



## **TEI0-Time and Expense for Vendor Employees**

**Reference Guide**

**February 2022**

# Agenda

- Points to Remember
- Universal Functions and Tool Navigation
- Time Entry
- Timesheet Corrections
- Manager / Approver Functionality
- Timesheet Entry – Proxy
- Expense Entry
- Expense Approval
- Expense Entry – Proxy
- Reporting
- Q&A

# What's New?

- Effective 5/24/2021, rolled out Deltek Time and Expense (TE) version 10
- New TE10 URL: <https://cpweb.peraton.com>
- When accessing TE10, there is an additional sign-on. Every time you log into TE10, you'll be prompted to also sign into Okta. Okta provides multifactor authentication (MFA)
- Legacy mobile Apps will no longer work (GovCon). For mobile access, simply enter the URL above in the mobile device's browser and follow these instructions.
- TE10 has a different look and feel, but prior functionality remains in the tool.

**TE10 Timesheet**

**Basic Information**

Employee \* Contractor\_Test ID \* N1001703 Subcontractor Period Ending \* 05/07/2021 Status Open

Class Subcontractor

Signature Approval

Organization 1.01.01.HQ10.117

Sign Correct

**Timesheet Lines**

Line	Project	Description	PO Release Line	Pay Type *	Sat 5/1/21	Sun 5/2/21	Mon 5/3/21	Tue 5/4/21	Wed 5/5/21	Thu 5/6/21	Fri 5/7/21	Total
1	00403.004.009.09301010GV00	Technology Transition LABOR	TE10TRAINING000/0001	R								0.00
2	30012.202.014.SUB090000000	Tsk09 Dir Lab-Subk LABOR	TE10TRAINING000/0002	R								0.00
3	00403.004.009.09301010GV00	Technology Transition LABOR	TE10TRAINING000/0001	OSK			2.00	0.00				2.00
		Regular					2.00	0.00				2.00
		Overtime					2.00	0.00				2.00
		Total					2.00	0.00				2.00

Add Line to Favorites

**Deltek**

**Costpoint** Add Desktop Shortcut

Which Interface would you like to use?

☐ Classic Version ☒ New Version

USERNAME

PASSWORD   
Enter a valid password

SYSTEM  ?

☐ Remember me

+ SHOW ADDITIONAL CRITERIA

# Points to remember – Suppliers working to 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 TESS.
  - The same ID cannot enter AND approve timesheets due to application restrictions.
  - Vouchers are processed for **APPROVED** timesheets and expenses. The pay clock begins from the processing date, **NOT** the week ending date of the timesheet. Timely approval means timely payments

# Points to remember – Agency Contractor / Peraton manager roles

Peraton personnel will have direct access to timesheets

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

## ROLES:

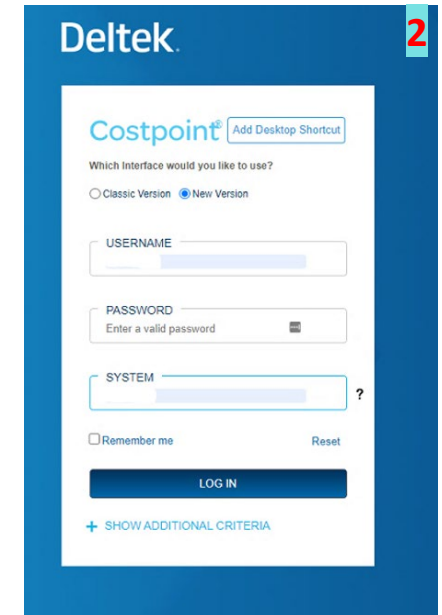
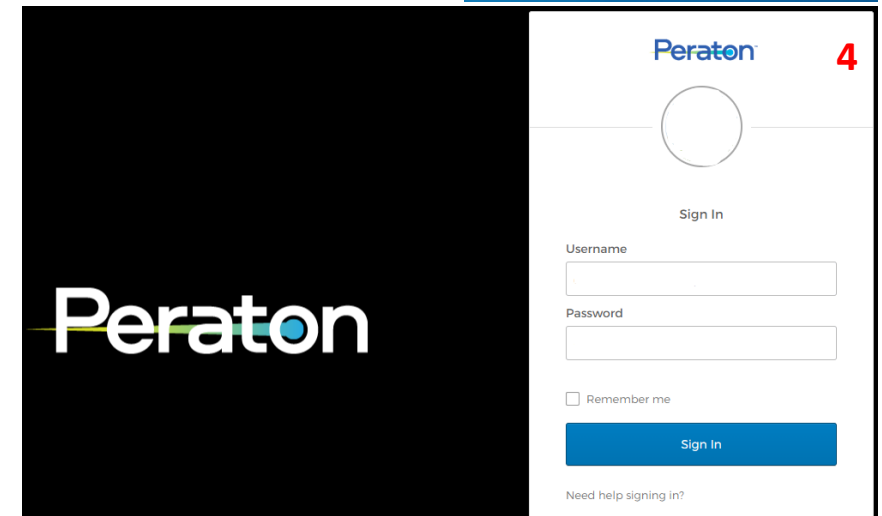
- **LABOR:** individual entering own time or expense
  - **APPROVER:** Peraton manager reviewing and approving timesheet or expense. This is the top individual in the approval group; all other IDs align to this person
  - **BACKUP APPROVER:** Peraton personnel assigned to primary approver to backup approvals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

# Universal Functions and Tool Navigation

# Access Deltek Time and Expense 10 (TE10)

1. Go to the TE10 URL: <https://cpweb.peraton.com>
2. Deltek Costpoint login page appears
3. Enter your User Name and Password
  - System: CPPROD
  - Check “Remember Me” if you want to remember the UserName and System
4. You will be rerouted to the OKTA system for login.  
Enter the same User Name and Password, then click Sign In
  - 905xxxxx, Nxxxxxx 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 TE10

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

The image shows the Deltek Costpoint login page. At the top, it says "Deltek." with a red "2" in the corner. Below that is the "Costpoint" logo and an "Add Desktop Shortcut" button. A question "Which Interface would you like to use?" is followed by two radio buttons: "Classic Version" and "New Version" (which is selected). There are three input fields: "USERNAME", "PASSWORD" (with a hint "Enter a valid password"), and "SYSTEM" (with a question mark). Below these is a "Remember me" checkbox and a "Reset" link. A blue "LOG IN" button is at the bottom, with a "+ SHOW ADDITIONAL CRITERIA" link below it.The image shows the Peraton login page. On the left is a large black box with the "Peraton" logo in white. On the right is a white login form with the "Peraton" logo at the top and a red "4" in the corner. The form has a "Sign In" button above the "Username" and "Password" input fields. Below the inputs is a "Remember me" checkbox and a blue "Sign in" button. At the bottom, it says "Need help signing in?".

# Initial setup of Okta Multifactor Authentication

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.

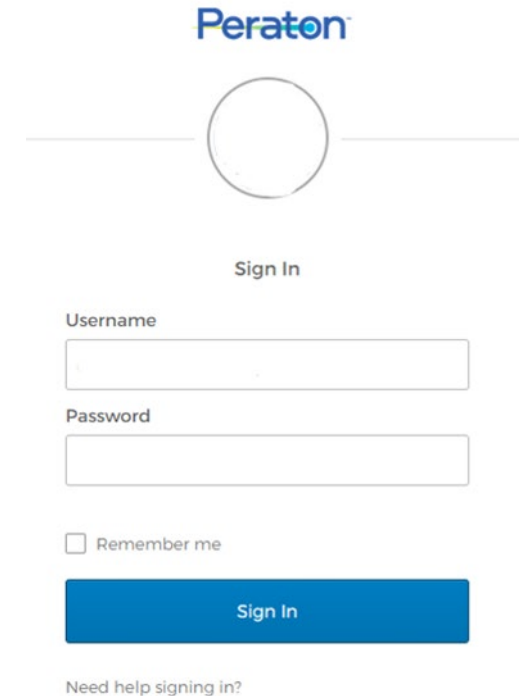
You need to set up Security Question and at least one other form of MFA:

- Okta Verify: You can install the Okta Verify application on your Smartphone
  - 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: Neither Perspecta (a Peraton company) nor Peraton is not responsible for charges for use of personal device.

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



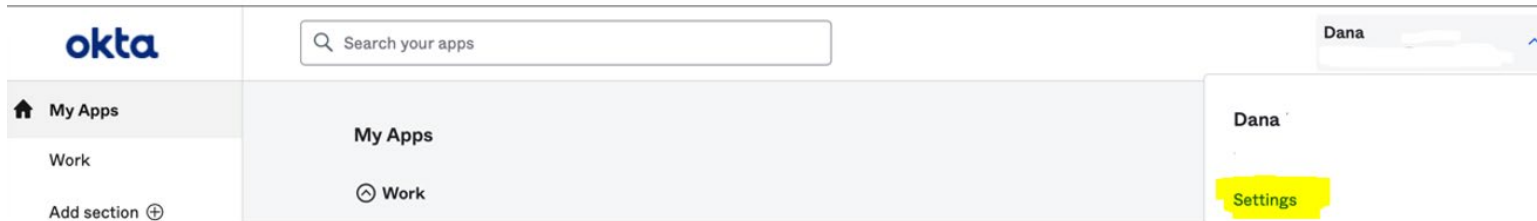
The image shows a mockup of a login page for Peraton. At the top is the Peraton logo. Below it is a large, empty circle representing a security image. Underneath the circle is a 'Sign In' button. Below the button are two input fields: 'Username' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember me'. At the bottom of the form is a blue 'Sign In' button. Below the button is a link that says 'Need help signing in?'.



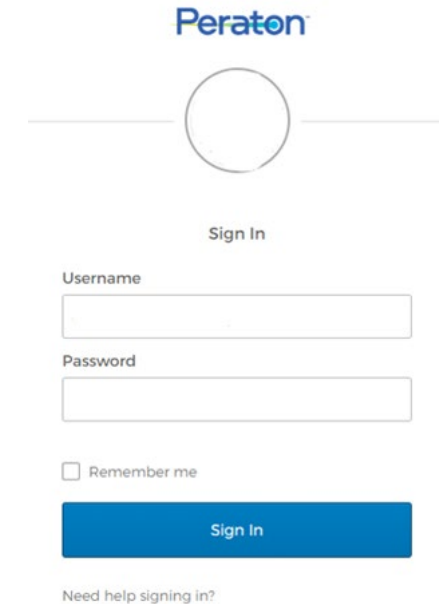
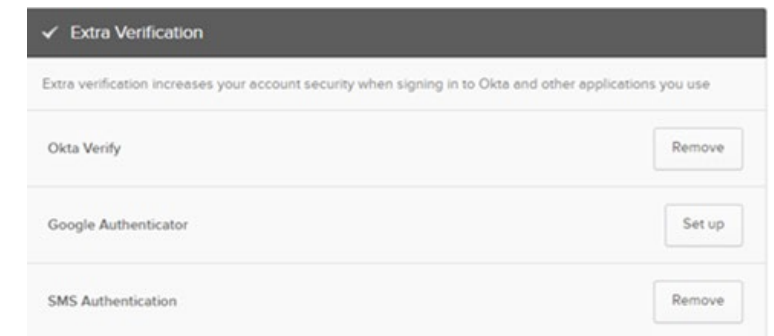
# Change / Configuring Other Forms of MFA

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**.

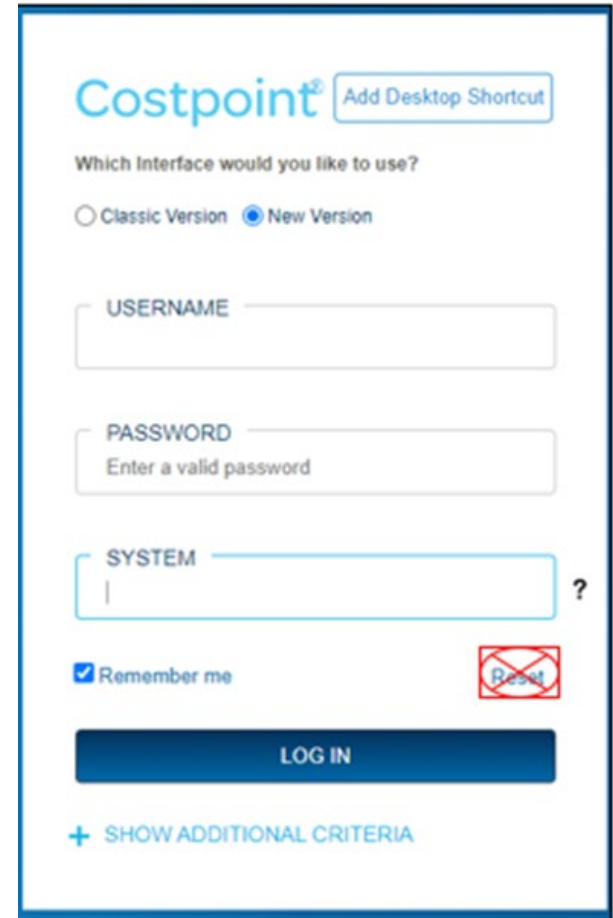


3. You will see sections for your user information, forgotten password question, security image, extra verification and display language. Click the green **Edit Profile** button at the top.
4. Scroll down to the **Extra Verification** section and select the **Setup** or **Remove** button with the type of MFA that you want to configure and follow the prompts to add or modify the selected method of MFA.

