to your favorites

Click on the left-most blue column to highlight the line you wish to add

Click on Add Line to Favorites

The screenshot shows the 'Timesheet' application in a Microsoft Internet Explorer browser. The address bar displays 'https://msw5:7002/DeltekTC/TimeCollection.msv'. The interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with navigation buttons. The main content area shows the following details:

- Employee: SMITH, JANET P. (S4579)
- Class: Salary/Exempt/Percent
- Status: Missing
- Revision: 1
- Semi-Monthly Period Ending: Oct 31, 2004

Below these details is a table with columns for Project, Charge Description, Pay Type, and days of the week (Sat 10/16 to Sat 10/23), plus a Charge Totals column. The first three rows are highlighted in blue:

Project	Charge Description	Pay Type	Sat 10/16	Sun 10/17	Mon 10/18	Tue 10/19	Wed 10/20	Thu 10/21	Fri 10/22	Sat 10/23	Charge Totals
1 PERSONAL SICK	Sick Leave (Personal)	SIC									
2 VACATION	Vacation	VAC									
3 CFOFIN	CFO - Finance	R									

At the bottom of the table, there are buttons for 'Copy Line', 'Delete Line', 'Reset Line', 'Reverse Line', and 'Add Line to Favorites'. The 'Add Line to Favorites' button is circled in red. A legend at the bottom right indicates: Holiday (yellow), Vacation (green), Non-Work Day (grey).

To view Favorites, click on the binoculars in the project field

The screenshot shows the 'Timesheet' application in a Microsoft Internet Explorer browser. The address bar displays 'https://msw5:7002/DeltekTC/TimeCollection.msv'. The interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with navigation buttons. The main content area shows the following details:

- Employee: SMITH, JANET P. (S4579)
- Class: Salary/Exempt/Percent
- Status: Open
- Revision: 1
- Semi-Monthly Period Ending: Nov 15, 2004

Below these details is a table with columns for Project, Charge Description, Pay Type, and days of the week (Mon 11/1 to Mon 11/8), plus a Charge Totals column. The first three rows are highlighted in blue:

Project	Charge Description	Pay Type	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Mon 11/8	Charge Totals
1 VACATION	Vacation	VAC									8.0
2 CFOFIN	CFO - Finance	R									
3 PERSONAL SICK	Sick Leave (Personal)	SIC	8.0	8.0	8.0	8.0					32.0

At the bottom of the table, there are buttons for 'Copy Line', 'Delete Line', 'Reset Line', 'Reverse Line', and 'Add Line to Favorites'. The binoculars icon in the 'Project' field of the first row is circled in red. A legend at the bottom right indicates: Holiday (yellow), Vacation (green), Non-Work Day (grey).

Charge Lookup Screen

Drill down to the next level by clicking on the plus sign beside Favorites

The screenshot shows the 'Charge Lookup' dialog box in the Deltek Time & Expense application. The 'Filter By' dropdown is set to 'Project'. The 'Charge Tree' is expanded to show 'Favorites' and 'Jefferson Lab'. A plus sign next to 'Favorites' is circled, and an arrow points to it from the text 'Drill down to the next level by clicking on the plus sign beside Favorites'.

Click on the Load box beside any charges that you wish to appear on your timesheet each time

Click on Update

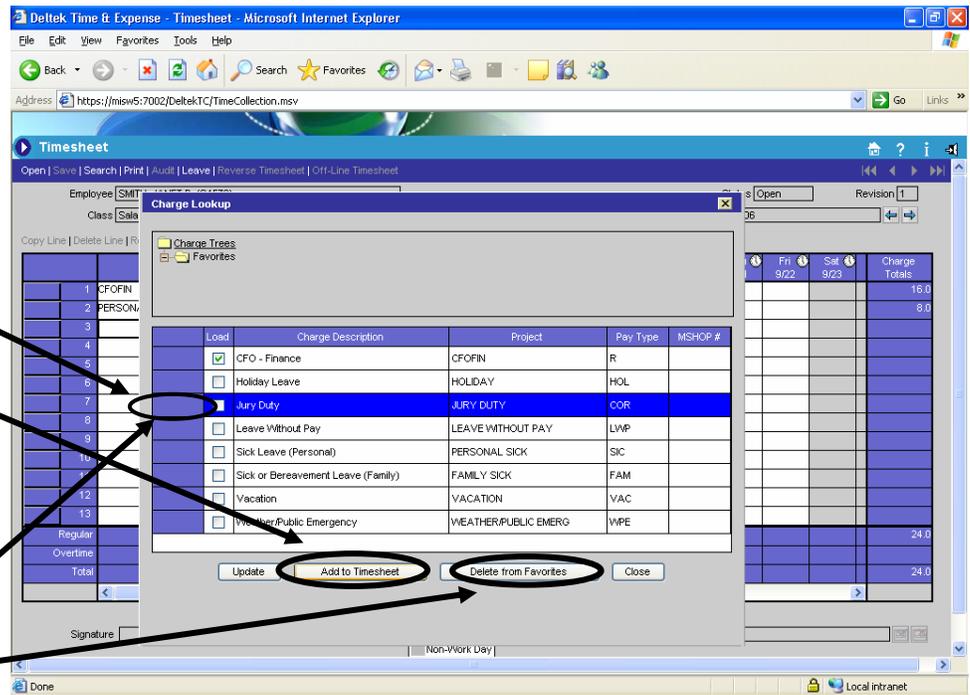
The screenshot shows the 'Charge Lookup' dialog box with a list of charges. The 'Load' checkbox for 'CFO - Finance' is checked and circled, with an arrow pointing to it from the text 'Click on the Load box beside any charges that you wish to appear on your timesheet each time'. The 'Update' button is also circled, with an arrow pointing to it from the text 'Click on Update'.

Load	Charge Description	Project	Pay Type	MSHOP #
<input checked="" type="checkbox"/>	CFO - Finance	CFOFIN	R	
<input checked="" type="checkbox"/>	Holiday Leave	HOLIDAY	HOL	
<input type="checkbox"/>	Jury Duty	JURY DUTY	COR	
<input type="checkbox"/>	Leave Without Pay	LEAVE WTHOUT PAY	LWMP	
<input type="checkbox"/>	Sick Leave (Personal)	PERSONAL SICK	SIC	
<input type="checkbox"/>	Sick or Bereavement Leave (Family)	FAMILY SICK	FAM	
<input type="checkbox"/>	Vacation	VACATION	VAC	
<input type="checkbox"/>	Weather/Public Emergency	WEATHER/PUBLIC EMERG	WPE	

If you want to add a line from favorites to your timesheet for one period only, Highlight the line you wish to add Click Add to Timesheet

If you want to delete a line from favorites, Highlight the line you wish to delete, Click on Delete From Favorites

Click on Close when finished



Correcting Timesheets

Click on Reverse Timesheet to correct a timesheet that has already been processed

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Reverse Timesheet

Employee: _____ Current Hour View: Entered Status: Processed Revision: 3

Class: Salary/Exempt/Percent Semi-Monthly Period Ending: Oct 31, 2004

Project	Charge Description	Pay Type	Sat 10/16	Sun 10/17	Mon 10/18	Tue 10/19	Wed 10/20	Thu 10/21	Fri 10/22	Sat 10/23	Charge Totals
1 CFOFIN	CFO - Finance	R									100.0
2	Vacation	VAC					8.0	8.0			16.0
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
Regular							8.0	8.0			116.0
Overtime											
Total							8.0	8.0			116.0

Signature: _____ Approval: SMITH, JANET P. (S4579)

- Processed timesheet hours will show in blue and cannot be edited
- Only the six previous timesheet periods will be open for corrections

Once you have clicked to reverse the timesheet, you will see lines with negatives values that completely reverse the processed timesheet hours

Then the timesheet will display for editing the same timesheet lines and hours as on the processed timesheet

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Reverse Timesheet

Employee: _____ Current Hour View: Entered Status: Open Revision: 3

Class: Salary/Exempt/Percent Semi-Monthly Period Ending: Oct 31, 2004

Project	Charge Description	Pay Type	Sat 10/16	Sun 10/17	Mon 10/18	Tue 10/19	Wed 10/20	Thu 10/21	Fri 10/22	Sat 10/23	Charge Totals
1 CFOFIN	CFO - Finance	R									100.0
2	Vacation	VAC					8.0	8.0			16.0
3 CFOFIN	CFO - Finance	R									-100.0
4	Vacation	VAC					-8.0	-8.0			-16.0
5 CFOFIN	CFO - Finance	R									100.0
6	Vacation	VAC					8.0	8.0			16.0
7											
8											
9											
10											
11											
12											
13											
Regular							8.0	8.0			116.0
Overtime											
Total							8.0	8.0			116.0

