

Screen Overview

Header Area

This section of the timesheet screen displays information related to the timesheet. The image below is in Form view, where information is organized in a series of tabs.

The **Basic Information** tab displays by default. It includes such information as employee ID, time period, revision number, and current status. The employee signs the timesheet on this tab.

For information on the **Notes**, **Warnings**, and **Revision Explanation** tabs, see page 2.

Timesheet					
<input checked="" type="checkbox"/>	Employee	ID	Status	Period Ending	Revision
<input checked="" type="checkbox"/>	Amparo234568765876876987098706, Connie	138	Open	01/15/2016	
<input checked="" type="checkbox"/>	Amparo234568765876876987098706, Connie	138	Open	12/15/2015	
<input checked="" type="checkbox"/>	Amparo234568765876876987098706, Connie	138	Open	11/30/2015	
<input checked="" type="checkbox"/>	Amparo234568765876876987098706, Connie	138	Open	11/15/2015	

Record Selection

In Form view, use the arrows to page through timesheet records.

Table View

Use Table view to display multiple records at a glance.

Query Button

Click this button to display the Query dialog box. You can also click the drop-down arrow on this button to quickly access any existing saved queries.

The screenshot shows the Timesheet application interface. At the top, there's a 'Timesheet' header with a 'New' button and a 'Delete' button. Below this is a tabbed interface with 'Basic Information', 'Notes', 'Warnings', and 'Revision Explanation'. The 'Basic Information' tab is active, showing fields for Employee (Pasternak, Laura D.), ID (10010), Status (Open), Revision (1), Class (Salary/Part-Time/Exempt), Signature, Org (3.001.3101), and Period Ending (07/03/2016). Below the tabs is a 'Timesheet Lines' section with a table. The table has columns for Line, Description, Account, Project, UDT07, UDT09, and a grid for days of the week (Mon 6/27/16 to Sun 7/3/16) and a Total column. The table contains two lines of data: Line 1 (E-Commerce Application) and Line 2 (20002 Missile Command). Below the table are buttons for 'Leave', 'Revision Audit', 'UDT10 Summary', and 'Charge Favorites'. At the bottom, there are buttons for 'New', 'Copy', 'Delete', 'Form', and 'Query'.

Subtasks

Click these subtask links to enter or review information related to the timesheet. You can review **Leave** balances or look up a frequently used charge.

Form View

Click this button to change the Timesheet Lines table display from Table view to Form view.

Timesheet Lines Table—Left Pane

Use the fields in this pane to enter project codes against which your hours will be charged. Click the **Charge Favorites** subtask link to access frequently used projects or **Query** to look up a charge.

Timesheet Lines Table—Right Pane

Record your daily hours for each project line. Click **New** to add a new charge line.

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Header Area Tabs

Notes Tab

The Notes tab is read-only and displays text added to the timesheet by your supervisor or administrator.

The screenshot shows the 'Timesheet' window with the 'Notes' tab highlighted. The 'Notes' section contains a large, empty text area for input. The 'Basic Information' tab is also visible to the left.

The screenshot shows the 'Timesheet' window with the 'Warnings' tab highlighted. The 'Warnings' section contains three sub-sections: 'Save Warnings', 'Sign Warnings', and 'Approve Warnings', each with a large, empty text area for input. The 'Basic Information' and 'Notes' tabs are also visible to the left.

Warnings Tab

The Warnings tab is read-only and stores all the warning messages associated with the timesheet. For example, 'Insufficient hours entered.'

Revision Explanation

Use this tab to record your reasons for revising the timesheet after having submitted it.

The screenshot shows the 'Timesheet' window with the 'Revision Explanation' tab highlighted. The 'Revision Explanation' section contains two input fields: 'Explanation/Reject Code' and 'Explanation/Reject Reason'. The 'Basic Information', 'Notes', and 'Warnings' tabs are also visible to the left.

Dismiss this message after you enter a reason.

The screenshot shows a 'Message(s)' dialog box with a red 'X' icon. The message text reads: 'Error(s) Explanation or Reject Reason is required.'