A screenshot of the Peraton sign-in page. It features the Peraton logo at the top, followed by a 'Sign In' button. Below the button are input fields for 'Username' and 'Password'. There is a checkbox for 'Remember me' and a 'Sign In' button. At the bottom, there is a link for 'Need help signing in?'.A screenshot of the 'Extra Verification' section in the Okta dashboard. It shows a list of MFA methods: 'Okta Verify', 'Google Authenticator', and 'SMS Authentication'. Each method has a button to either 'Remove' or 'Set up' it. The 'Okta Verify' button is 'Remove', 'Google Authenticator' is 'Set up', and 'SMS Authentication' is 'Remove'.

# Password Maintenance

- Your Peraton sponsoring manager or company supervisor will have your initial password. Your password is identical to your active directory password if you have email.
- For password/login issues, contact the Service Desk at 833-994-2449
- Alternatively, Passwords can be reset:
  - hNG & hPeraton (If User ID starts with “N1” and is N1009214 ID or higher **or** if User ID begins with a 3 please)  
Reset their passwords at <https://peraton.okta.com/> - Login there with a temp or expired password and will be prompted to change the password
  - hPerspecta (If User ID starts with “N1” and is N1009213 ID or lower)  
Reset their passwords at <https://passwordreset.perspecta.com/>
- Do not use the external log-in screen option (shown to the right) to “Reset After Log-in”
  - Do NOT change your Deltek Time and Expense password except as noted above



The screenshot shows the Costpoint login page. At the top left is the 'Costpoint' logo, and at the top right is a button labeled 'Add Desktop Shortcut'. Below the logo, it asks 'Which Interface would you like to use?' with two radio buttons: 'Classic Version' and 'New Version' (which is selected). There are three input fields: 'USERNAME', 'PASSWORD' (with a hint 'Enter a valid password'), and 'SYSTEM'. Below the 'PASSWORD' field is a checkbox for 'Remember me' and a red 'Reset' button with a diagonal line through it. At the bottom is a large blue 'LOG IN' button and a link '+ SHOW ADDITIONAL CRITERIA'.

# Password Maintenance

It is highly recommended that subcontractors set up reminders to change their passwords prior to when they expire (every 90 days).

Passwords must be a minimum of eight (8) characters containing 3 out of 4 of the following categories:

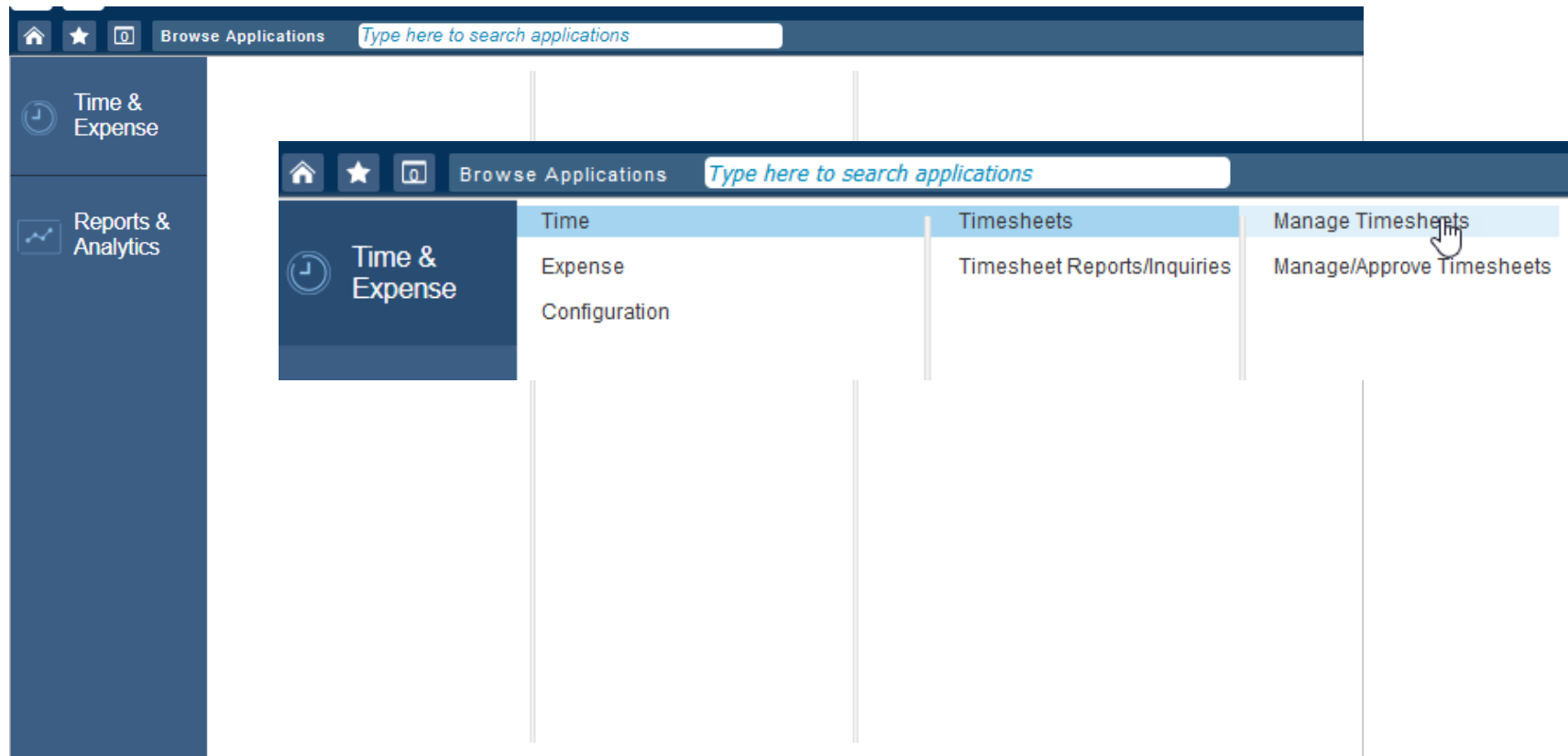
1. Uppercase characters (A through Z)
2. Lowercase characters (a through z)
3. Numbers (0 through 9)
4. Non-alphanumeric characters (Examples: !, \$, #, %)

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

# Navigation

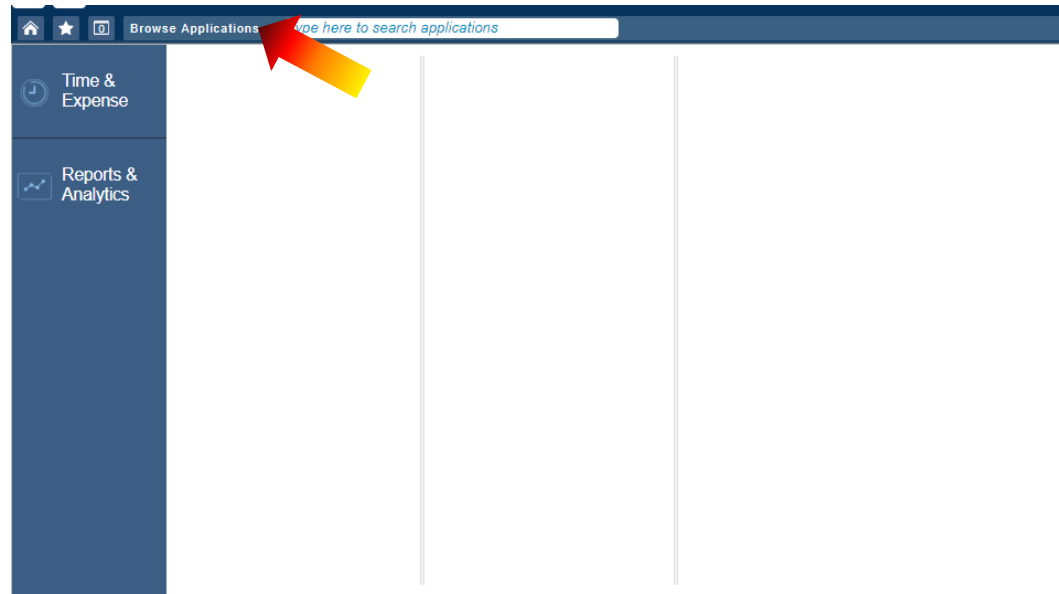
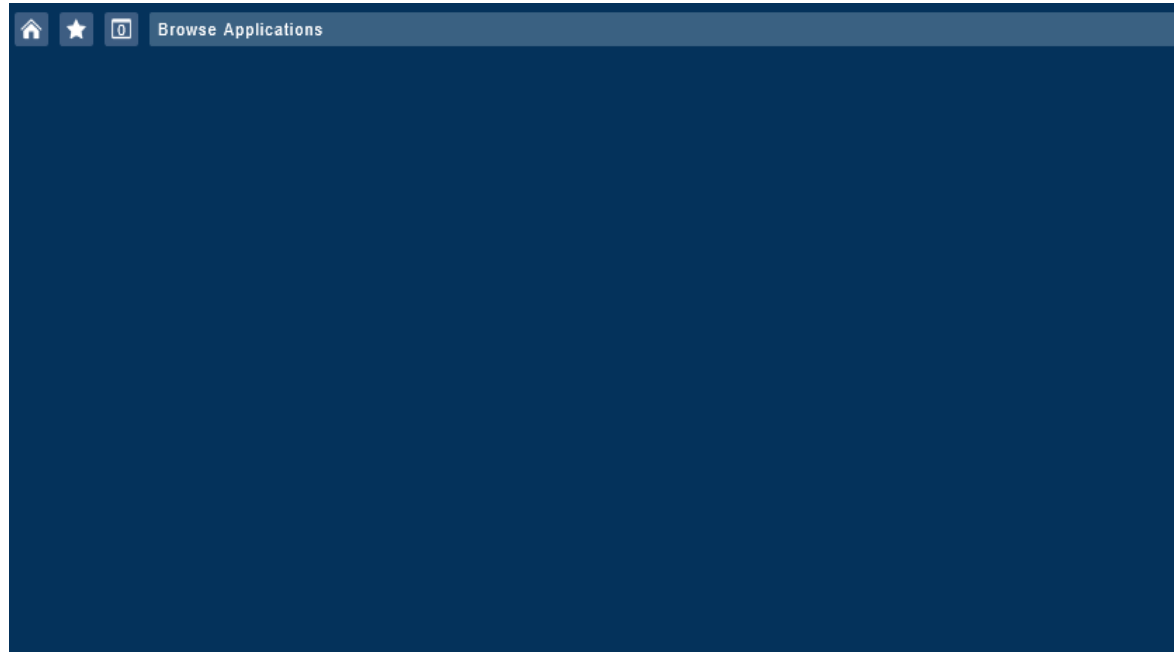
Menu Options assigned to your role will appear in the main application screen. Select the option desired:

- 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”

Reports & Analytics > Dashboards > Dashboards > Home Dashboard >

**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”.

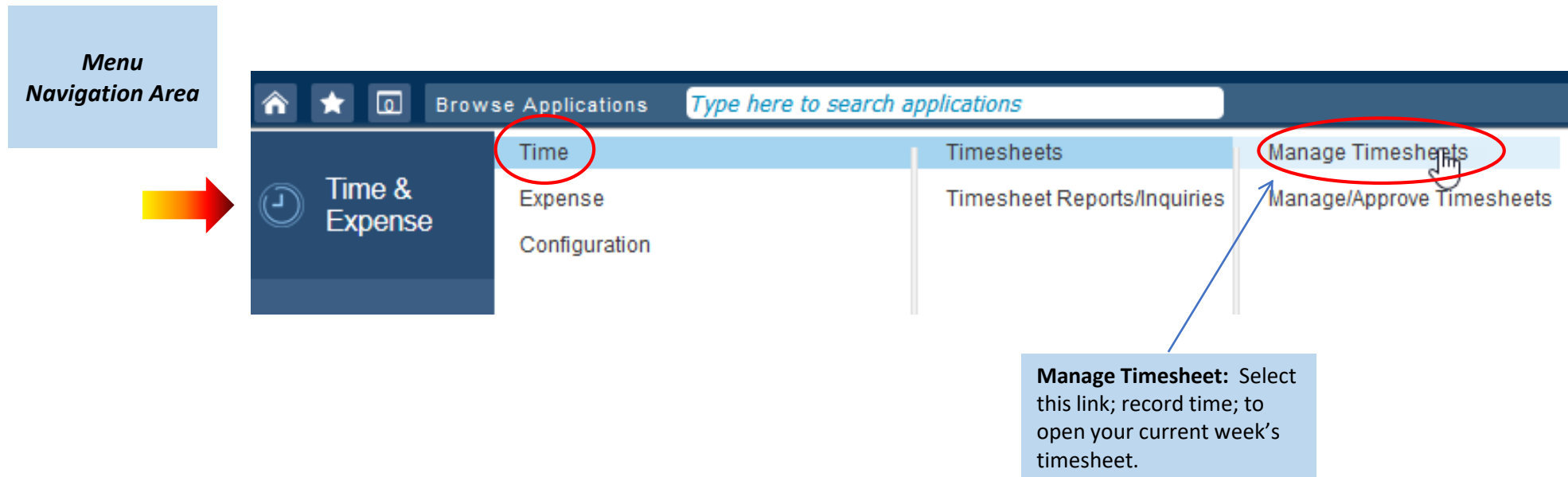
**My Timesheets:** Displays a number of your recent timesheets. To open a timesheet, select the description. Status can be “Processed”, “Open”, or “Rejected”

The screenshot displays the Home Dashboard with the following sections:

- My Tasks:** A table with columns: Category, Pending Tasks, Priority, QTY. It shows "NO ROWS FOUND THAT MEET SELECTION CRITERIA".
- My Timesheets:** A table with columns: T/S Period, End Date, Description, Status, Hours. It contains data for Subcontractor timesheets from 10/27/2021 to 01/10/2020.
- My Leave Balances:** A table with columns: Leave Type, Hrs Taken, Hrs Remaining. It shows "NO ROWS FOUND THAT MEET SELECTION CRITERIA".
- My Expense Reports:** A table with columns: Date, Description, Status, Amount. It shows "NO ROWS FOUND THAT MEET SELECTION CRITERIA".
- My Expense Authorizations:** A table with columns: Date, Description, Status, Amount. It shows "NO ROWS FOUND THAT MEET SELECTION CRITERIA".
- My Outstanding Expenses:** A table with columns: Batch Type, Expense Date, Type, Amount, Currency. It shows "NO ROWS FOUND THAT MEET SELECTION CRITERIA".