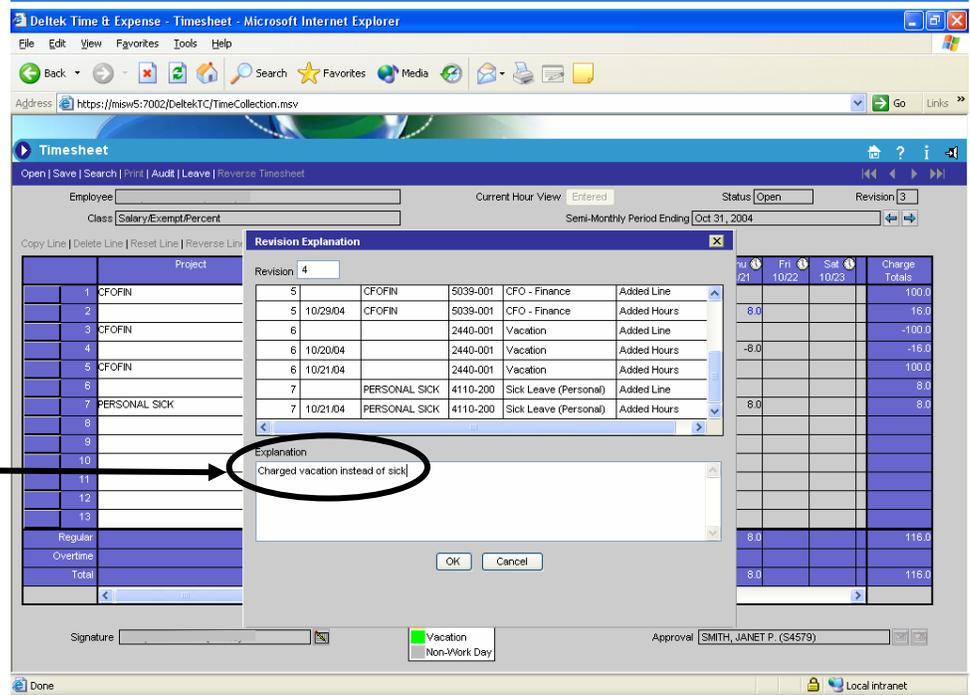
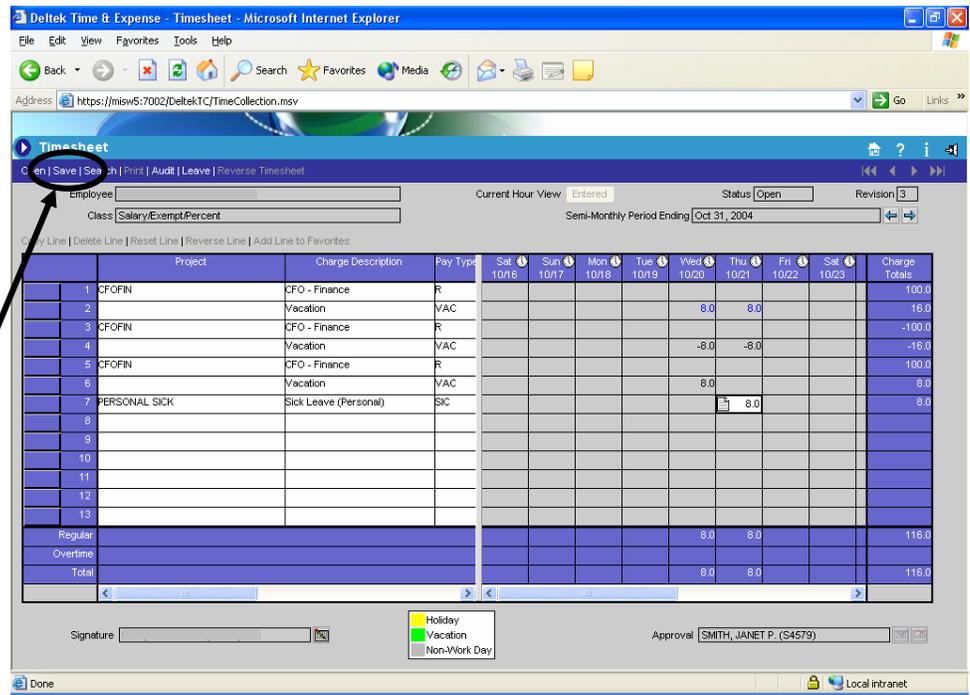
Signature: _____ Approval: SMITH, JANET P. (S4579)

Enter the correct information

Click on Save

The system provides an audit of all timesheet revisions and corrections

Input the reason for the timesheet correction



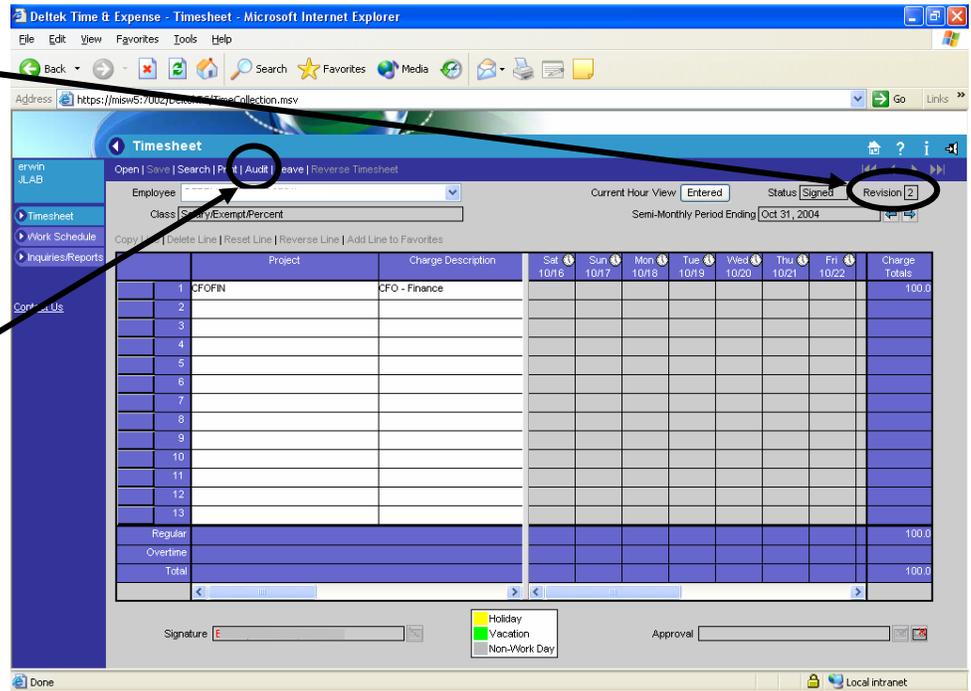
- For audit purposes, this reason has to be valid
- Since the system maintains an audit of all revision and correction explanations, these comments will be viewable by all those with rights

Audit Log

The upper right-hand corner of the timesheet displays the revision #

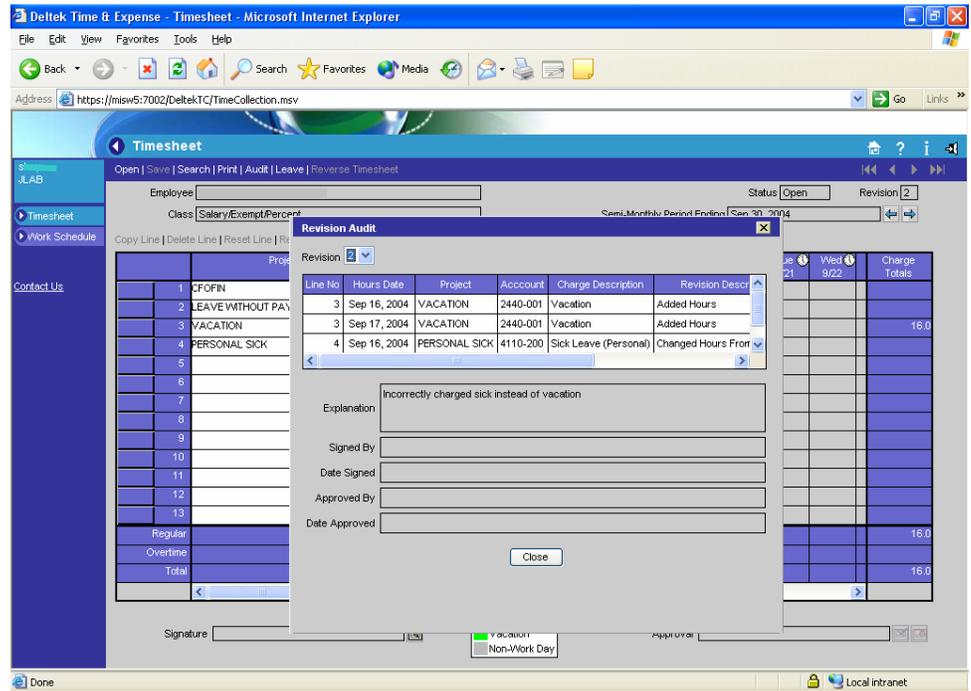
If the timesheet has not been revised at all, it will display revision 1

Click on audit to view the audit log



The Revision Audit pop-up box shows any revisions and/or corrections made to the timesheet and the corresponding reason(s)

Signature and approval information also can be viewed through Audit



Leave Balances

To view leave information, click on Leave

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Employee [SMITH, JANET P. (S4579)] Status [Missing] Revision [1]

Class [Salary/Exempt/Percent] Semi-Monthly Period Ending [Nov 30, 2004]

Project	Charge Description	Pay Type	Tue 11/16	Wed 11/17	Thu 11/18	Fri 11/19	Sat 11/20	Sun 11/21	Mon 11/22	Tue 11/23	Charge Totals
1	FAMILY SICK	Sick or Bereavement Leave (Fam)									
2	CFOFIN	CFO - Finance									
3	PERSONAL SICK	Sick Leave (Personal)									
4	VACATION	Vacation									
5											
6											
7											
8											
9											
10											
11											
12											
13											
Regular											
Overtime											
Total											

Signature: _____ Approval: _____

Legend:
■ Holiday
■ Vacation
■ Non-Work Day

Leave pop-up screen

Click on the dropdown arrow beside Leave Type and select which leave you want to view

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Employee [SMITH, JANET P. (S4579)] Status [Missing] Revision [1]

Class [Salary/Exempt/Percent] Semi-Monthly Period Ending [Nov 30, 2004]

Project	Charge Description	Pay Type	Tue 11/16	Wed 11/17	Thu 11/18	Fri 11/19	Sat 11/20	Sun 11/21	Mon 11/22	Tue 11/23	Charge Totals
1	FAMILY SICK	Sick or Bereavement Leave (Fam)									
2	CFOFIN	CFO - Finance									
3	PERSONAL SICK	Sick Leave (Personal)									
4	VACATION	Vacation									
5											
6											
7											
8											
9											
10											
11											
12											
13											
Regular											
Overtime											
Total											

Signature: _____ Approval: _____

Legend:
■ Holiday
■ Vacation
■ Non-Work Day

Leave (Close)

Leave Type: Holiday Balance: 16,0000

Date	Accrued	Hours	Reason
Nov 25, 2004	Accrued	8.0000	Thanksgiving
Nov 26, 2004	Accrued	8.0000	Day after Thanksgiving

* The leave balance will not include any taken transactions that have not been saved.

The leave pop-up screen will display leave balances as well as accruals and hours taken for the current calendar year

Leave hours taken will be deducted from the running leave balance when the timesheet is saved

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Employee: SMITH, JANET P. (S4579) Status: Missing Revision: 1

Class: Salary/Exempt/Percent Semi-Monthly Period Ending: Nov 30, 2004

Leave Type: Sick Balance: 204.0000

Date	Type	Hours	Reason
Jan 1, 2004	Beginning Balance	200.0000	
Jan 15, 2004	Accrued	4.0000	
Jan 31, 2004	Accrued	4.0000	
Feb 15, 2004	Accrued	4.0000	

* The leave balance will not include any taken transactions that have not been saved.

