Deltek T+E FAQs

for Vendor Employees

1. Are the CATW time WBS codes going to remain the same? – No, you will be given new project codes to enter time against. These will be given by your Perspecta manager or Subcontracts administrator.
2. Does Deltek T+E replace other time entry systems? – Deltek T+E is replacing CATW time but does not replace any timekeeping system from your Vendor. Please work with your Vendor to ensure you understand how to enter time to be paid as their employee. Time entry in Deltek T+E is for Perspecta to pay your Vendor.
3. What date do we start using Deltek? – Hours worked from 3/28/2020 will need to be entered into Deltek and not into CATW. CATW should be used to report all time through 3/27/2020 and should be entered by close of business on Friday 3/27/2020. By April 13,2020 you will receive a user ID and password from your Perspecta sponsoring manager and be able to enter time back to 3/28/2020.
4. When will a User ID and Password be available and how will we receive it? - Your User ID will be sent to your Perspecta sponsoring manager by 4/13/2020. Your password will be the computer password you use to login.
5. When do we stop entering time in CATW? - CATW should be used to report all time through 3/27/2020 and should be entered by close of business on Friday 3/27/2020.
6. What browser do I use? - Internet Explorer is the original approved browser. Other browsers can also be used. Some companies have settings on different browsers that do not allow access. You can also use a personal computer to access Deltek T+E.
7. Can you access Deltek T+E on a cell phone or tablet? - Yes, you can download the mobile app.
8. Will there be a gap in pay until timecards are approved 2 weeks later? – Please direct pay questions to your employer.
9. Can you submit mileage in the expense tab? –Expenses that Perspecta has agreed to reimburse, per the contract guidelines, can be submitted thru the Expense portion of Deltek T+E.
10. Who approves my timesheet?  If you are an Agency Contractor, then your Perspecta Manager will be responsible for reviewing/approving your timesheet. If you are a SOW/Subcontractor, then an additional person at your company will be setup with a TESS account to approve your timesheets.
11. Will contractors get notifications if they do not enter or submit time daily or weekly? – No, currently no notifications will be sent to contractors. If you need to reject a time card we recommend you contact the individual and have them correct the time rather than rejecting it. The contractor would need to log into the Deltek T&E system to see a rejected time sheet which could delay the processing of the timesheet.
12. You mentioned the workweek changed, when is this effective? The workweek in Deltek T+E is Saturday thru Friday. This is affective 3/28/2020.
13. When does time need to be approved for contractors? Contractors should approve before they leave on Friday. Approvers should approve on Friday by 9pm.