# Manage Timesheets

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



# Timesheet

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

Time & Expense > Time > Timesheets > Manage Timesheets

The screenshot displays the 'Manage Timesheets' interface. At the top, a breadcrumb trail reads 'Time & Expense > Time > Timesheets > Manage Timesheets'. Below this, the 'Timesheet' header includes buttons for 'New', 'Copy', 'Delete', 'Table', 'Query', and a search icon. The 'Basic Information' section contains fields for Employee (Contractor, Test), ID (N1001703), Subcontractor, Period Ending (04/30/2021), Status (Open), Class (Subcontractor), Signature, Approval, and Organization (1.01.01.HQ10.117). A 'Sign' button is highlighted with a red box. Below this, the 'Timesheet Lines' section features a table with columns for Line, Description, Project, PO Release Line, Pay Type, and days of the week (Sat 4/24/21 to Fri 4/30/21), along with a 'Total' column. Two lines are visible: Line 1 (Technology Transition LABOR) and Line 2 (Tsk09 Dir Lab-Subk LABOR). A red box highlights the first two columns of the table. At the bottom right, there is an 'Add Line to Favorites' link.

Line	Description	Project	PO Release Line	Pay Type	Sat 4/24/21	Sun 4/25/21	Mon 4/26/21	Tue 4/27/21	Wed 4/28/21	Thu 4/29/21	Fri 4/30/21	Total
1	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAIN/000/0001	R								
2	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB090000000	TE10TRAIN/000/0002	R								
	Regular											
	Overtime											
	Total											

Projects (charge numbers) are entered in this section

Hours and comments are entered in this section

# Header/Application Toolbar

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

## Application Toolbar

**Save or Save & Continue:** Save the current timesheet

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

## Section Toolbar

**New :** 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

The screenshot shows the Peraton Timesheet application interface. A blue box labeled "Application Toolbar" points to a row of icons at the top of the application. Another blue box labeled "Section Toolbars" points to two sets of buttons: one at the top right of the "Timesheet" section and another at the top right of the "Timesheet Lines" table. The interface includes a breadcrumb trail: "Browse Applications > Time & Expense > Time > Timesheets > Manage Timesheets". The "Timesheet" section contains fields for "Employee" (Contractor, Test), "ID" (N1001703), "Subcontractor", "Period Ending" (04/30/2021), "Status" (Open), "Signature", "Approval", and "Organization" (1.01.01.HQ10.117). Below this is the "Timesheet Lines" table, which has columns for "Line", "Description", "Project", "PO Release Line", "Pay Type", and days of the week (Sat 4/24/21, Sun 4/25/21, Mon 4/26/21, Tue 4/27/21, Wed 4/28/21, Thu 4/29/21, Fri 4/30/21). The table contains two lines of data: "1 Technology Transition LABOR" and "2 Tsk09 Dir Lab-Subk LABOR". At the bottom right of the table is a button labeled "Add Line to Favorites".

**Application Toolbar**

**Section Toolbars**

**Timesheet**

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

Class Subcontractor

Signature Approval

Organization 1.01.01.HQ10.117

Sign Correct

**Timesheet Lines**

Line	Description	Project	PO Release Line	Pay Type *	Sat 4/24/21	Sun 4/25/21	Mon 4/26/21	Tue 4/27/21	Wed 4/28/21	Thu 4/29/21	Fri 4/30/21	Total
1	Technology Transition LABOR	00403 004 009 09301010GV00	TE10TRAINING000/0001	R								
2	Tsk09 Dir Lab-Subk LABOR	30012 202 014 SUB0900000000	TE10TRAINING000/0002	R								
	Regular											
	Overtime											
	Total											

Add Line to Favorites

# 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 (Read-Only)

**Status:**

**Missing** - Employee has not opened timesheet

**Open** - Employee has entered and saved hours on timesheet

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

**Approved** - Manager has approved timesheet.

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

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

**Signature:** Your Signature with Timestamp (Read-Only)

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

**Sign:** Sign your Timesheet button

**Correct:** Correct your Processed Timesheet

The screenshot displays the 'Timesheet' application interface. The top navigation bar shows the path: 'Browse Applications > Time & Expense > Time > Timesheets > Manage Timesheets'. The main section is titled 'Timesheet' and contains a 'Basic Information' tab. This tab displays several fields: 'Employee\*' (Contractor, Test), 'ID\*' (N1001703), 'Subcontractor', 'Period Ending\*' (04/16/2021), and 'Status' (Signed). Below these are 'Signature' (Contractor, Test (N1001703) 4/26/21 5:16:22 PM) and 'Approval' fields. At the bottom right of this section are 'Sign' and 'Correct' buttons. The 'Timesheet Lines' section below features a table with columns for Line, Description, Project, PO Release Line, Pay Type, and days of the week (Sat 4/18/21 to Fri 4/16/21), along with a Total column. The table contains two main lines of data: Line 1 for 'Technology Transition LABOR' and Line 2 for 'Tsk09 Dir Lab-Subk LABOR'. Each line has a 'Regular' and 'Overtime' breakdown. The 'Total' row shows a sum of 52.00 hours. At the bottom right of the table is an 'Add Line to Favorites' button.

Line	Description	Project	PO Release Line	Pay Type	Sat 4/18/21	Sun 4/19/21	Mon 4/12/21	Tue 4/13/21	Wed 4/14/21	Thu 4/15/21	Fri 4/16/21	Total
1	Technology Transition LABOR	00493 004 009 0930/010GV00	TE10TRAIN/000/0001	R			8.0	8.0	8.0	8.0	8.0	40.00
2	Tsk09 Dir Lab-Subk LABOR	30012 202 014 SUB090000000	TE10TRAIN/000/0002	352			3.0	3.0	2.0	2.0	2.0	12.00
	Regular						8.00	8.00	8.00	8.00	8.00	40.00
	Overtime						3.00	3.00	2.00	2.00	2.00	12.00
	Total						11.00	11.00	10.00	10.00	10.00	52.00

# 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.

[Browse Applications](#) > [Time & Expense](#) > [Time](#) > [Timesheets](#) > [Manage Timesheets](#)

### Timesheet

[New](#) [Copy](#) [Delete](#) [Table](#) [Query](#) [Print](#) [Close](#)

#### Basic Information

Employee \*  ID \*  Subcontractor  Period Ending \*  Status

Class

Signature  Approval

Organization

[Sign](#) [Correct](#)

[Revision Audit](#) [Pay Type Summary](#) [Charge Favorites](#)

#### Timesheet Lines

[New](#) [Copy](#) [Delete](#) [Form](#) [Query](#) [Print](#)

Line	Description	Project	PO Release Line	Pay Type *	Sat 4/10/21	Sun 4/11/21	Mon 4/12/21	Tue 4/13/21	Wed 4/14/21	Thu 4/15/21	Fri 4/16/21	Total
1	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAINING/000/0001	R			8.0	8.0	8.0	8.0	8.0	40.00
2	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB090000000	TE10TRAINING/000/0002	OSK			3.0	3.0	2.0	2.0	2.0	12.00
	Regular						8.00	8.00	8.00	8.00	8.00	40.00
	Overtime						3.00	3.00	2.00	2.00	2.00	12.00
	Total						11.00	11.00	10.00	10.00	10.00	52.00

[Add Line to Favorites](#)

# Global/Application Options

## Application Toolbar provides additional tools

Save
 Save & Continue
 Refresh
 Clone
 Lookup
 Default Action
 Actions/Reports
 Execute
 Page Setup
 Print Options
 Preview
 Print
 Reset View
 Messages
 Export to Excel

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.

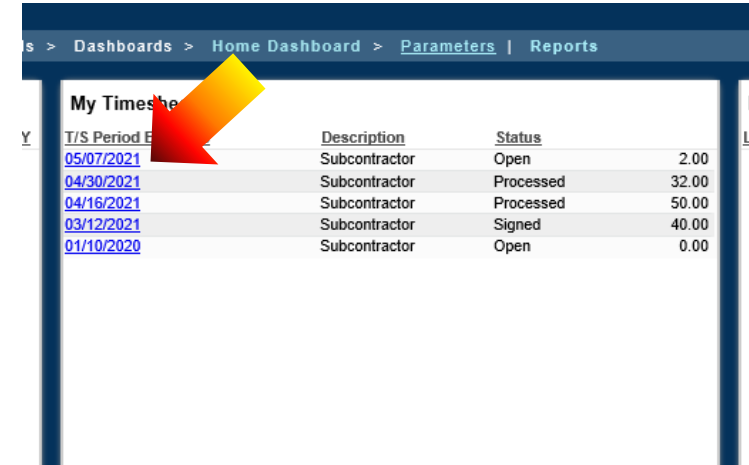
Icon	Name	Description
	Reset Default Positioning and View	Click this icon to restore the default positioning and view (Table View or Form View) of the currently active screen.
	Show Messages and Errors	Click this icon to display the Messages window where you can view messages that appeared or errors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

# Time Entry

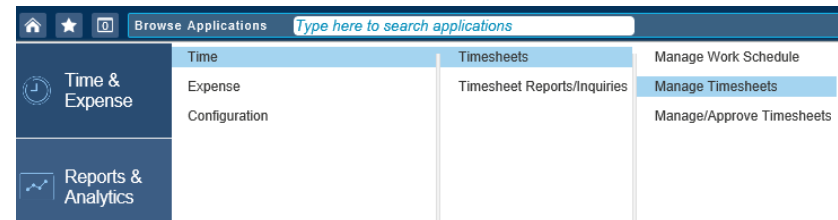
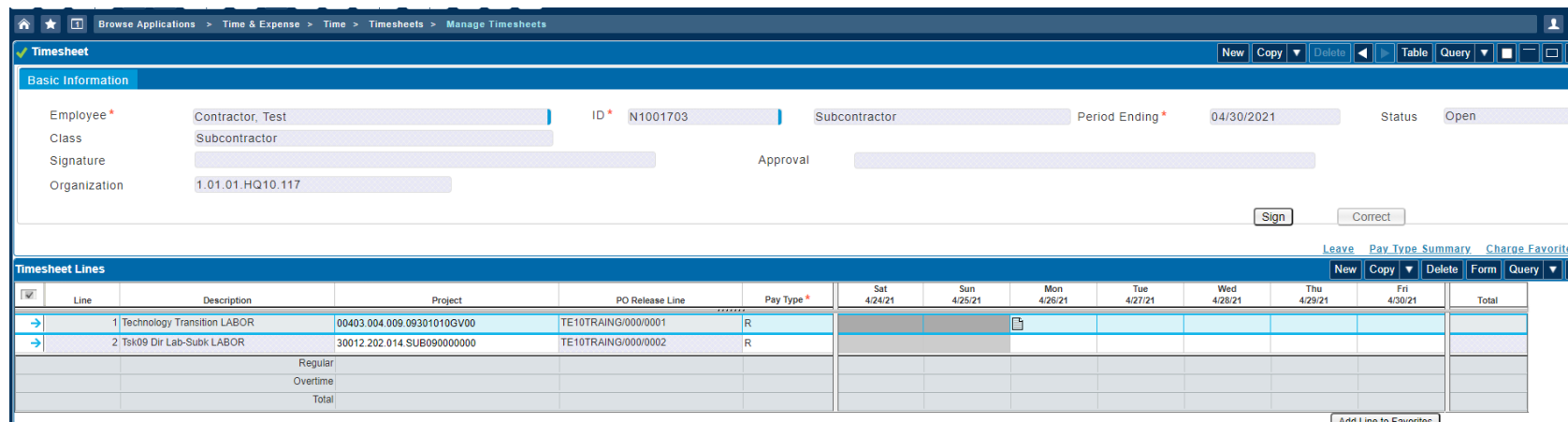
# Timesheet

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 > Manage Timesheets
  - This opens your current week’s timesheet
  - Use the directional arrows in the Section Toolbar to display the appropriate timesheet



T/S Period	Description	Status	Le
<a href="#">05/07/2021</a>	Subcontractor	Open	2.00
<a href="#">04/30/2021</a>	Subcontractor	Processed	32.00
<a href="#">04/16/2021</a>	Subcontractor	Processed	50.00
<a href="#">03/12/2021</a>	Subcontractor	Signed	40.00
<a href="#">01/10/2020</a>	Subcontractor	Open	0.00