Close

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Employee: SMITH, JANET P. (S4579) Status: Missing Revision: 1

Class: Salary/Exempt/Percent Semi-Monthly Period Ending: Nov 30, 2004

Leave Type: Vacation Balance: 209.0000

Date	Type	Hours	Reason
Feb 15, 2004	Accrued	5.0000	
Feb 29, 2004	Accrued	5.0000	
Mar 15, 2004	Accrued	5.0000	
Oct 14, 2004	Taken	-8.0000	
Nov 8, 2004	Taken	-8.0000	

* The leave balance will not include any taken transactions that have not been saved.

Close

Managing MyDesktop

Icons

House – Desktop
 ? – Help
 i – About T & E
 Door – Exit

My Tasks

Any system assigned tasks

My Timesheets

Displays links to the last 6 timesheets that have been entered

My Alerts

Informational timesheet notices only

My Menu

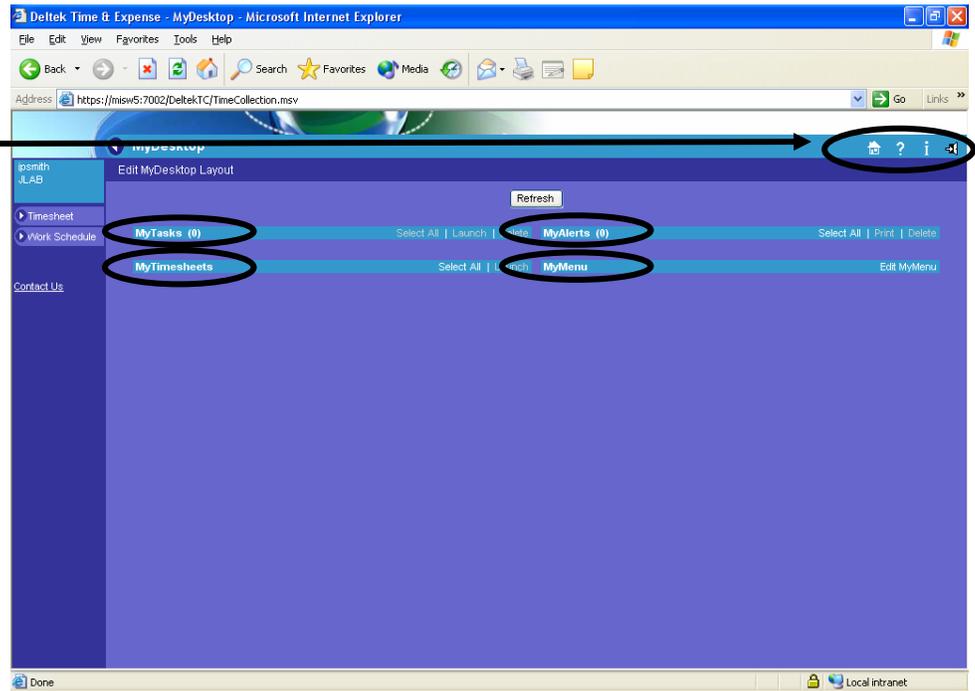
Links to functional items (can be same as far left-hand side menu)

To perform tasks

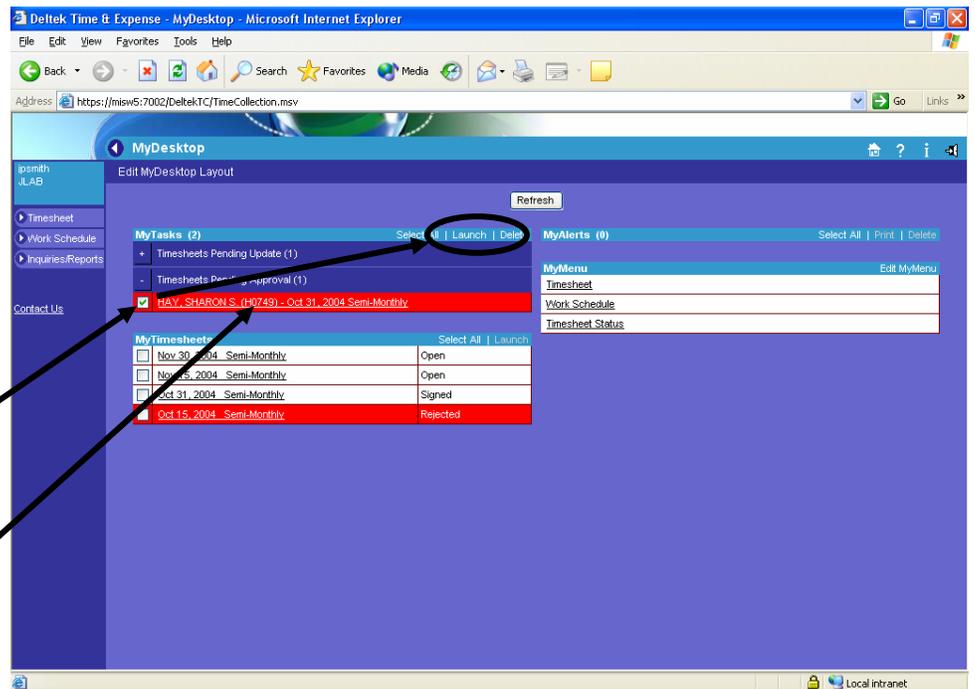
Click on the plus sign beside a task line to drill down for task detail

To load the timesheet for completing the task, either

Click in the box beside the timesheet and select Launch, or
 Click on the actual underlined timesheet link



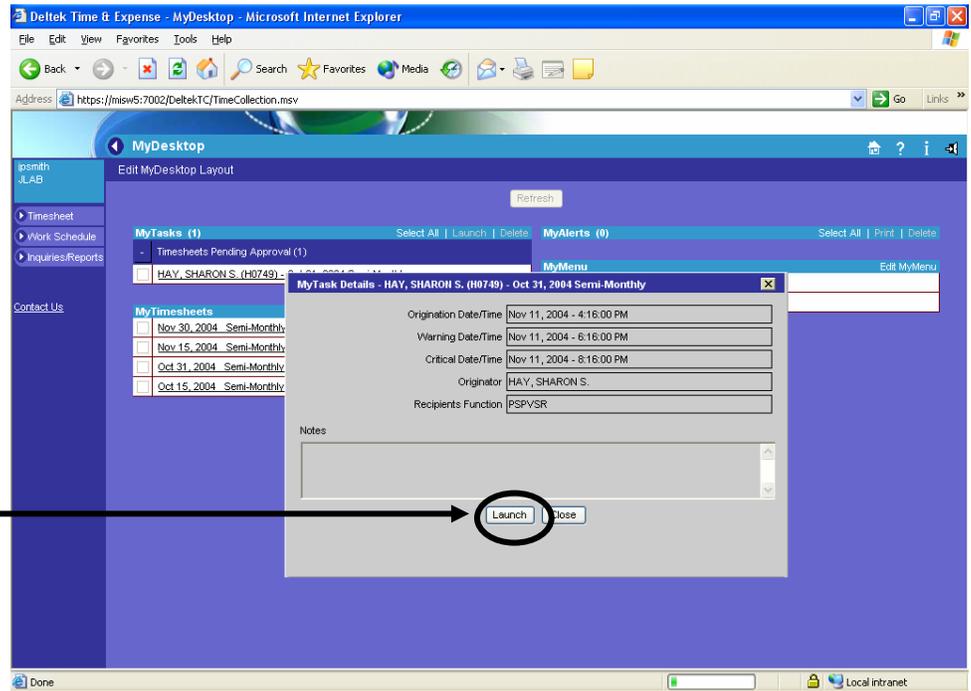
- Any rows that display in yellow are at the “Warning” level and need to be completed as soon as possible
- Any rows that display in red are at the “Critical” stage and need to be completed immediately



- Clicking the box beside each timesheet and selecting Launch is the best method for multiple timesheets

