Deltek Time and Expense v10 for Vendor Employees

Reference Guide

November 2022

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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.

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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)

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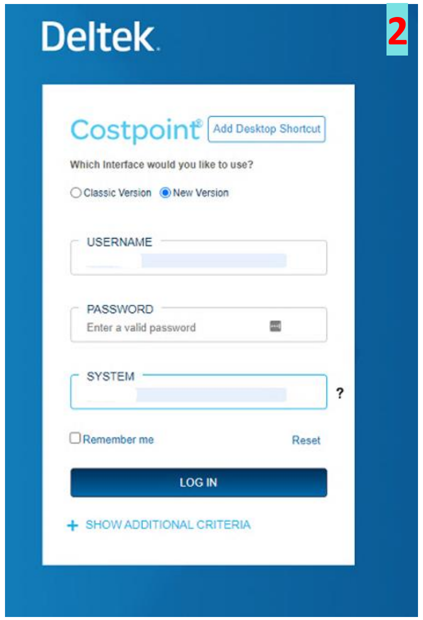
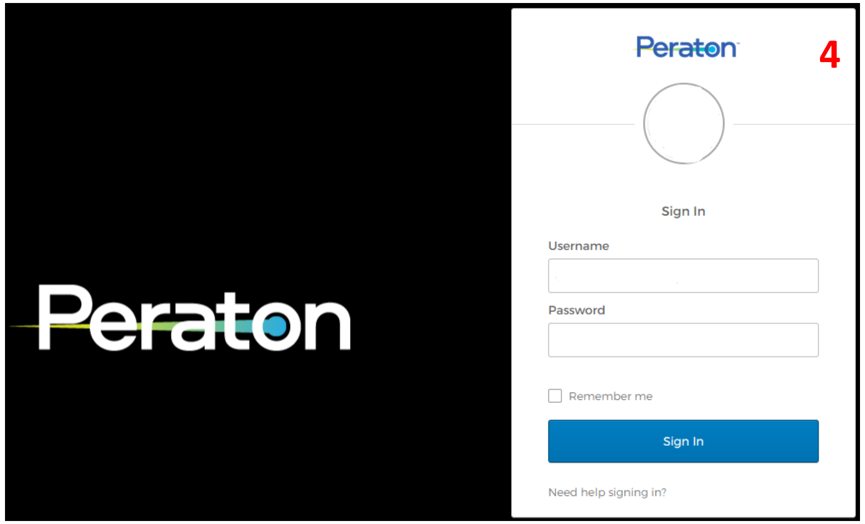
Universal Functions, Password Maintenance and Tool Navigation

Access Deltek Time and Expense v10 (T&E)

1. Go to the T&E URL: https://cpweb.peraton.com
2. Deltek Costpoint login page appears
3. Enter your User Name
   - If prompted, System: CPPROD
4. You will be rerouted to the Okta system for login. Enter the same User Name and Password, then click Sign In
   - 905xxxxx, Nxxxxx or prefix of @peraton email (First.Last)
5. If already setup, Okta will then prompt you for Multifactor Authentication; complete that
6. Once authenticated, you'll be redirected back and logged into T&E

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





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Initial setup of Okta Multifactor Authentication (MFA)

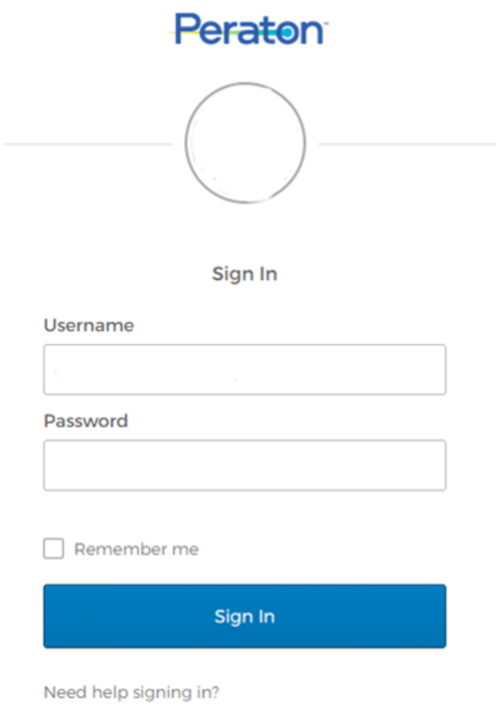
1. On your first attempt logging into the Okta system, enter your User Name and Password, then click Sign In
2. You will then be prompted to select your primary method for Multifactor Authentication (MFA) out of the options available for you.

You need to set up a secondary email and set up a Forgotten Password question. You can also setup other forms of MFA:

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

3. Follow the setup instructions for the methods you select.
4. Once you complete the MFA setup and initial login, you will be asked to select a picture for your security image.

Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website. Select one of the images listed and click save. You will see this image on the login screen the next time you log into Okta. The image will appear after you type in your username



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

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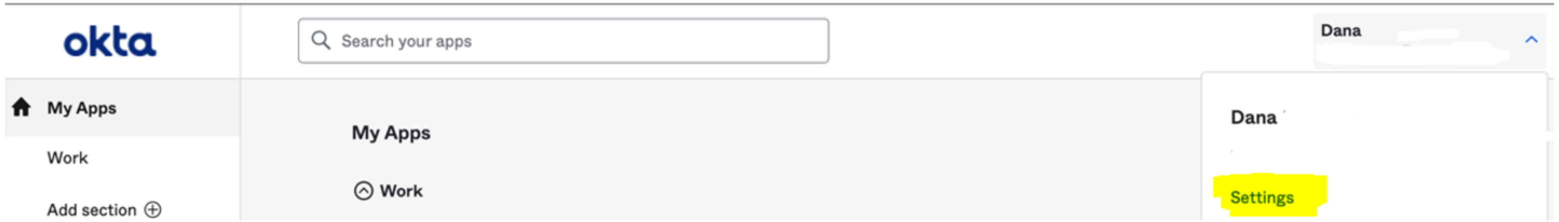
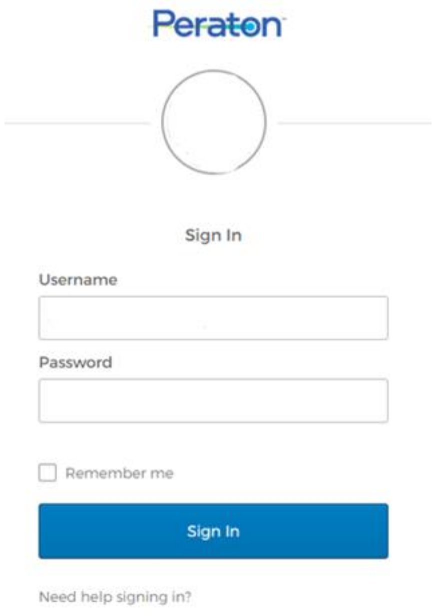
Change / Configuring Other Forms of MFA

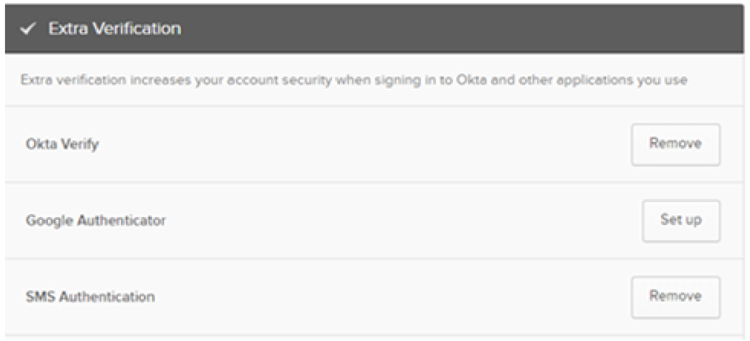
To configure or change methods of MFA, such as enabling security questions as a form of MFA or changing your security question:

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 user information, forgotten password question, security image, extra verification and display language. Click the green **Edit Profile** button at the top.
4. Scroll down to the **Extra Verification** 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.



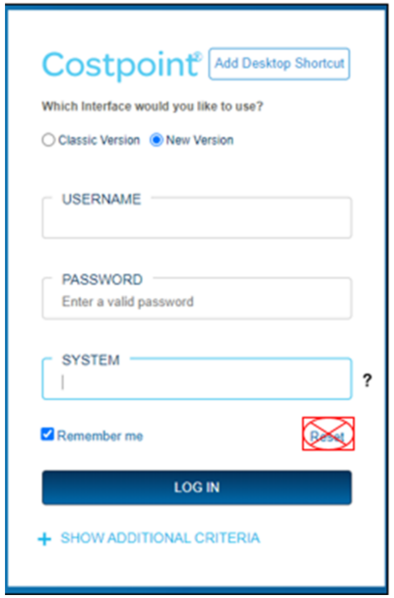
Password Maintenance

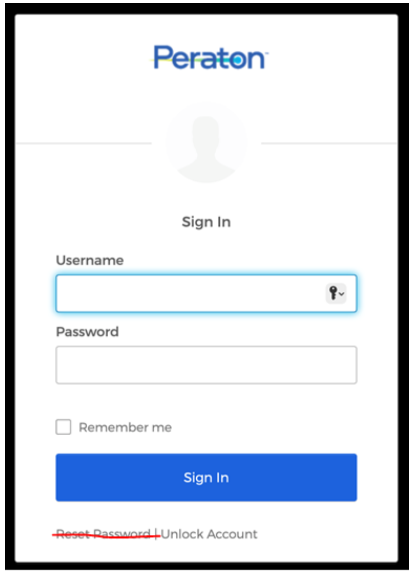
- Your Peraton Sponsoring Manager will have your initial password.
- For password/login issues, contact the Service Desk at 833-994-2449

  - 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 either Costpoint or Okta
- When calling the Service Desk for password/login issues, the Service Desk will ask who the Peraton Sponsoring Manager is as way of authenticating the caller. Be prepared to provide.





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:

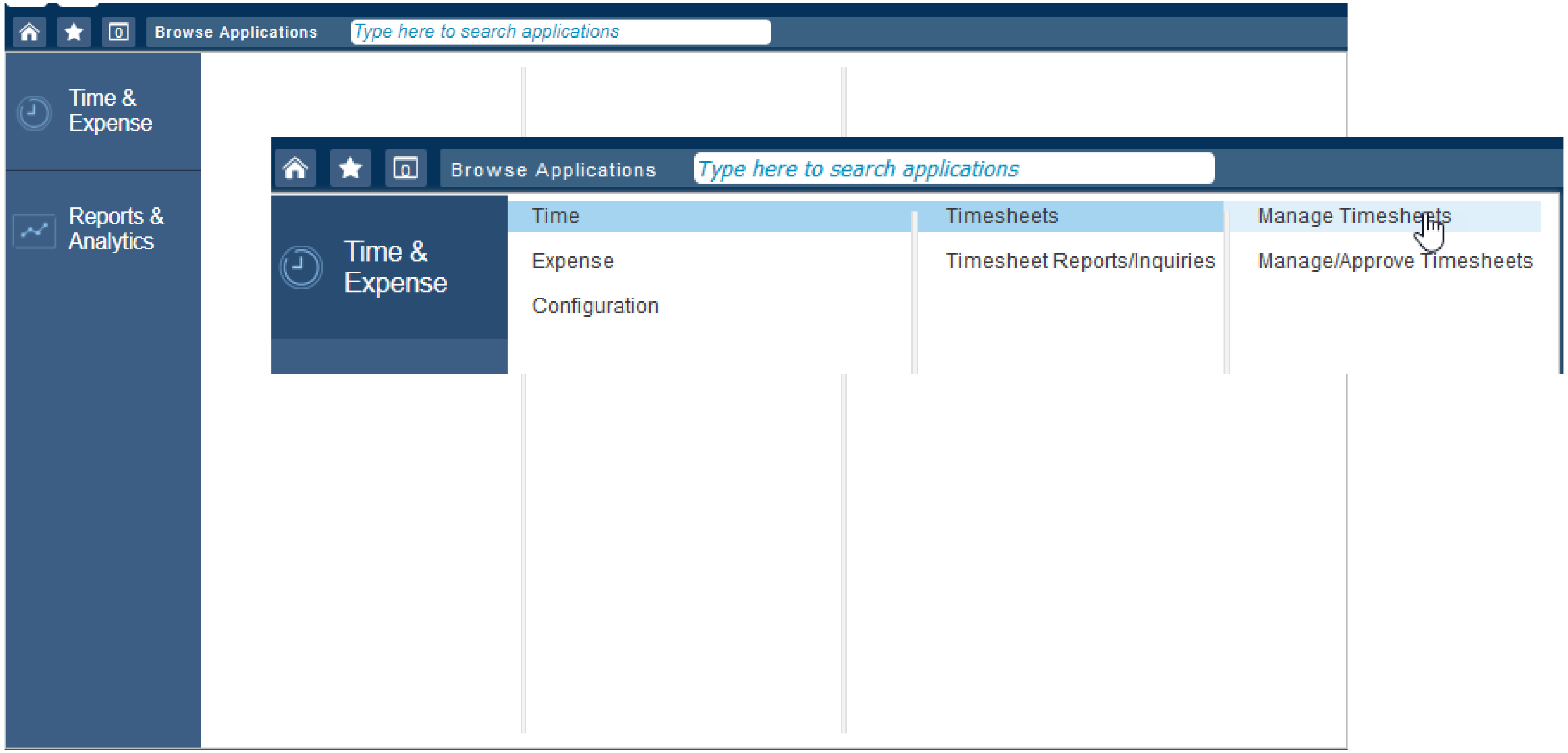
1. Uppercase characters (A through Z)
2. Lowercase characters (a through z)
3. Numbers (0 through 9)
4. Non-alphanumeric characters (Examples: !, $, #, %)

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:

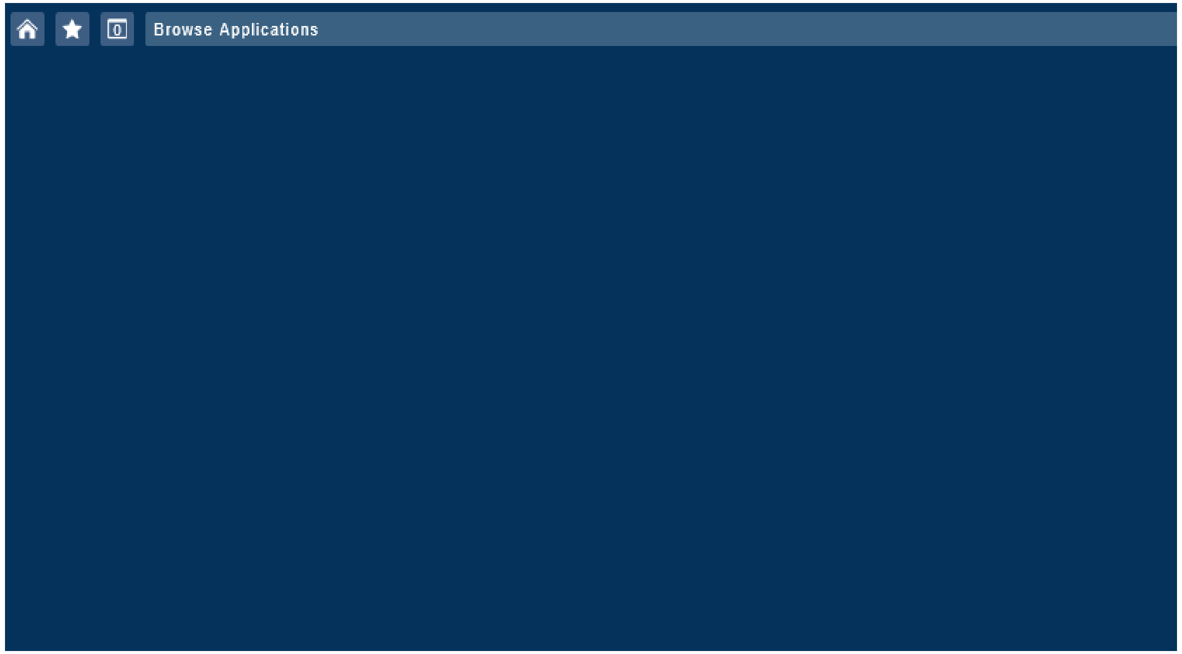
- Time & Expense: goes directly to timesheet and expense modules
- Reports & Analytics: Home Dashboard

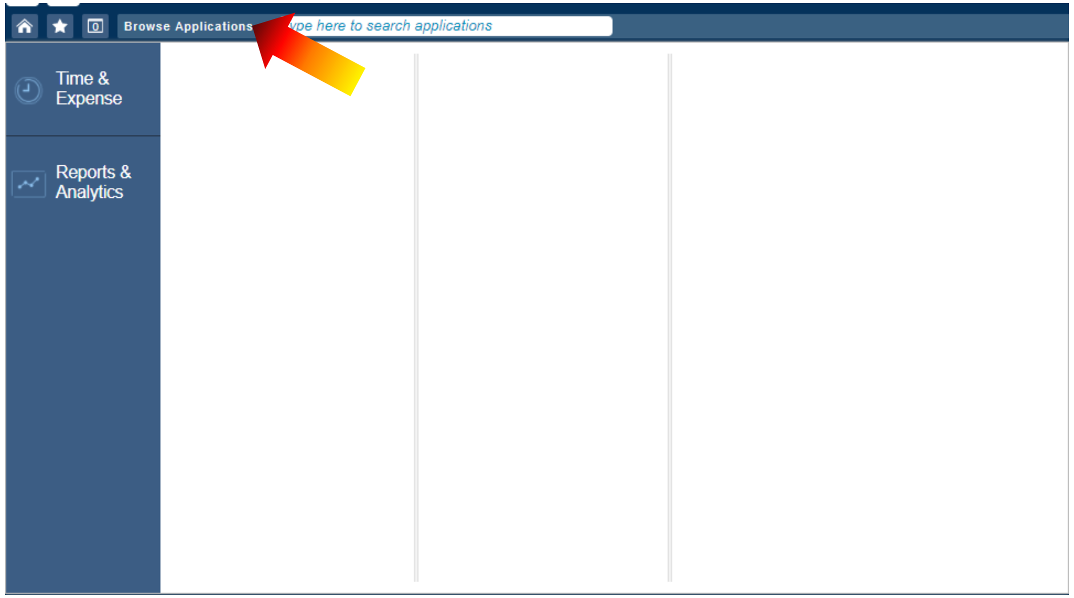


Navigation

- If the modules on the left disappear …

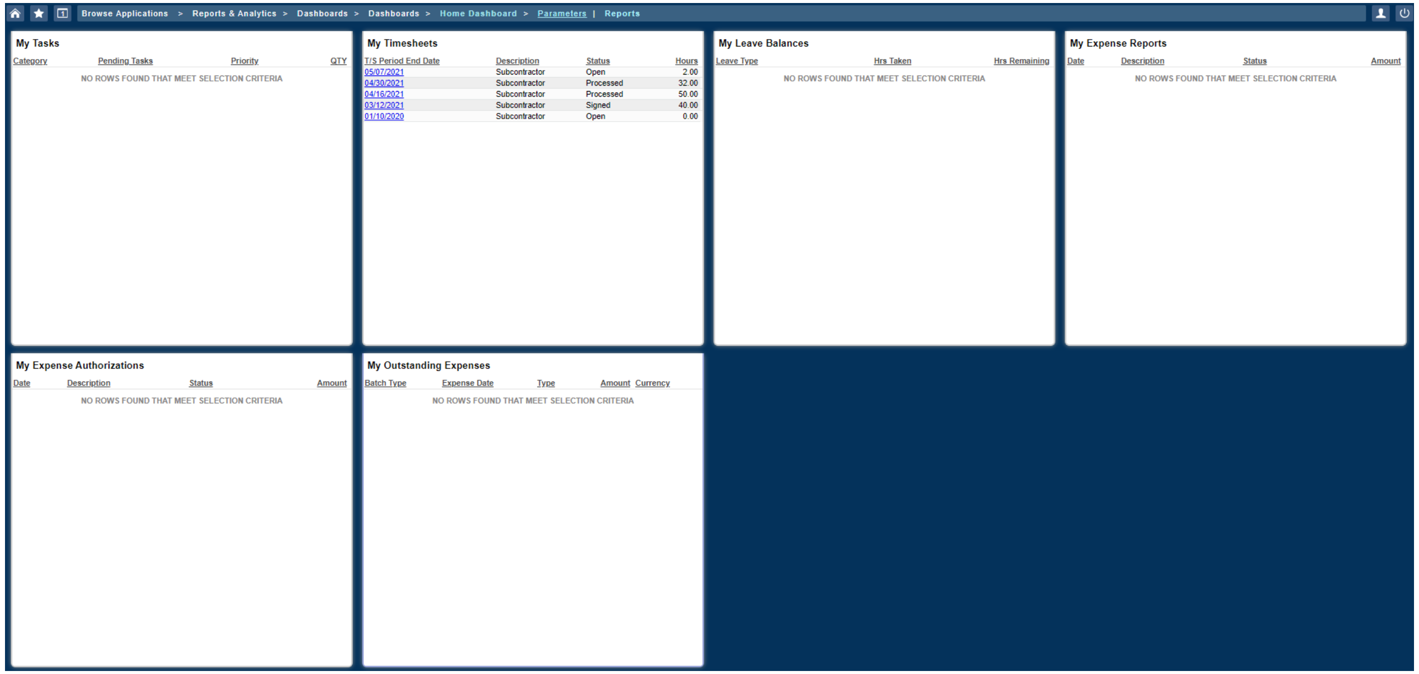
- Click Browse Applications and they'll return





Reports and Analytics

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



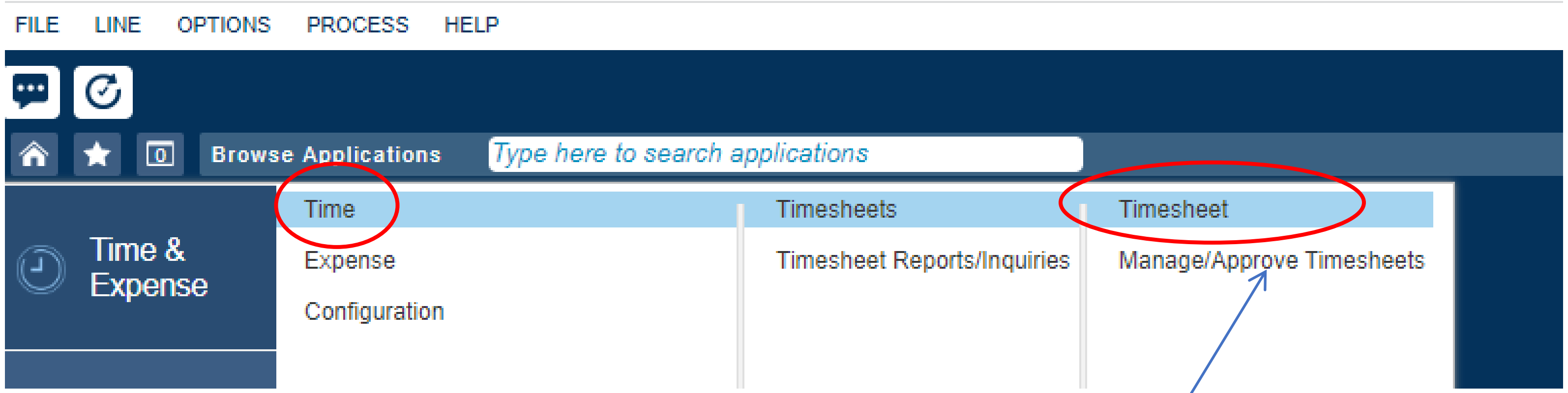
My Tasks: Displays the number of tasks (for each task type). This list may be expanded or minimized using the “+” and “-” buttons. Only groupings that have tasks are displayed. An example of a task type (grouping) is “Timesheets Pending Approval”.