**Basic Information**

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

Class Subcontractor

Signature Approval

Organization 1.01.01.HQ10.117

Sign Correct

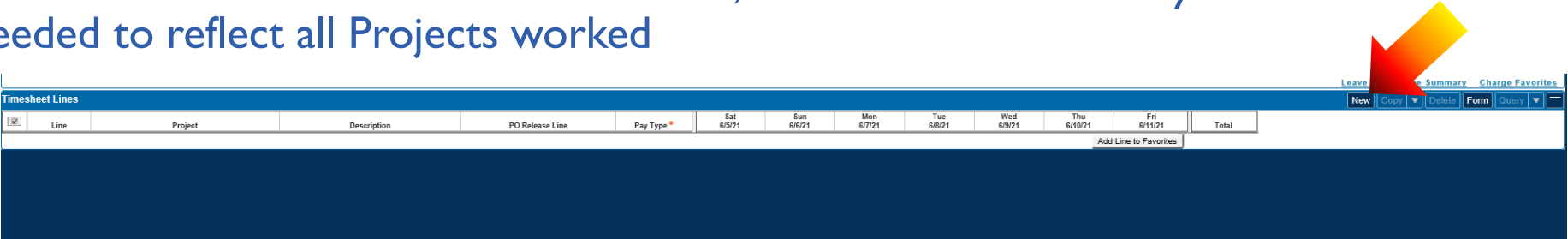
**Timesheet Lines**

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

Add Line to Favorites

# Charge Number Entry

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

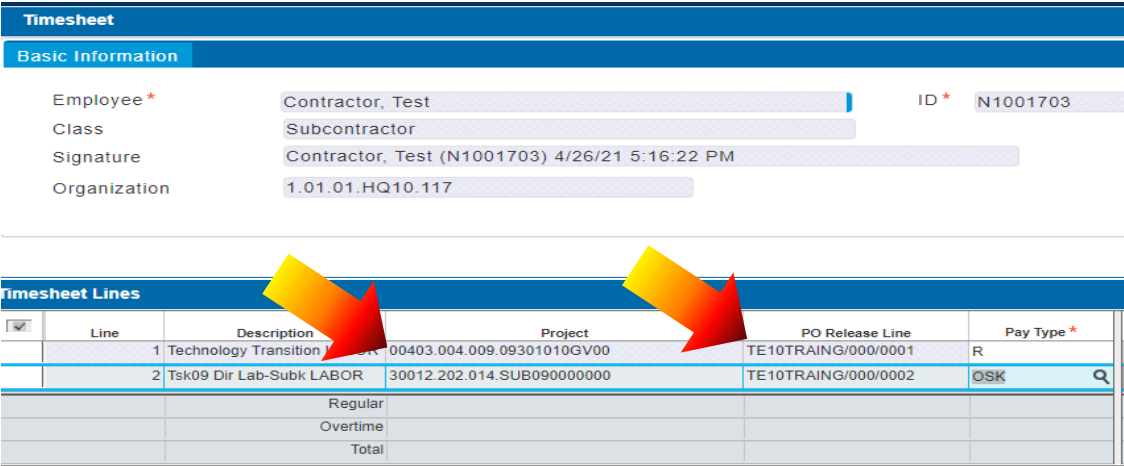


The screenshot shows the 'Timesheet Lines' table interface. At the top right, there are buttons for 'New', 'Copy', 'Delete', 'Form', and 'Query'. A large red arrow points to the 'New' button. Below the buttons is a table with columns: Line, Project, Description, PO Release Line, Pay Type, and days of the week (Sat 6/5/21, Sun 6/6/21, Mon 6/7/21, Tue 6/8/21, Wed 6/9/21, Thu 6/10/21, Fri 6/11/21), followed by a 'Total' column. The table body is currently empty.

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

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

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



The screenshot shows the 'Timesheet' form. The 'Basic Information' section includes fields for Employee (Contractor, Test), ID (N1001703), Class (Subcontractor), Signature (Contractor, Test (N1001703) 4/26/21 5:16:22 PM), and Organization (1.01.01.HQ10.117). Below this is the 'Timesheet Lines' table. Two red arrows point to the 'Project' and 'PO Release Line' columns of the first two rows.

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

# Charge Number Entry via Charge Lookup Tree

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

Timesheet Lines					
Line	Description	Project	PO Release Line	Pay Type*	
1	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAIN/000/0001	R	
2	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB0900000000	TE10TRAIN/000/0002	OSK	
3					

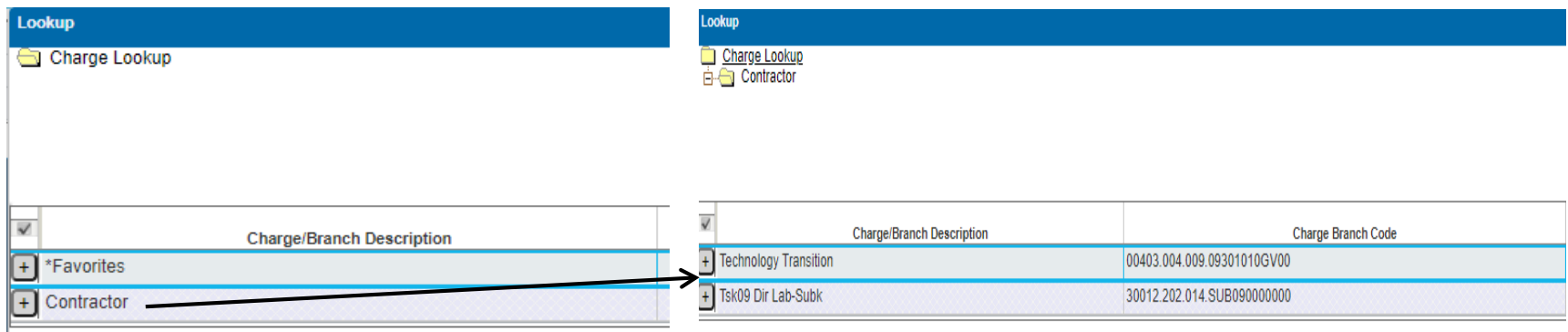
Select the “+” button to expand the Charge Tree or you can Query the Charge Lookup Tree

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

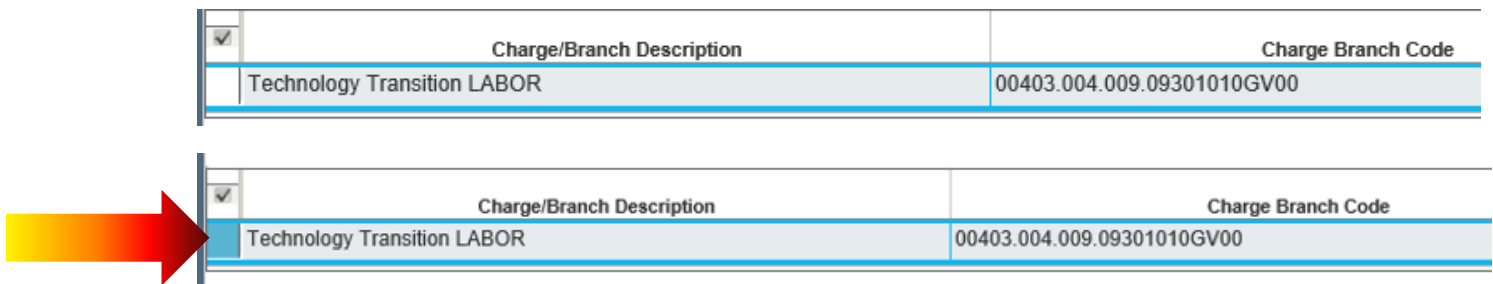
# Charge Number Entry via Lookup Tree

Select the “+” button to expand the Charge Tree

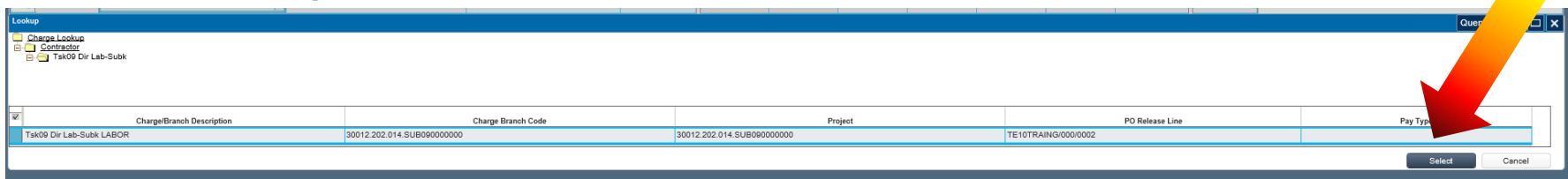
- You may need to navigate 2 levels before the charge numbers are visible.



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



Click “Select” to add charge number to timesheet



# Add “Favorites” to the Charge Tree & Auto Load

To add a Project to Favorites area of Charge Tree

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

Timesheet Lines

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

“Check the box”

Click on “Add Line to Favorites” button

Sat 4/10/21	Sun 4/11/21	Mon 4/12/21	Tue 4/13/21	Wed 4/14/21	Thu 4/15/21	Fri 4/16/21	Total
		8.0	8.0	8.0	8.0	8.0	40.00
		3.0	3.0	2.0	2.0	2.0	12.00
		8.00	8.00	8.00	8.00	8.00	40.00
		3.00	3.00	2.00	2.00	2.00	12.00
		11.00	11.00	10.00	10.00	10.00	52.00

Add Line to Favorites

To make the Project load to the timesheet automatically each week

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

Revision Audit Pay Type Summary Charge Favorites

Thu 4/15/21	Fri 4/16/21	Total
8.0	8.0	40.00

“Load” check box

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

# Charge Number Entry

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

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

Timesheet Lines					
<input checked="" type="checkbox"/>	Line	Description	Project	PO Release Line	Pay Type *
	1	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAINING/000/0001	R
	2	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB0900000000	TE10TRAINING/000/0002	OSK

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

Lookup

Query ▾

✕

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

Select

Cancel

# Entering Hours Worked

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

Timesheet

New

Copy

Delete

Table

Query

Basic Information

Employee\*

Contractor, Test

ID\*

N1001703

Subcontractor

Period Ending\*

04/16/2021

Status

Signed

Class

Subcontractor

Signature

Contractor, Test (N1001703) 4/26/21 5:16:22 PM

Approval

Organization

1.01.01.HQ10.117

Sign

Correct

Leave

Revision Audit

Pay Type Summary

Charge Favorites

Timesheet Lines

New

Copy

Delete

Form

Query

Line	Description	Project	PO Release Line	Pay Type*	Sat 4/10/21	Sun 4/11/21	Mon 4/12/21	Tue 4/13/21	Wed 4/14/21	Thu 4/15/21	Fri 4/16/21	Total
1	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAINING/000/0001	R			8.0	8.0	8.0	8.0	8.0	40.00
2	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB090000000	TE10TRAINING/000/0002	OSK			3.0	3.0	2.0	2.0	2.0	12.00
	Regular						8.00	8.00	8.00	8.00	8.00	40.00
	Overtime						3.00	3.00	2.00	2.00	2.00	12.00
	Total						11.00	11.00	10.00	10.00	10.00	52.00

Add Line to Favorites

Totals by Day


Totals by timesheet line

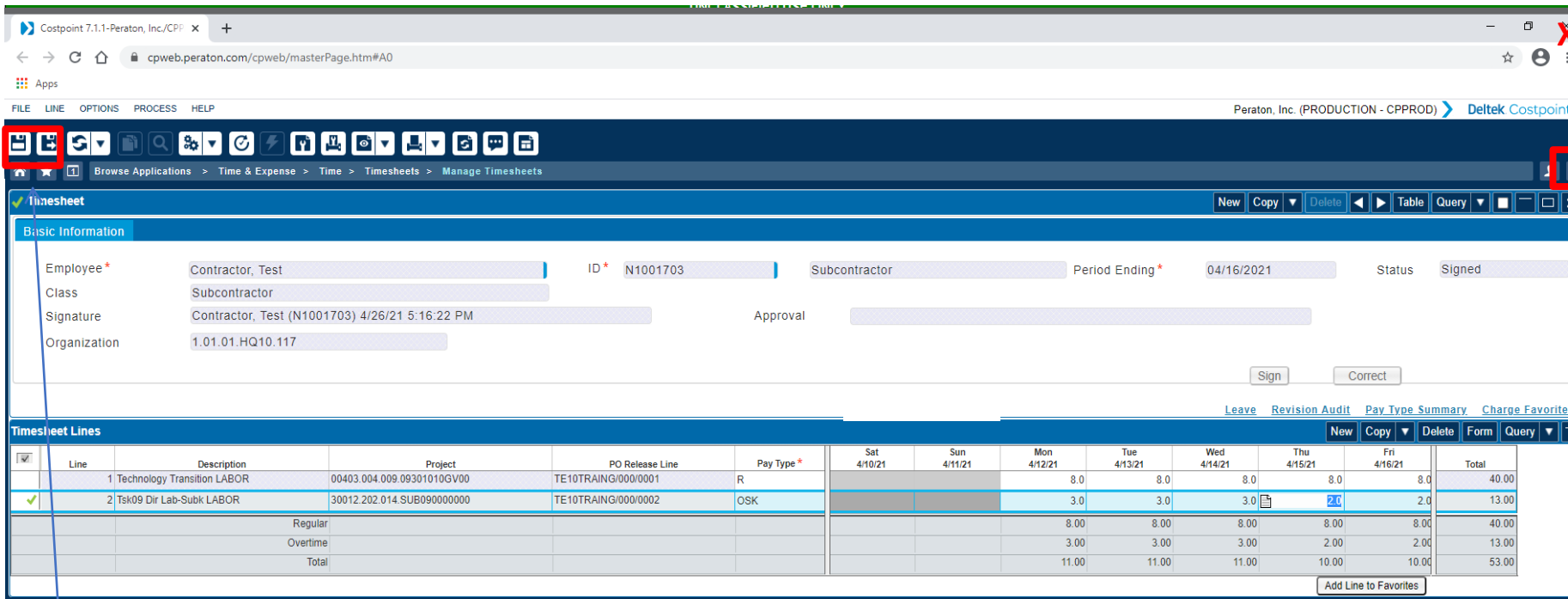
Totals by Pay Type and Grand Total



# 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



Costpoint 7.1.1-Peraton, Inc./CPF x +

cpweb.peraton.com/cpweb/masterPage.htm#A0

Apps

FILE LINE OPTIONS PROCESS HELP

Peraton, Inc. (PRODUCTION - CPPROD) > Deltek Costpoint >

Save Applications > Time & Expense > Time > Timesheets > Manage Timesheets

Timesheet

New Copy Delete Table Query Form

Basic Information

Employee \* Contractor, Test ID \* N1001703 Subcontractor Period Ending \* 04/16/2021 Status Signed