If the line link is used, then this “My Task Details” popup box will appear

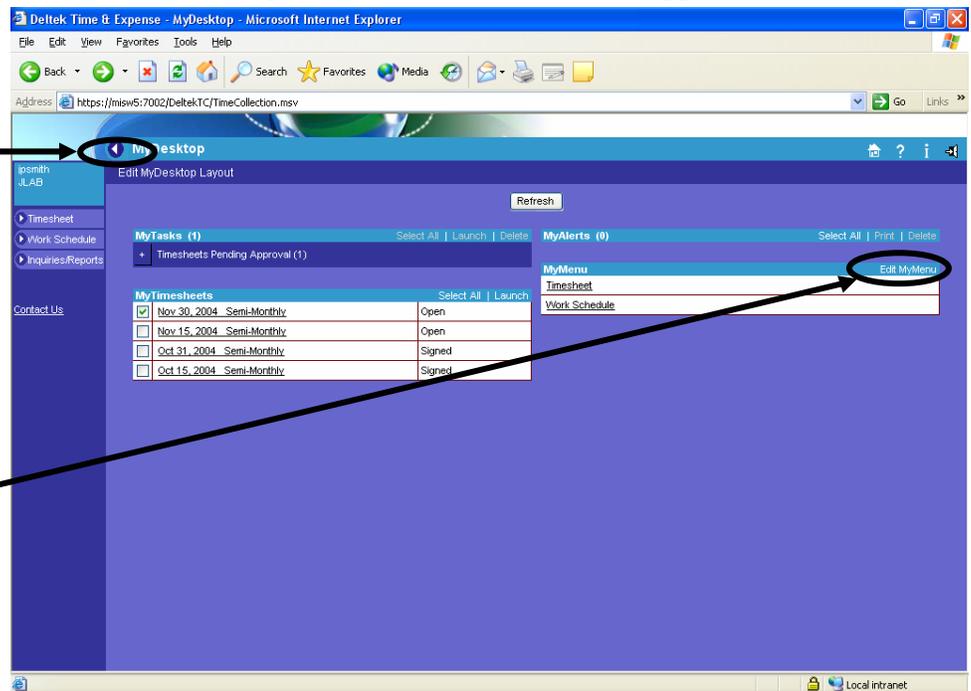
Click on Launch to view the timesheet



- Perform the assigned task when the timesheet appears

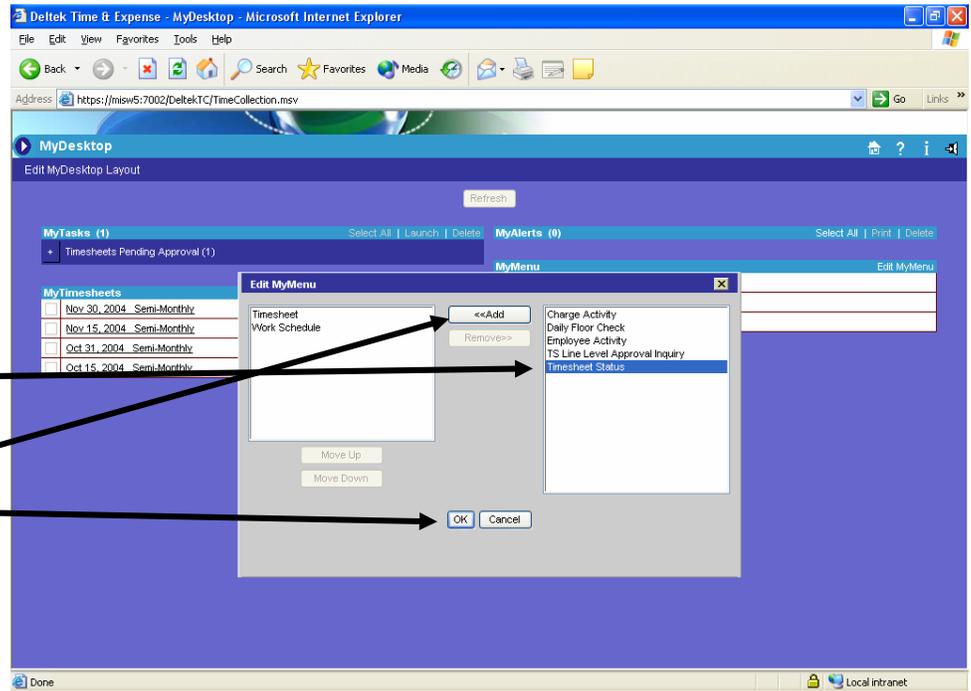
To hide the left-hand side menu, click on the left arrow beside “MyDesktop”

To add or remove items from “My Menu,” click on Edit my Menu

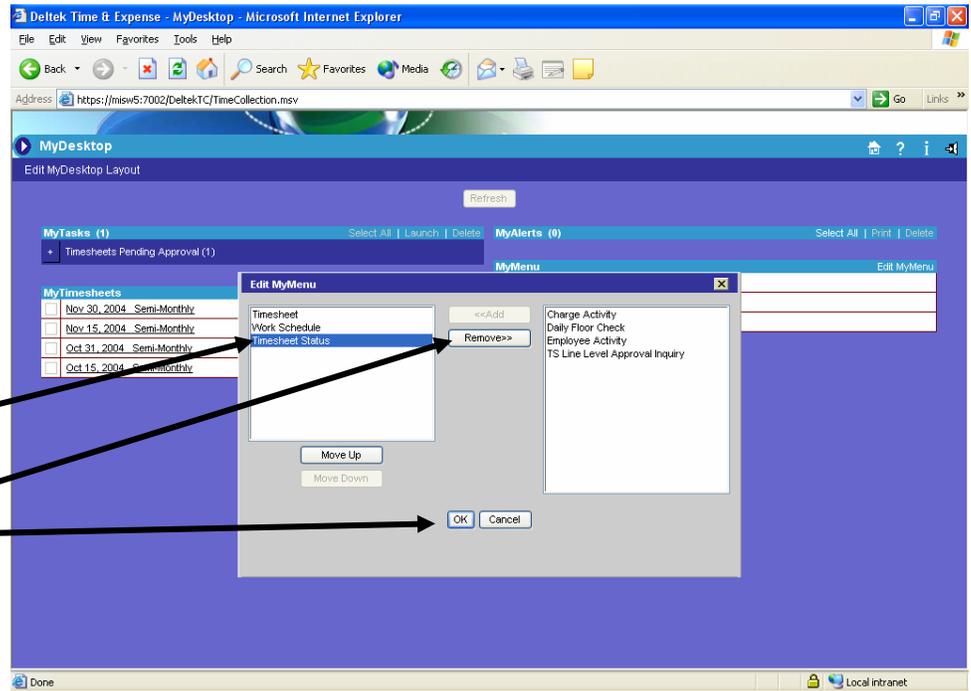


**Edit MyMenu
pop-up screen**

**To add items to
your desktop,
Highlight the item
from the list on the
right
Click on Add
Click on OK**



**To remove items
from your desktop,
Highlight the item
from the list on the
left
Click on Remove
Click on OK**

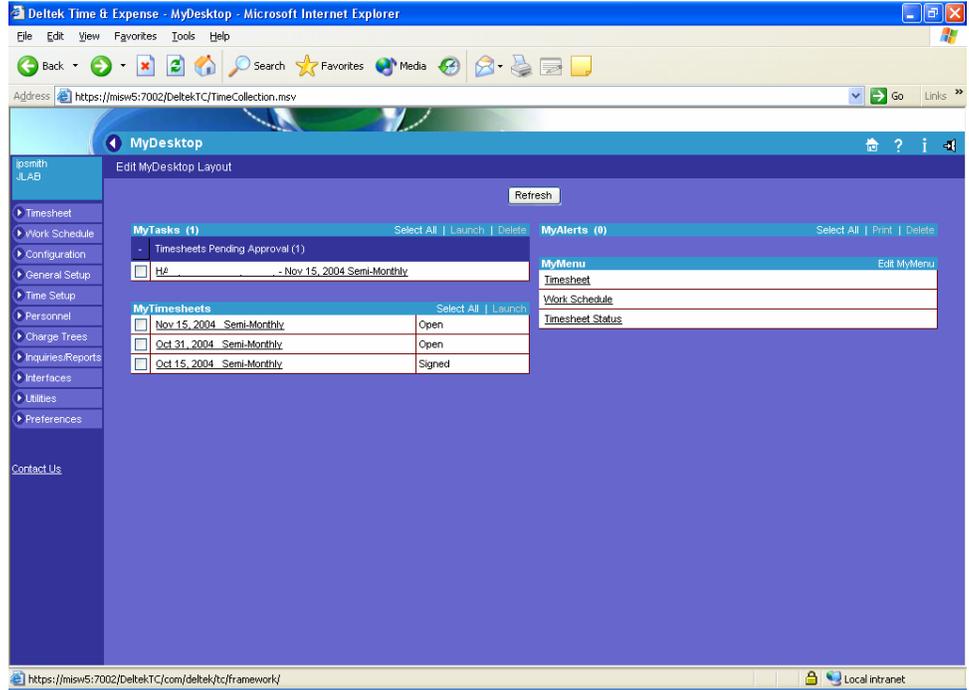


Supervisory & Administrative Section

Supervisory tasks show in the MyTasks section of the desktop

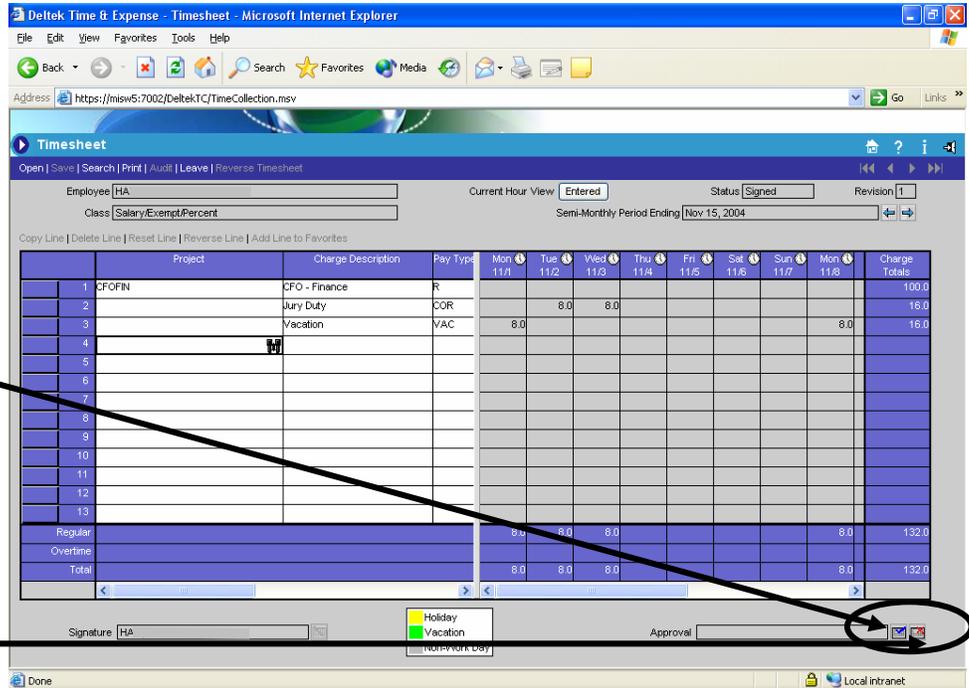
To access a timesheet waiting for approval, click to launch the timesheet

To approve more than one timesheet at a time,
 1) Click Select All
 2) Click Launch