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:

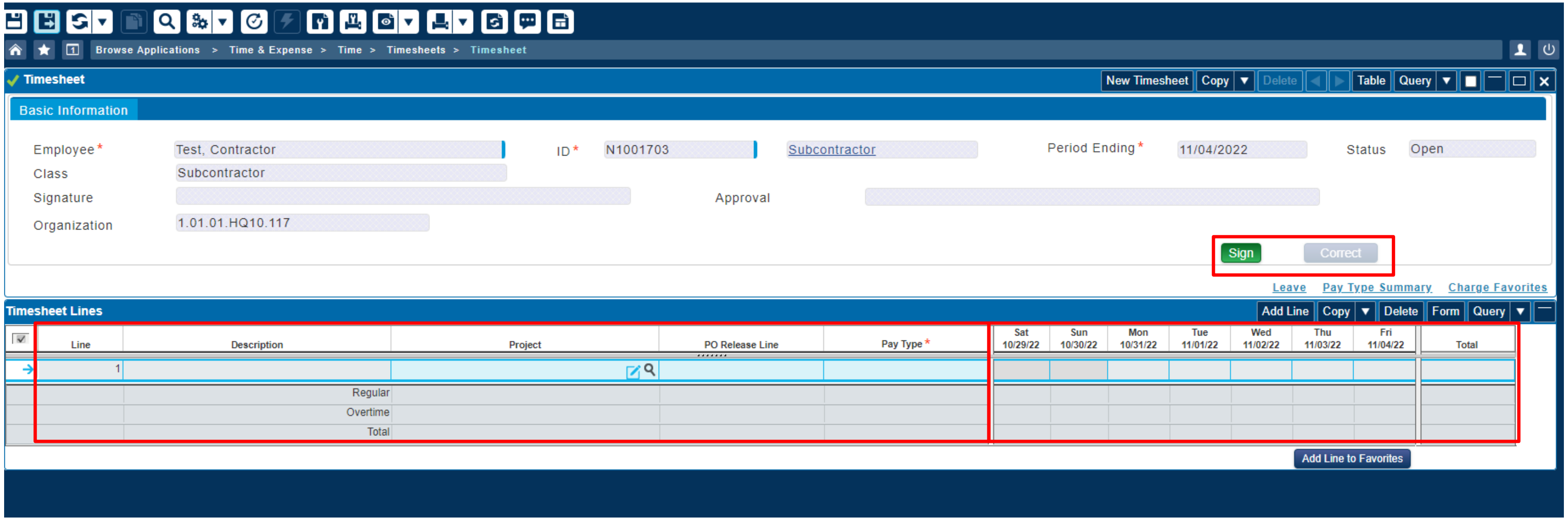
Menu Navigation Area



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:



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

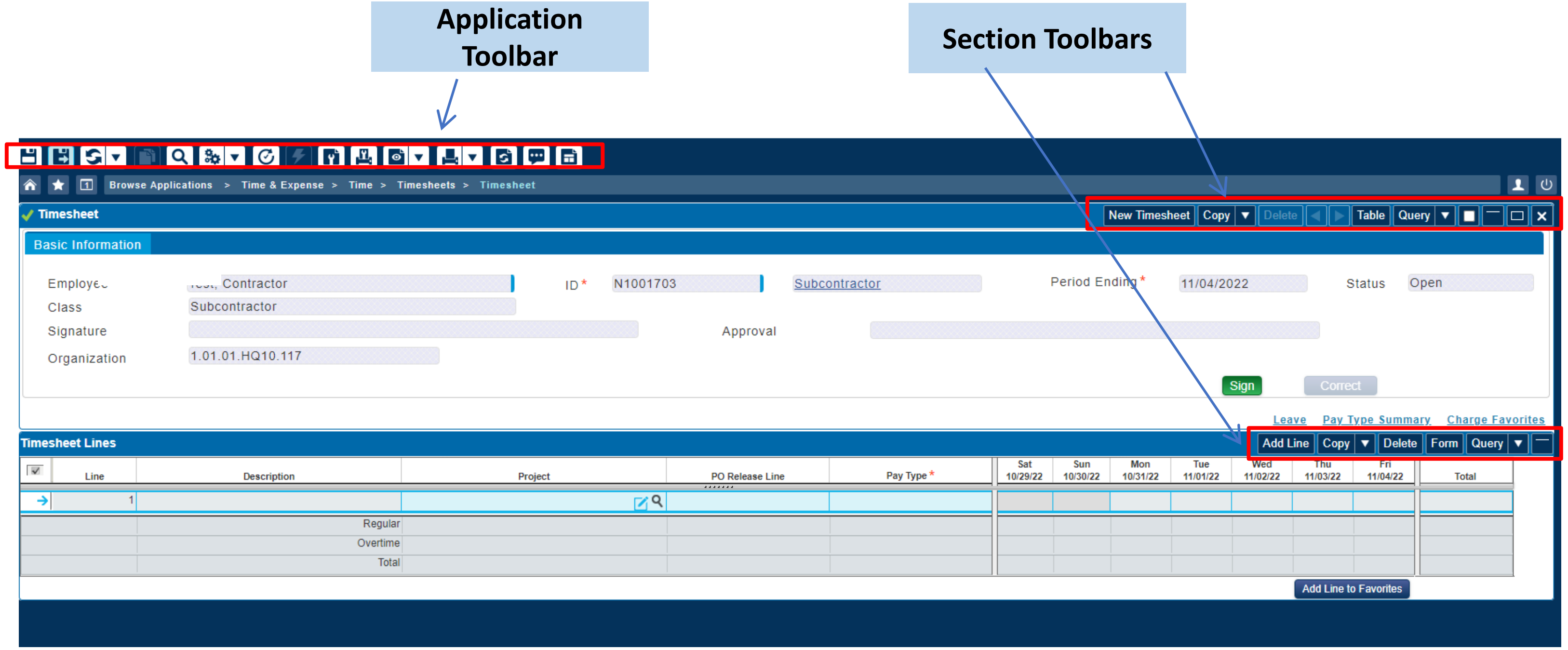
Click this directional arrow to display the timesheet for the **previous pay** period

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



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.

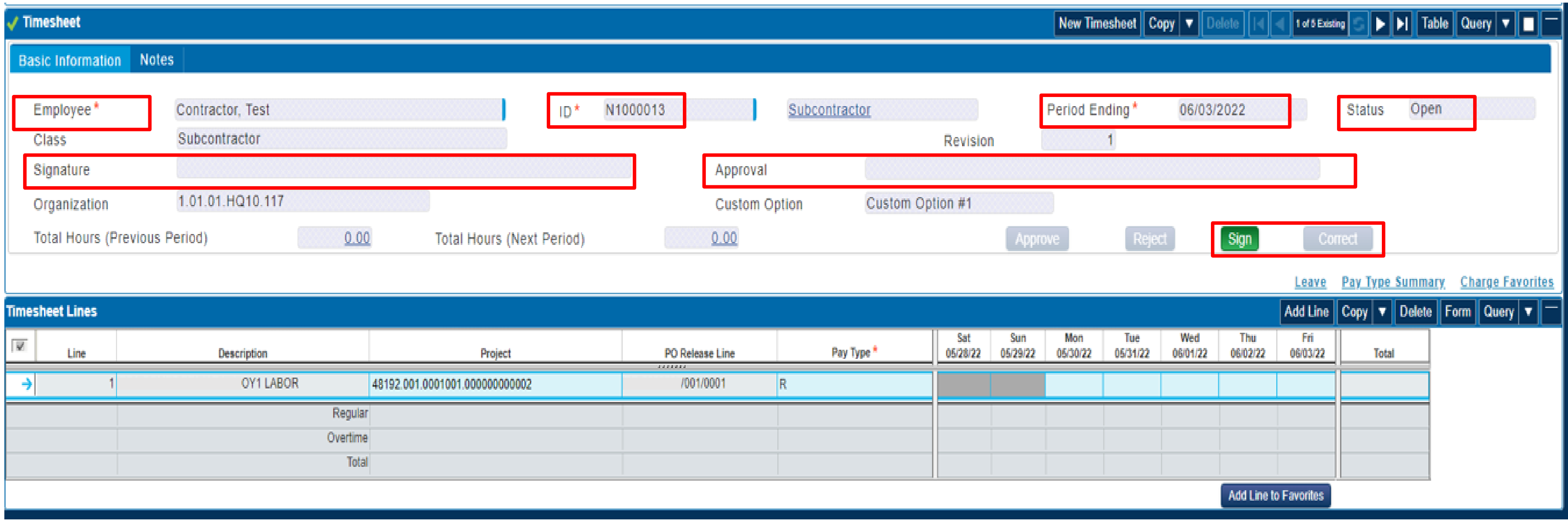
Rejected - Manager has rejected timesheet and employee has an action to correct

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



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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.

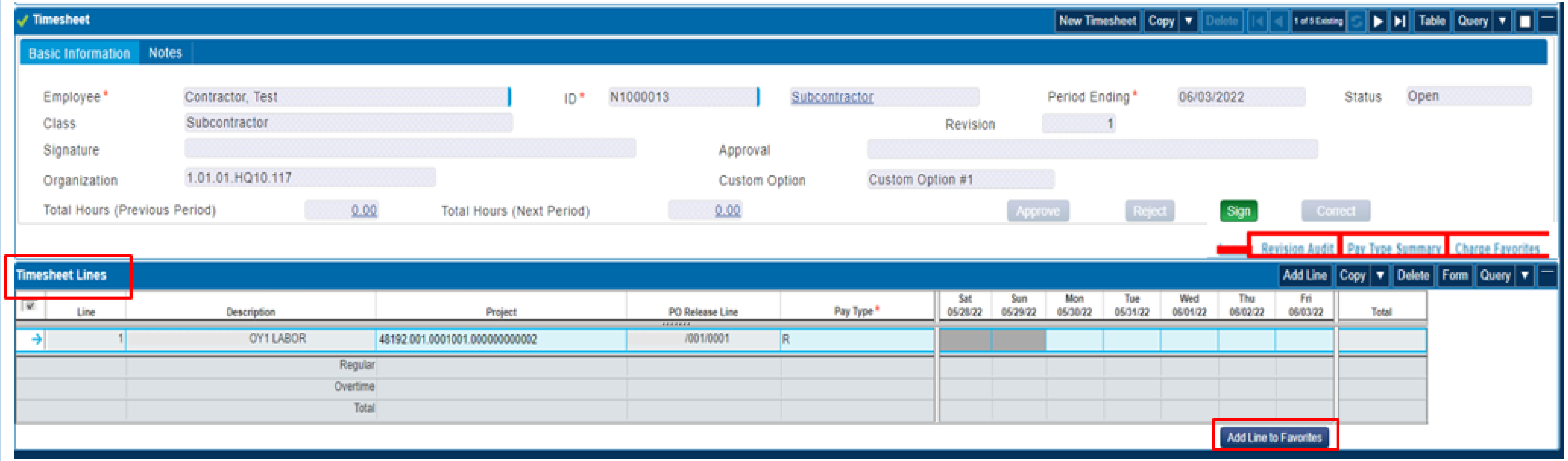
Revision Audit : view all of the "Corrections" made to the current timesheet if applicable

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.



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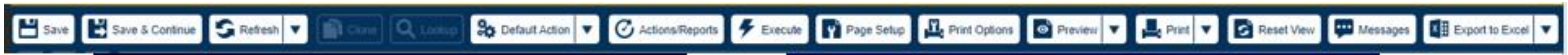
Global/Application Options

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.
	[illegible]	[illegible]
	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.

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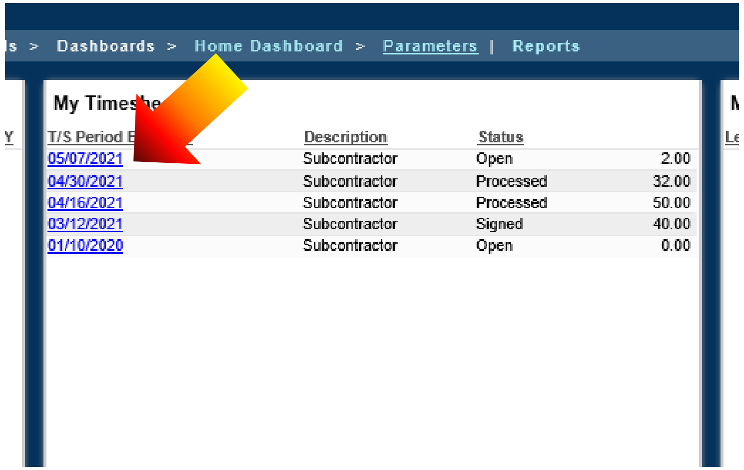
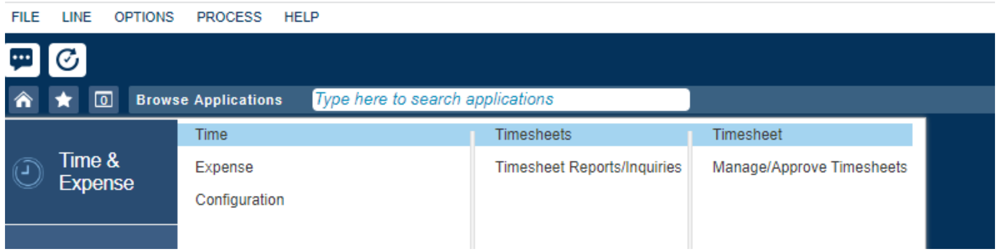
Time Entry

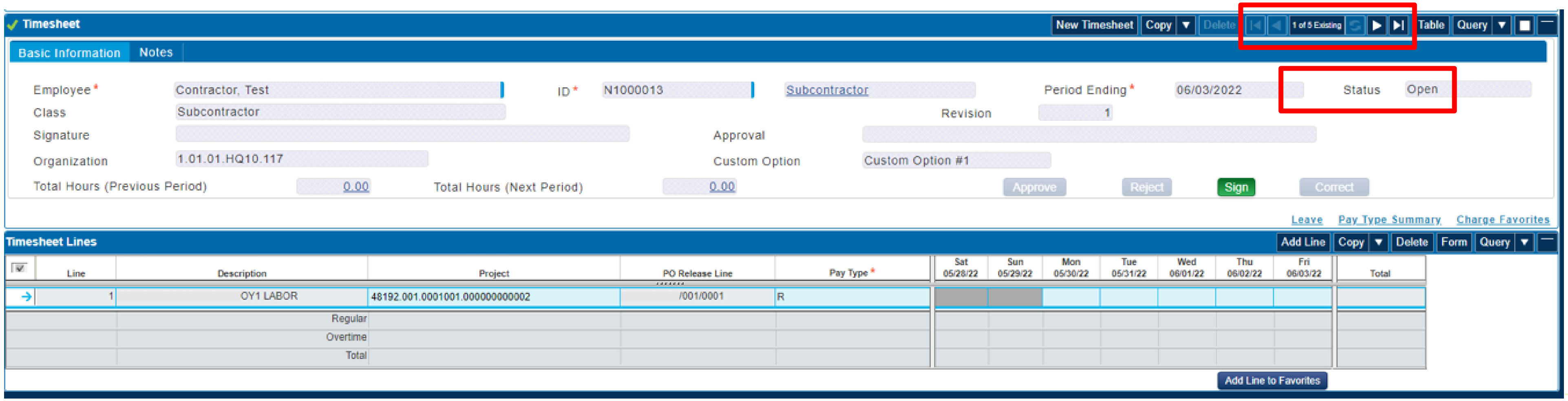
Access Current Timesheet

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







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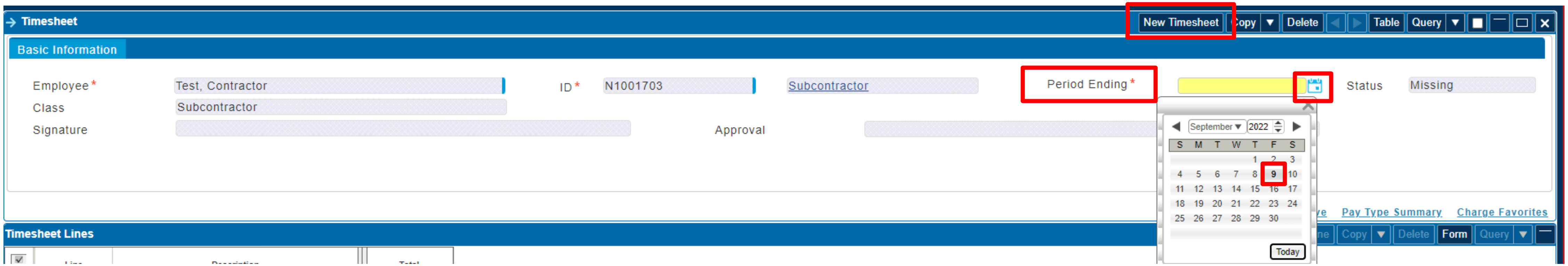
Create Missing Timesheet (if needed)

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



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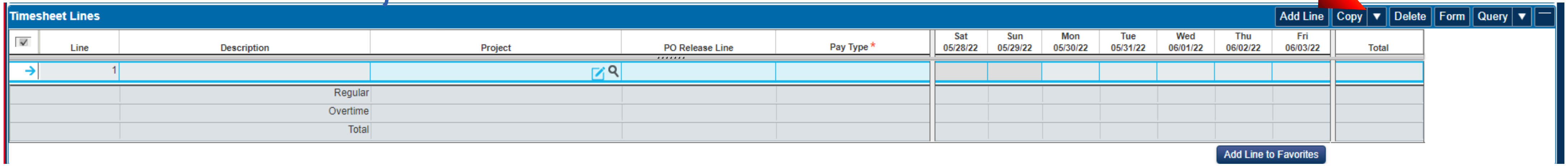
Charge Number Entry

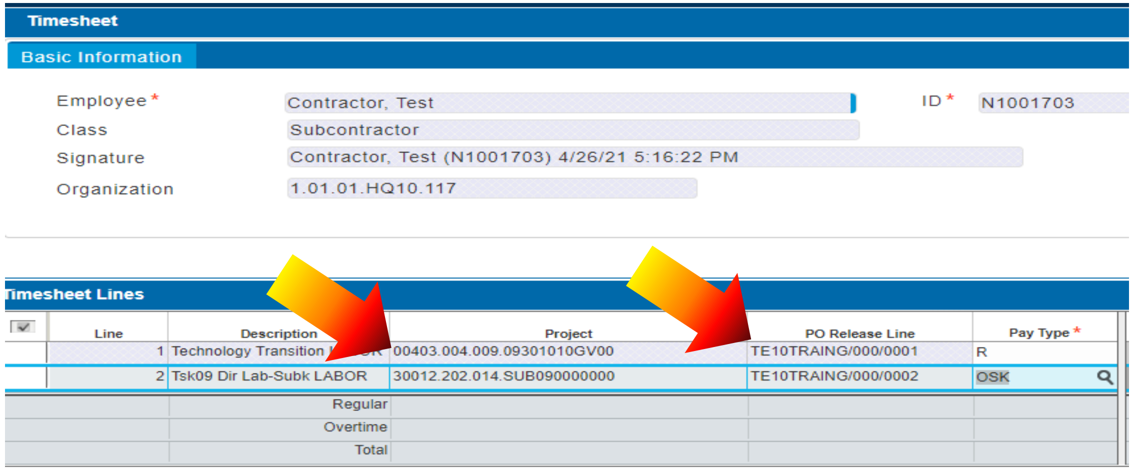
To add a Timesheet Line to the timesheet, click Add Line. Add as many lines as needed to reflect all Projects worked.



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

- <u>As always</u>, 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



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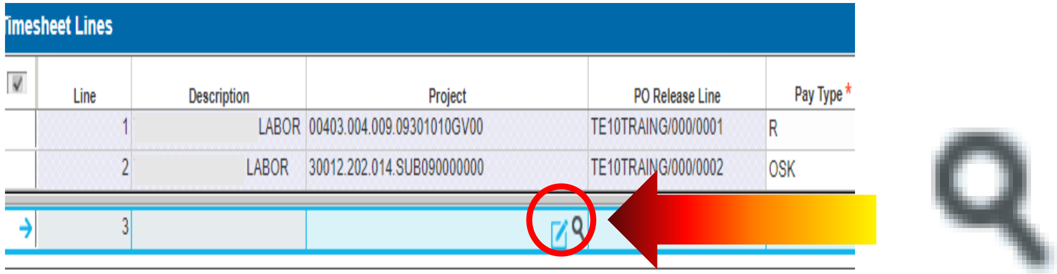
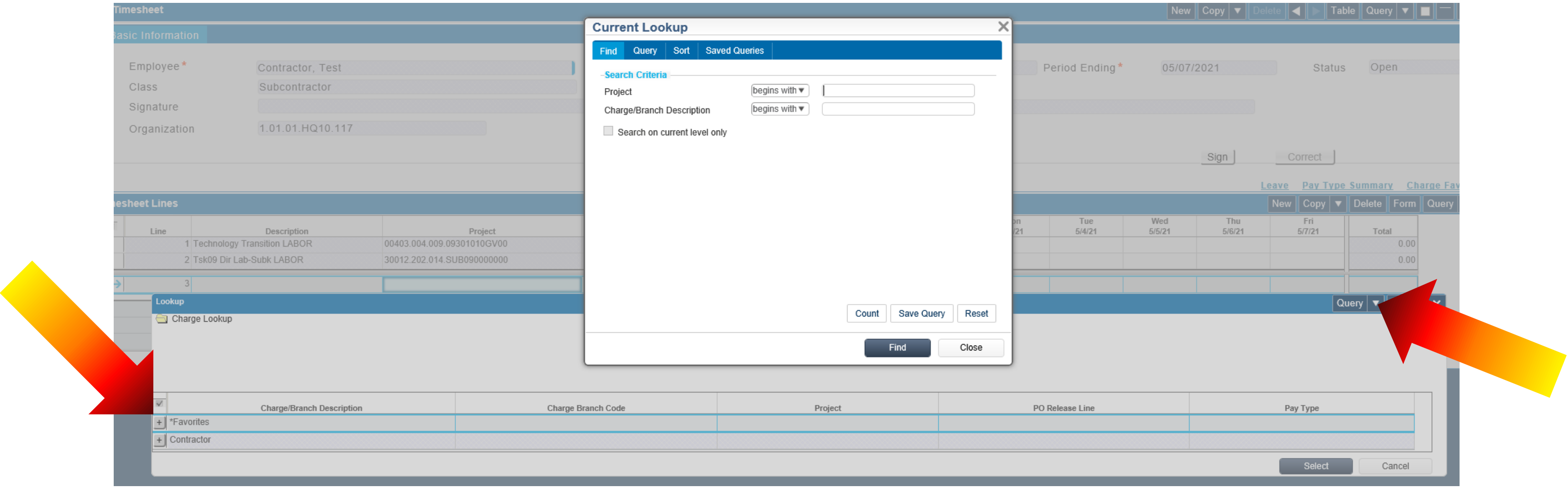
Charge Number Entry via Charge Lookup Tree

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



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



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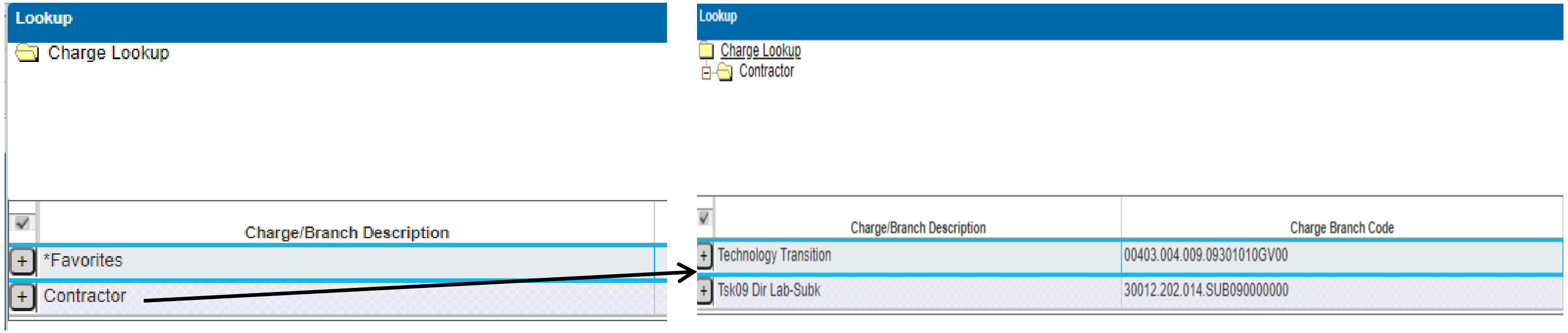
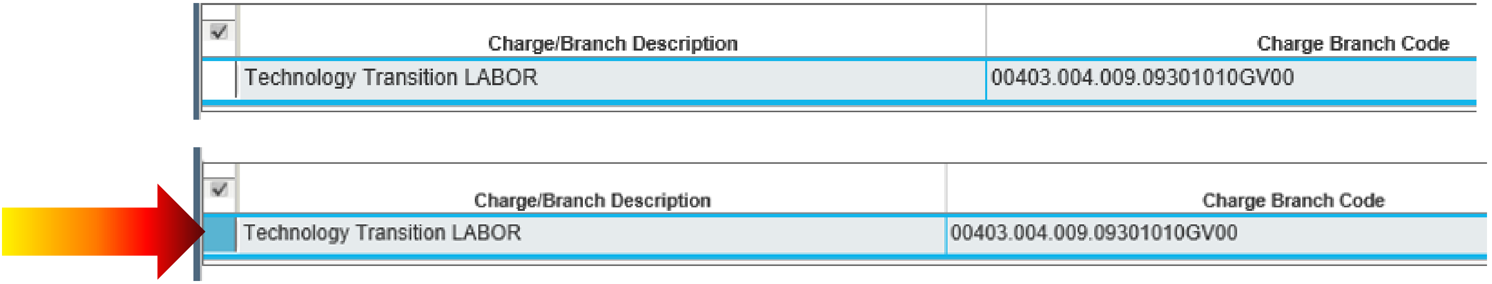
Charge Number Entry via Lookup Tree

Select the "+" button to expand the Charge Tree

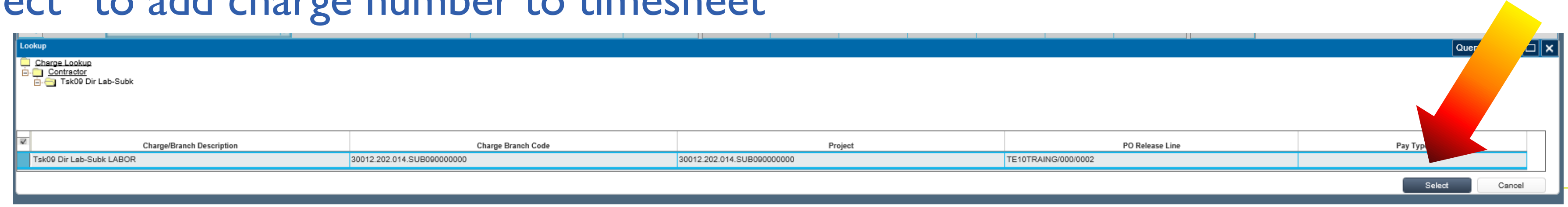
- You may need to navigate 2 levels before the charge numbers are visible.