Class Subcontractor

Signature Contractor, Test (N1001703) 4/26/21 5:16:22 PM Approval

Organization 1.01.01.HQ10.117

Sign Correct

Leave Revision Audit Pay Type Summary Charge Favorites

Timesheet Lines

New Copy Delete Form Query

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

Add Line to Favorites

Save Save & Continue



# 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.

Timesheet

Basic Information

Employee \* Contractor, Test ID \* N1001703 Subcontractor Period Ending \* 04/16/2021 Status Signed

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

Organization 1.01.01.HQ10.117

Sign

Timesheet Lines

Line	Description	Project	PO Release Line	Pay Type *	Sat 4/10/21	Sun 4/11/21	Mon 4/12/21	Tue 4/13/21	Wed 4/14/21	Thu 4/15/21	Fri 4/16/21	Total
1	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAIN/000/0001	R			8.0	8.0	8.0	8.0	8.0	40.00
2	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB090000000	TE10TRAIN/000/0002	OSR			3.0	3.0	3.0	2.0	2.0	13.00
	Regular						8.00	8.00	8.00	8.00	8.00	40.00
	Overtime						3.00	3.00	3.00	2.00	2.00	13.00
	Total						11.00	11.00	11.00	10.00	10.00	53.00

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

Click here to sign your timesheet

# Timesheet Corrections



# Timesheet Correction (Status: Open, Signed, Approved)

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

# Timesheet Correction (Status: Rejected)

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

**My Tasks**

Category	Pending Tasks	Priority	QTY
Timesheet	<a href="#">Update</a>	Low	1

**My Timesheets**

T/S Period End Date	Description	Status	Hours
<a href="#">04/30/2021</a>	Subcontractor	Open	11.00
<a href="#">04/16/2021</a>	Subcontractor	Rejected	53.00
<a href="#">03/12/2021</a>	Subcontractor	Open	40.00

**Tasks**

Task Object	Task Type	Task Sub-Object	Task Count
Timesheet	Update Timesheet	Overall	1

[Launch](#)

**Task Details**

Timesheet Employee Name	Period Ending	Origination Date/Time	Warning Date/Time	Critical Date/Time	Functional Role	Backup Functional Role	Notes
Contractor, Test (N1001703)	04/16/2021	04/28/2021 04:07:42 PM			Employee	Employee	re-enter time on correct project

[Launch](#)

Highlight the box next to the Rejected Timesheet(s)

List of Rejected timesheet(s)

Click on the Launch button

# Timesheet Correction (Status: Rejected)

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

Home

Star

3

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

Timesheet

NewCopyDeleteTableQuery

Basic Information

Employee \*

Contractor, Test

ID \*

N1001703

Subcontractor

Period Ending \*

04/16/2021

Status

Rejected

Class

Subcontractor

Signature

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

Approval

Organization

1.01.01.HQ10.117

Sign

Correct

LeaveRevision AuditPay Type SummaryCharge Fav

Timesheet Lines

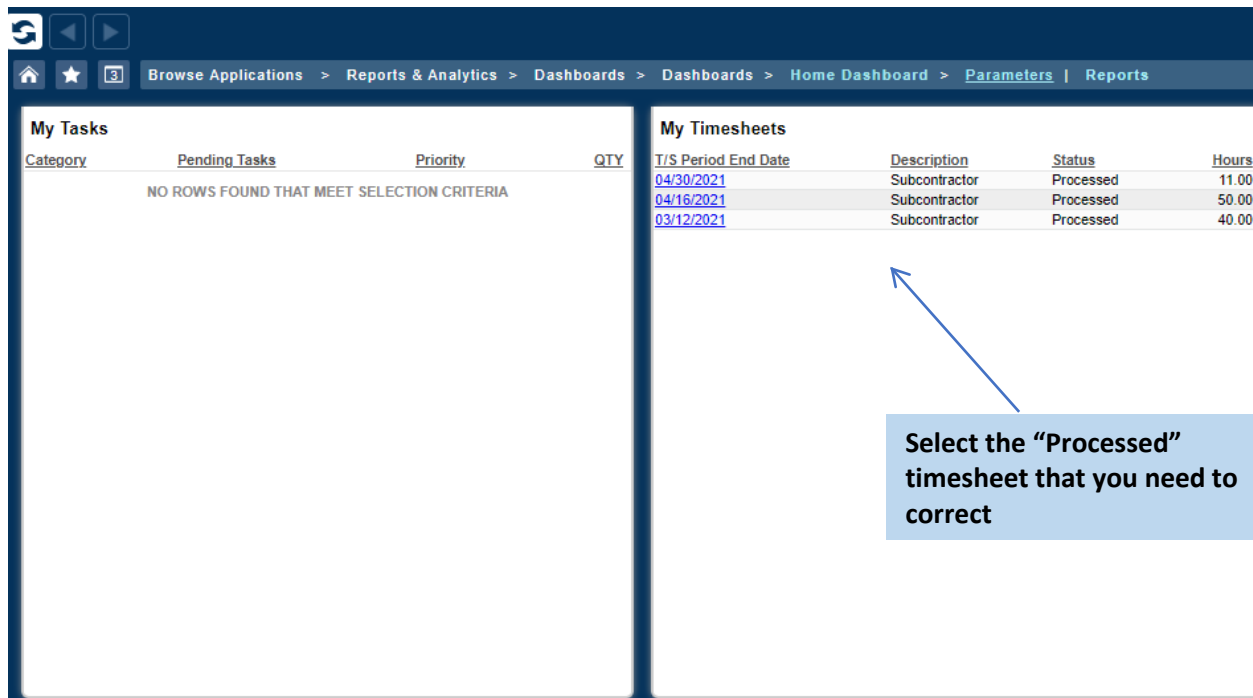
NewCopyDeleteFormQuery

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

Add Line to Favorites

# Timesheet Correction (Status: Processed)

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



The screenshot shows a web application interface with a dark blue header and a light blue sidebar. The main content area is divided into two panels. The left panel, titled 'My Tasks', contains a table with columns 'Category', 'Pending Tasks', 'Priority', and 'QTY'. It displays the message 'NO ROWS FOUND THAT MEET SELECTION CRITERIA'. The right panel, titled 'My Timesheets', contains a table with columns 'T/S Period End Date', 'Description', 'Status', and 'Hours'. It lists three timesheets, all with a status of 'Processed'. An arrow points from a text box to the 'Status' column.

T/S Period End Date	Description	Status	Hours
<a href="#">04/30/2021</a>	Subcontractor	Processed	11.00
<a href="#">04/16/2021</a>	Subcontractor	Processed	50.00
<a href="#">03/12/2021</a>	Subcontractor	Processed	40.00

Select the "Processed" timesheet that you need to correct

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

# Timesheet Correction (Status: Processed)

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

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

**Timesheet** [New] [Copy] [Delete] [Table] [Query] [Form] [Query]

**Basic Information**

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

Class Subcontractor

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

Organization 1.01.01.HQ10.117

[Sign] **Correct**

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

**Timesheet Lines** [New] [Copy] [Delete] [Form] [Query]

Line	Description	Project	PO Release Line	Pay Type*	Sat 4/24/21	Sun 4/25/21	Mon 4/26/21	Tue 4/27/21	Wed 4/28/21	Thu 4/29/21	Fri 4/30/21	Total
1	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAIN/000/0001	R			8.0					8.00
2	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB090000000	TE10TRAIN/000/0002	OSK			3.0					3.00
	Regular						8.00					8.00
	Overtime						3.00					3.00
	Total						11.00					11.00

Add Line to Favorites

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

# Timesheet Correction (Status: Processed)

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

The screenshot displays the 'Timesheet' management interface. The 'Basic Information' section includes fields for Employee (Contractor, Test), ID (N1001703), Subcontractor, Period Ending (04/30/2021), Status (Open), Class (Subcontractor), Signature, Approval, and Organization (1.01.01.HQ10.117). The 'Timesheet Lines' section contains a table with columns for Line, Description, Project, PO Release Line, Pay Type, and days of the week (Sat 4/24/21 to Fri 4/30/21), along with a Total column. Two lines are visible: Line 1 (Technology Transition LABOR) and Line 2 (Tsk09 Dir Lab-Subk LABOR). Red boxes highlight the 'Status' field, the 'Undo Correct' button, and the 'Pay Type' field for Line 2.

Line	Description	Project	PO Release Line	Pay Type	Sat 4/24/21	Sun 4/25/21	Mon 4/26/21	Tue 4/27/21	Wed 4/28/21	Thu 4/29/21	Fri 4/30/21	Total
1	Technology Transition LABOR	00403.004.009.09301010GV00	E10TRAINING/000/0001	R			8.0					8.00
2	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB0900000000	E10TRAINING/000/0002	OSK			3.0					3.00
	Regular						8.00					8.00
	Overtime						3.00					3.00
	Total						11.00					11.00

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

# Timesheet Correction (Status: Processed) – 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

**Timesheet**

Basic Information

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

Class Subcontractor

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

Organization 1.01.01.HQ10.117

Leave Revision Audit Pay Type Summary Charge Favor

**Timesheet Lines**

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

Add Line to Favorites

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

# Timesheet Correction (Processed Timesheet)

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

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

The screenshot displays the 'Timesheet' management interface. The top navigation bar shows the path: Browse Applications > Time & Expense > Time > Timesheets > Manage Timesheets. The 'Basic Information' section contains fields for Employee (Contractor, Test), ID (N1001703), Subcontractor, Period Ending (04/30/2021), Status (Processed), Class (Subcontractor), Signature (Contractor, Test (N1001703) 4/28/21 4:20:18 PM), Approval (Knoecklein, Donna R (108350) 4/28/21 4:22:19 PM), and Organization (1.01.01.HQ10.117). Below this are 'Sign' and 'Correct' buttons. A red box highlights the 'Revision Audit' link in the navigation bar. The 'Timesheet Lines' section shows a table with columns for Line, Description, Project, PO Release Line, Pay Type, and days of the week (Sat 4/24/21, Sun 4/25/21, Mon 4/26/21, Tue 4/27/21, Wed 4/28/21, Thu 4/29/21, Fri 4/30/21), along with a Total column. The table contains two main lines: Line 1 (Technology Transition LABOR) and Line 2 (Tsk09 Dir Lab-Subk LABOR). Line 1 has a total of 8.00 hours, and Line 2 has a total of 3.00 hours. The overall total is 11.00 hours. The 'Correct' button is visible at the bottom right of the table.

Line	Description	Project	PO Release Line	Pay Type *	Sat 4/24/21	Sun 4/25/21	Mon 4/26/21	Tue 4/27/21	Wed 4/28/21	Thu 4/29/21	Fri 4/30/21	Total
1	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAING/000/0001	R			8.0					8.00
2	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB090000000	TE10TRAING/000/0002	OSK			3.0					3.00
	Regular						8.00					8.00
	Overtime						3.00					3.00
	Total						11.00					11.00

# Manager / Approver Functionality

# Timesheet Approval – Primary Approver

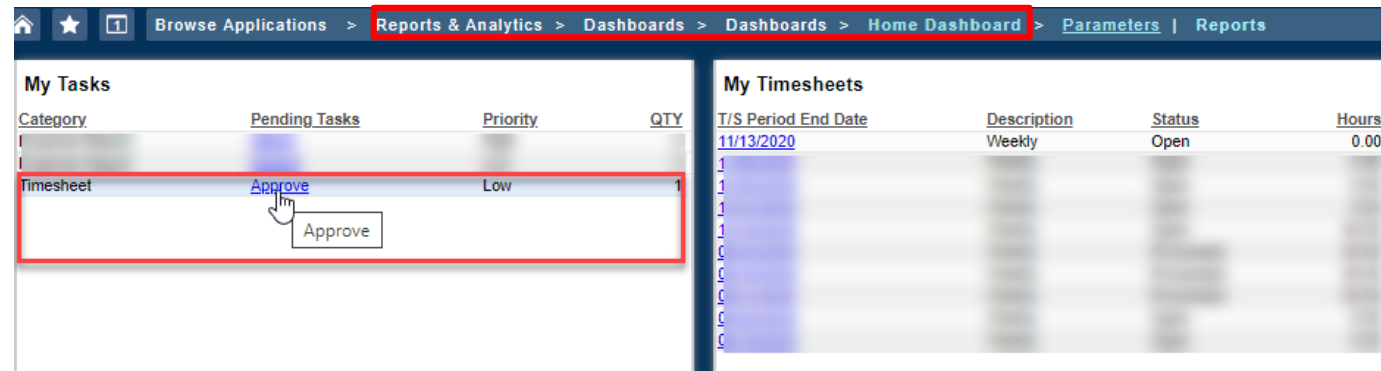
Access timesheets pending approval via one of two methods:

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

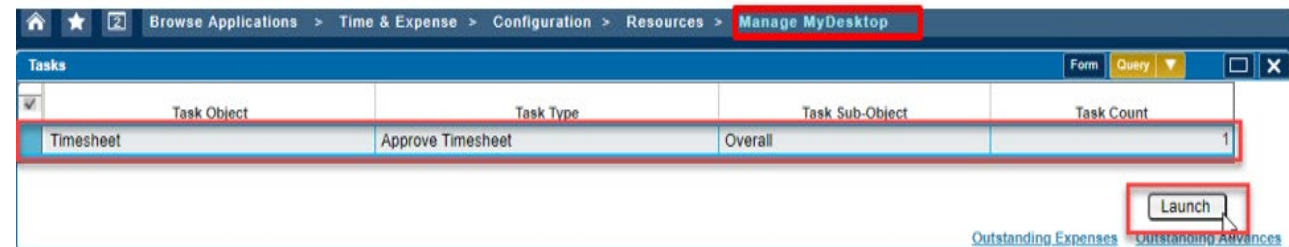


2. From Home Dashboard / My Tasks:

- 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



# Timesheet Approval – Primary Approver

- Either method will open the Manage/Approve Timesheets screen
- The list of timesheets to pending approval appear in the Timesheet window
- 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

**Manage/Approve Timesheets**

**Approve Timesheet**

Filter By \* **Approval Tasks**

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

**Status**

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

**Counts**

Missing:  Open:  Signed:  Approved:  Rejected:  Processed:

**Timesheet**

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

**Approve** **Reject** **Sign** **Undo Correct**

**Timesheet Lines**

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

**Add Line to Favorites**

# Timesheet Approval - SEARCH

- Navigate through Time & Expense > Time > Timesheets > Manage/Approve Timesheets
- Change:
  - Criteria (including Function, and Status)
- Press **Lightning Bolt** icon to run query

Backup Approvers “Search” for timesheets to approve

Filter By: Status  
Function: Backup Approver

The screenshot shows the 'Approve Timesheet' window. A red box highlights the search filter section on the left, which includes fields for 'Filter By' (set to 'Approval Tasks'), 'Criteria' (Schedule, Year, Period, Function, Group, Last Name), and 'Status' (Open, Signed, Approved, Rejected, Processed, Include Missing). Another red box highlights the 'Select employee group' button on the right. Below the filters is a 'Timesheet' table with columns: Employee, ID, Status, Period Ending, Notes, Show Prorated Hours, Revision, Schedule Desc And Period Text, Class, Organization, Signature, and Approver. The table contains one row for 'Contractor, Test' with ID 'N1001703' and status 'Signed'. Below the table is a 'Timesheet Lines' table with columns: Line, Description, Project, PO Release Line, and a grid of dates from Sat 4/24/21 to Thu 4/29/21, plus a Total column. The table shows two lines of work: 'Technology Transition LABOR' and 'Tsk09 Dir Lab-Subk LABOR'.

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

Line	Description	Project	PO Release Line	Sat 4/24/21	Sun 4/25/21	Mon 4/26/21	Tue 4/27/21	Wed 4/28/21	Thu 4/29/21	Total
1	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAING/000/I			8.0	8.0	8.0		24.00
2	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB0900000000	TE10TRAING/000/I			3.0				3.00
	Regular					8.00	8.00	8.00		24.00
	Overtime					3.00				3.00
	Total					11.00	8.00	8.00		27.00

# Timesheet Entry - Proxy

# Timesheet Backup Approver / PROXY - SEARCH

- Navigate through Time & Expense > Time > Timesheets > Manage/Approve Timesheets
- Change *Filter By* to Status
- Enter search criteria in Criteria window:
  - Year, Period, Last name, ID, Status
  - Function
  - Group:All (use All unless you have multiple groups and want to reduce list; then select Group: Selected and in the “Select employee groups” sublink select the appropriate groups)
- Press Lightning Bolt icon to run query
- Counts of statuses will display in top window; Timesheets appear below

The screenshot shows the 'Approve Timesheet' application window. The 'Filter By' dropdown is set to 'Status'. The 'Criteria' section includes fields for Schedule, Year, Period, Function (set to 'Timesheet Proxy'), Group, Last Name, and ID (N1001703). A 'Status' dropdown menu is open, showing options: Open, Signed, Approved, Rejected, Processed, and Include Missing. The 'Counts' section displays the following data:

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

Below the counts, there are links for 'Select employee groups' and 'Missing timesheets'. The 'Timesheet' table lists the following data:

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

At the bottom, the 'Timesheet Lines' table shows the following data:

Line	Description	Project	PO Release Line	Sat 3/6/21	Sun 3/7/21	Mon 3/8/21	Tue 3/9/21	Wed 3/10/21	Thu 3/11/21	Total
1	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAINING/000			8.00	8.00	8.00	8.00	40.00
2	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB0900000000	TE10TRAINING/000							0.00
	Regular					8.00	8.00	8.00	8.00	40.00
	Overtime									
	Total					8.00	8.00	8.00	8.00	40.00

# Timesheet Backup Approver - Approval

- Change *Filter By* to Status
- Function: Backup Approver
- Press Lightning Bolt icon to run query
- The list of timesheets to pending approval appear in the Timesheet window
- 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

**Approve timesheet**

Filter By \* Status

Criteria

Schedule

Year

Period

Function Backup Approver

Group All

Last Name

ID

States

☐ Open

☒ Signed

☐ Approved

☐ Rejected

☐ Processed

☐ Include Missing

Counts

Missing Open Signed Approved Rejected Processed

Select employees

New Copy Delete Form Query

Employee *	ID *	Status	Period Ending *	Notes	Show Prorated Hours	Revision	Schedule Desc And Period Text	Class	Organization	Signature	Approval	Custom Option	Approve Warnings	Save Warnings	Sign Warnings	Total Hours (P)
Contractor, Test	N1001703	Signed	05/07/2021	Entered		2	Subcontractor	Subcontractor	1.01.01.HQ10.117	Contractor, Test (N1001703) 5/7/21 9:30:2		Custom Option #1				

Approve Reject

Leave Revision And

**Timesheet Lines**

New Copy Delete Form Query

Line	Description	Project	PO Release Line	Pay Type *	Sat 5/1/21	Sun 5/2/21	Mon 5/3/21	Tue 5/4/21	Wed 5/5/21	Thu 5/6/21	Fri 5/7/21	Total
1	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAINING/000/0001	R								0.00
2	Task09 Dir Lab-Subtk LABOR	30012.202.014.SUB0900000000	TE10TRAINING/000/0002	R						2.2		2.20
3	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAINING/000/0001	OSK			2.0	0.0	5.0			7.00
4	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAINING/000/0001	R								0.00
5	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAINING/000/0001	R								0.00
	Regular									2.20		2.20
	Overtime						2.00	0.00	5.00			7.00
	Total						2.00	0.00	7.20			9.20

Add Line to Favorites

# Timesheet Backup Approver / PROXY – Timesheet changes

- Once timesheets are located ...
- Select timesheet from list, make sure box turns blue
  - The details of that timesheet appear in the Timesheet Lines section below
- Make necessary edits to timesheet
- When edits complete, Save
- Then Sign

**Approve Timesheet**

Filter By **Criteria** Status

Schedule  
Year  
Period  
Function Timesheet Proxy  
Group All  
Last Name ID N1001703

**Status**

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

**Counts**

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

**Timesheet**

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

**Timesheet Lines**

Line	Description	Project	PO Release Line	Sat 3/6/21	Sun 3/7/21	Mon 3/8/21	Tue 3/9/21	Wed 3/10/21	Thu 3/11/21	Total
1	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAINING/000			8.0	8.0	8.0	8.0	40.00
2	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB0900000000	TE10TRAINING/000							0.00
	Regular					8.00	8.00	8.00	8.00	40.00
	Overtime									
	Total					8.00	8.00	8.00	8.00	40.00

# Timesheet Proxy – Create Missing Timesheet

- Be sure Criteria includes:
  - Last Name or ID
  - Status “Include Missing”
- Select MISSING TIMESHEET sublink for queried resource

The screenshot displays the 'Approve Timesheet' interface. At the top, a toolbar contains various icons, with a lightning bolt icon highlighted by a red box. Below the toolbar, the 'Filter By' section includes a 'Criteria' dropdown set to 'Status' (highlighted with a red box), a 'Schedule' field, a 'Year' field, a 'Period' field, a 'Function' dropdown set to 'Timesheet Proxy' (highlighted with a red box), a 'Group' dropdown set to 'All', and a 'Last Name' field with 'ID' N1001703 (highlighted with a red box). To the right, a 'Status' list shows checkboxes for 'Open', 'Signed', 'Approved', 'Rejected', 'Processed', and 'Include Missing', all of which are checked. Further right, a 'Counts' table shows the following values: Missing (65), Open (2), Signed (1), Approved (0), Rejected (0), and Processed (2). Below the filters, a 'Select employee groups' link is highlighted with a red box, and a 'Missing timesheets' link is also highlighted. The main table, titled 'Timesheet', lists employee records with columns for Employee, ID, Status, Period Ending, Notes, Show Prorated Hours, Revision, Schedule Desc And Period Text, Class, Organization, and Signature. The table contains five rows of data for employee N1001703, with statuses ranging from Open to Signed. Below the main table, there are buttons for 'Approve', 'Reject', 'Sign', and 'Correct'. At the bottom, the 'Timesheet Lines' section shows a table with columns for Line, Description, Project, PO Release Line, and days of the week (Sat 3/6/21, Sun 3/7/21, Mon 3/8/21, Tue 3/9/21, Wed 3/10/21, Thu 3/11/21), along with a 'Total' column. The table contains three rows of data, including 'Technology Transition LABOR' and 'Tsk09 Dir Lab-Subk LABOR'. At the very bottom, there is an 'Add Line to Favorites' button.

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

Line	Description	Project	PO Release Line	Sat 3/6/21	Sun 3/7/21	Mon 3/8/21	Tue 3/9/21	Wed 3/10/21	Thu 3/11/21	Total
1	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAINING/00C			8.0	8.0	8.0	8.0	40.00
2	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB090000000	TE10TRAINING/00C							0.00
	Regular					8.00	8.00	8.00	8.0	40.00
	Overtime									
	Total					8.00	8.00	8.00	8.0	40.00

# Timesheet Proxy – Creating Missing timesheet

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

**Missing timesheets** Form Query ▾ — □ ×

<input checked="" type="checkbox"/>	Employee	Employee ID	Period Ending	Schedule	
<input checked="" type="checkbox"/>	Contractor, Test	N1001703	01/10/2020	Subcontractor	▲
<input type="checkbox"/>	Contractor, Test	N1001703	01/17/2020	Subcontractor	≡
<input type="checkbox"/>	Contractor, Test	N1001703	01/24/2020	Subcontractor	
<input type="checkbox"/>	Contractor, Test	N1001703	01/31/2020	Subcontractor	
<input type="checkbox"/>	Contractor, Test	N1001703	02/07/2020	Subcontractor	
<input type="checkbox"/>	Contractor, Test	N1001703	02/14/2020	Subcontractor	
<input type="checkbox"/>	Contractor, Test	N1001703	02/21/2020	Subcontractor	▼

Create timesheets

Close

**Timesheet** New Copy ▾ Delete Form Query ▾ —

<input checked="" type="checkbox"/>	Employee *	ID *	Status	Period Ending *	Notes	Show Prorated Hours	Revision	Schedule Desc And Period Text	Class	Organization	Signature	
<input checked="" type="checkbox"/>	Contractor, Test	N1001703	Open	01/03/2020		Entered ▾	2	Subcontractor	Subcontractor	1.01.01.HQ10.117		▲
<input type="checkbox"/>	Contractor, Test	N1001703	Open	01/10/2020		Entered ▾	2	Subcontractor	Subcontractor	1.01.01.HQ10.117		≡
<input type="checkbox"/>	Contractor, Test	N1001703	Processed	03/12/2021		Entered ▾	4	Subcontractor	Subcontractor	1.01.01.HQ10.117	Contractor, Test (N1001703) 4/28/21 4:20: Kn	
<input type="checkbox"/>	Contractor, Test	N1001703	Open	03/19/2021		Entered ▾	2	Subcontractor	Subcontractor	1.01.01.HQ10.117		
<input type="checkbox"/>	Contractor, Test	N1001703	Processed	04/16/2021		Entered ▾	5	Subcontractor	Subcontractor	1.01.01.HQ10.117	Contractor, Test (N1001703) 4/28/21 4:19: Kn	▼

Approve Reject Sign Correct

Leave Revisio Audit Pay Type Summary Charge Favorites

**Timesheet Lines** New Copy ▾ Delete Form Query ▾ —

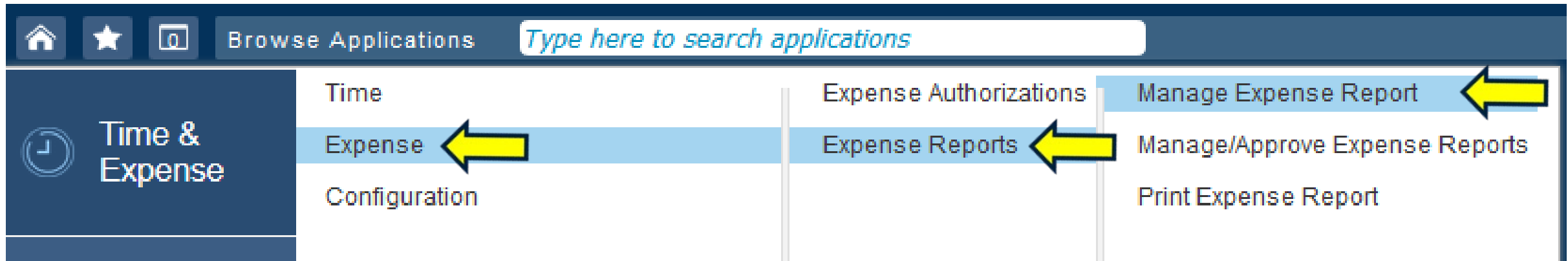
<input checked="" type="checkbox"/>	Line	Description	Project	PO Release Line	Pay Type *	Wed 1/1/20	Thu 1/2/20	Fri 1/3/20	Total
<input checked="" type="checkbox"/>	1								
		Regular							
		Overtime							
		Total							