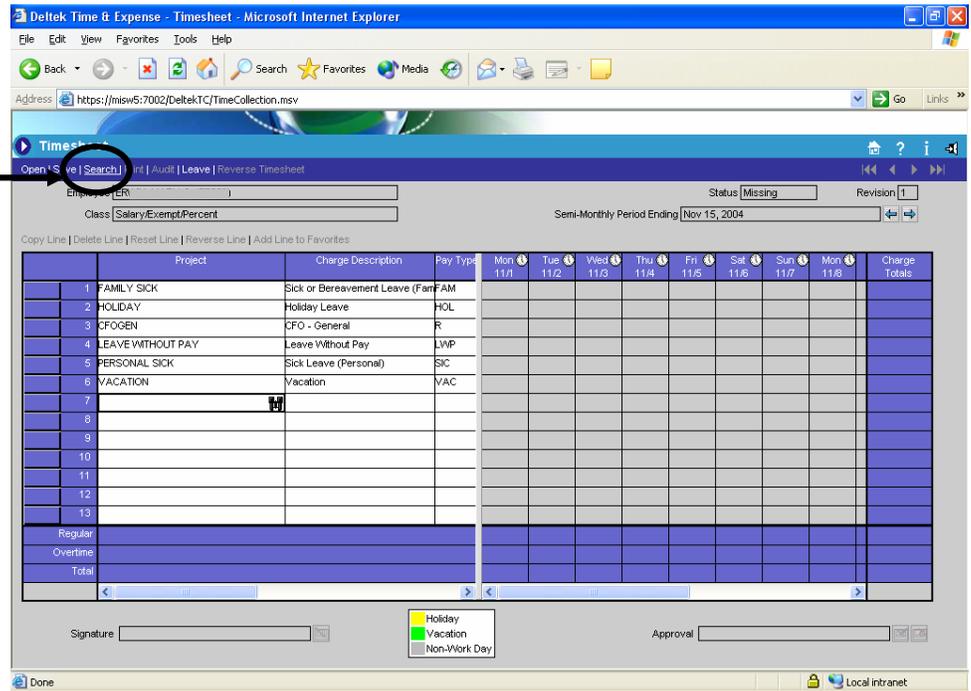


Click on the box with the blue check mark to approve an employee's timesheet

Click on the box with a red X to reject an employee's timesheet

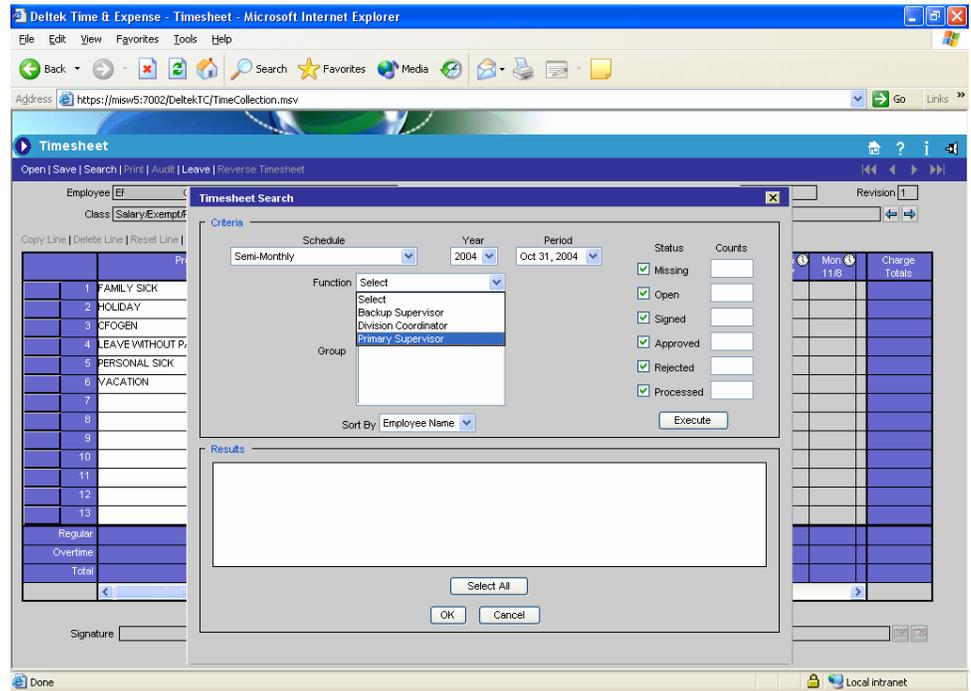


Supervisors and Division Coordinators can view employee timesheets by selecting the search option while on the timesheet screen



Select the timesheet period

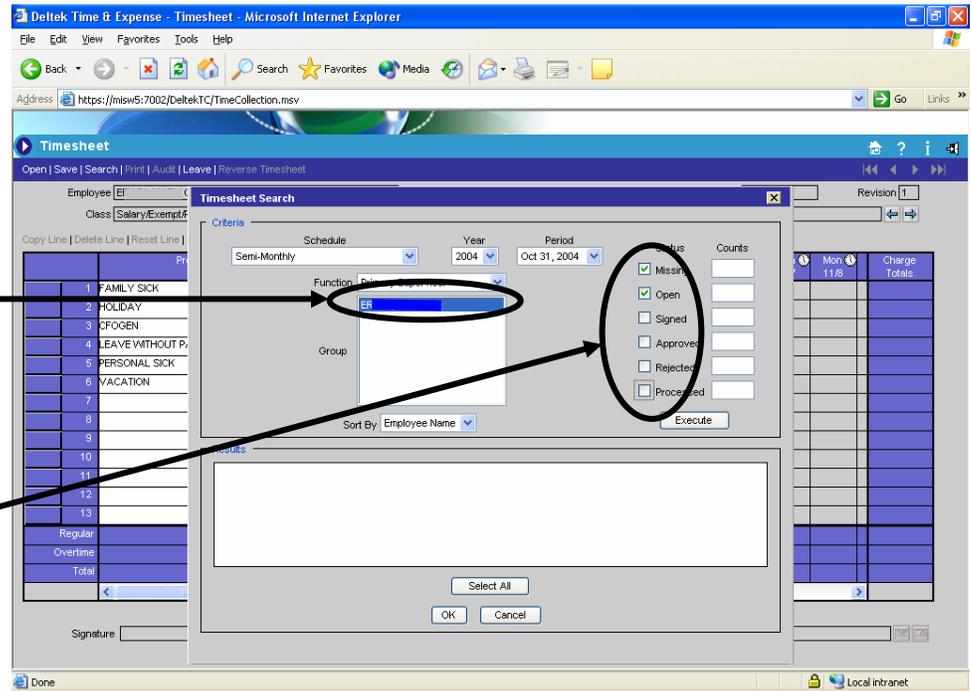
Function
To view timesheets of your direct reports, select the functional role of Primary Supervisor
To view timesheets for employees of your direct reports, select the functional role of Backup Supervisor



- Not everyone will have the same functional roles, some may be only Primary Supervisors, some may be only Division Coordinators
- The Division Coordinator role is available only to a few employees in each division

Highlight the group for which you want to view timesheets

Status
Once the functional role has been selected, click beside the boxes in the status section to select specific timesheet statuses

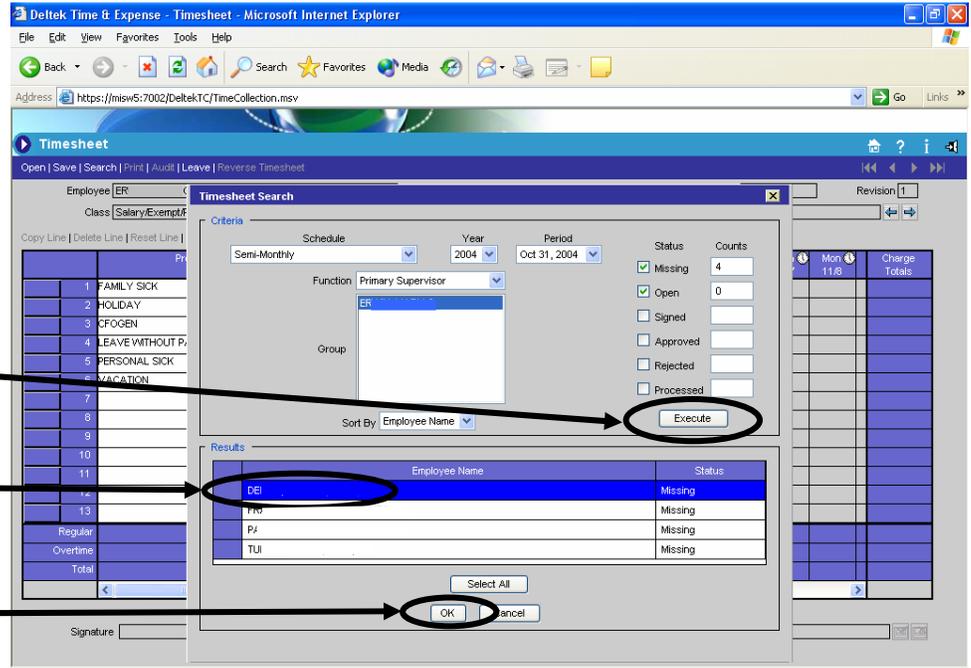


- Missing – Timesheet has not been updated at all
- Open – Timesheet has been saved, but may not be complete
- Signed – Timesheet has an employee-type signature
- Approved – Timesheet has been approved by someone in a supervisory role
- Rejected – Timesheet was rejected by someone in a supervisory role
- Processed – Timesheet was pulled in and processed for payroll

Click on Execute once the Period, Function, and Status types have all been selected

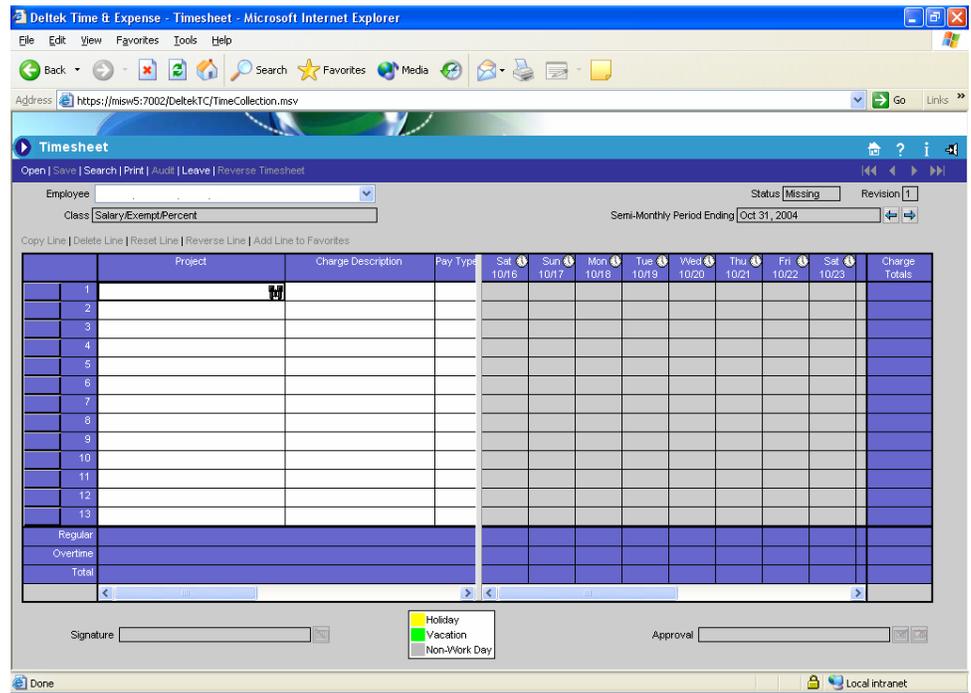
To view a specific timesheet, highlight the employee