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



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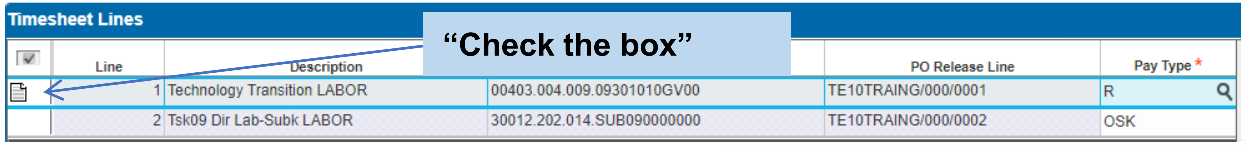
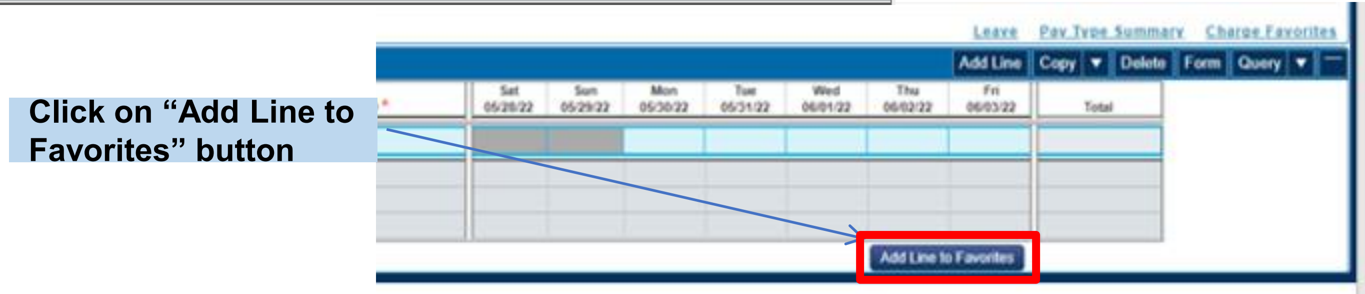
Add "Favorites" to the Charge Tree & Auto Load

To add a Project to Favorites area of Charge Tree

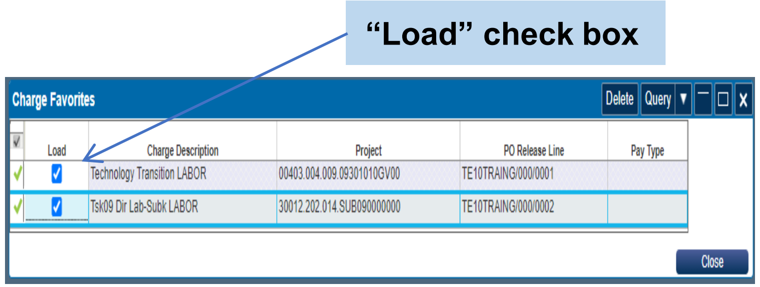
1. Add the Project to a timesheet line
2. Check the box next to the charge number, make sure box turns blue
3. Click "Add Line to Favorites" from the button below timesheet





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 <u>automatically</u> load each week
3. Click "Close"
4. Save the Timesheet



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

Line	Description	Project	PO Release Line	Pay Type *
1	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAING/000/0001	R
2	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB090000000	TE10TRAING/000/0002	OSK

Select the appropriate Radio button to populate the "Pay Type"

Lookup — Query

Pay Type ID	Name
DBT	Doubletime - Subcontractor
OSK	Overtime - Subcontractor
R	Regular

Select | Cancel

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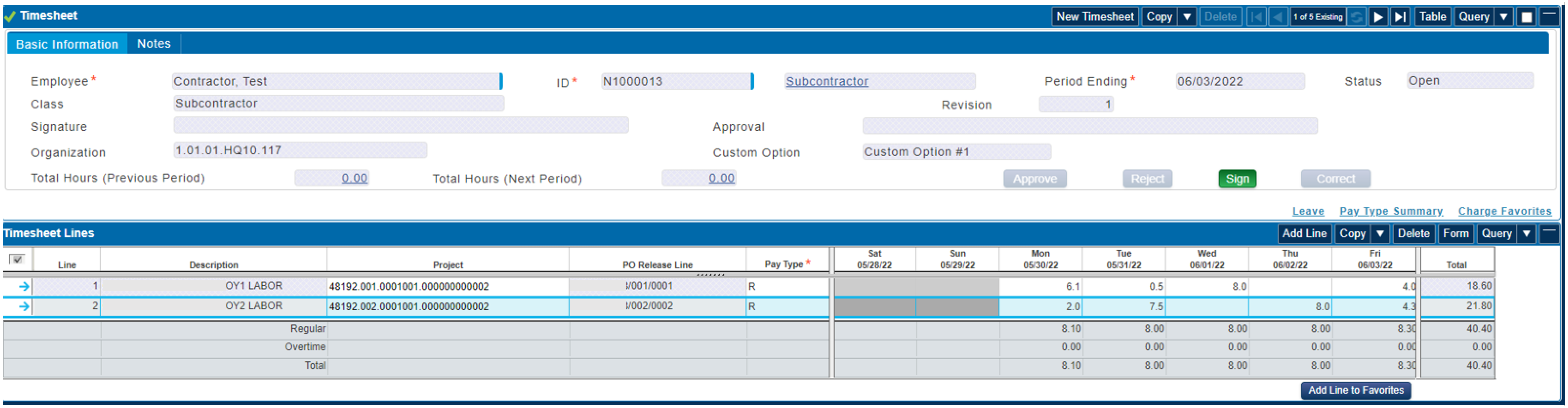
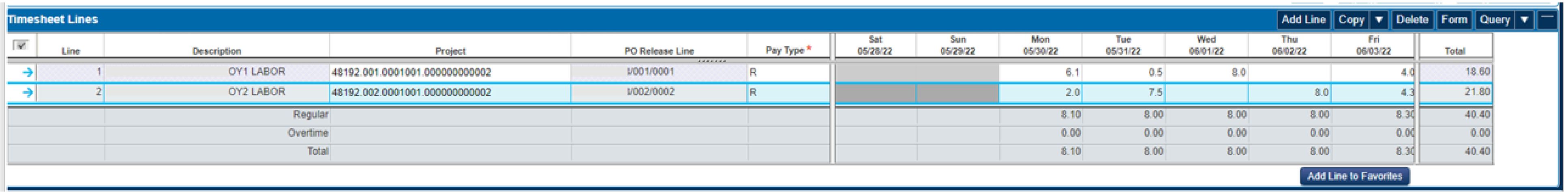
Entering Hours Worked

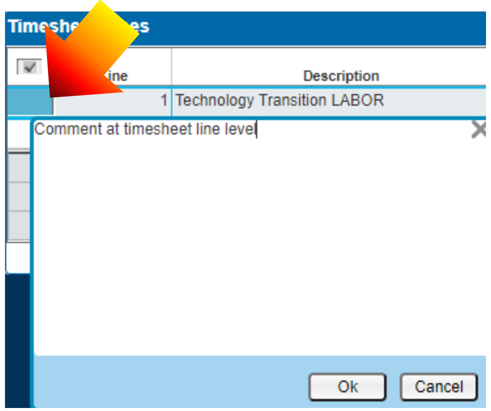
- Enter the appropriate hours worked for each Project by day (0.1 hour increments)
- The time collection system calculates total time by day, by timesheet line, by pay type and total hours

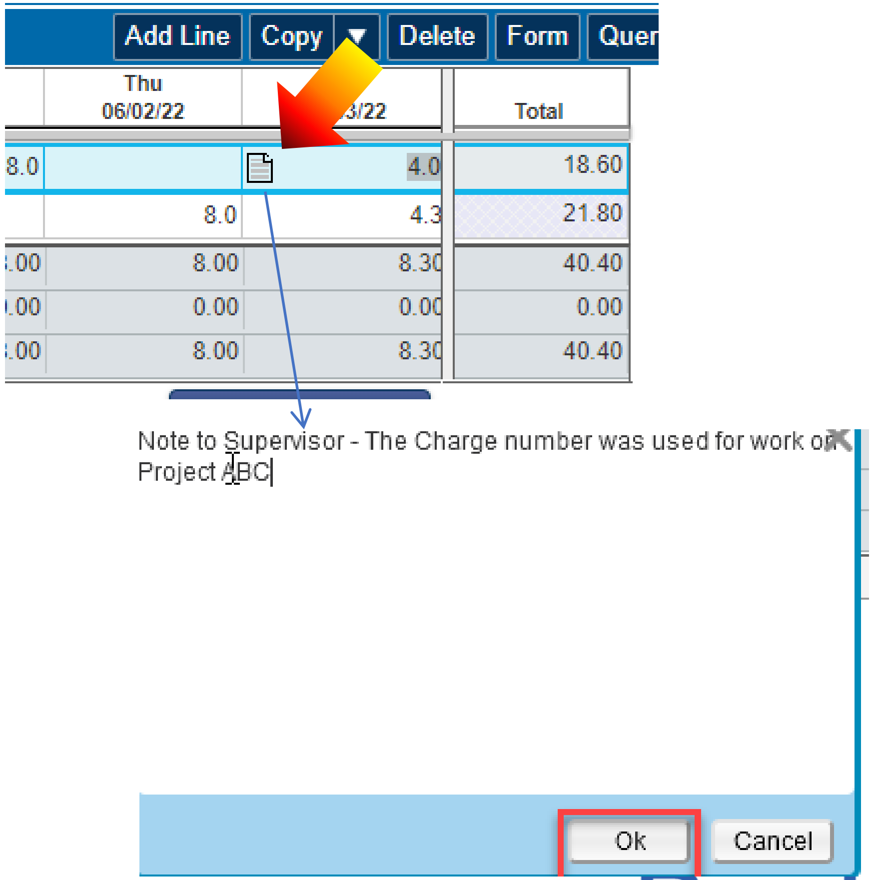


Line and Cell Comments



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





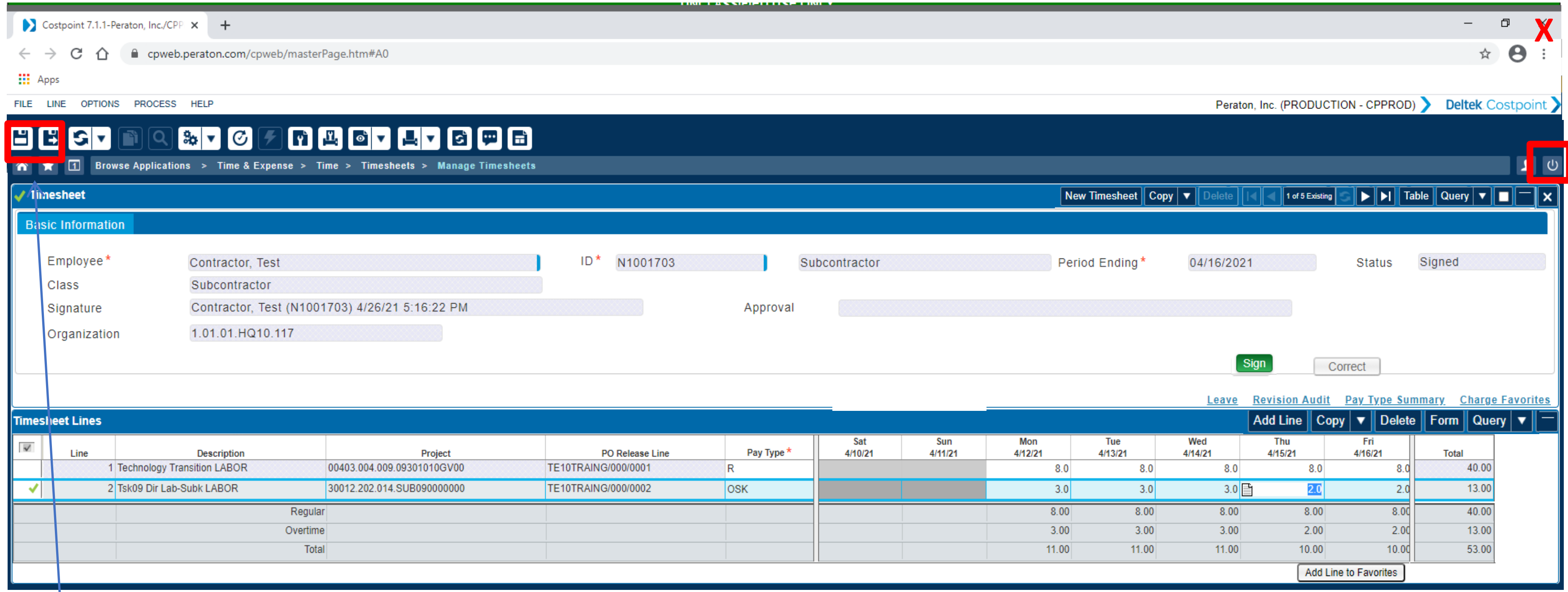
- To add or edit an existing line comment, select the line comment icon in the first column of the table grid for the line. The Line Comments dialog will appear.
- The line number of the comment will also appear in the dialog heading. Enter the information you want to add or edit in the body of the line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

Peraton

Saving Timesheet

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

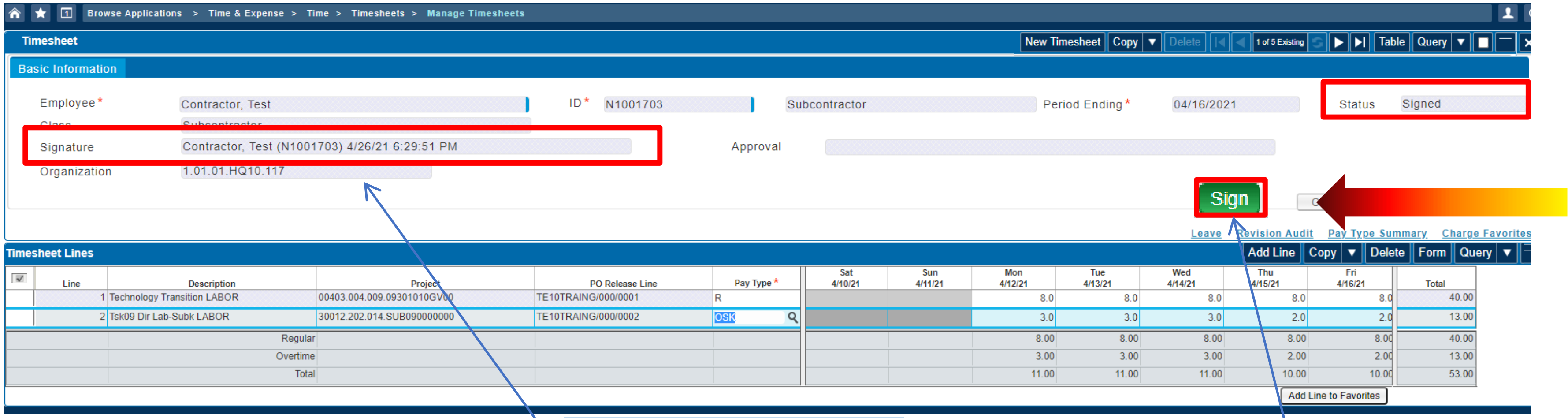
- If you do not save before properly exiting, the application prompts you to save.
- If you do NOT logout (exit) properly and have not saved, all your entries are lost and must be re-entered.
- Do not select "X" to close the browser to exit the time collection system.
  You should click on the Log Out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



Peraton

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.



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

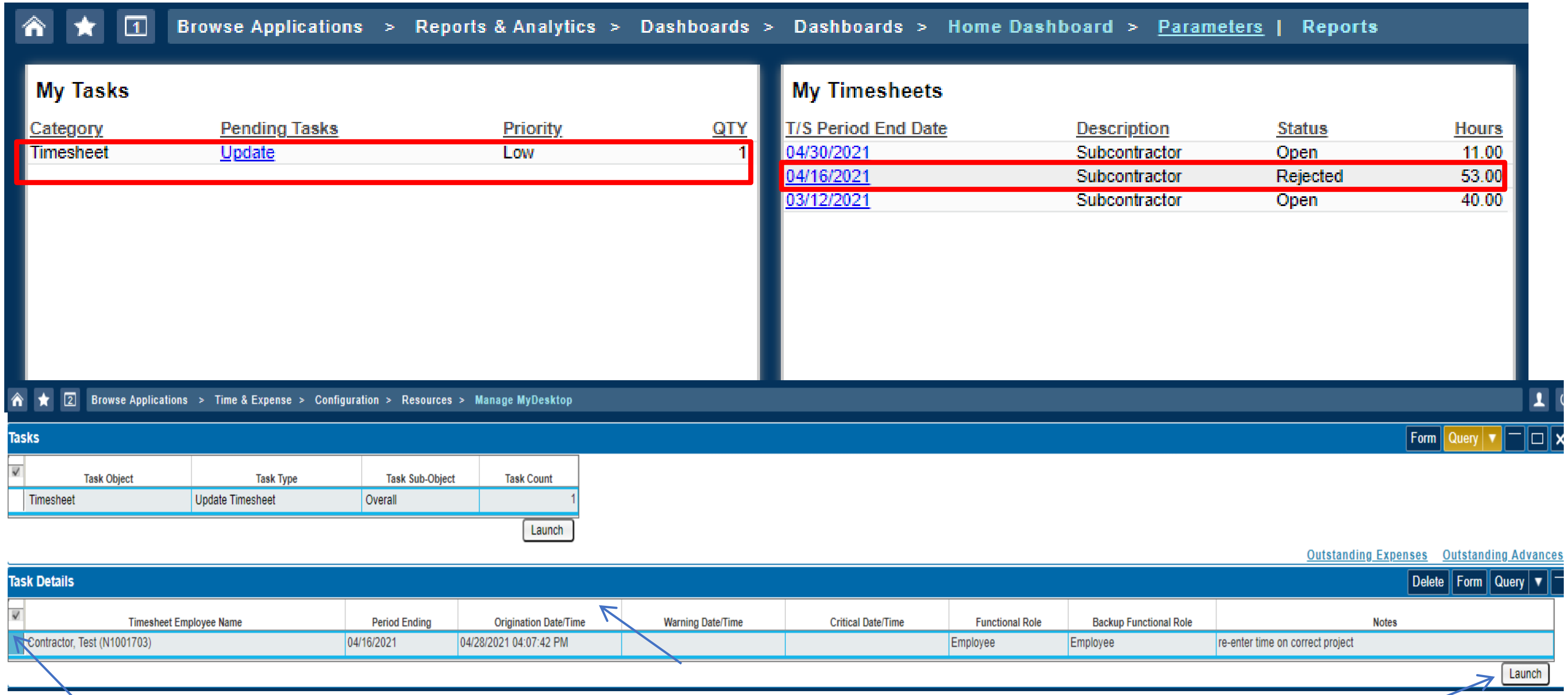
Timesheet Correction (Status: Open, Signed, Approved)

- 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**

Peraton

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



Highlight the box next to the Rejected Timesheet(s)

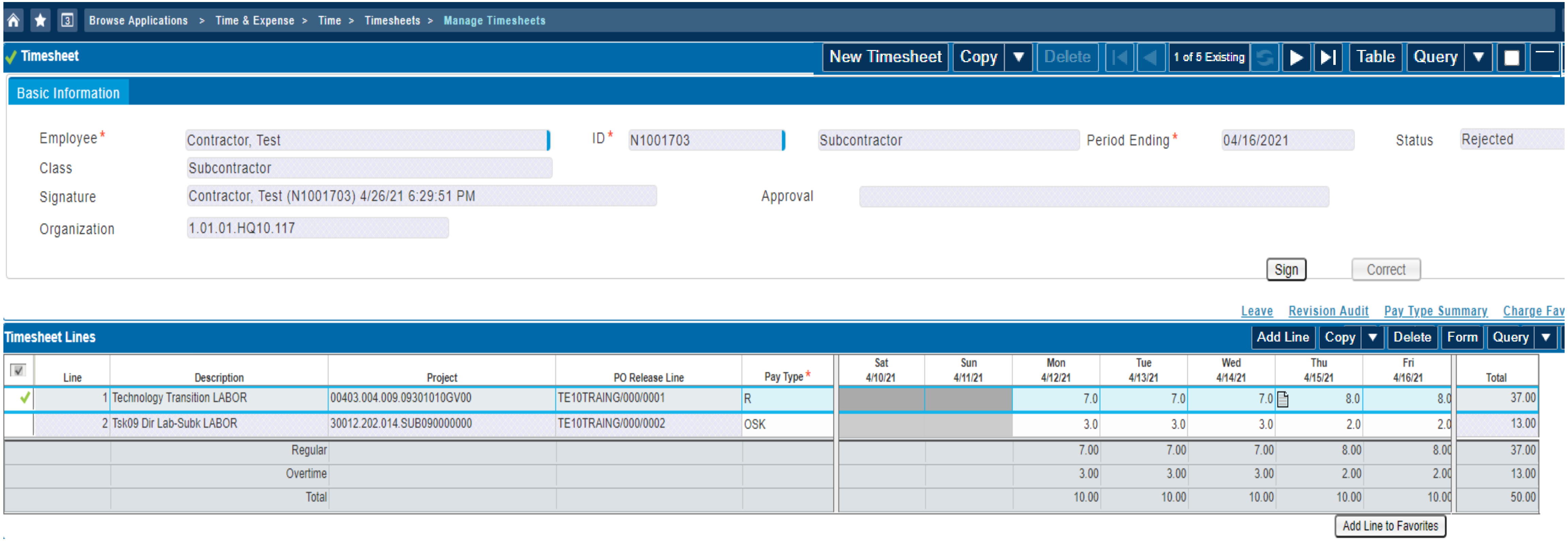
List of Rejected timesheet(s)

Click on the Launch button

Peraton

Timesheet Correction (Status: Rejected)

