Deltek Time and Expense for Contractors

September 2020
Agenda

• Deltek Time and Expense
  • Access
  • Basic Navigation

• Time
  • Entering Time as self or proxy
    • Selecting Timesheet
    • Select project and pay type
    • Enter Hours and sign timesheet
    • Timesheet corrections
    • Retro rate corrections
  • Approving Time

• Expense
  • Expense Report Sections
  • Entering Expense Report
  • Receipt Process
  • Approving Expense Report

• Resources
Time and Expense Access

Go to the Perspecta’s website:  
https://www.perspecta.com/

At very bottom of the homepage, click link for Employee login:

1. Click on the Time and Expense tile
2. When the Deltek window displays enter the following:
   - Login ID (8 digit numeric identifier)
   - Perspecta Password
   - Domain TECP

If these do not work please contact the Perspecta Service Desk at 855-675-2265; or if you have Perspecta network access; you can open a ticket using the Perspecta Service Portal Perspecta Okta Home

Alternatively, the direct URL is: https://deltekte-uspsector.msappproxy.us/DeltekTC/welcome.msv
Basic Navigation

• My Desktop
  1. Menu: Access to timesheets and expense reports
  2. My Tasks: Actions to approve timesheets or expense reports
  3. My Timesheets and My Expense Reports: Access to previous timesheets and expense reports

• Primary Icons
  • My Desktop ( home )
  • Exit ( power )
  • Look Up ( search ): Look up charge number
  • Expand ( plus ): View the hierarchy for projects
  • Signature ( envelope ): Sign timecard
  • Approve ( checkmark ) or Reject ( x ): Approve or reject timecard
  • Previous, Next ( arrow ): Navigate between selected timecards
Points to remember – Suppliers working on Statement of Work or as Subcontractors

• SUPPLIER managers and proxies will have direct access to timesheets
  • Perspecta 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: Perspecta 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 / Perspecta manager roles

- Perspecta 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: Perspecta 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: Perspecta personnel assigned to primary approver to backup approvals (can have multiple)
  - SUBCONTRACT EXPENSE APPROVER: Perspecta 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.

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- 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.
Entering Time: Select Timesheet

- From the Menu, click Time, Record Time, and Timesheet
- Current Timesheet Appears
  - Use arrows to adjust timesheet period

Proxy Users (data entry users)
- Click on the Search Button
- Select Function
- Select Manager Group
- Click Execute
- Select Vendor Employee
- Click OK
**Entering Time: Select Project and Pay Type**

1. In the Project column, click on LookUp (🔍) to open Charge Lookup Table.
2. Within the Contractor Charge Tree, drill down to project
   - View project hierarchy by expanding (+) and collapsing (-)
3. Select project
4. Click ‘Add to Timesheet’
5. Project is added to timesheet. Check to ensure correct PO/release/line is populated.
6. In the Pay Type column, click on LookUp to update Pay Type
   - R for regular hours
   - OSK for overtime hours (hours exceeding 40 regular hours)
   - DBT for double time hours
7. Add additional projects, if needed
Entering Time: Hours Entry

1. In the Date column, click on associated project row

2. Enter hours worked (0.1 hour increments)

3. Save timesheet updates and exit Time and Expense

4. Access timesheet on MyDesktop

5. Complete time entry for week

6. Save timesheet updates

7. Click on Signature (     ) to sign and submit timesheet to manager for approval

8. Enter password to certify hours incurred and click OK

9. Timesheet status will update to signed
Entering Time: Timesheet Corrections (hours, project)

1. To correct a timesheet that is processed, access timesheet on MyDesktop
2. Click ‘Reverse Timesheet’
3. Reverse Timesheet creates non-editable negative timesheet lines of existing timesheet and positive timesheet lines that can be changed.

<table>
<thead>
<tr>
<th>Project</th>
<th>Fri 8/26</th>
<th>Thu 8/25</th>
<th>Wed 8/24</th>
<th>Tue 8/23</th>
<th>Mon 8/22</th>
<th>Sun 8/21</th>
<th>Sat 8/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX.XXX.PROJECT1</td>
<td>-40.0</td>
<td>-40.0</td>
<td>-8.0</td>
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4. Correct / change the positive lines to correct the original record. Do not delete rows. If it should be deleted, enter a zero for hours worked. Add correct charge numbers as needed. The total should still equal total hours worked for the week.

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5. Save, sign, and close timesheet. The timesheet will return to ‘signed’ status for manager approval.
Entering Time: Timesheet Corrections (retro rate)

1. To correct a timesheet that is processed, Access Timesheet on MyDesktop
2. Click on ‘Reverse Timesheet’
3. Reverse Timesheet creates non-editable negative timesheet lines of existing timesheet and positive timesheet lines that can be changed.