Click on OK



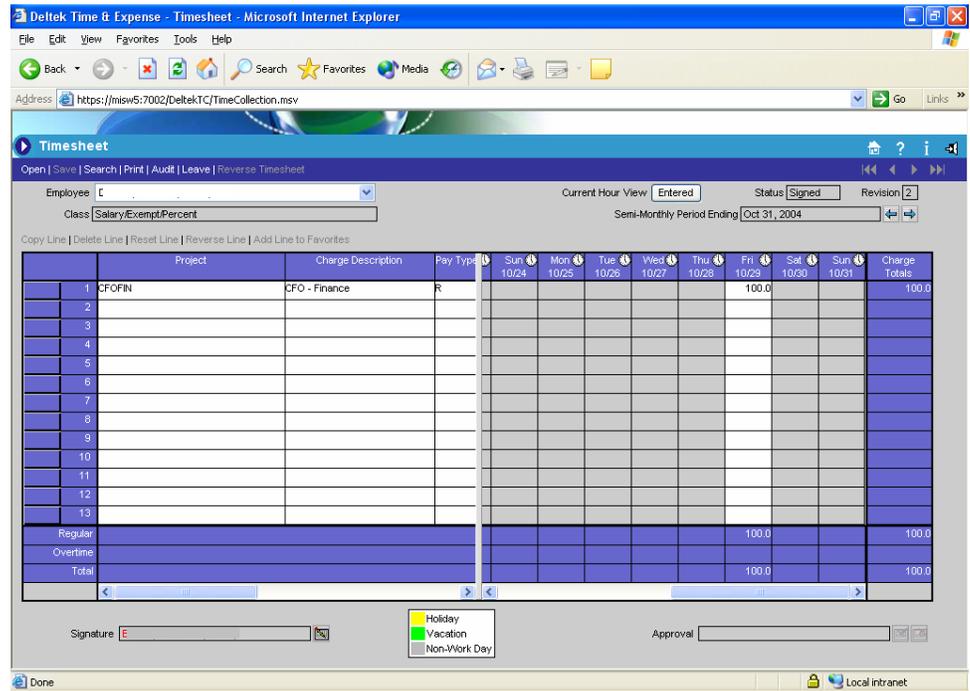
If needed, the Supervisor can complete the timesheet for the employee, then save and sign

If anyone besides the employee signs his/her timesheet, the system considers it a revision and will ask for an explanation



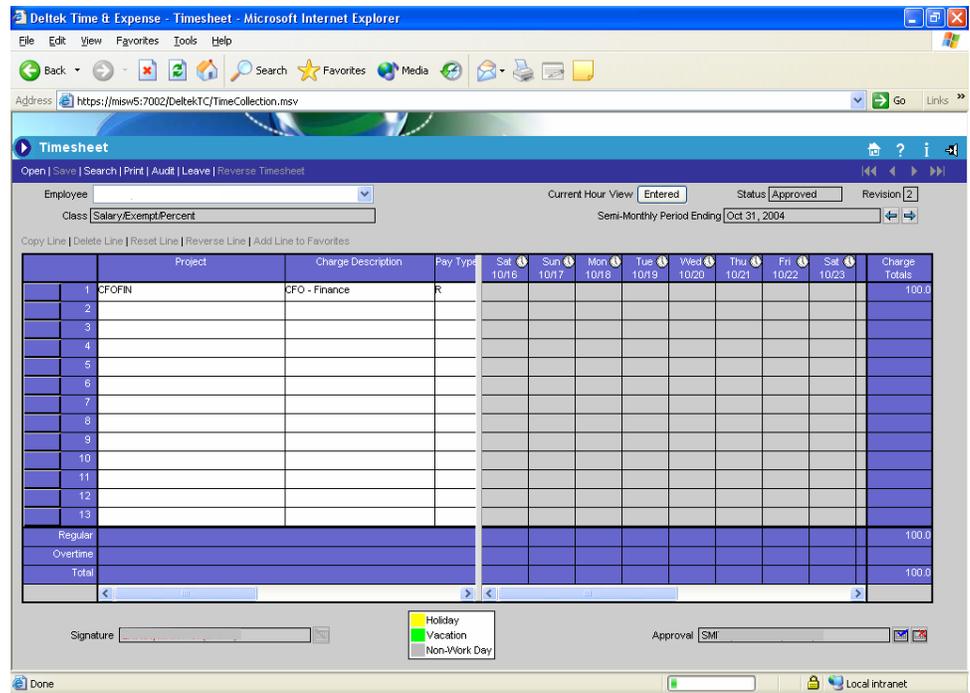
If the supervisor signs the timesheet, his/her name will display in red in the Signature block

Because the timesheet requires two signatures, the Backup Supervisor or Division Coordinator will have to approve the timesheet



- When someone other than the employee signs his/her timesheet, the employee will be assigned a task to validate the timesheet by signing

Timesheet showing a signature and an approval

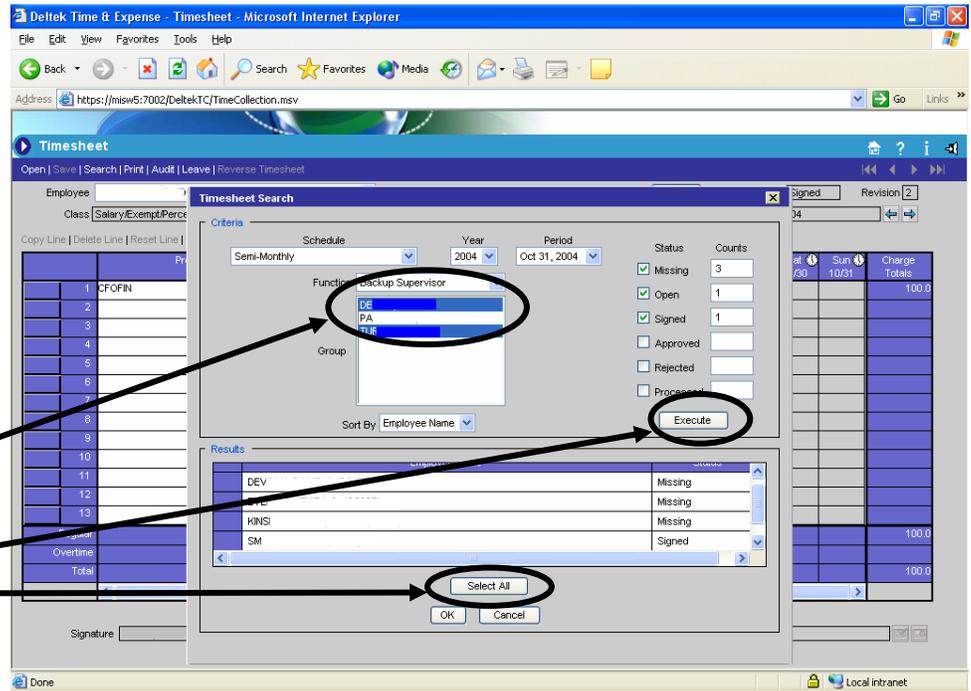


When the Primary Supervisor is not available to approve timesheets, the Backup Supervisor can go into the timesheet search and select approve under the Backup Supervisor function

Select the groups you want to approve

Click on Execute

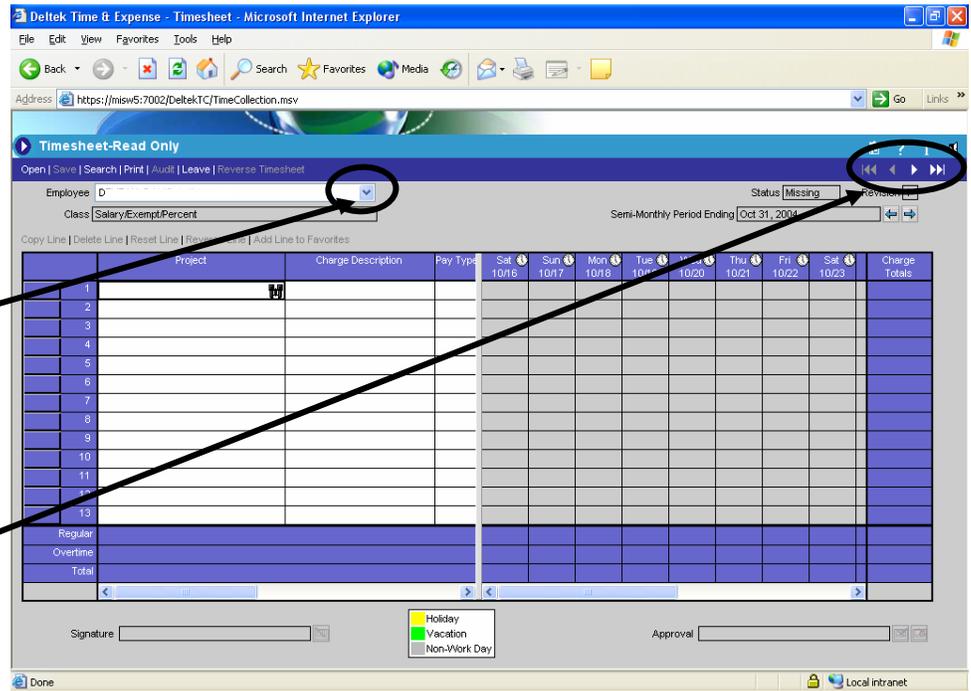
Select All



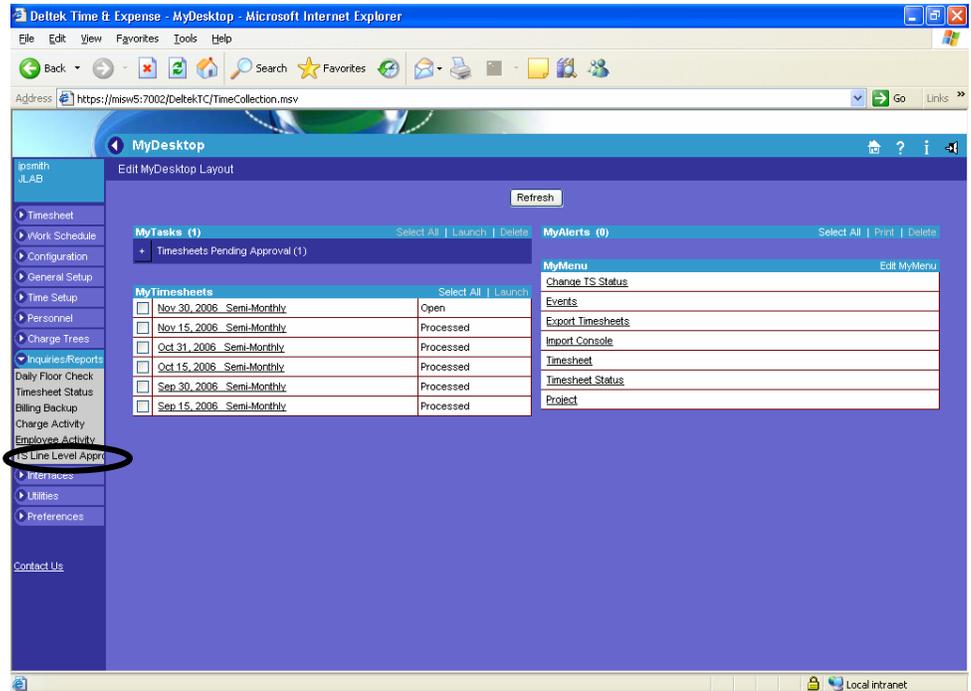
The timesheets can be viewed by two different methods