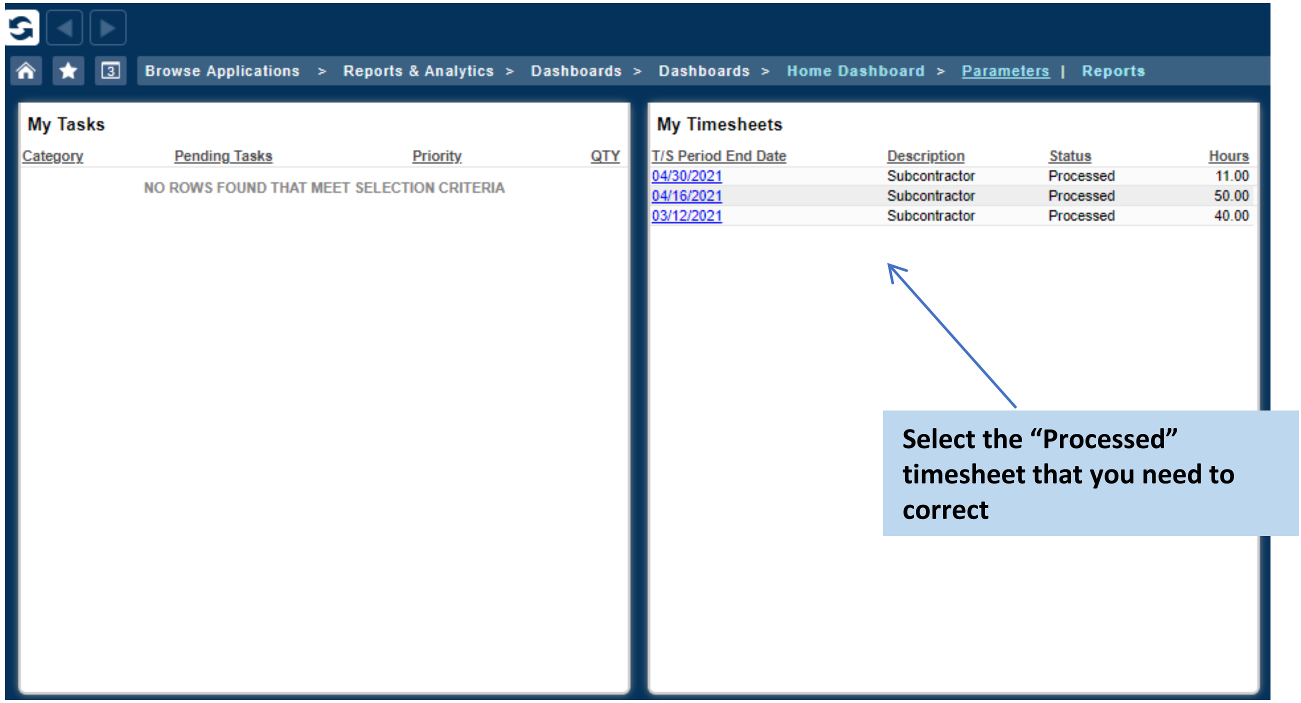
- Modify the timesheet according to your managers direction. You can make corrections directly in the cell (of any column) or by selecting "Delete Line" and adding the correct charge number, pay type, or hours to a new line.
- Follow the same procedure of saving, signing and submitting your timesheet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



Peraton

Timesheet Correction (Status: Processed)

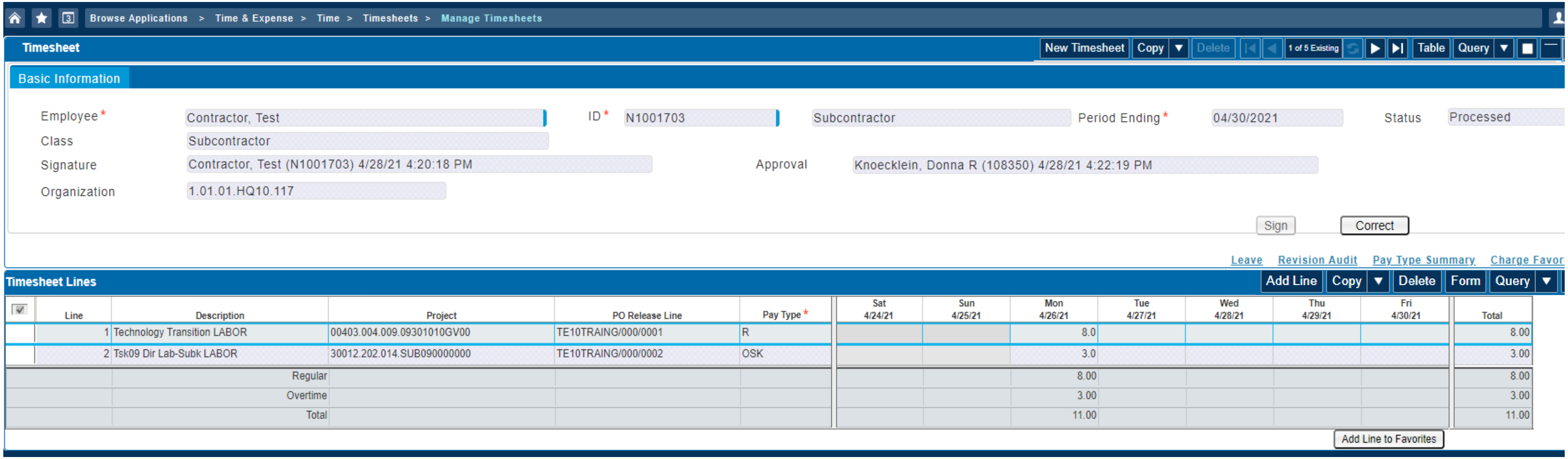
- If you need to correct a timesheet that has already been Processed, return to Home Dashboard and select the desired timesheet for the MyTimesheets list.
  - Click the link to re-open timesheet
- Or locate timesheet by navigating Time & Expense > Time > Timesheets > Timesheets
  - This opens your current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



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

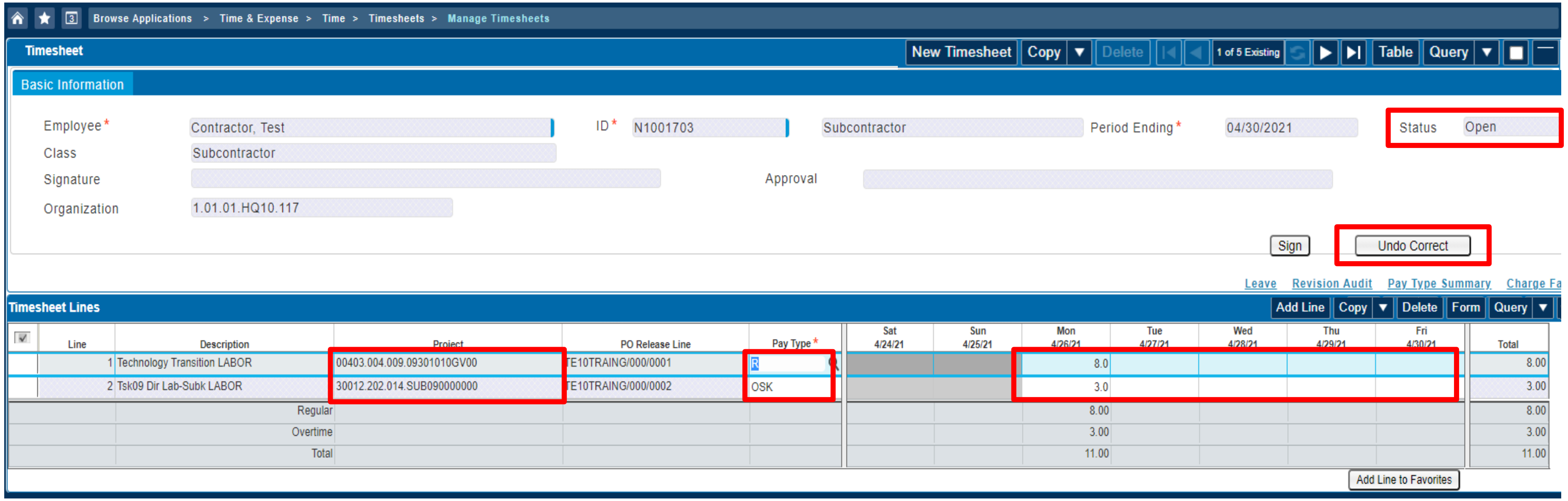


The “Correct” button is only used on timesheets with Status: Processed

Peraton

Timesheet Correction (Status: Processed)

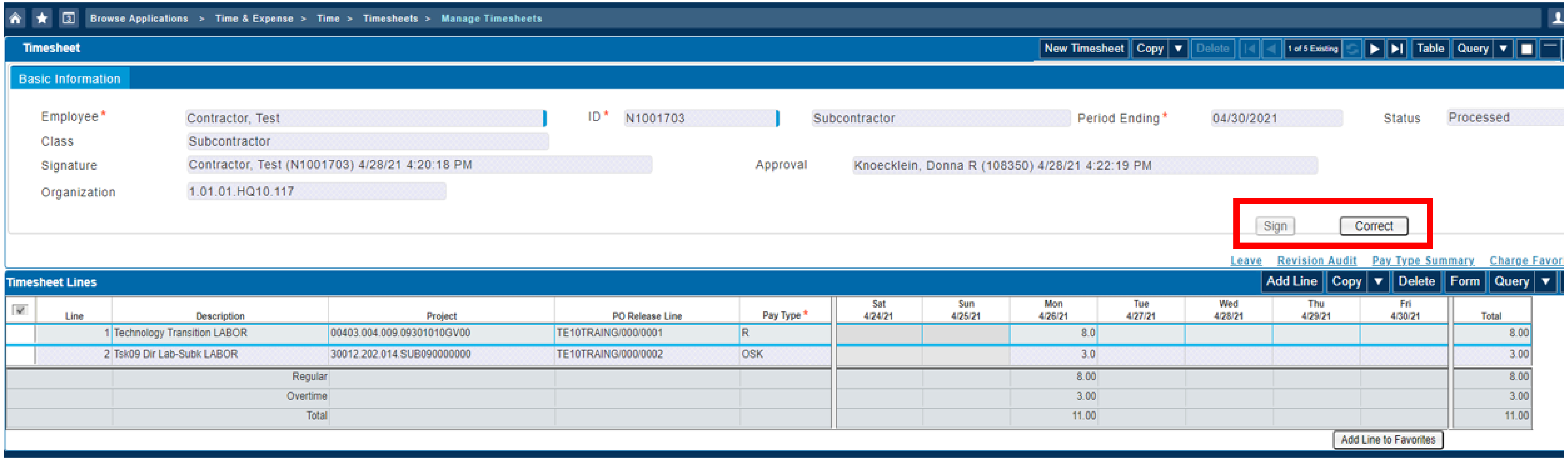
- The button changes from Correct to Undo Correct. The Undo Correct button enables the employee to revert the Original entries if necessary.
- Make necessary changes to the timesheet:
  - Modify hours and/or pay type on existing project lines as applicable.
  - Add new charge number(s) and hours on next 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 "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



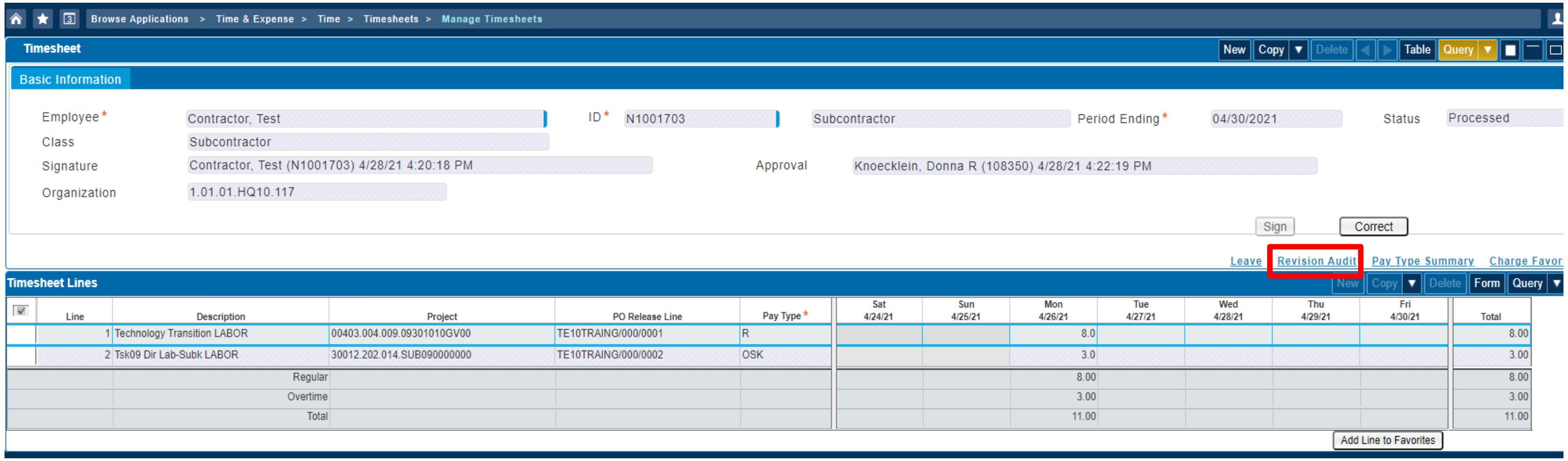
The "Correct" button is only used on timesheets with Status: Processed

Peraton

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



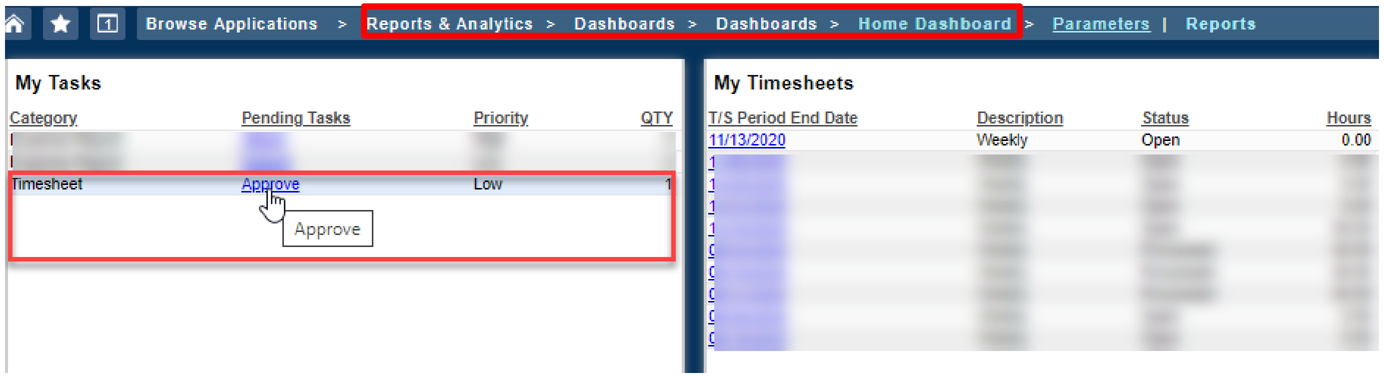
Manager / Primary Approver Time Functionality

Primary Approver - Timesheet Approval

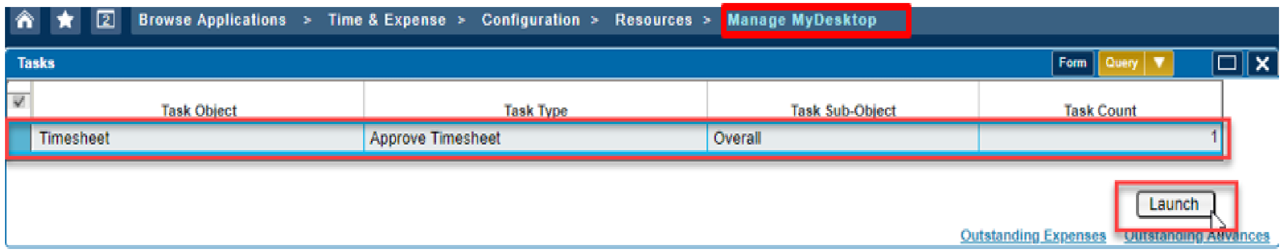
Access timesheets pending approval via one of two methods:

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

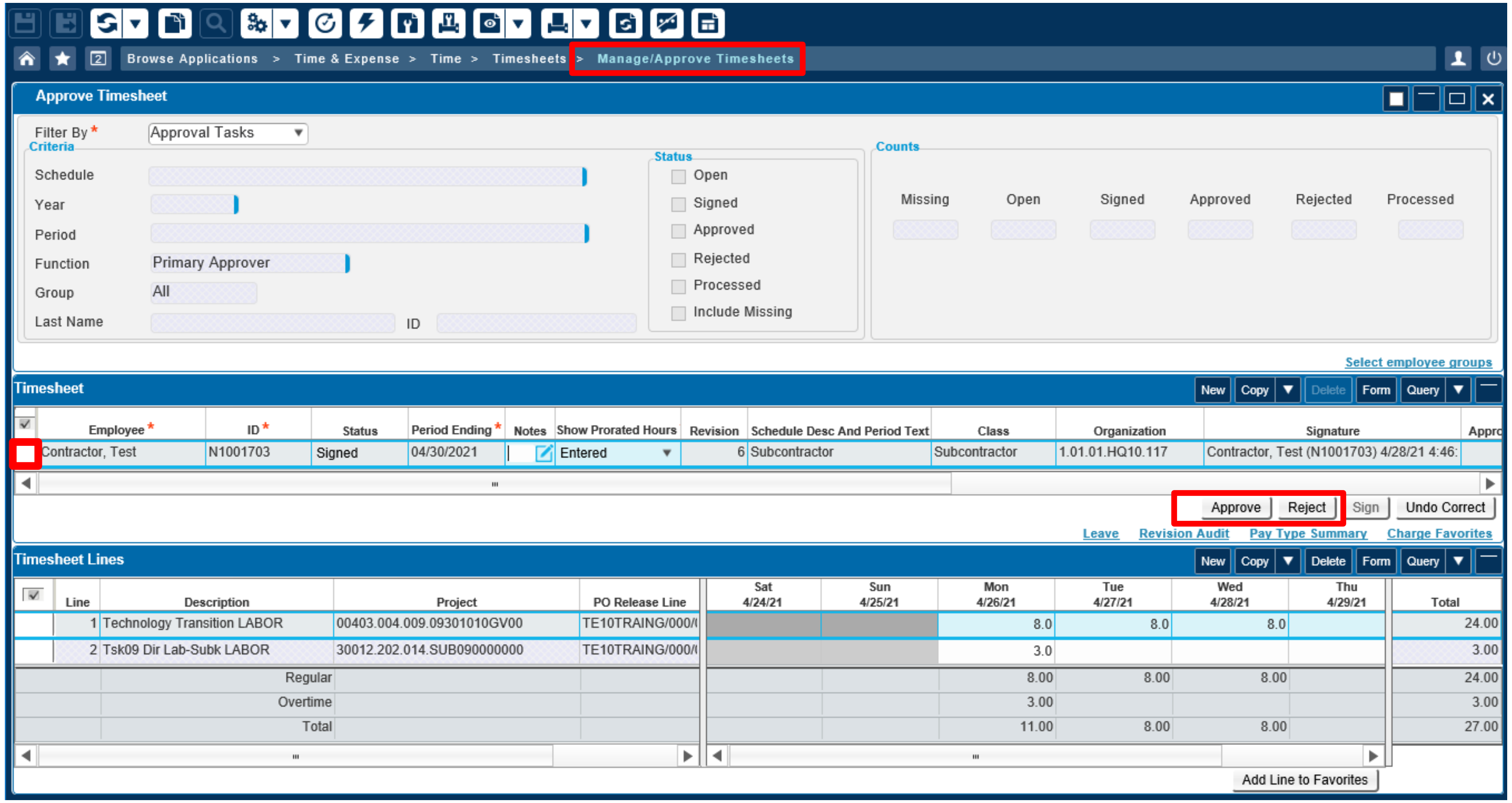


Peraton

Primary Approver - Timesheet Approval

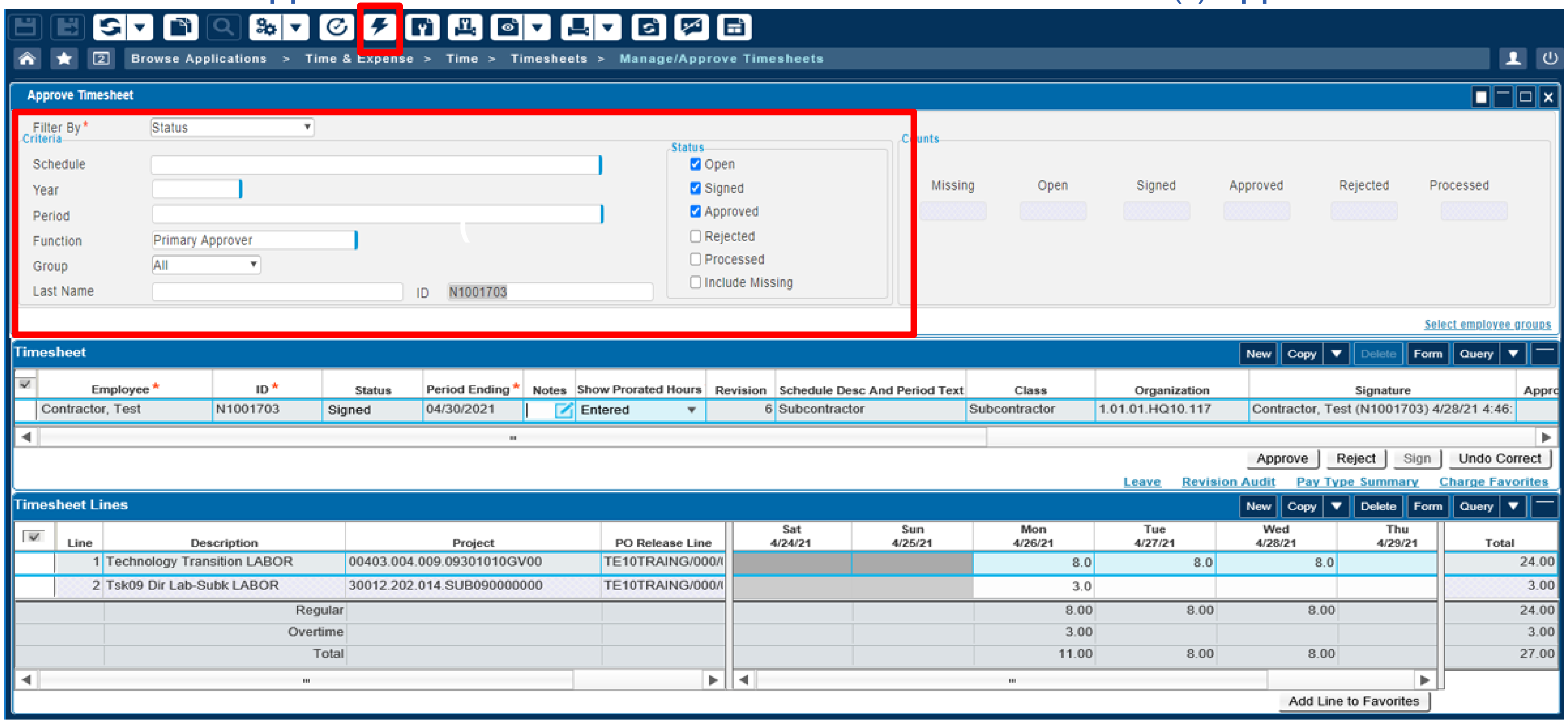
- Either method will open the Manage/Approve Timesheets screen
- Upon arriving at this screen as the Primary Approver, it is automatically *Filtered By: Approval Tasks*. This means that any timesheets that are pending approval are listed in the Timesheet section.
- Select a timesheet from list, make 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



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



Peraton

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

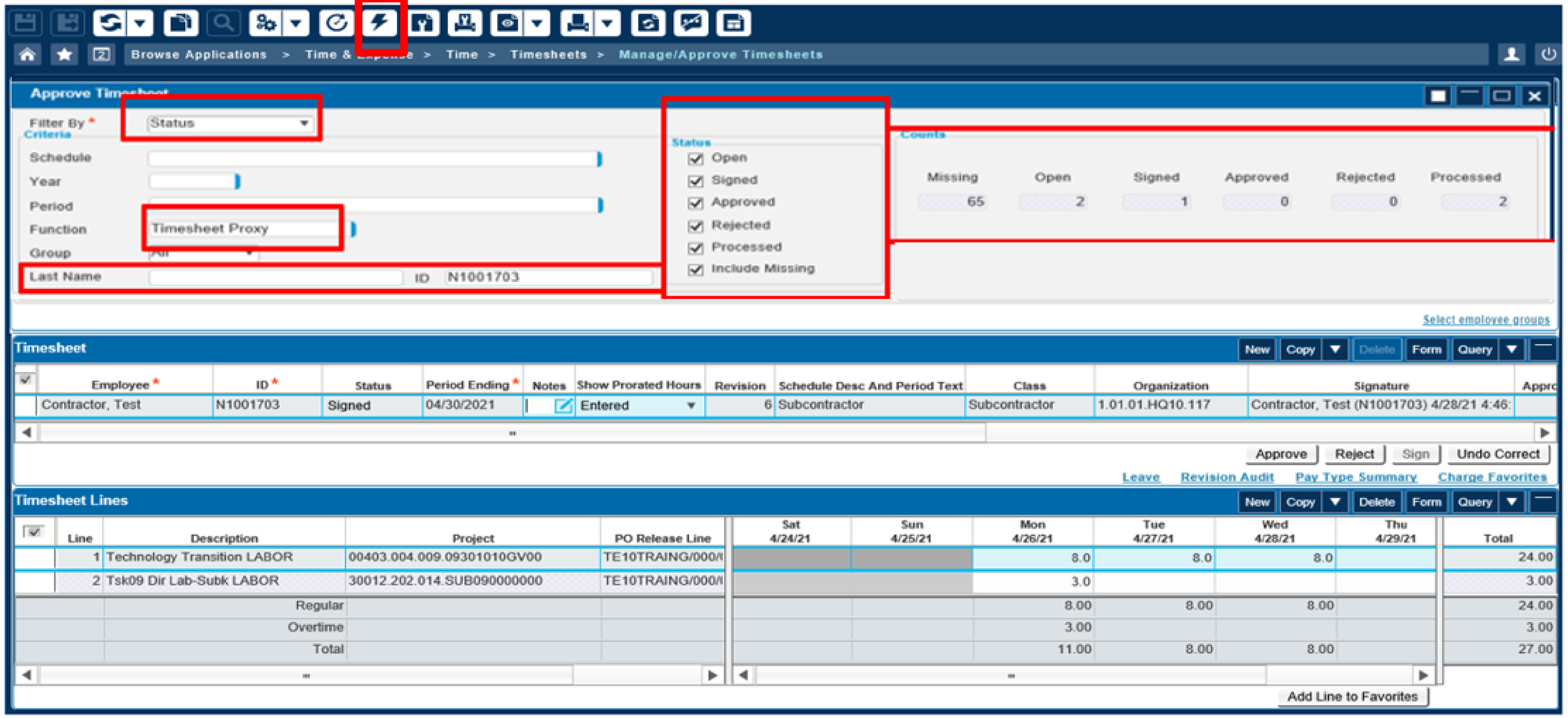
Note: It is possible to have a Labor <u>and</u> Approver/Proxy role with the SAME ID. Multiple IDs are not necessary.