Add Line to Favorites

# Expense Entry

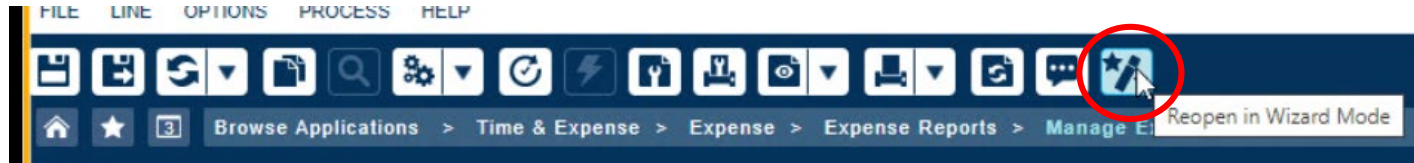
# Creating an Expense Report

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



# 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 > Manage Expense Report, if the initial screen does NOT have the Continue button at the bottom right, then you are NOT in Wizard mode. You will need to switch to Wizard Mode.
- To Switch to Wizard mode:
  1. Click the Wizard icon in the Application Toolbar to Reopen the Expense Report in Wizard Mode, then click “OK”



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

A screenshot of the 'Manage Expense Report' form in Wizard mode. The form has a left sidebar with tabs: 'Purpose', 'Default Charges', 'Overall Attachments', and 'Expenses'. The main area is titled 'Provide details about the purpose of the expense report.' and contains fields for 'Date \*' (05/03/2021), 'Description \*' (Sample expense), 'From \*' (05/03/2021), 'To \*' (05/19/2021), and 'Purpose' (sample expense report for training). There is also a 'Type \*' dropdown menu set to 'Contractor'. At the bottom right of the form, there is a yellow arrow pointing down to a red-outlined 'Continue' button. Other buttons at the bottom include 'Exit' and 'Back'.

# Creating an Expense Report - Purpose

- Enter the following information: Date, Description, From Date, To Date, Purpose
- Click **Continue** when complete

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

- Date \*: 05/03/2021
- Description \*: Sample expense
- From \*: 05/03/2021
- To \*: 05/19/2021
- Purpose: sample expense report for training
- Type \*: Contractor

The 'Continue' button at the bottom right is highlighted with a red box, and a large yellow arrow points to it. The sidebar on the left shows 'Purpose' as the selected tab, with other options like 'Default Charges', 'Overall Attachments', and 'Expenses'.

# Creating an Expense Report – Project ID

- Under **Charge**, use the magnifying glass to lookup the project code. Use the Charge Tree Description to find the code. Click on the **Select** button.
  - Alternatively, you can type or copy/paste the project code into the field.
- Click New to add an additional lines for additional project codes if applicable.
  - Change the Default Allocation % as needed; or later will have opportunity to Allocate by Amount
- Click on **Continue**

The screenshot shows the 'Manage Expense Report' window. At the top, there's a breadcrumb trail: 'Browse Applications > Time & Expense > Expense > Expense Reports > Manage Expense Report'. Below this, a summary section displays fields like 'Report ID', 'Description', 'Revision', 'Total To Me', 'Date', 'Correction', 'Payment Received', 'Status' (set to 'Draft'), and 'Currency' (set to 'USD').

The main area is divided into a left sidebar and a central table. The sidebar has a 'Purpose' section with a checkmark, and a 'Lookup' section with a magnifying glass icon. The central table has columns: 'ID', 'Charge Type', 'Charge', 'Description', and 'Default Allocation %'. A yellow arrow points to the 'Charge' column. Below the table, there's a 'Lookup' window showing a tree structure with 'Charge Lookup' and 'Contractor' folders. A yellow arrow points to the 'Charge Lookup' folder. Below the lookup window, there's a table with columns: 'Charge/Branch Description', 'Charge Branch Code', 'Project', 'Labor Location', 'PO Release Line', 'GLC Costpoint Company', 'GLC', 'PLC Costpoint Company', 'PLC', 'Pay Type', 'Work State', and 'Telecommute'. A yellow arrow points to the 'Project' column. At the bottom right, there's a 'Select' button highlighted with a red box and a yellow arrow. Below the 'Select' button, there's a 'Continue' button highlighted with a red box and a yellow arrow. At the bottom of the window, there are three buttons: 'Exit', 'Back', and 'Continue' (highlighted with a red box).

# Attaching Receipts

- Select **Attach** and enter a description and browse for the receipt(s) to upload.
  - You may upload *all* receipts to **one** PDF/receipt package and click the **Select All** button to upload the receipt package to all lines. Or,
  - You can upload a PDF/receipt for each line item one-by-one.
- These steps will need to be repeated for each expense type to attach a PDF.
- Click **Save Report**

The screenshot displays a software interface with a sidebar on the left containing 'Expenses' and 'Overall Attachments'. The main area features a table with columns: Attachment Type, Description, Required, Attached, Missing, Reason for Missing Attachment, Original File Name, File Name, and Storage Location. Two rows are visible, both labeled 'Overall Expense'. Below the table are buttons for 'Attach', 'Missing', and 'View'. A 'File Upload' dialog box is open in the foreground, containing a 'File Name\*' field with a 'Browse...' button and the text 'No file selected.', a 'Description' text box, and 'Upload' and 'Close' buttons. At the bottom of the screen, there are three buttons: 'Exit', 'Back', and 'Save Report'. A large yellow arrow points down towards the 'Save Report' button.

# Adding Expenses to an Expense Report

- To enter expenses, select the **Add Claimed Expense** button and select the type of expense to add
- Click **Continue**

The screenshot displays the 'Expense Report' interface. At the top, the Report ID is ER00153629, the Date is 05/03/2021, and the Status is Draft. A 'Void' button is visible. Below this, a sidebar contains links for Purpose, Default Charges, Overall Attachments, and Expenses, each with a green checkmark. The main area features a blue header with 'Add Claimed Expense', 'Delete', and 'Edit Expense' buttons. A yellow arrow points to the 'Add Claimed Expense' button. Below the header is a table with columns: Expense ID, Expense Type, Expense Date, Payment Method, Expense Incurred, and Trans. A modal window titled 'Use lookup below to select the type of expense you are claiming.' is open, showing a search bar and a table with 'Category' and 'Expense Type' columns. The 'Travel' category is selected, and a yellow arrow points to the 'Select' button. At the bottom of the modal, 'Select' and 'Cancel' buttons are shown. Below the modal, 'Exit', 'Back', and 'Continue' buttons are displayed, with a yellow arrow pointing to the 'Continue' button.

Report ID: ER00153629  
Description: Sample expense  
Revision: Correction  
Date: 05/03/2021  
Status: Draft  
Void

Purpose ✓  
Default Charges ✓  
Overall Attachments ✓  
Expenses

Add Claimed Expense Delete Edit Expense

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

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

Expense Type \*

Lookup

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

Select Cancel

Exit Back Continue

# Adding Expenses to an Expense Report

- 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

Please enter details about the expense you are claiming.

Expense Date *	<input type="text" value="05/19/2021"/>
Short Description	<input type="text" value="V00002/05/19/2021"/>
Comments	<input type="text" value="Sample for Training"/>

[Instruction Text](#)

[Exit](#) [Back](#) [Continue](#)



# Adding Payment Method to an Expense Report

- Contractor expenses should be the summary amount for the expense with required receipts attached for detailed breakout
- Enter total amount in Expenses Incurred field. This is the amount that will be paid to the contractor company.
- **DO NOT** enter **Personal Amounts** as these amounts **will not be reimbursed**.
- Click Continue when done.

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

Expense Type ✓

Expense Details ✓

Expense Amount

Charge Allocations Under Ceiling

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

Payment Method \*

Contractor Paid

Expense Incurred \*

5.00

[-] Personal \*

0.00

[-] Non-Reimbursable

0.00

Reimbursable Expense

5.00

Ceiling

0.00

Reimbursable Pay Amount

5.00

USD

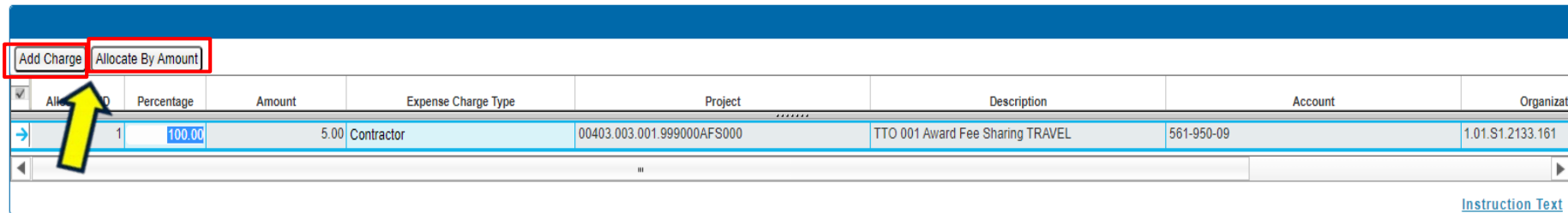
Exit

Back

Continue

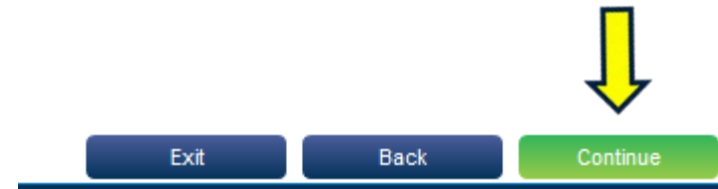
# Adding Charge Code to an Expense

- All the information will be defaulted in this screen. If you need to add additional charges, then click on Add Charge button and repeat the same steps
- If additional project ids are required, they can be added at this step. The project id must be listed in the expense summary section before being used in the detail section
- Use the Allocate by Amount or Allocate by Percent to allocate costs accordingly
- Click **Continue** or **Save Expense** when done



The screenshot shows a web application interface for adding a charge. At the top, there are two buttons: 'Add Charge' and 'Allocate By Amount', both highlighted with red boxes. Below these is a table with the following columns: 'Allocate By', 'Percentage', 'Amount', 'Expense Charge Type', 'Project', 'Description', 'Account', and 'Organization'. The first row of the table has the following values: '1' under 'Allocate By', '100.00' under 'Percentage', '5.00' under 'Amount', 'Contractor' under 'Expense Charge Type', '00403.003.001.999000AFS000' under 'Project', 'TTO 001 Award Fee Sharing TRAVEL' under 'Description', '561-950-09' under 'Account', and '1.01.S1.2133.161' under 'Organization'. A yellow arrow points to the 'Allocate By Amount' button. At the bottom right of the table, there is a link labeled 'Instruction Text'.

Allocate By	Percentage	Amount	Expense Charge Type	Project	Description	Account	Organization
1	100.00	5.00	Contractor	00403.003.001.999000AFS000	TTO 001 Award Fee Sharing TRAVEL	561-950-09	1.01.S1.2133.161

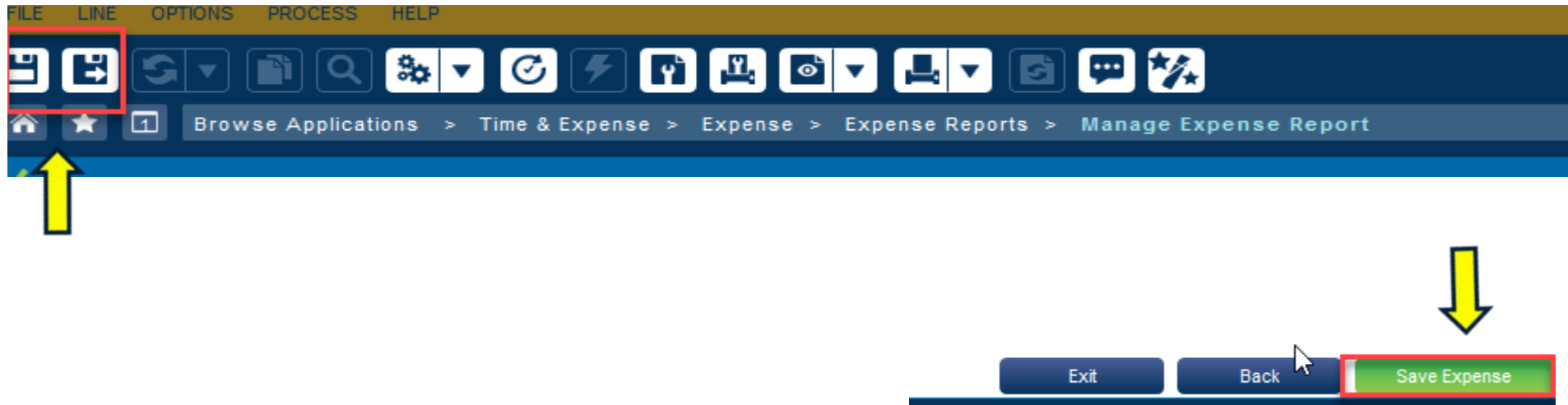


The screenshot shows the bottom navigation bar of the application. It contains three buttons: 'Exit', 'Back', and 'Continue'. The 'Continue' button is highlighted in green. A yellow arrow points down to the 'Continue' button.