Either select the employees using the dropdown arrow by the employee name, or

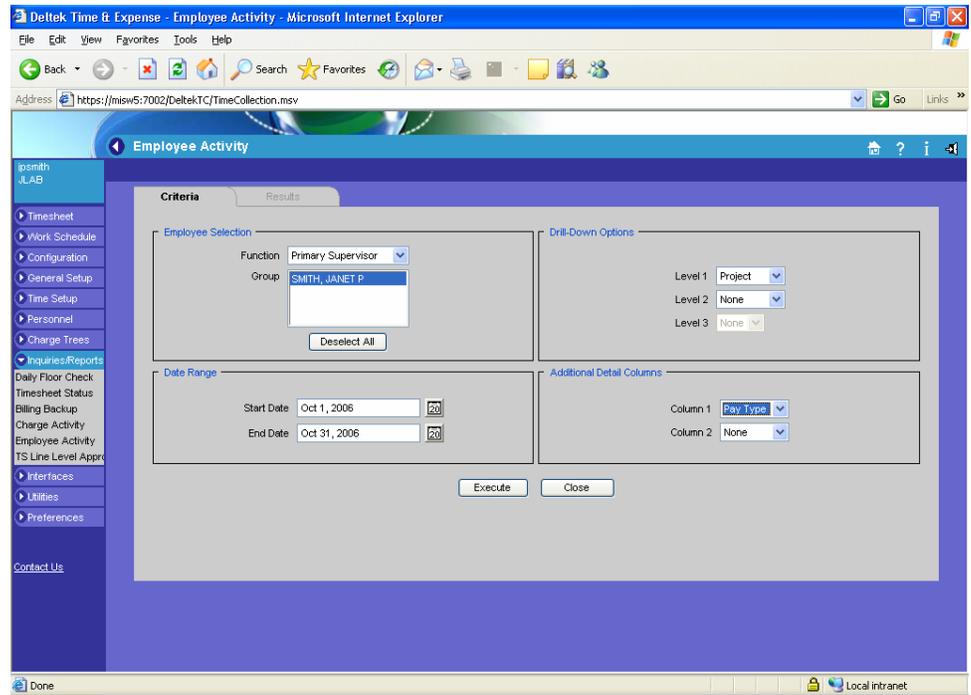
Click on the white arrows to scroll through each selected employee's timesheet



To view employee activity, Click on Inquiries/Reports, then click on Employee Activity



Employee Activity Screen



Select a function
Highlight the group
Select the dates
Select the Drill-Down Options
Click on Execute

The results of the query will display

Click on the plus sign to drill down

The screenshot shows the 'Employee Activity' page in Microsoft Internet Explorer. The browser address bar displays 'https://misw5:7002/DeltekTC/TimeCollection.msv'. The page has a blue header with the title 'Employee Activity'. Below the header, there are two tabs: 'Criteria' and 'Results'. The 'Results' tab is active, showing a table with the following data:

Employee	Regular Hours	Overtime Hours
()	176.00	0.00

A red circle highlights a plus sign (+) in the first column of the table. To the right of the table, there are input fields for 'Regular Hours' (176.00) and 'Overtime Hours' (0.00), and buttons for 'Preview/Print' and 'Close'.

Click on the plus sign to drill down further

The screenshot shows the 'Employee Activity' page in Microsoft Internet Explorer, displaying a drill-down view. The browser address bar displays 'https://misw5:7002/DeltekTC/TimeCollection.msv'. The page has a blue header with the title 'Employee Activity'. Below the header, there are two tabs: 'Criteria' and 'Results'. The 'Results' tab is active, showing a table with the following data:

Project	Regular Hours	Overtime Hours
+ CFOFS	168.00	0.00
+ TRNGE	4.00	0.00
+ VACATION	4.00	0.00

Red circles highlight the plus signs (+) in the first column of the table. To the right of the table, there are input fields for 'Regular Hours' (176.00) and 'Overtime Hours' (0.00), and buttons for 'Preview/Print' and 'Close'.

The lowest level of results shows the dates and hours charged

**Click to Print
or
Click to Close**

Deltek Time & Expense - Employee Activity - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Employee Activity

Criteria Results

- Employee Summary
 - Project - FRINGE - Fringe - Details

Date	Pay Type	Hours
Oct 3, 2006	SIC	4.00

Regular Hours: 4.00
Overtime Hours: 0.00

Preview/Print Close

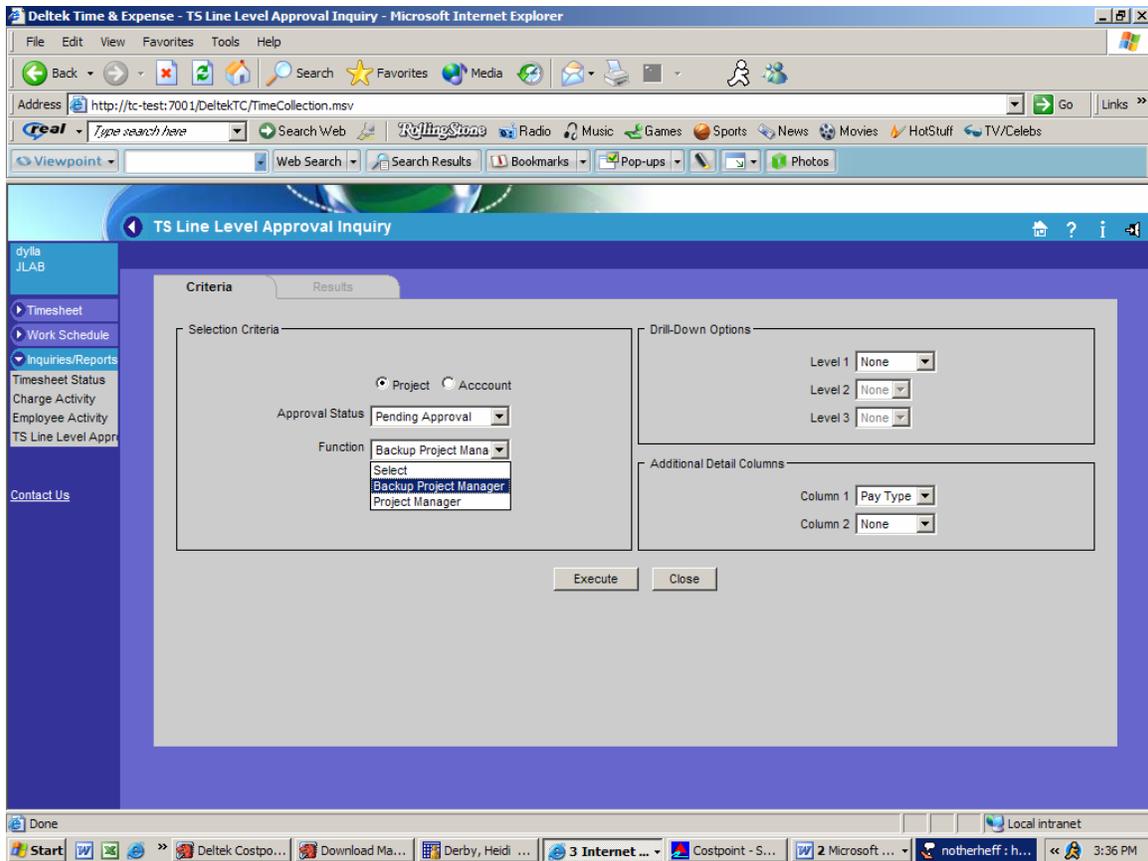
Project Management Approval

From either your desktop or your timesheet, select Inquiries/Reports
Select TS Line Level Approval

The screenshot shows a Microsoft Internet Explorer browser window displaying the Deltek Time & Expense MyDesktop application. The browser address bar shows the URL: <http://tc-test:7001/DeltekTC/TimeCollection.msv>. The application interface includes a navigation menu on the left with options like Timesheet, Work Schedule, and Inquiries/Reports. The main content area features a 'MyTasks (0)' section with a 'Refresh' button and a 'MyAlerts (0)' section. Below these is a table of 'MyTimesheets' with columns for date, frequency, and status. The table contains 11 rows of data, all with a status of 'Processed'.