Note: *

** 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

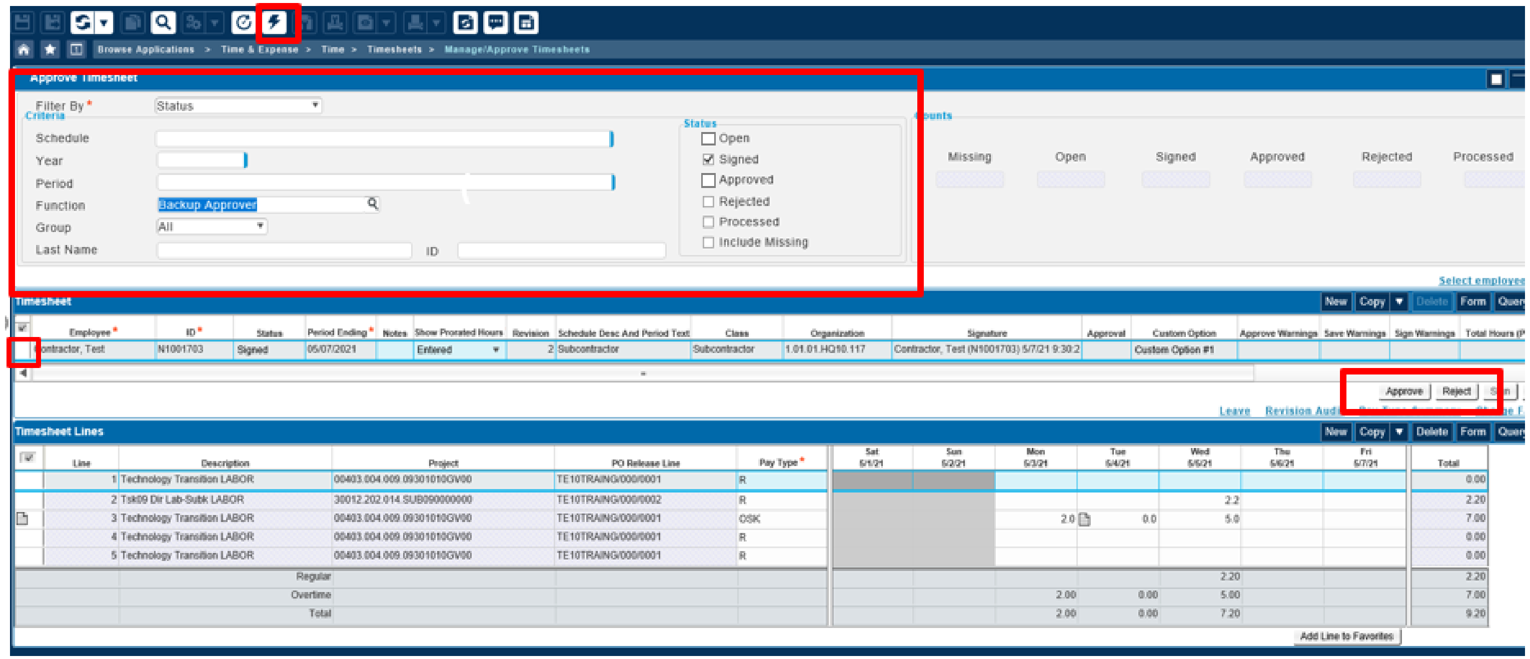
- Navigate through Time & Expense > Time > Timesheets > Manage/Approve Timesheets
- Change Criteria in the Approve Timesheet section:
  - Filter By: **Status**
  - Function: **Backup Approver** or **Timesheet Proxy**
  - Status: *check boxes as needed*
  - Last Name or ID: *as needed*
- **Press Lightning 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



Backup Approver - Timesheet Approval

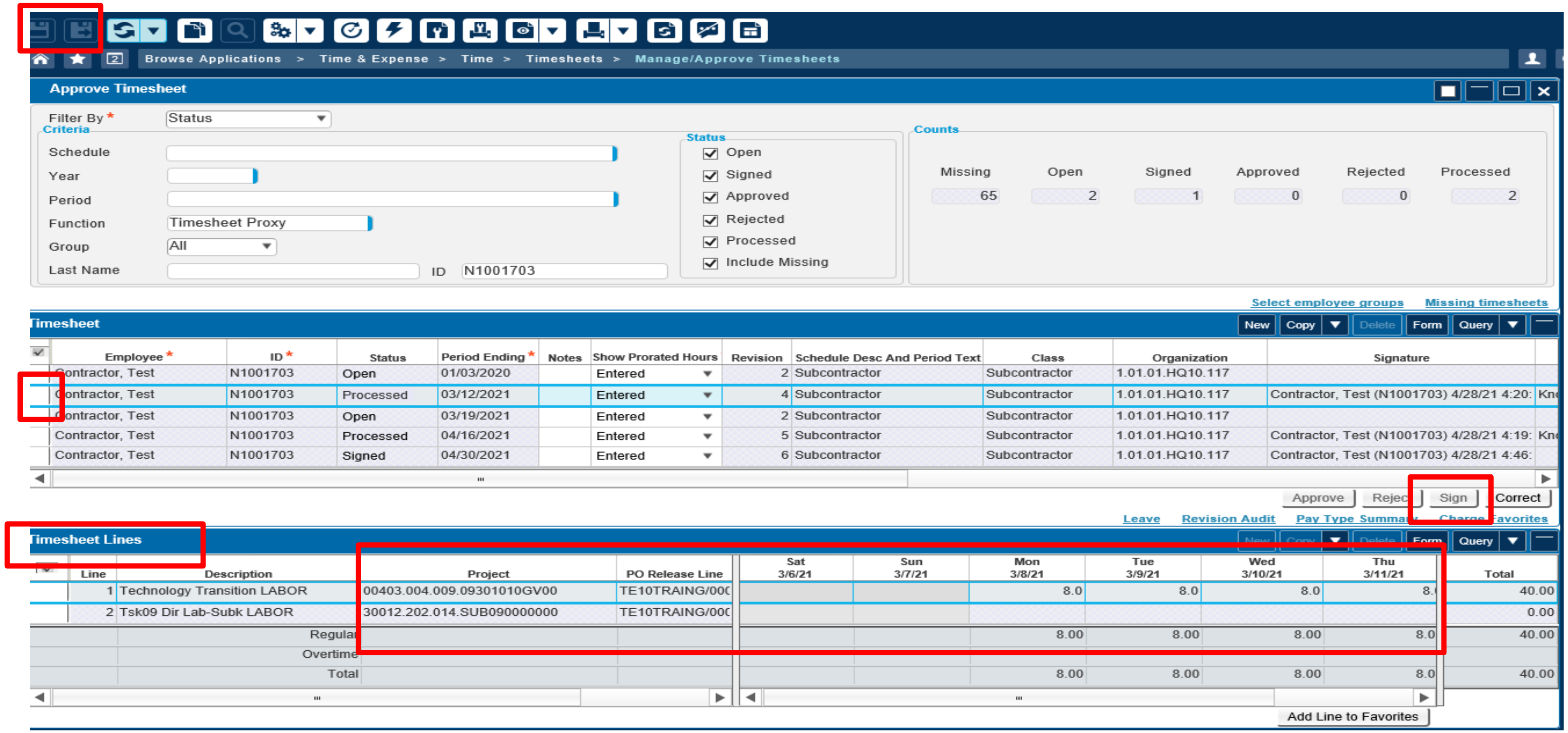
- Navigate through Time & Expense > Time > Timesheets > Manage/Approve Timesheets
- Change Criteria in the Approve Timesheet section:
  - Filter By: **Status**
  - Function: **Backup Approver**
  - Status: **Signed**
  - Last Name or ID: *as needed*
- **Press Lightning Bolt icon to run query**
- The 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.



Approver and Proxy - Timesheet Entry/Correction

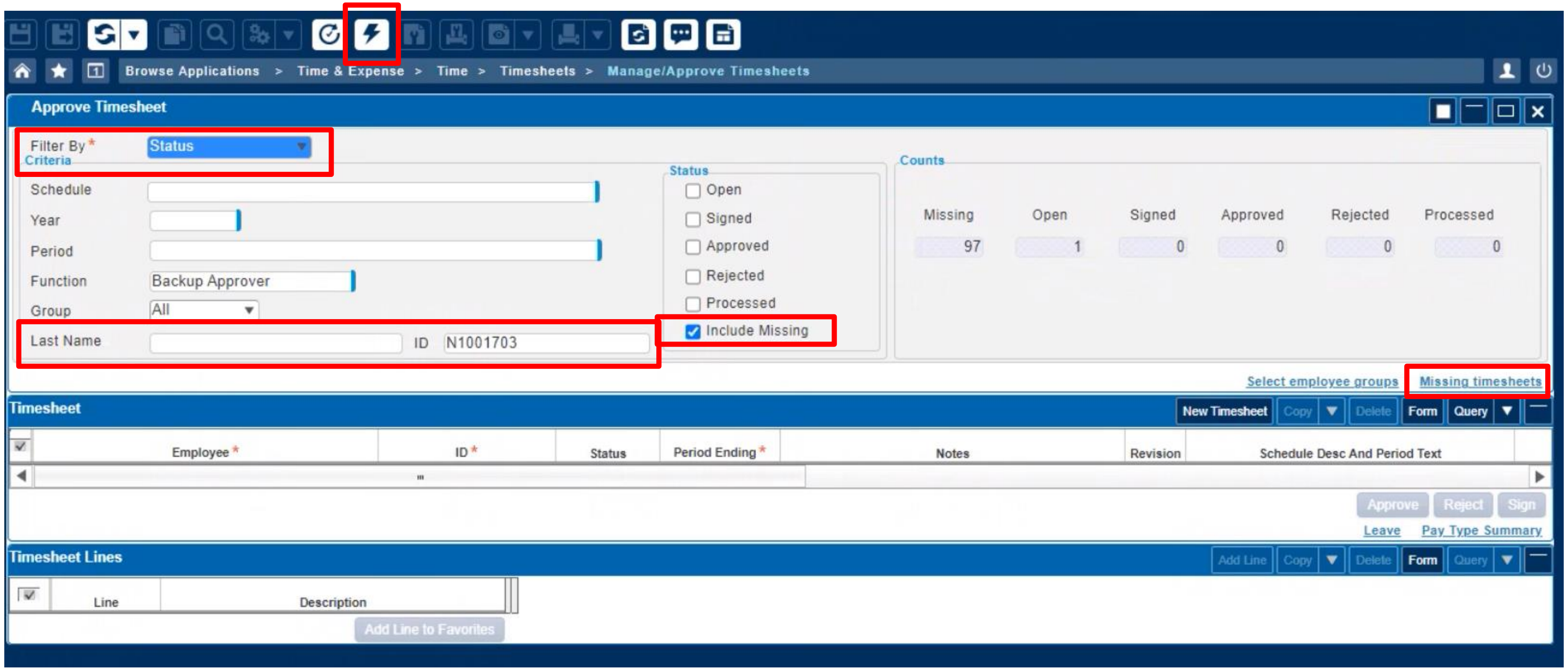
- Use the SEARCH steps to locate timesheets that need to be entered/corrected
- Select timesheet from Timesheet section, make sure box turns blue
  - The details of that timesheet appear in the Timesheet Lines section below
- Make necessary entries/corrections to timesheet
- When entries/corrections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



Peraton

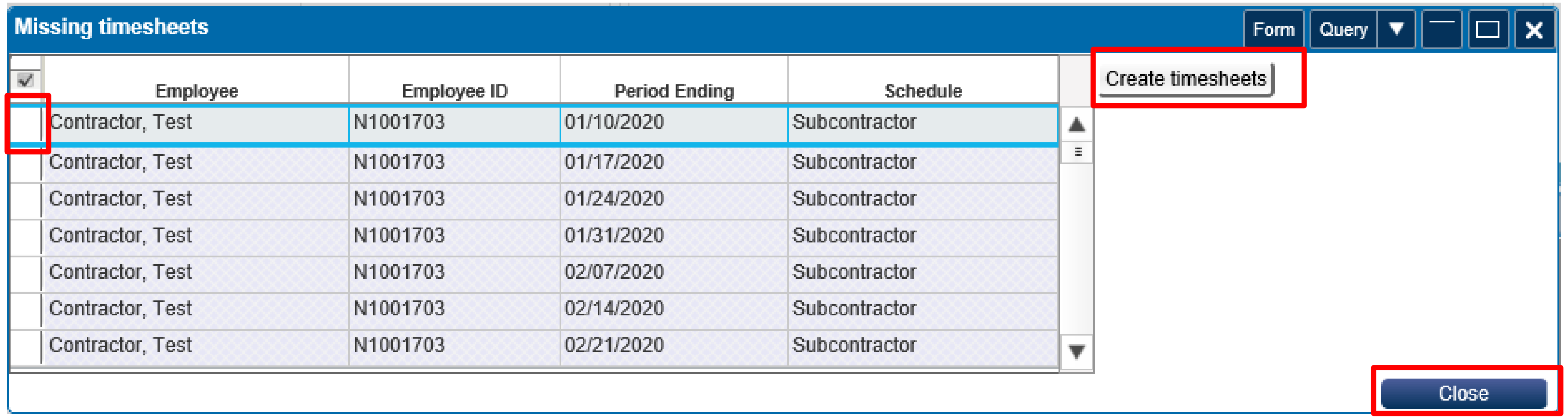
Approver and Proxy – Create Missing Timesheet (1/2)

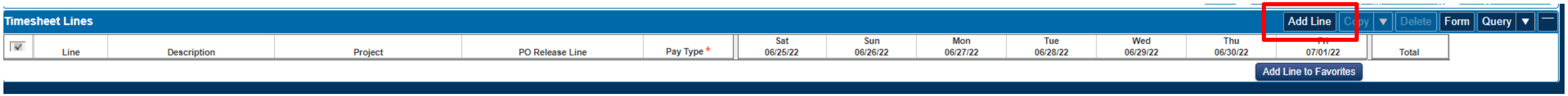
- Navigate through Time & Expense > Time > Timesheets > Manage/Approve Timesheets
- Change Criteria in the Approve Timesheet section:
  - Filter By: **Status**
  - Status: **Include Missing**
  - Last Name or ID: *is populated*
- **Press Lightning Bolt icon to run query**
- Click Missing timesheet hyperlink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



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.





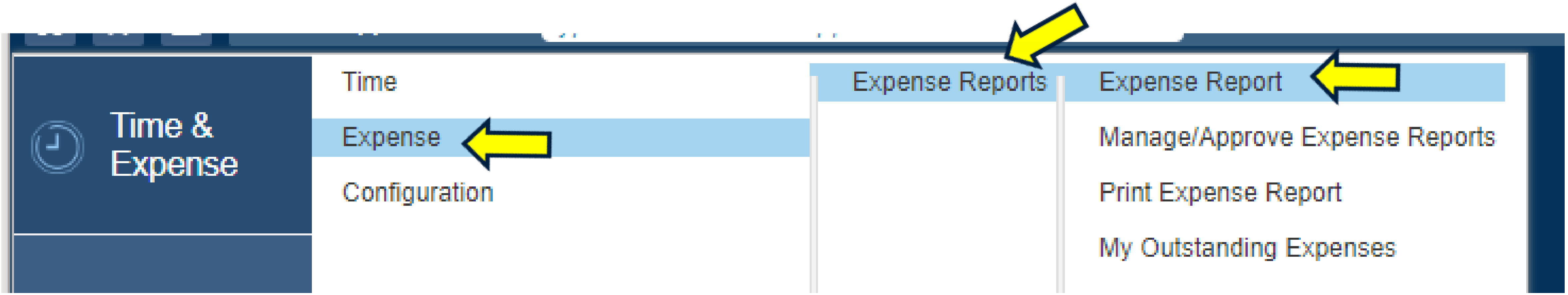
Alternatively, a Missing timesheet can be created manually by the Approver/Proxy on this Manage/Approve Timesheets screen by following similar steps as identified in the LABOR Time Entry section of this Reference Guide (see slide Create Missing Timesheet)

Peraton

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**

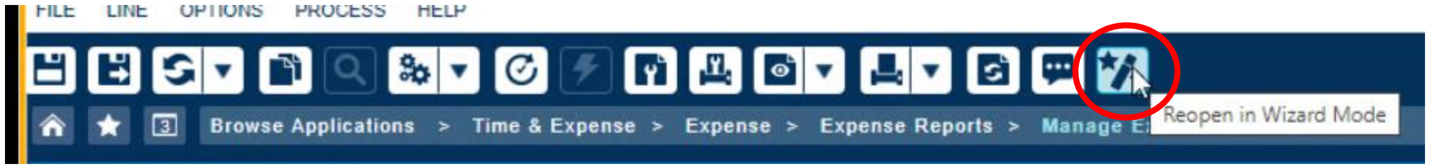


Access to Expense is not automatically given to every subcontractor. This access is given as needed and may also be taken away if not recently used.

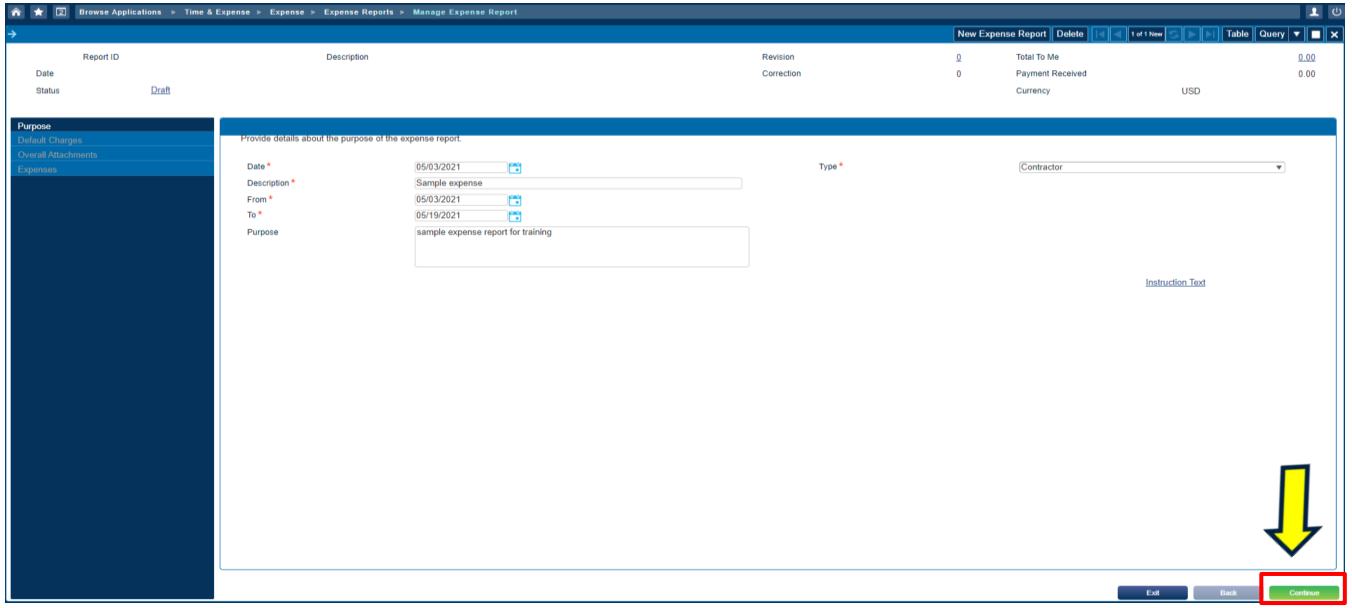
Switch to Wizard Mode (if needed)

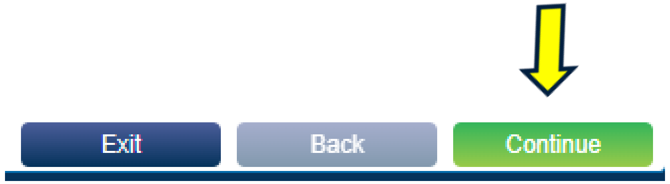
- This Reference Guide provides instructions for entering an Expense Report via the Wizard mode
- After navigating through Time & Expense > Expense > Expense Reports > Expense Report, if the initial screen does NOT have the Continue button at the bottom right, then you are NOT in Wizard mode. You will 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