Exit Back Continue

# Save Expense Report

- It's good practice to save the expense report to avoid losing your information on the expense report.
- You can Save it on by clicking the save button on your Deltek Costpoint screen tool bar or You can click on the Save Expense button in the expense report



# Correcting Expense before Submitting

- If an expense needs to be corrected before submitting for approval, select the check box next to the category and click **Edit Expense**

Add Claimed ExpenseDeleteEdit Expense

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

- To edit the purpose, location, and charge allocation, go to the Purpose section

# Submitting an Expense Report

- Once the expense report is complete, click **Submit** at the bottom

Report ID

ER00153629

Description

Sample expense

Revision

0

Total To Me

5.00

Date

05/03/2021

Correction

0

Payment Received

0.00

Status

Draft

Currency

USD

Void

Purpose

Default Charges

Overall Attachments

Expenses

Add Claimed Expense

Delete

Edit Expense

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

Submit

Exit

Back

# Update Report –After Attaching Receipts

- Check “I Agree” box
- Click on **Update Report** button to complete the Expense Report submission process

The screenshot displays the 'Expense Report' submission interface. At the top, a header bar contains a green checkmark and a close button (X). Below the header, a table displays report details:

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

Below the table, there is a 'Void' button. The main content area is titled 'Attachments' and 'Certification'. The 'Certification' section contains a text box with the following text: "By signing this expense report you are certifying that expenses charged are in accordance with Perspecta policies and procedures." Below the text box, there is a checkbox labeled "I Agree" which is checked. A yellow arrow points to this checkbox. At the bottom of the form, there are three buttons: "Exit", "Back", and "Update Report". A yellow arrow points to the "Update Report" button.

# Expense Approval

# Approving/Rejecting Expense Reports

- From the **Home Dashboard**  screen Under **Category/My Tasks/Pending Tasks** You will see the **Expense report/ Approve** Link
- Click on **Approve** Link

Browse Applications > Reports & Analytics > Dashboards > Dashboards > Home Dashboard > <a href="#">Parameters</a>   <a href="#">Reports</a>							
My Tasks				My Timesheets			
Category	Pending Tasks	Priority	QTY	T/S Period End Date	Description	Status	Hours
Timesheet	<a href="#">Approve</a>	High	3	<a href="#">05/21/2021</a>	Weekly	Open	0.00
Expense Report	<a href="#">Approve</a>	High	1	<a href="#">05/14/2021</a>	Weekly	Open	0.00
Expense Report	<a href="#">Attach</a>	High	1	<a href="#">04/16/2021</a>	Weekly	Open	0.00
				<a href="#">03/26/2021</a>	Weekly	Open	0.00
				<a href="#">03/19/2021</a>	Weekly	Processed	40.00
				<a href="#">03/12/2021</a>	Weekly	Processed	40.00
				<a href="#">03/05/2021</a>	Weekly	Open	0.00
				<a href="#">02/26/2021</a>	Weekly	Open	0.00
				<a href="#">02/19/2021</a>	Weekly	Open	0.00
				<a href="#">02/12/2021</a>	Weekly	Open	0.00



# Approving/Rejecting Expense Reports

- You will be taken to My Desktop screen
- Click on the Expense Report **check box** and Click on **Launch** button

Browse Applications > Time & Expense > Configuration > Resources > Manage MyDesktop

### Tasks

<input checked="" type="checkbox"/>	Task Object	Task Type	Task Sub-Object	Task Count
<input checked="" type="checkbox"/>	Expense Report	Approve	Overall	1

Launch

### Task Details

<input checked="" type="checkbox"/>	Expense Report ID	Description	Employee	Expense ID	Expense Type	Paid Amount	Currency	Attachment Type	Origination Date/Time	Warn
<input checked="" type="checkbox"/>	ER00153629	Sample expense	Contractor, Test (N1001703)			5.00000	USD		05/19/2021 03:25:16 PM	05/19/2021

### Tasks > Outstanding Expenses

<input checked="" type="checkbox"/>	Hide	Batch Type	Expense Date	Wizard Type	Amount	Currency
-------------------------------------	------	------------	--------------	-------------	--------	----------

# Approving/Rejecting Expense Reports

- You will be taken to Manage/Approve Expense Reports
- Review the Expense Report and Click on **Workflow** link

**Manage/Approve Expense Reports**

Filter By \* **Outstanding Tasks**

Criteria

Function

Group **All**

Type

Filter

Filter Value

Special Filter

Start Date  End Date

Status

☐ Draft

☐ Submitted

☐ Under Review

☐ Approved

☐ Rejected

☐ Processed

☐ Voided

Task Type

☒ Approve Expense Report

☐ Approve Charge Allocation

☐ Approve Attachments

☐ Review

☐ Attach

☐ Record

☒ Include Optional Tasks

Counts

Draft

Submitted

Under Review

Approved

Rejected

Processed

Voided

**Manage Expense Report** [New Expense Report](#) [Delete](#) [Form](#) [Query](#) [Select employee groups](#)

Expense Report ID	Description *	Employee *	Employee Name *	Date *	Revision	Status	From *	To *	Purpose	Correction	First Day of Trip	Last Day of Trip	Type *	Close Blanket	Total To Me	Amount	Other Reference	Cl
ER00153629	Sample expense	N1001703	Contractor, Test	05/03/2021	0	Submitted	05/03/2021	05/19/2021		0			Contractor		5.00	0.00		

[Billable](#) [Charge Distribution](#) [Company Paid](#) [Labor Support](#) [Non Reimbursable](#) [Payment](#) [Voucher Distribution](#) [Default Charges](#) [Overall Attachments](#) [Category View](#) [Date View](#) [Workflow](#)

**Expenses** [Add Claimed Expense](#) [Delete](#) [1 of 1 Existing](#) [Table](#)

Report ID **ER00153629** Description **Sample expense** Report Start **05/03/2021** Report End **05/19/2021**

Expense ID **1** Expense Type **Travel** Expense Date **05/19/2021** Expense Amount **5.00**

**Expense Details** **Expense Amount**

Category \* **Travel** Expense Type \* **Travel**

Expense Date \* **05/19/2021**

Short Description **V00002/05/19/2021**

Comments **Sample for Training**

[Charge Allocations Under Ceiling](#) [Charge Allocations Over Ceiling](#) [Charge Allocations Unallowable](#)

# Approving/Rejecting Expense Reports

- Select appropriate task to update. Tasks are color coded by status
- Click on **Perform Selected Task** to **Approve** Expense Report(s)
- Click on **Reject Selected Task** to **Reject** the Expense Report(s)

The screenshot displays the 'Manage/Approve Expense Reports' interface. At the top, there are filter sections for 'Filter By' (set to 'Outstanding Tasks'), 'Criteria' (Function, Group, Type, Filter, Filter Value, Special Filter, Start Date, End Date), 'Status' (Draft, Submitted, Under Review, Approved, Rejected, Processed, Voids), 'Task Type' (Approve Expense Report, Approve Charge Allocation, Approve Attachments, Review, Attach, Record, Include Optional Tasks), and 'Counts' (Draft, Submitted, Under Review, Approved, Rejected, Processed, Voids). Below these is a 'Manage Expense Report' table with columns: Expense Report ID, Description, Employee, Employee Name, Date, Revision, Status, From, To, Purpose, Correction, First Day of Trip, Last Day of Trip, Type, Close Blanket, Total To Me, Amount, and Other Reference. A single report is listed with ID ER00153629, Description 'Sample expense', Employee 'N1001703', Employee Name 'Contractor, Test', Date '05/03/2021', Status 'Submitted', and Amount '5.00'. Below the table is a 'Manage Expense Report > Workflow' section with a table showing task items and their status. The 'Perform Selected Task' and 'Reject Selected Task' buttons are highlighted with red boxes and yellow arrows. The bottom section shows 'Expenses' details for the selected report, including Report ID, Expense ID, Description, Expense Type, Report Start, Expense Date, Report End, and Expense Amount.

Expense Report ID	Description	Employee	Employee Name	Date	Revision	Status	From	To	Purpose	Correction	First Day of Trip	Last Day of Trip	Type	Close Blanket	Total To Me	Amount	Other Reference
ER00153629	Sample expense	N1001703	Contractor, Test	05/03/2021	0	Submitted	05/03/2021	05/19/2021		0			Contractor		5.00	0.00	

Primary Role	Task Item	Status	Assigned	Expense/Charge	Amount	Currency	Sequence
Employee	Create - Expense Report (Required)	Created	Contractor, Test (N1001703) - Wed, 19 May 2021 14:35:54				0
Employee	Submit - Expense Report (Required)	Submitted	Contractor, Test (N1001703) - Wed, 19 May 2021 15:25:15				1
Employee	Attach - Overall Expense (Optional)	Attached	Contractor, Test (N1001703) - Wed, 19 May 2021 15:25:18				2
Primary Approver	Approve - Expense Report (Required)	Pending	Dieterman, Jon (603385); Doe, Jane E. (404146); Doe, Jani				3
Subcontractor Expense Approver	Approve - Expense Report (Required)						4
Subcontractor Expense Approver	Attach - Overall Expense (Optional)	Attached	Contractor, Test (N1001703) - Wed, 19 May 2021 15:25:20				5

**Perform Selected Task** **Reject Selected Task** **Missing** **View** **Unrecord Attachment**

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

# Expense Entry - Proxy

# Expense Entry as Proxy

- Navigate to Time & Expenses / Expense / Expense Reports / Manage/Approve Expense Reports
- Select
  - Filter by: Status
  - Function: Expense Proxy
  - Group: Select group to proxy
  - Status: Draft
- Click Execute icon
- Follow instructions to create new expense report

The screenshot shows the 'Manage/Approve Expense Reports' interface. The top toolbar contains various icons, with the 'Execute' icon (a lightning bolt) highlighted by a red box and a yellow arrow. Below the toolbar, the 'Criteria' section is highlighted by a red box. It includes the following fields:

- Filter By: Status
- Function: Expense Proxy
- Group: All
- Type: Contractor
- Filter: -None-
- Filter Value:
- Special Filter: None
- Start Date:
- End Date:

To the right of the 'Criteria' section, there are two columns of checkboxes:

- Status:**
  - ☒ Draft
  - ☐ Submitted
  - ☐ Under Review
  - ☐ Approved
  - ☐ Rejected
  - ☐ Processed
  - ☐ Voided
- Task Type:**
  - ☐ Approve Expense Report
  - ☐ Approve Charge Allocation
  - ☐ Approve Attachments
  - ☐ Review
  - ☐ Attach
  - ☐ Record
  - ☐ Include Optional Tasks

# Reporting

# Running reports in TEI0

- Follow Browse Applications > Time & Expense > Time > Timesheet Reports/Inquiries> Print Resource Activity Report
- Parameter ID and Description have red asterisks, **however they should be left blank**
- Under Criteria/Date Range, change 1<sup>st</sup> drop down to 'Range' and then enter the desired date range under Start Date and End Date.
- Select Show Details
- Under Employee Selection, use Select All. If selecting a specific function, click the box under Selected and the space under the check mark on the far left
- Add Additional Details from Lookup list using magnifying glass icon
- Go to the top of the screen and select either of the print icons in the top menu (Paper with Eye or Printer)
  - To output to Excel, select Printer with Wrench icon, select File Option/File Type *Excel 2010* and use the Printer print icon

The screenshot displays the TEI0 software interface for generating a 'Print Resource Activity Report'. The main window is titled 'Employee Activity' and includes fields for 'Parameter ID \*' and 'Description \*'. Below these are 'Criteria' and 'Date Range' sections. The 'Date Range' section has a dropdown set to 'To End' and date fields for 'Start Date' (06/01/2021) and 'End Date'. There are checkboxes for 'Show Self Only' and 'Show Details'. The 'Employee selection' table at the bottom left has a 'Selected' column with a 'Select All' button. A 'Lookup' window is open on the right, showing a list of fields like 'UDT Label', 'Work Assignment', 'Line No', 'PO ID', 'Account', 'Project', 'Labor Location', 'PO Release Line', 'GLC', 'PLC', 'Organization', 'Pay Type', 'Work State', and 'Telecommute'. A 'Print Options' dialog box is also visible, showing 'File Type' set to 'Excel 2010' and 'File Name' and 'Location' fields. Red boxes highlight the 'Date Range' section, the 'Employee selection' table, the 'Lookup' window, and the 'Print Options' dialog box.

**Print Options**

Parameter ID: Description:

Delivery Options: ☐ System Printer ☐ Print to File ☒ Download ☐ Email ☐ Archive ☐ Local Printer

Document Locale:  Pages: ☒ All ☐ Pages  (Enter page numbers and ranges separated by commas, e.g. 1,4,10-15)

System Printer File Options Email Archive

File Type: Excel 2010 File Name: Location:

**Employee Activity**

Parameter ID \* Description \*

Criteria

Date Range: Start Date End Date

To End 06/01/2021

☐ Show Self Only ☐ Show Details

**Employee selection**

Selected	Function	Group
<input checked="" type="checkbox"/>	Backup Approver	N
<input type="checkbox"/>	Primary Approver	
<input type="checkbox"/>	Timesheet Proxy	N
<input type="checkbox"/>	Timesheet View Only	N

Select All Deselect All

**Lookup**

UDT Label

Work Assignment

Line No

PO ID

Account

Project

Labor Location

PO Release Line

GLC

PLC

Organization

Pay Type

Work State

Telecommute

Select Cancel

# 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 (TESS) 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)



Peraton