<input type="checkbox"/>	MyTimesheets	Select All Launch	MyAlerts (0)	Select All Print Delete	MyMenu	Edit MyMenu
<input type="checkbox"/>	Oct 15, 2005 Semi-Monthly	Processed				
<input type="checkbox"/>	Sep 30, 2005 Semi-Monthly	Processed				
<input type="checkbox"/>	Sep 15, 2005 Semi-Monthly	Processed				
<input type="checkbox"/>	Aug 31, 2005 Semi-Monthly	Processed				
<input type="checkbox"/>	Aug 15, 2005 Semi-Monthly	Processed				
<input type="checkbox"/>	Jul 31, 2005 Semi-Monthly	Processed				
<input type="checkbox"/>	Jul 15, 2005 Semi-Monthly	Processed				
<input type="checkbox"/>	Jun 30, 2005 Semi-Monthly	Processed				
<input type="checkbox"/>	Jun 15, 2005 Semi-Monthly	Processed				
<input type="checkbox"/>	May 31, 2005 Semi-Monthly	Processed				
<input type="checkbox"/>	May 15, 2005 Semi-Monthly	Processed				
<input type="checkbox"/>	Apr 30, 2005 Semi-Monthly	Processed				

Under Selection Criteria, select Pending Approval
Select the function of Project Manager or Backup Project Manager
Click on Execute



Click on the + next to each project to see timesheet line details

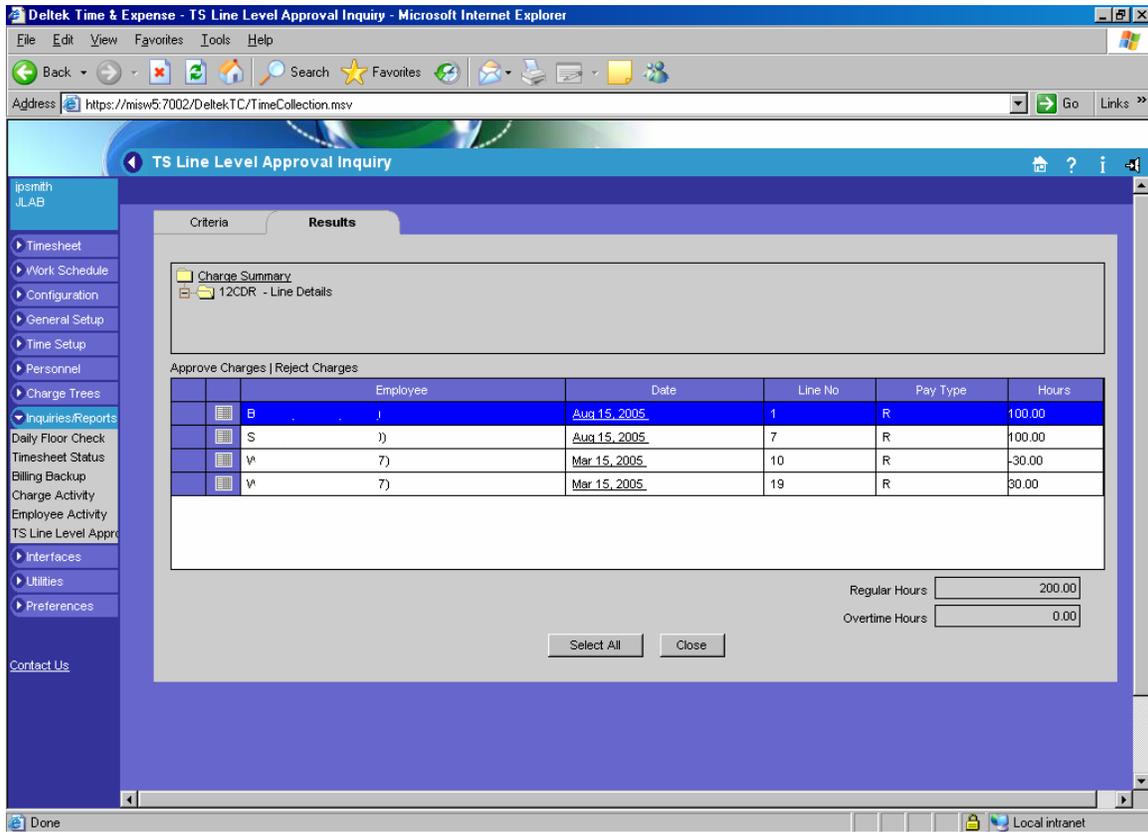
The screenshot shows a web browser window titled "Deltek Time & Expense - TS Line Level Approval Inquiry". The browser address bar shows "http://tc-test:7001/DeltekTC/TimeCollection.msv". The page content includes a sidebar with navigation options like "Timesheet", "Work Schedule", and "Inquiries/Reports". The main content area is titled "TS Line Level Approval Inquiry" and has tabs for "Criteria" and "Results". Under the "Results" tab, there is a "Charge Summary" section and a table of charges.

	Project	Description	Regular Hours	Overtime Hours
+	3AABP	Beam Physics	50.00	0.00
+	3AACRY	Inst Cryogen&Tst Cryount	100.00	0.00
+	3AAFAB	Finish Cryount Fab	50.00	0.00
+	3AAPM	Project Management	100.00	0.00

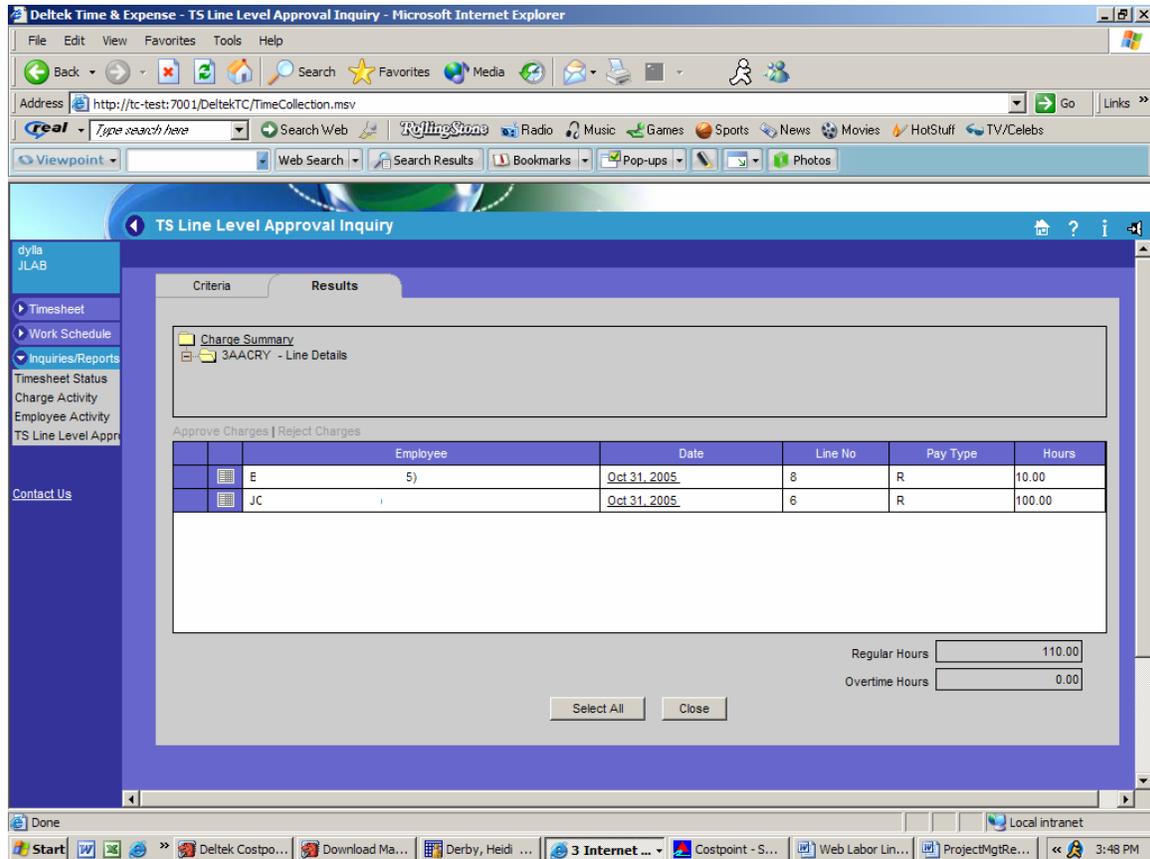
Below the table, there are input fields for "Regular Hours" (value: 300.00) and "Overtime Hours" (value: 0.00). There are also "Select All" and "Close" buttons.

The detail screen shows 'entered' amounts by timesheet period
 You can see actual cell detail by clicking on the date link

Note: If an employee records their time using daily hours, you will see hours here. However, since part of the Lab employees input their time in percents, you will not see actual hours for them. Instead you will see percents and will have to know what percentage those employees worked on the project



You can approve all the employees at one time by clicking on “Select All,” then clicking on Approve Charges, or you can approve one employee at a time. To do this, highlight the employee’s name by clicking on the blue box next to the grid icon, then click on Approve Charges.



Appendix

Timesheet Classes

Employee Class Description	Paid Overtime?	Leave Allowed?	Shift Allowed?	Call-in?
Casual/Non-Exempt	Yes	No	No	Yes
Graduate/Exempt/Percent	No	No	No	No
Machine Shop/Exempt/Daily	No	Yes	No	No
Machine Shop/Non-Exempt	Yes	Yes	No	Yes
Part-Time/Exempt/Daily	No	Yes	No	No
Part-Time /Exempt/Percent	No	Yes	No	No
Part-Time/Non-Exempt	Yes	Yes	No	Yes
Salary/Exempt/Daily	No	Yes	No	No
Salary/Exempt/Percent	No	Yes	No	No
Salary/Non-Exempt	Yes	Yes	No	Yes
Salary/Shift/Non-Exempt	Yes	Yes	Yes	Yes
Student/Non-Exempt	Yes	No	No	No

Timesheet Statuses

Missing	No information has been entered in the timesheet for the period.
Open	The timesheet has been saved, but has not been signed by the employee. The timesheet may or may not be complete.
Signed	The timesheet has been signed by the employee or an employee representative, but has not been approved by the Supervisor, Back-up Supervisor or Division Coordinator.
Approved	The timesheet has been approved by someone in a supervisory role, but has not been processed by the Payroll Department.
Rejected	The Supervisor, Back-up Supervisor, or Division Coordinator has rejected the timesheet, but the employee has not corrected it.
Processed	The timesheet has been successfully processed (exported) by the Payroll Department.

Example of Dangling Week Overtime Calculation

Sept	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total
Project	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	88
Time	8	8	8			8	8	8	8	8	8	8	8	8	8	
CFOFIN													2	2	2	
Overtime																6

Sept	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total
Project	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	88
Time	8	8			8	8	8	8	8	8	8	8	8	8	8	
CFOFIN																
Overtime																

Sept	13	14	15	16	17	18	19
Project	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Time	8	8	8	8	8		
CFOFIN							
Overtime	2	2	2				

Current	(Pay Date Oct 1)			(Pay Date Oct 16)			Sept Total
	Sept 15	Dollars	Hrs	Sept 30	Dollars	Hrs	
Reg	88	866.67	88	88	866.67	176	866.67
Prem OT (1.5 X)			6		90.00	6	90.00
Straight OT (1 X)						0	-
Total	88	866.67	94	94	956.67	182	956.67

New	(Pay Date Oct 1)			(Pay Date Oct 16)			Sept Total
	Sept 15	Dollars	Hrs	Sept 30	Dollars	Hrs	
Reg	88	866.67	88	88	866.67	176	866.67
Prem OT (1.5 X)			6		90.00	6	90.00
Straight OT (1 X)						0	-
Total	94	926.67	94	94	896.67	182	956.67