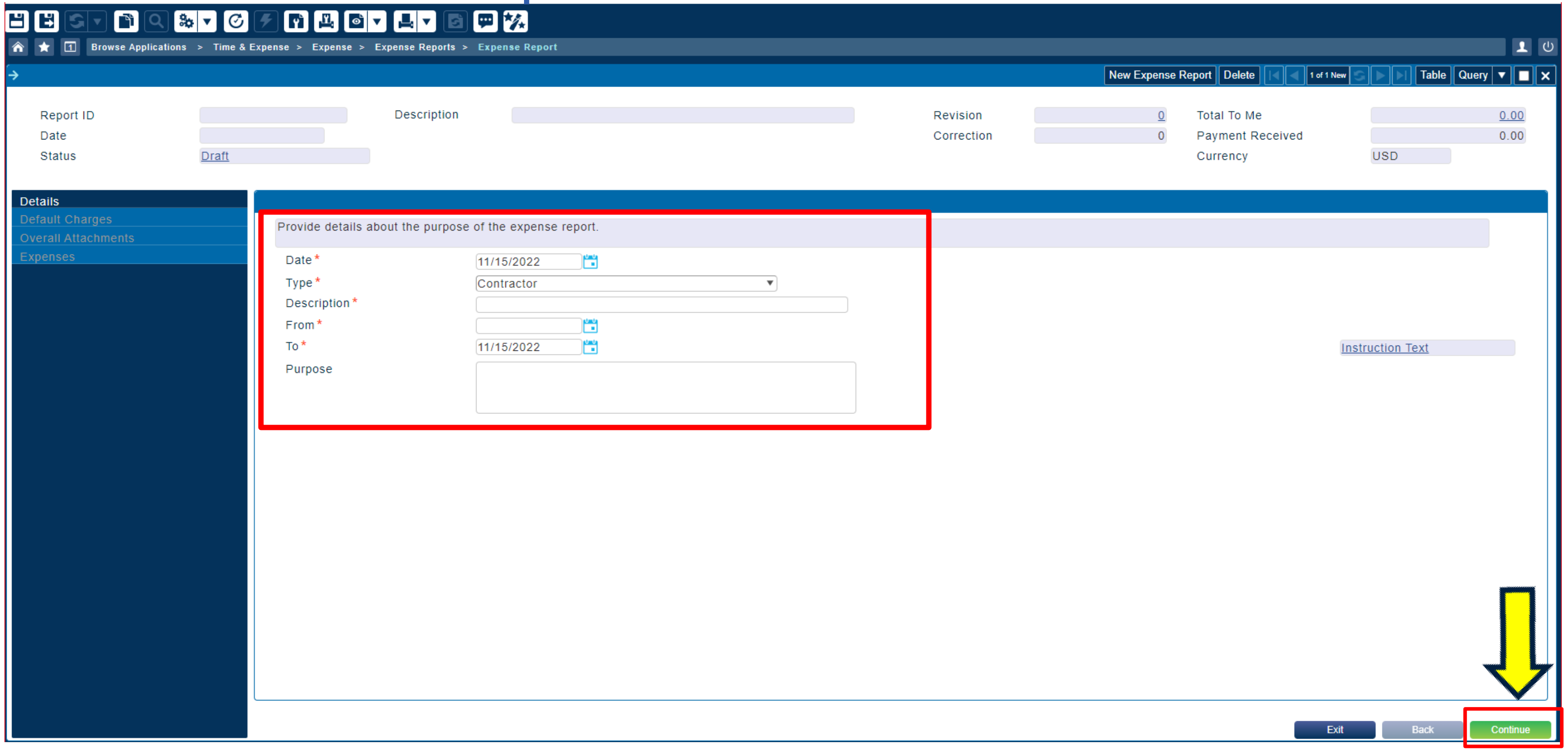




Peraton

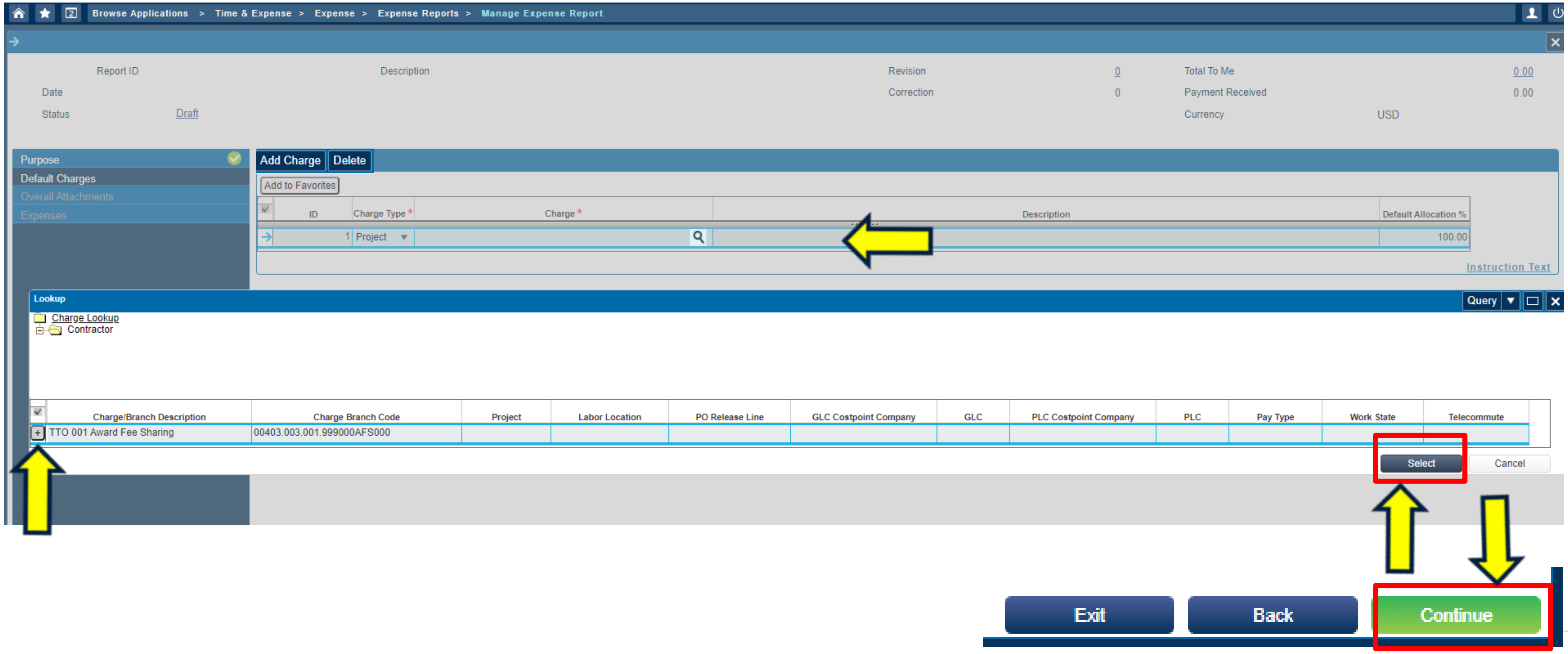
Creating an Expense Report - Details

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



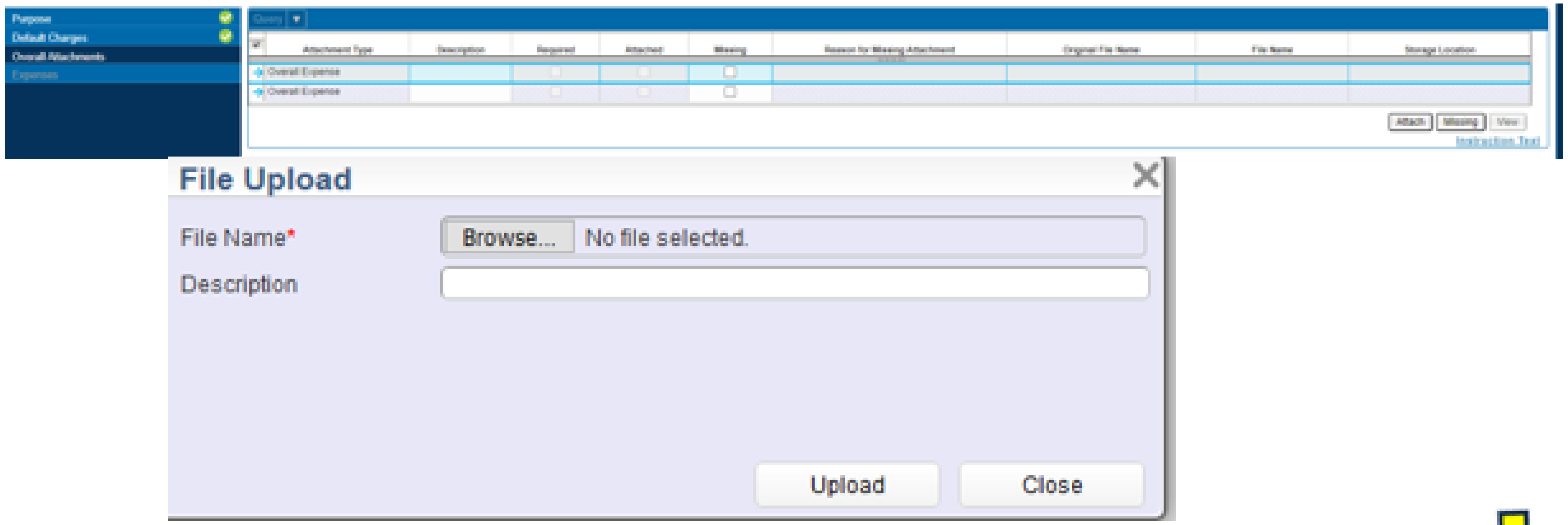
Creating an Expense Report – Default Charges

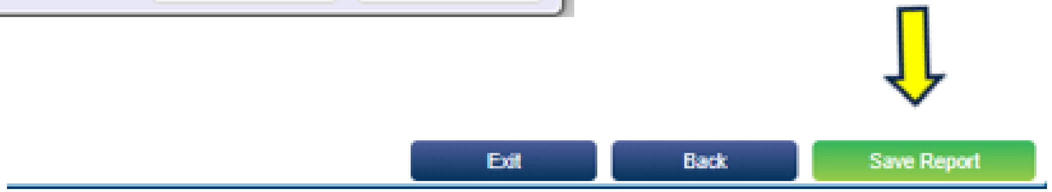
- Under **Charge**, use the magnifying glass to lookup the project code.
  - In the Lookup dialog box that appears use the Charge/Branch Description to find the appropriate code. Use the "+" button to expand the list. You may need to navigate 2 levels before the charge numbers are visible. Select the 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**



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**

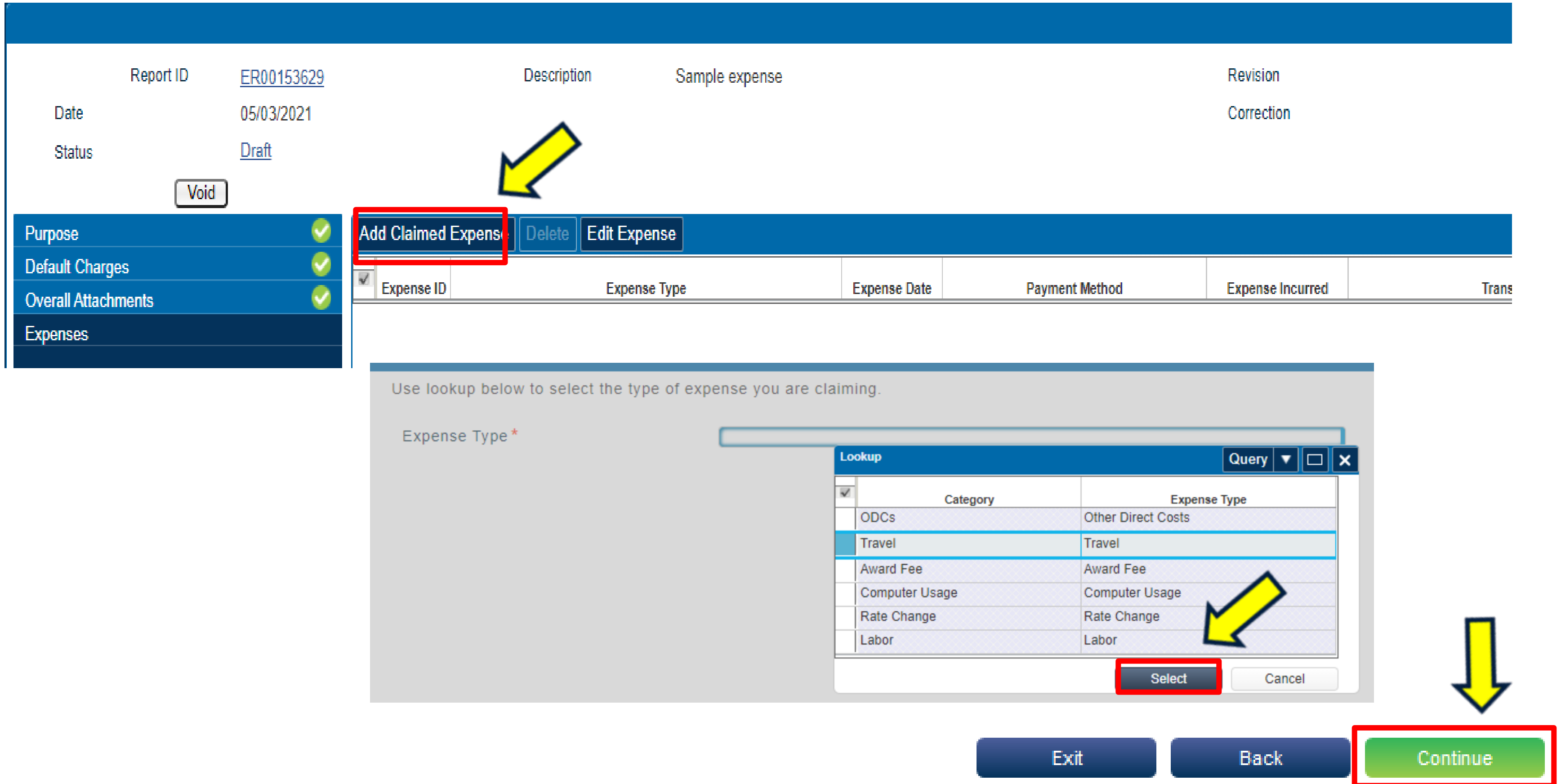




Peraton

Creating an Expense Report – Expenses / Expense Type

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

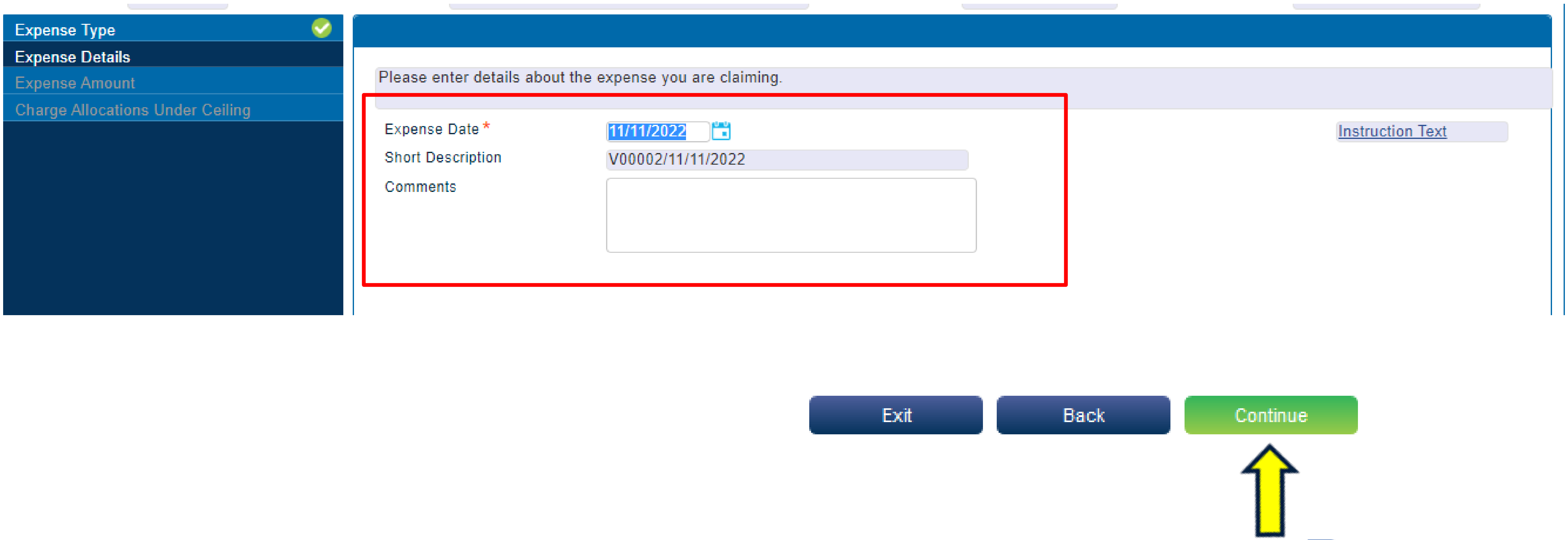


Subcontractors do not itemize Travel expenses in Deltek. Select the "Travel" category and simply state the total travel expense amount. If itemization is required for your program, use the Attachments to upload a document with the breakdown of the expense.

Peraton

Creating an Expense Report – Expense Details

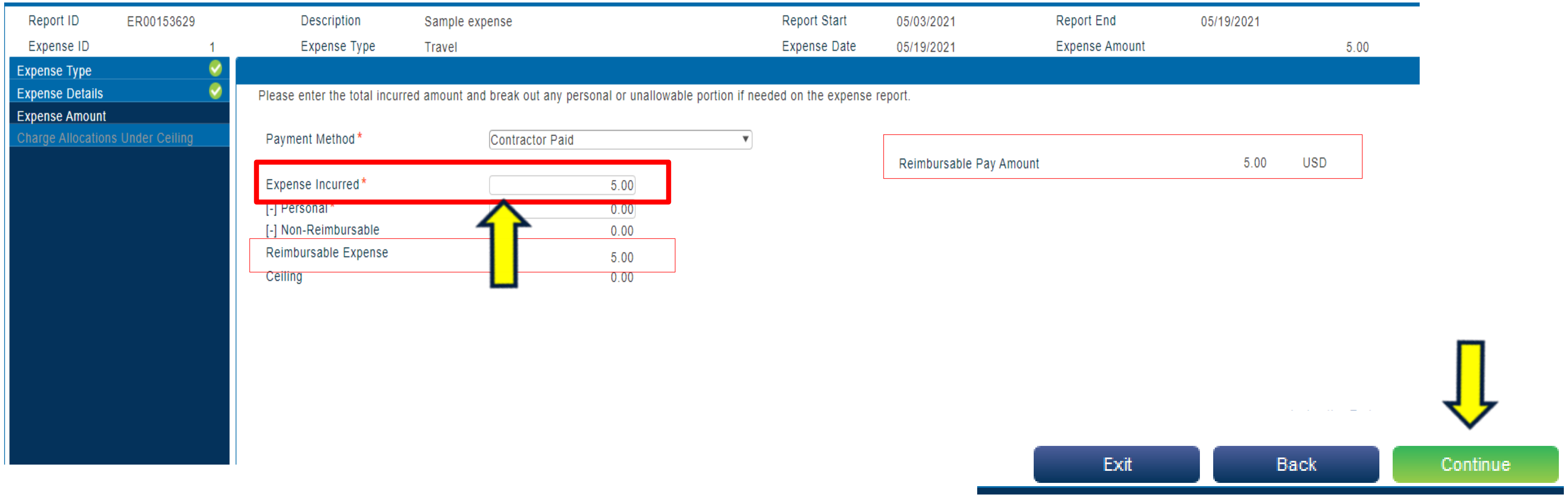
- Fill in all the **Required** information on the Expense Details screen
- The Expense Date must be within the date range of the report
- Click **Continue** when done



Peraton

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.

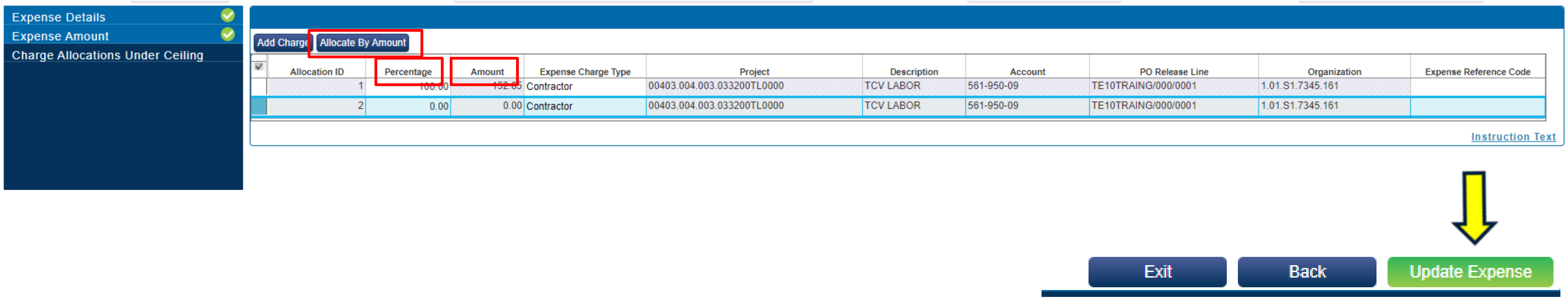


Repeat the steps for "Add Claimed Expenses" to breakout costs by each unique Project.

Peraton

Creating an Expense Report – Charge Allocations Under Ceiling

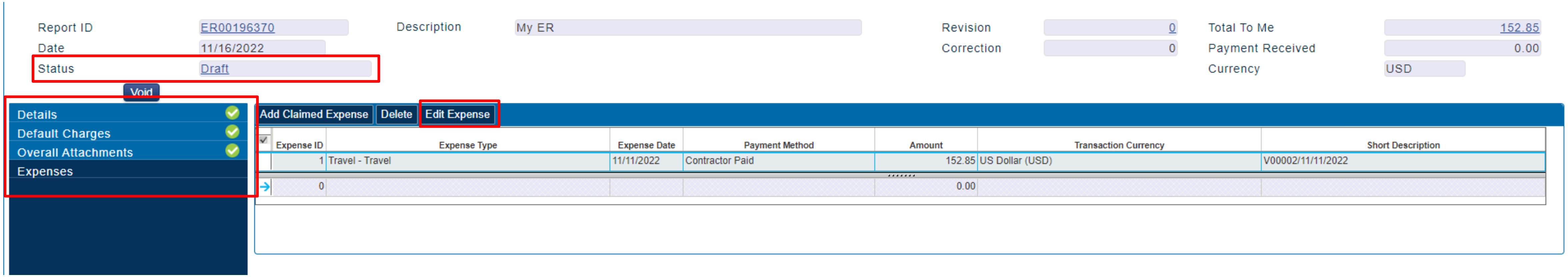
- All of the information previously entered is defaulted on this screen.
  - *If you need to add additional Project(s), then click on **Add Charge** button.*
- If using more than one Project, it is recommended that costs be broken out by unique Projects using an associated "Add Claimed Expenses" as stated 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



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:

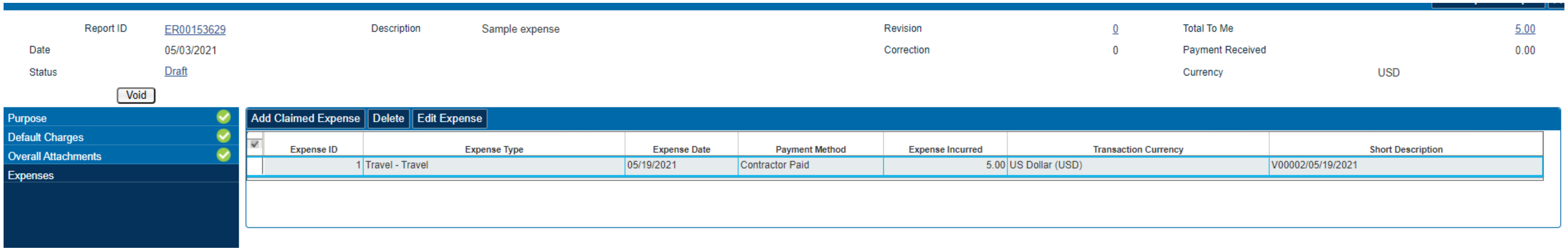
- Description, From Date, To Date or Purpose - Click Details on the left menu to make updates
- Add an additional Project - Click Default Charges on the left menu, then click **Add Charge**
- Expense Incurred - Click Expenses on the left menu, then click **Edit Expense**



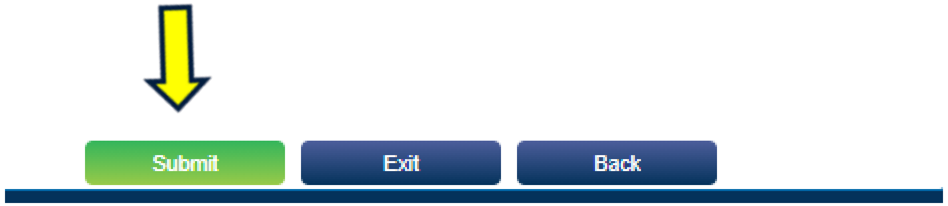
Expense Reports with **Status: Processed** cannot be corrected.