4. MAKE NO OTHER CHANGES! Since no time or project corrections are required proceed to step 5.

5. Save, Sign, and Close Timesheet. The timesheet will return to ‘signed’ status for manager approval.
Corrections to CATW time (prior to Deltek T+E)

- There may be corrections needed for time submitted prior to the migration to Deltek T+E

- Unsubmitted hours
  - Add through Deltek T+E – work with subcontract administrator or program contact to have T+E profile updated to include previous weeks
  - Enter time, sign timesheet
  - Approved time will process
  - If not previously setup in Deltek T&E, submit an invoice to the SCA or the PLD

- Reduction of hours
  - Supplier will submit “paper” invoice for the credit amount to the SCA if on a PO or the PLD if on an assignment

- Expenses
  - If contractor is or was setup in Deltek T&E, submit through Deltek T&E expense module
  - If not previously setup in Deltek T&E, submit an invoice to the SCA or the PLD

Timesheets submitted but not approved or processed in CATW will need to be resubmitted through Deltek T+E
Approving Time

1. Access MyTasks on MyDesktop and expand timesheets pending approval
2. Click on timesheet link to review
3. Click Launch in the MyTask Details to view timesheet
4. Review timesheet
5. Click the Approve Icon (       ) or the Rejection Icon (       )
6. If Approved, manager name will populate and timesheet status will update to approved
7. Click on MyDesktop Icon (       ) to return to MyDesktop to approve additional timesheets

NOTE: If timesheet doesn’t appear in MyTasks or if approving as backup, use the SEARCH option in the timesheet to find the appropriate timesheet to review and approve.
Expense Report Sections

1. Background
   – Purpose
   – Default charges

2. Claimed Expenses
   – Expense details

3. Workflow Status
   – Status of tasks
   – Approval actions
   – Receipt documentation attachment

Click on blue header to expand or collapse sections
Entering Expense Report: Background

1. From the menu, click Expense
2. Click Record Expenses and Expense Report
3. Click Create
4. Add Short Description (required), Dates (required) and Purpose (optional) and click Continue
5. In the Charge column, click on LookUp to open the Charge Lookup Table
6. Within the Contractor Charge Tree, drill down to Project, select Project, and Click ‘Add to Expense Report’
7. Continue to add more projects by clicking ‘Add Charge’
8. When finished adding charge numbers, click Create and the Background section is complete
**Entering Expense Report: Claimed Expenses**

1. Click on ‘Add Expense’ and select from the drop down to add expenses to the various categories

2. Add comments (optional) and click Continue

3. Enter total expense amount for this category and click Continue

4. If multiple projects were on the header, ensure the expense for the category is on the correct project or allocated by the projects correctly. Check to ensure correct PO/release/line is populated. Click Save

5. Add additional expenses to other categories, if needed

6. View or update an entered expense by selecting the expense category and click ‘Edit Expense’

**NOTE 1:** Enter amounts in Expense Incurred field. Do not enter amounts in PERSONAL as these will not generate an invoice or be paid.

**NOTE 2:** In Charge Allocation tab: Select Charge Type “Contractor”.
Entering Expense Report: Submit

1. Click on Submit to submit expense report

2. Indicate if attachment /documentation is required. If not, provide explanation

3. Enter password to certify expenses incurred and click ok

4. Attachments are added after the expense is in Submitted status.
Attach Process

Backup documentation (example: travel receipts) may be submitted by uploading the document to the expense report.

1. Search for Expense Report or launch from MyTasks section on MyDesktop
2. Expand the workflow Status section
3. Click on Attach (.attachment icon)
4. Browse and select SINGLE document to upload (PDF, Office document, JPEG) Only one (1) document can be attached. Combine individual documents into one large document if necessary prior to attaching.
5. Click Submit
6. Icon will change to a camera when attachment is successful
Approving Expense Reports

1. Access MyTasks on MyDesktop and Expand Expense Reports Pending Approval
2. Click on Expense Report Link to Review
3. Click Launch to open the report
4. Review Claimed Expense section of the Expense Report. View by clicking on the category and select Edit Expenses to view the details and charge allocations
5. Open to the Workflow section and Click the Approve Icon (👍) or the Reject Icon (👎) in the Primary Approver Task.
6. The status will update to Complete (✔).
7. Click on MyDesktop Icon to return to MyDesktop to approve additional Expense Reports
8. All Expense Reports will be Reviewed by the assigned Perspecta Expense Report Approver.

NOTE: If the expense does not appear in MyTasks or if approving as backup, use the SEARCH option in the expense options to find the appropriate item to review and approve.
Reconciliation 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).

• One email per company can be submitted to the procurement admin email box to receive these reports.
Points of Contact

• Perspecta Service Desk:
  • Password Issues or Resets
  • Deltek Time & Expense Application Questions
  • Contact Information
    • Phone: 855-675-2265

• Subcontract Administrator / Program Contact
  • Project Information
  • Subcontract Information

• Agency Contractor – Perspecta Labor Desk
  • PLD@Perspecta.com

• Procurement System Administrator
  • Procurement.admin@Perspecta.com
Questions
Thank you