Submitting an Expense Report (1/3)

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



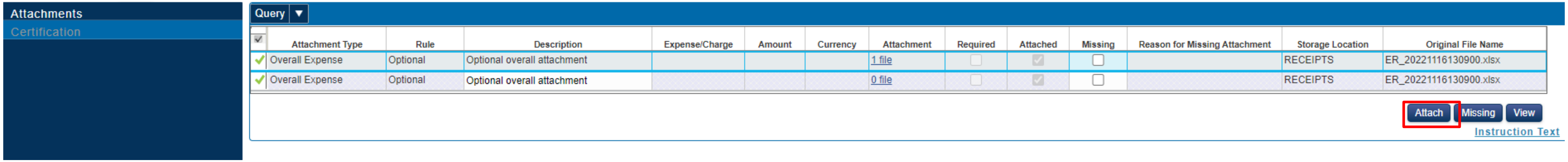
- It's good practice to save the expense report throughout the entry process to avoid losing your information.
- You can Save it on by clicking the save button on your Application tool bar or you can click on the Save Expense button in the expense report.



Peraton

Submitting an Expense Report (2/3)

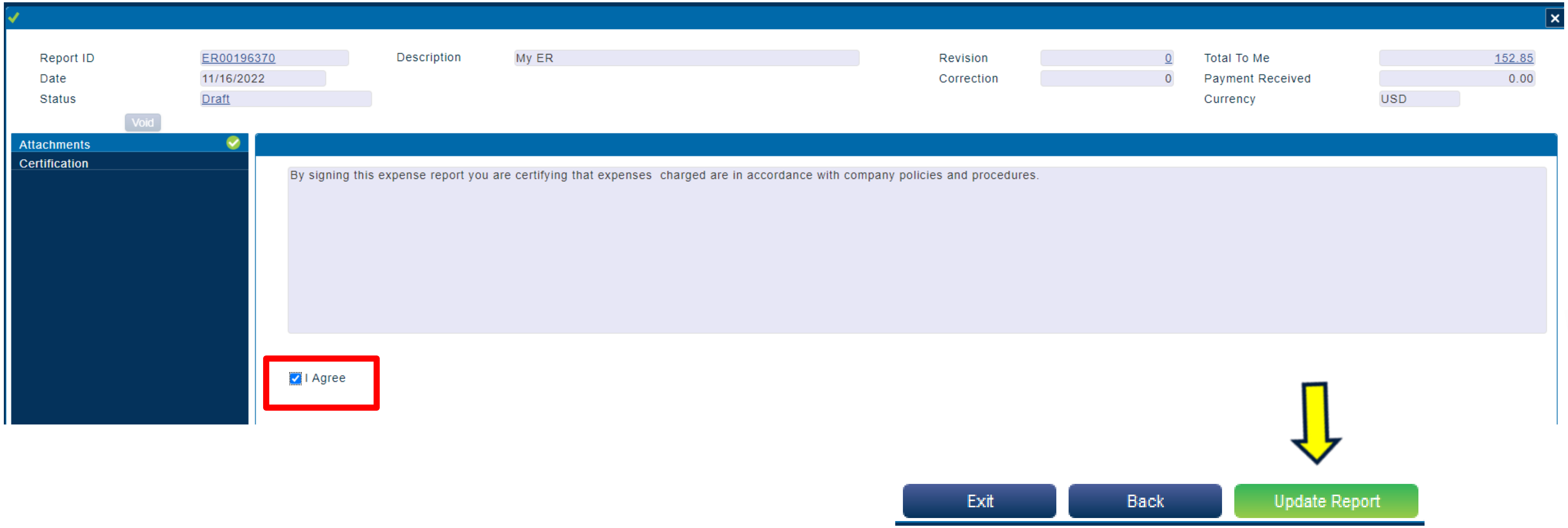
- Ensure all required documentation is attached
  - *Click **Attach** if needed*
- Click on **Continue**



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



Peraton

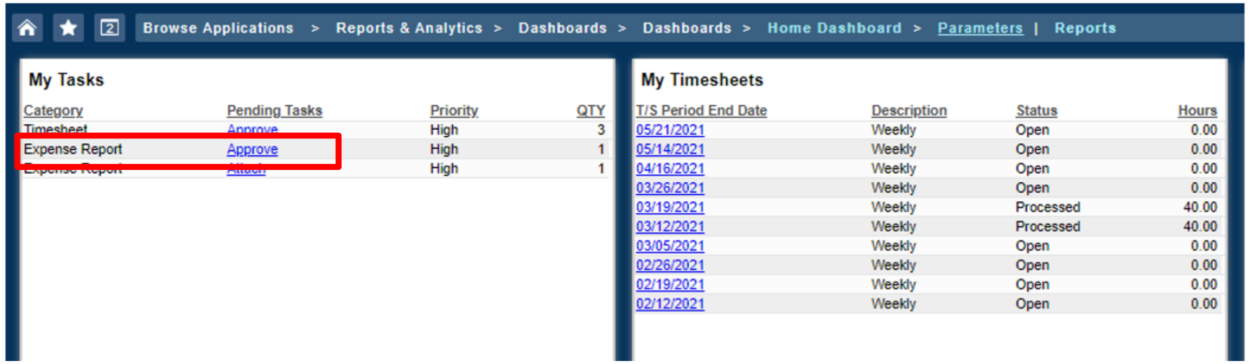
Expense Approval

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

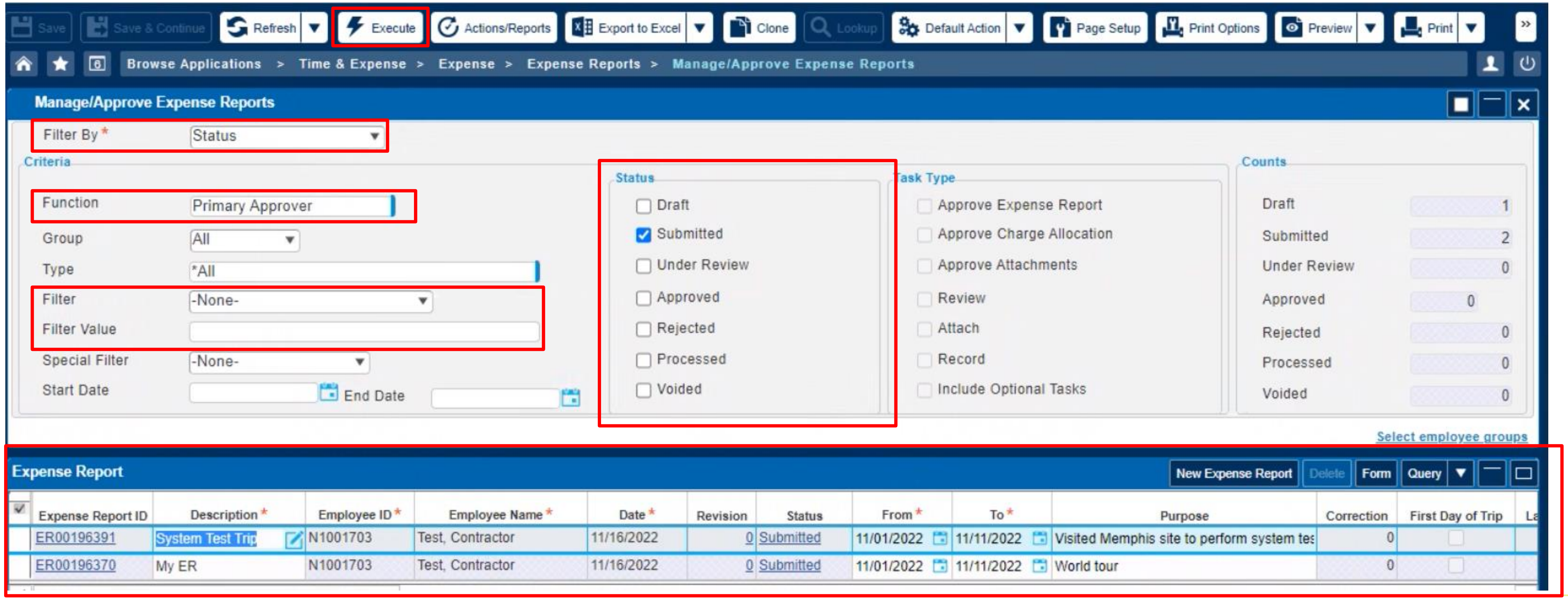
2. From Home Dashboard / My Tasks:
   - Click the Approve hyperlink under Pending Task



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

Approving/Rejecting Expense Reports

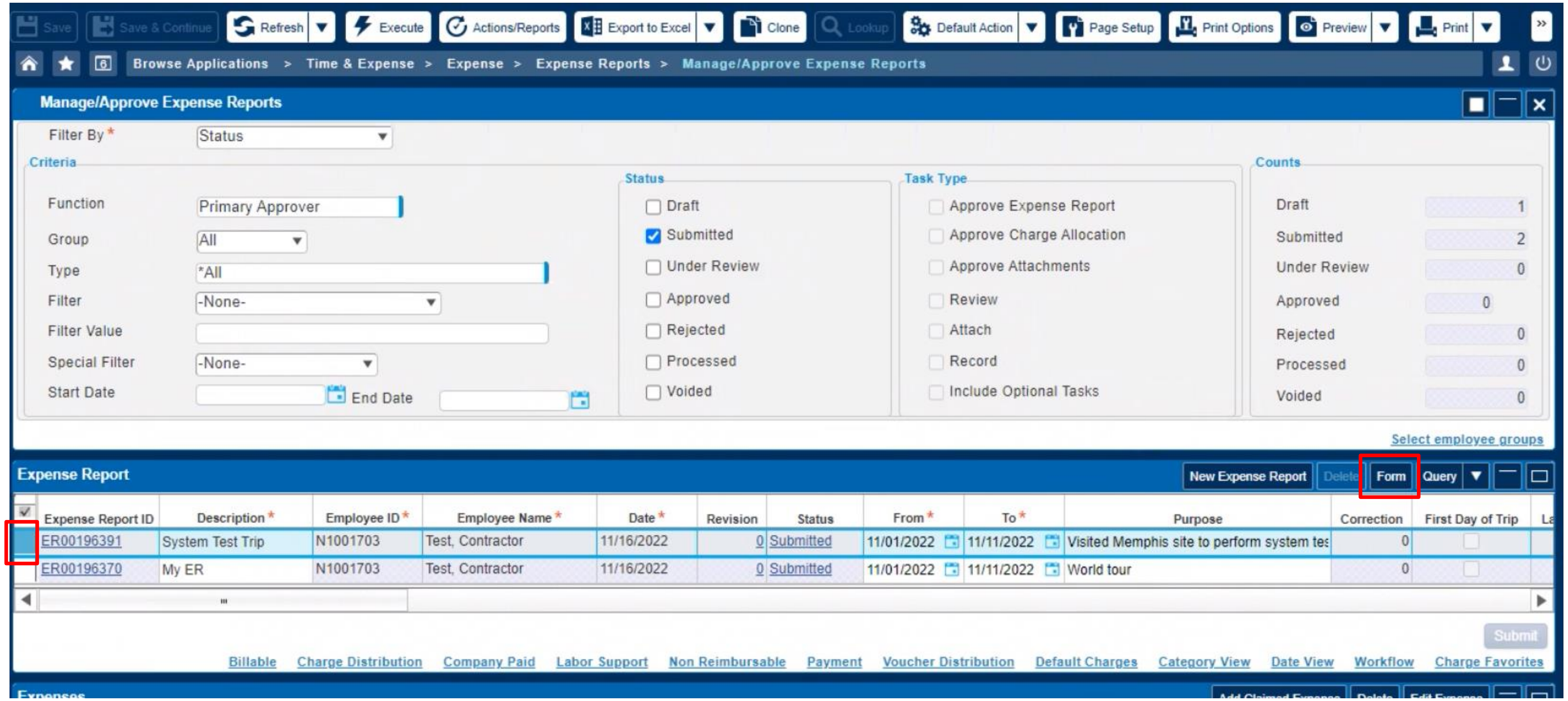
- Upon arriving at the Manage/Approve Expense Reports screen as the Primary Approver, it is automatically *Filtered By: Outstanding Tasks*. This means that any Expense Reports that are tied to this Primary Approver and have any outstanding actions are listed in the Expense Report section.
- To narrow 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



Peraton

Approving/Rejecting Expense Reports

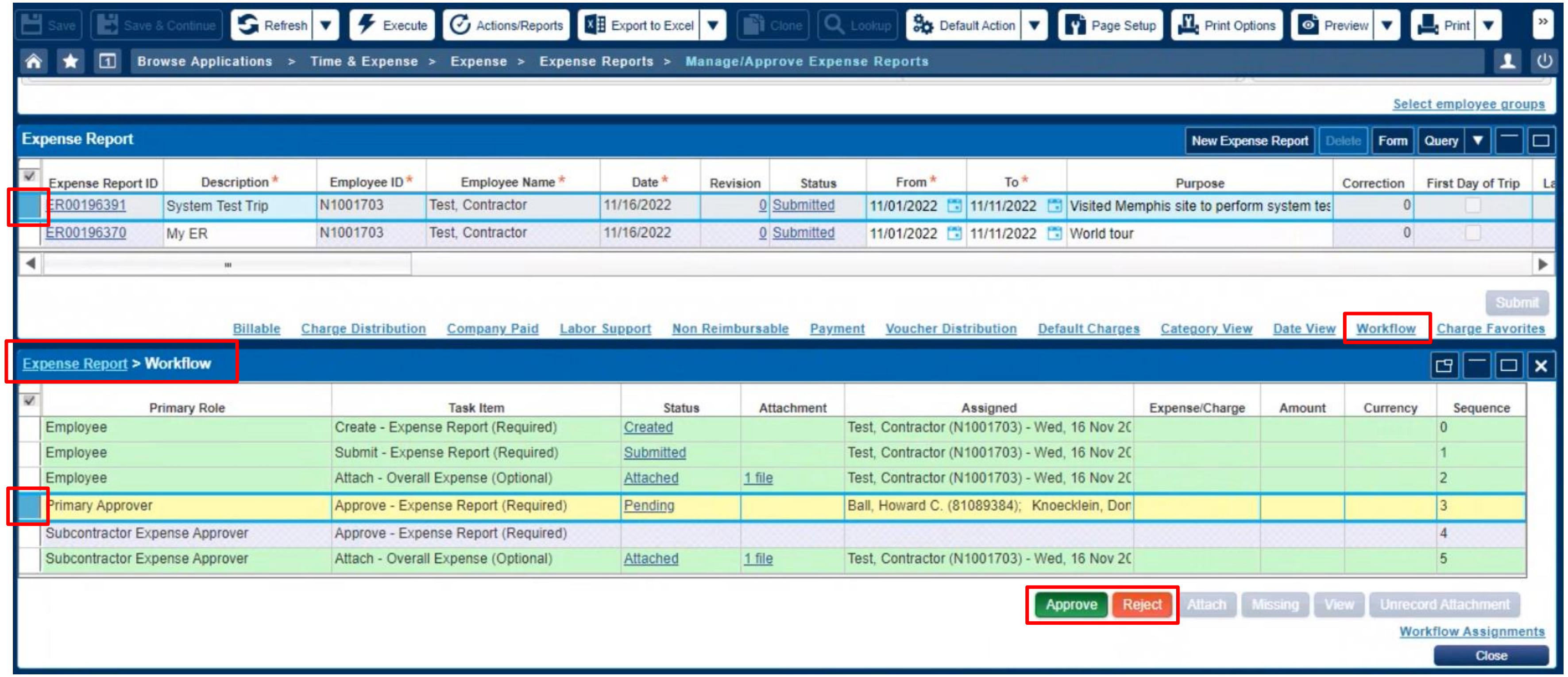
- Select an Expense Report from the Expense Report section, make sure box on the left turns blue. The details of that Expense Report now appear in the Expenses section.
- It is recommended to switch the Expense Report section to **Form** view for easier viewing.
- Review the Expense Report, by clicking 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



Peraton

Approving/Rejecting Expense Reports

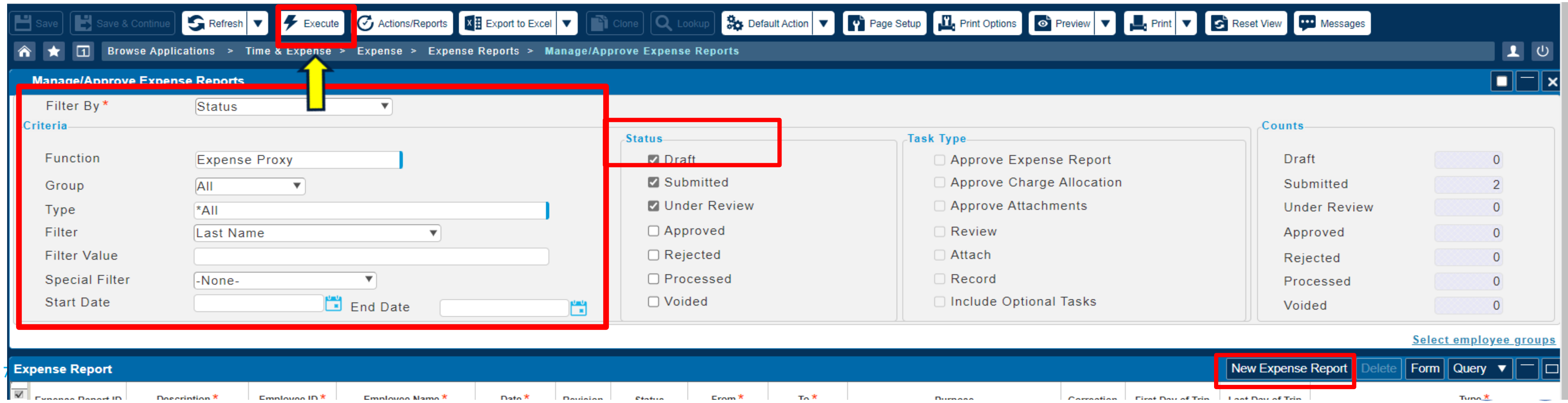
- Once reviewed, access the Expense Report > Workflow screen. This shows the workflow steps.
  - If the Expense Report > Workflow screen isn't visible, click the **Workflow** hyperlink in the Expense Report section
- In the Expense Report > Workflow screen, click the row for Primary Approver, ensure 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*)



Expense Entry - Proxy

Expense Entry as Proxy

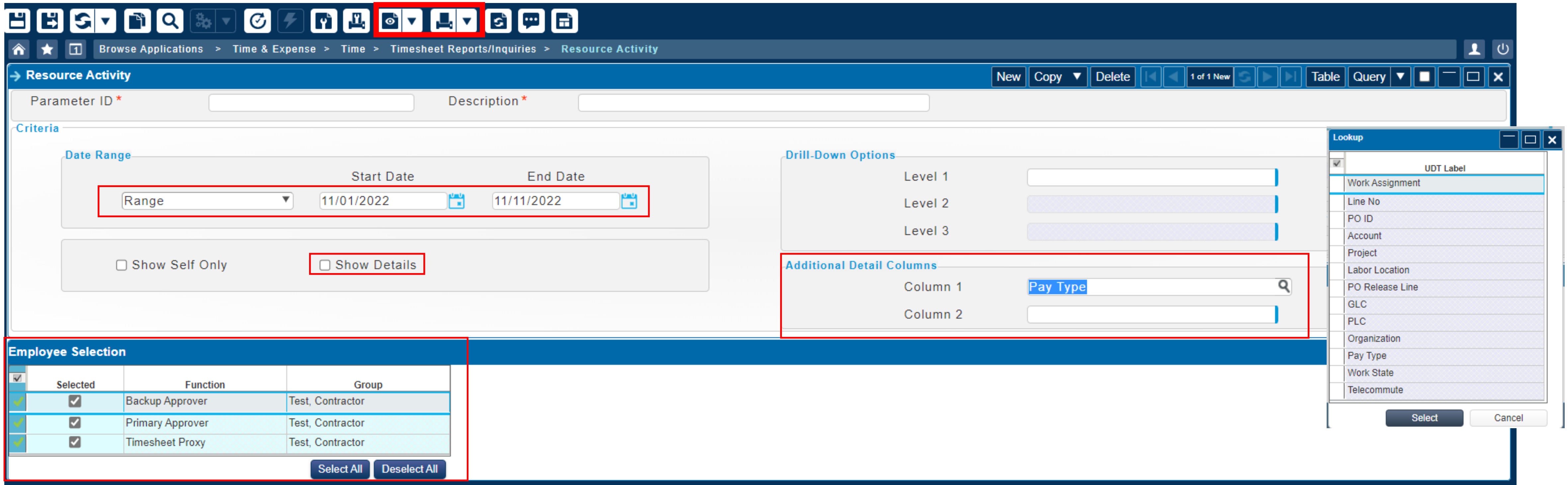
- Navigate to Time & Expenses / Expense / Expense Reports / Manage/Approve Expense Reports
- Select the following criteria in the Manage/Approve Expense Reports section:
  - Filter by: Status
  - Function: Expense Proxy
  - Status: Draft
- Click **Execute** icon
- Click **New Expense Report** in the 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.



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).



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)

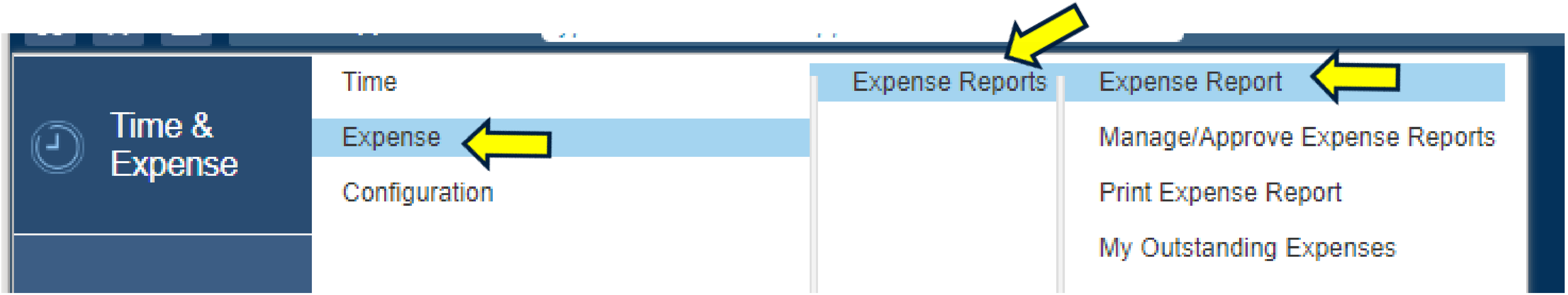
Supplier can work with their Peraton Subcontracts Administrator (SCA) to get set up to receive these reports.

Additional Reference

Expense Entry (Manual Entry/Expert Mode)

Creating an Expense Report

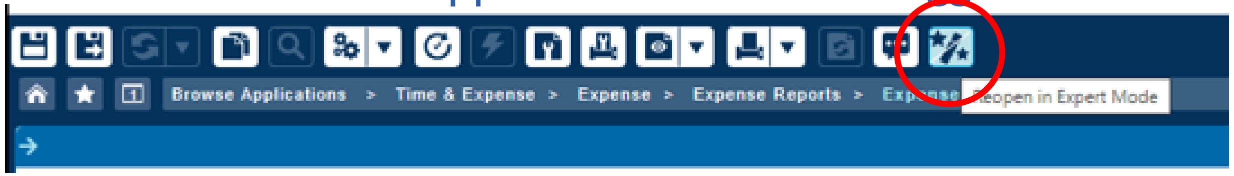
- Navigate to Time & Expense menu
- From the main screen select **Time & Expense > Expense > Expense Reports > Expense Report**



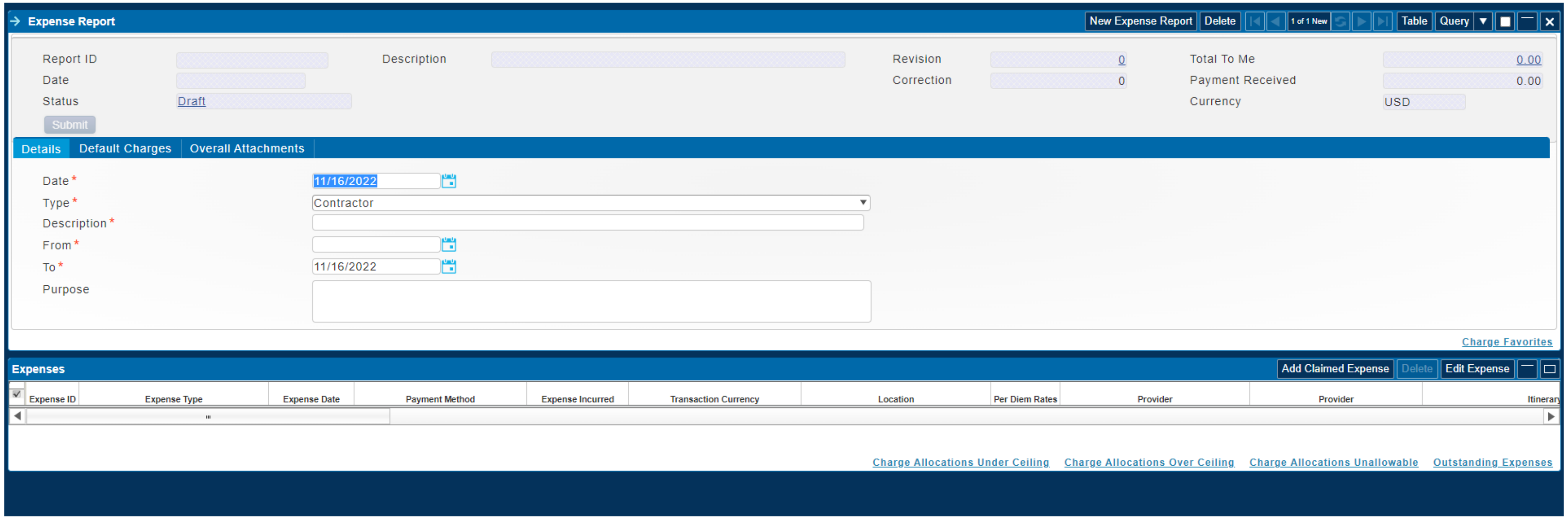
Access to Expense is not automatically given to every subcontractor. This access is given as needed and may also be taken away if not recently used.

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"

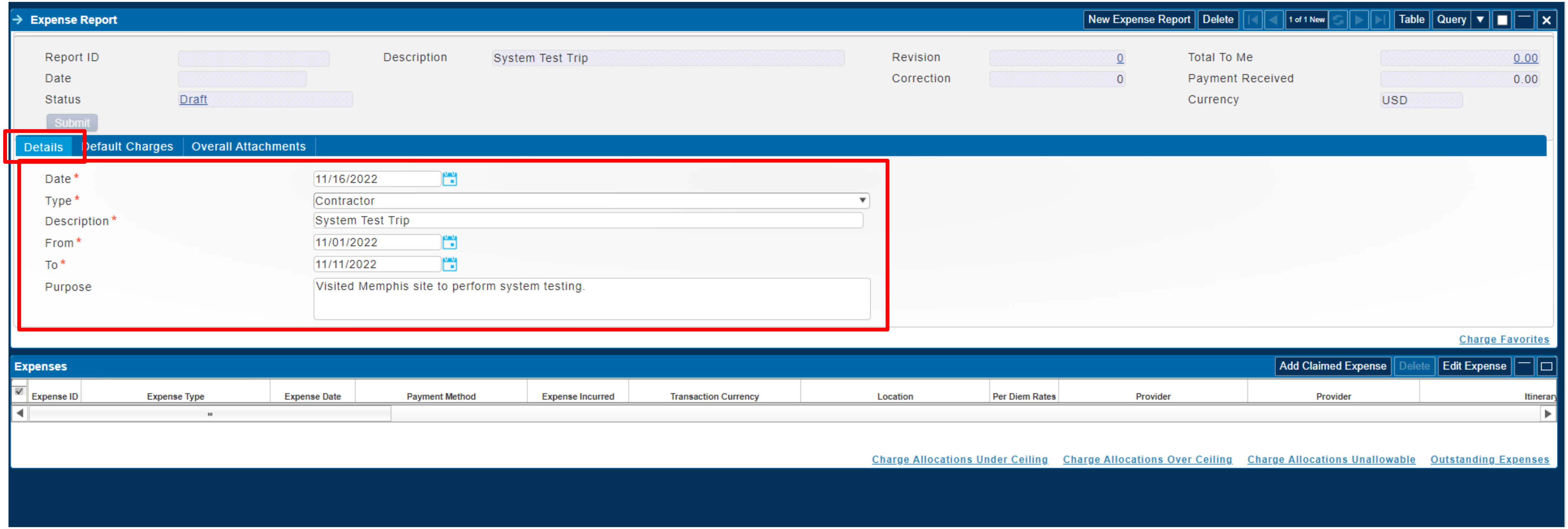


  2. You can tell you are no longer in Wizard mode because the green Continue button no longer appears at the bottom right of the Expense Report



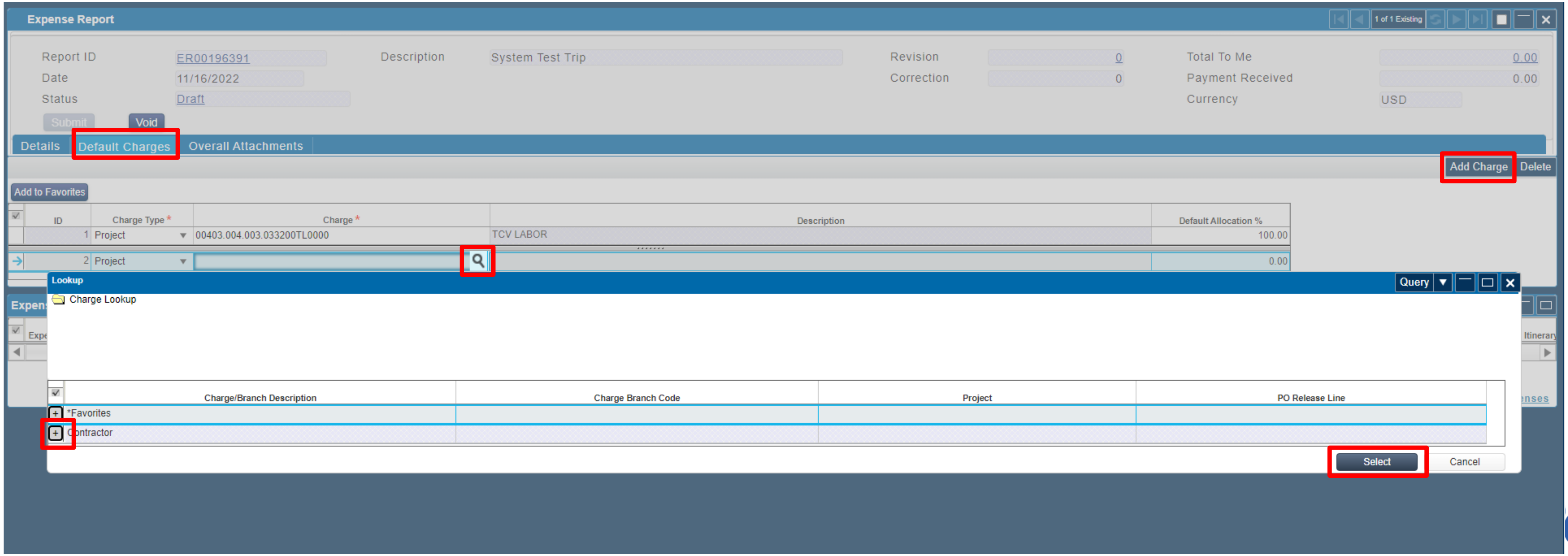
Expense Report Section – Details tab

- 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*



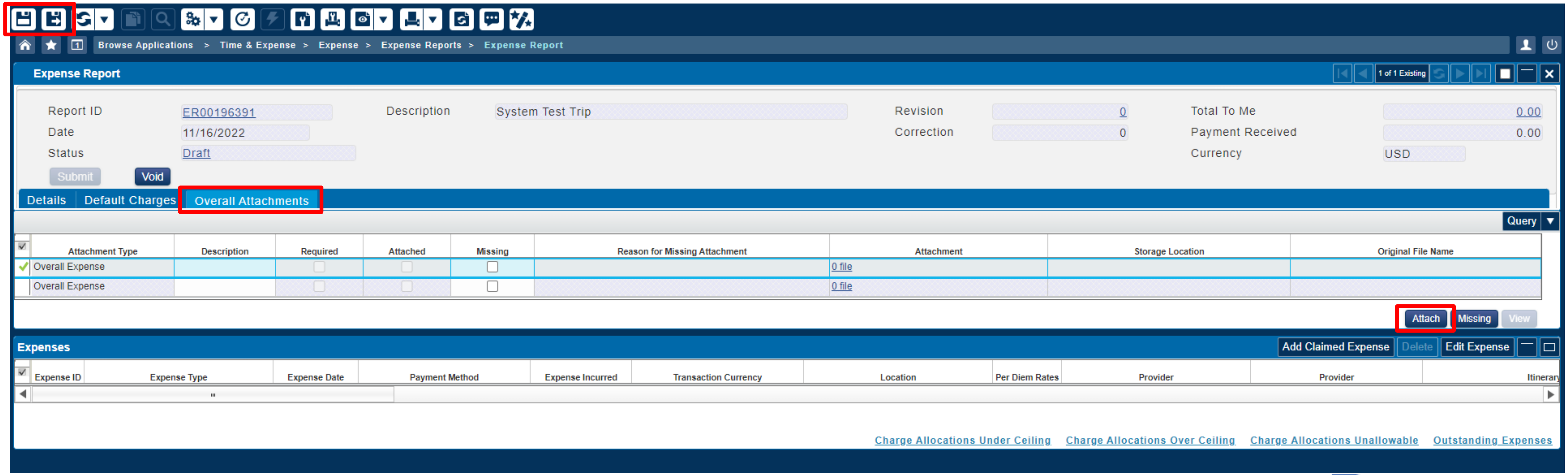
Expense Report Section – Default Charges tab

- 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



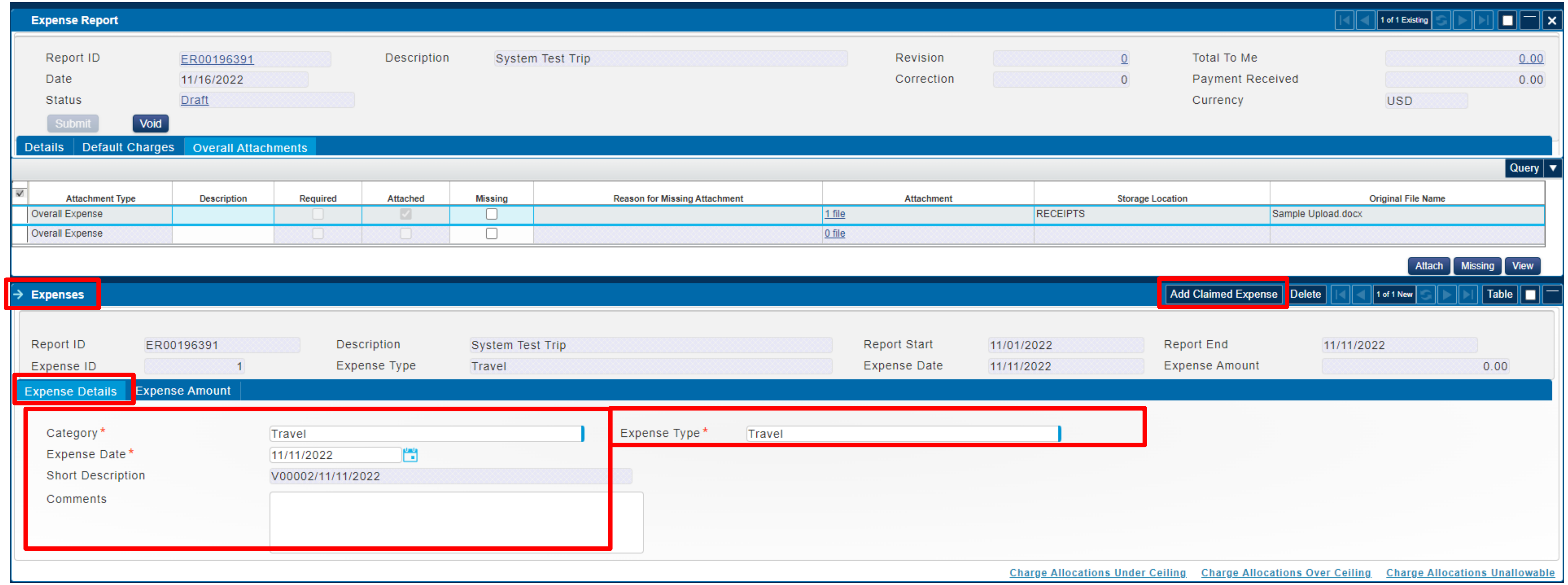
Expense Report Section – Overall Attachments

- 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



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

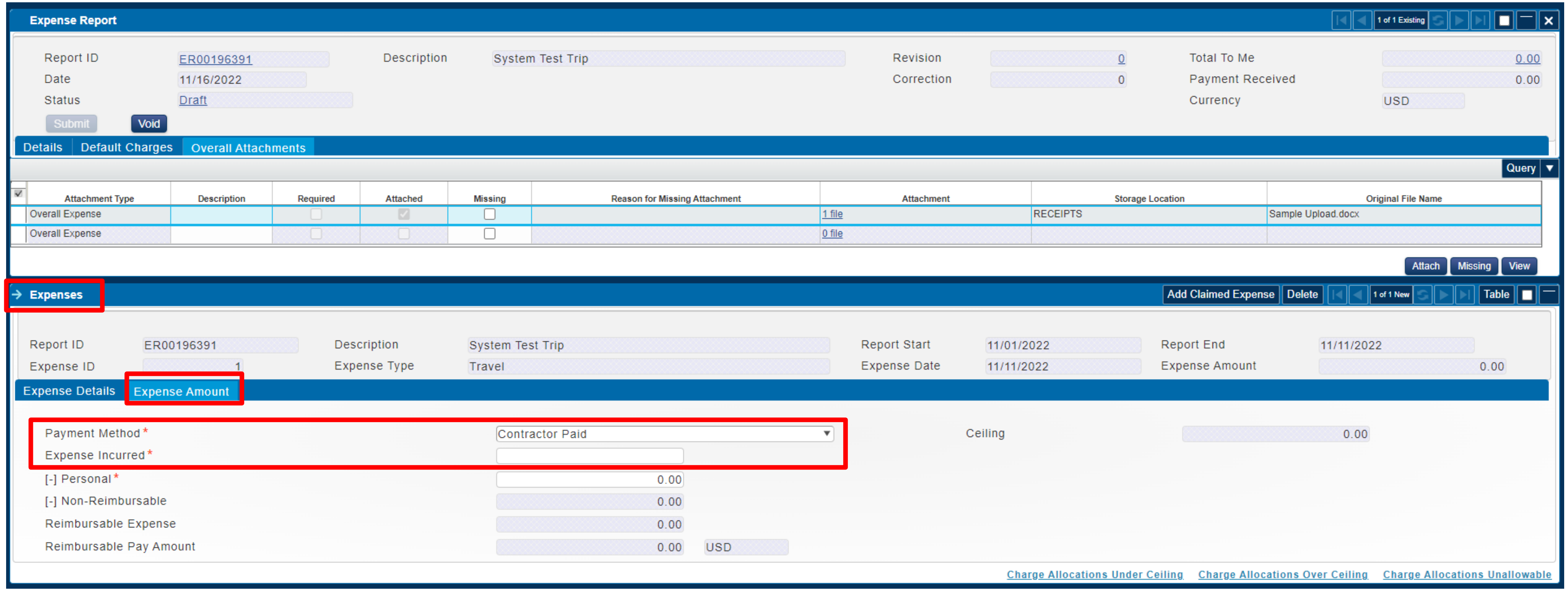


Subcontractors do not itemize Travel expenses in Deltek. Select the “Travel” category and simply state the total travel expense amount. If itemization is required for your program, use the Attachments to upload a document with the breakdown of the expense.

Peraton

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

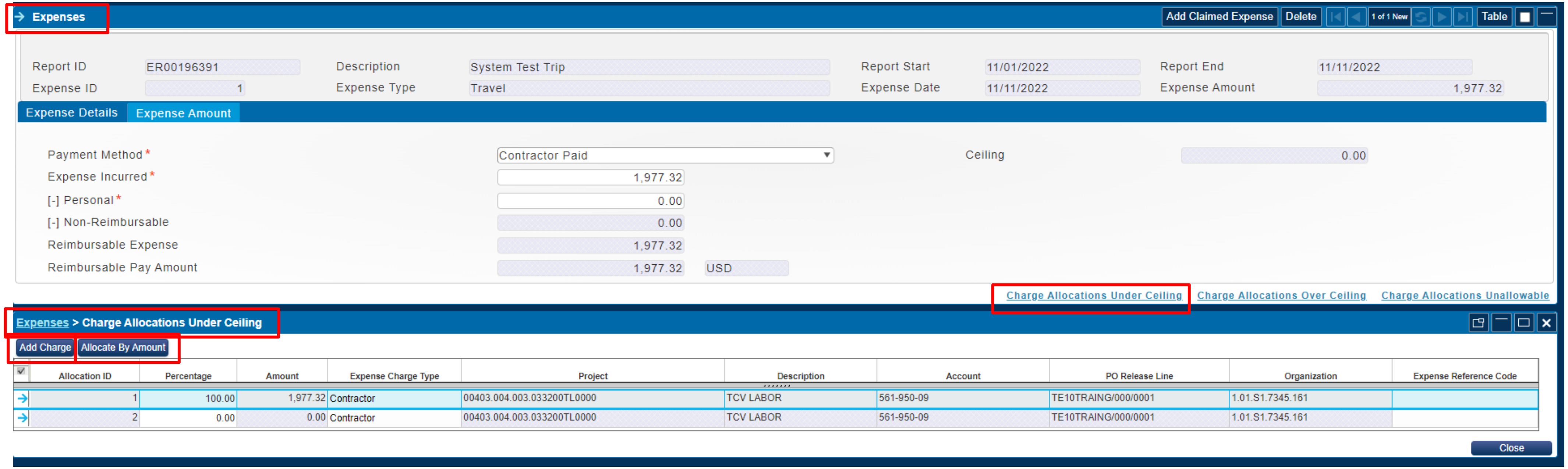


Repeat the steps for "Add Claimed Expenses" to breakout costs by each unique Project.

Peraton

Expenses Section – Charge Allocations Under Ceiling

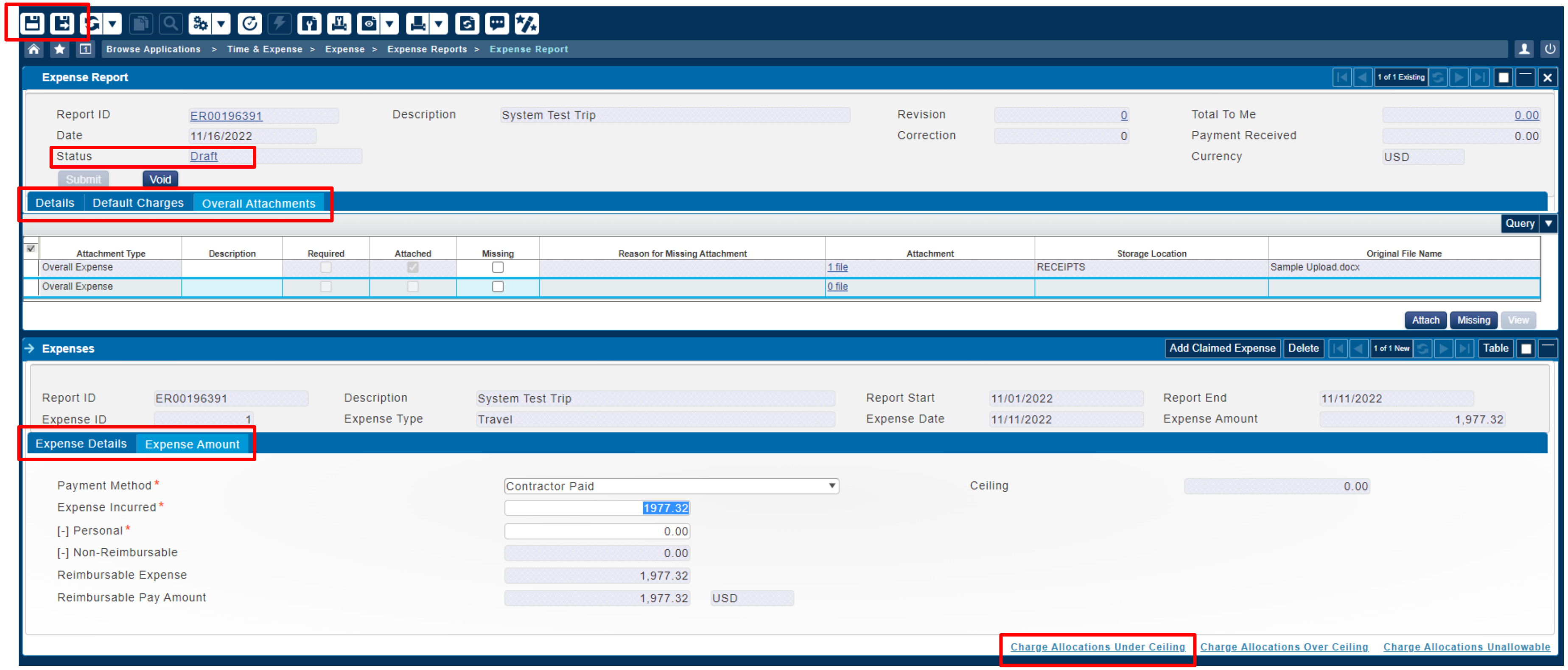
- Still in the Expenses section, click on the Charge Allocations Under Ceiling hyperlink; that will open the *Charge Allocations Under Ceiling* window
- All of the information previously entered is defaulted on this screen.
  - *If you need to add additional Project(s), then click on* ***Add Charge*** *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.



Correcting Expense before Submitting

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

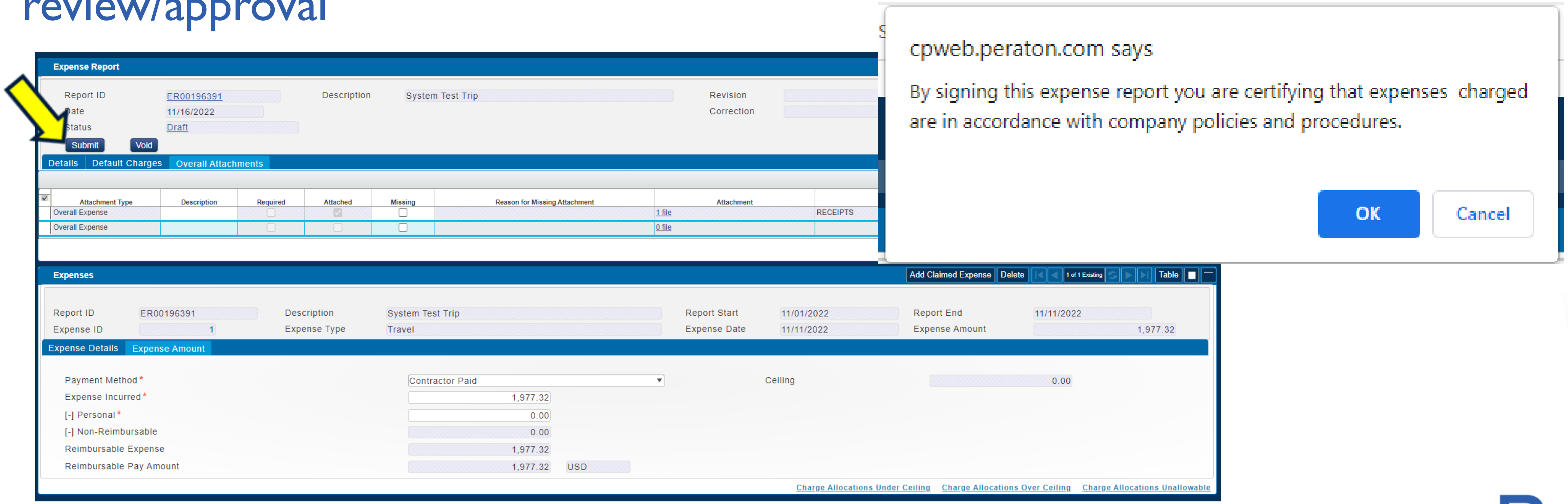
- The expense report is now in Draft status.
- Make any needed corrections before submitting for approval. Make corrections directly in the appropriate section/tab.
- Be sure to save the expense report throughout the entry process to avoid losing your information. You can save at any time by clicking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



Peraton

Submitting an Expense Report

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



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