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Subtask Options

The subtasks for the Timesheet display between the header area and Timesheet Lines table. The links that display can vary based on company configuration settings.

[Leave](#) [Revision Audit](#) [Time In/Out](#) [Pay Type Summary](#) [Charge Favorites](#)

Leave Subtask

Leave				
<input checked="" type="checkbox"/>	Leave Type	Balance		
	HOLIDAY	-24.0000		
	Sick Leave	-1.0000		
	Vacation	50.0000		

Leave Details				
<input checked="" type="checkbox"/>	Date	Type	Hours	Reason
	01/01/2015	Adjustment	200.0000	beg
	01/07/2015	Taken	-8.0000	

In the Leave table at top, select a leave type to display accrual history, usage history, and other information for that leave type in the Leave Details table below.

If a charge does not currently appear in your list of favorites, look it up using the **Query** function.

Find

Query

Sort

Saved Queries

Search Criteria

Load

is

unchecked

Holiday

is

unchecked

Vacation

is

unchecked

4 records will be returned

Count

Save Query

Reset

Charge Favorites Subtask

Use this subtask to store your frequently-used project charges, as well as those related to holidays and vacations.


Charge Favorites									
<input checked="" type="checkbox"/>	Load	Work Pct *	Holiday	Vacation	Charge Description	Project	Proj Lab Cat	Proj Lab Cat Company	Org
	<input type="checkbox"/>	0%	<input type="checkbox"/>	<input type="checkbox"/>	E-Commerce International/E-Comm Europe	10200.20			
	<input checked="" type="checkbox"/>	0%	<input type="checkbox"/>	<input type="checkbox"/>	GSA Schedule #1	20001			
	<input checked="" type="checkbox"/>	0%	<input type="checkbox"/>	<input type="checkbox"/>	GSA Schedule #1/GSA Schedule #1 Service	20001.03			
	<input checked="" type="checkbox"/>	0%	<input type="checkbox"/>	<input type="checkbox"/>	Missile Command	20002			
	<input checked="" type="checkbox"/>	0%	<input type="checkbox"/>	<input type="checkbox"/>	Atrium Towers Multi-Use/Atrium-Const Elem	20010.02			1.1.02.1220
	<input type="checkbox"/>	0%	<input type="checkbox"/>	<input type="checkbox"/>	North Terminal Cargo Bldg	20050			
	<input type="checkbox"/>	0%	<input type="checkbox"/>	<input type="checkbox"/>	Gov. Railway Study/Gov. Railway Study	20050			

Select a project check box and click **OK** to add the project to your Timesheet Lines table.

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Timesheet Lines Table


Click  to add a comment to explain a line.

✓ Indicates a modified row, and an X indicates a deleted row. Both disappear after you click **Save** or **Save & Continue**.

These menu options display when you right-click on a row.

- Add Line to Favorites
- Reverse Line
- Reset Line
- Show/Hide Screen Controls

➡ indicates an added row. If the row is not needed, click **Delete** to remove it.

The Query dialog box for Charge Look Up displays when you click  in a primary charge field. Click **+** to expand the charge tree.

Left Pane

LLA Status	Description	Project	PLC	Org
✓ N/A	GSA Schedule #1	20001	CL	1.1
✓ N/A	GSA Schedule #1	20001		1.1
X N/A	Gov. Railway Study/Gov. Rai	27000.001.01		1.1
PENDING	Holiday	LEAVE HOL		1.1
N/A	Vacation	LEAVE VAC		1

Description	Abbreviation
+	Favorites
+	COMPANY 1

Org ID	Name
00	NCTCOG
00.01	GENERAL FUND
00.01.01.00	AGENCY MANAGEMENT
00.01.02.00	AGENCY ADMINISTRATION

Right Pane

The row where you are entering hours is highlighted and outlined in **blue**. In the example image below, the top row is active.

Description	Sat 7/11/15	Sun 7/12/15	Mon 7/13/15	Tue 7/14/15	Wed 7/15/15	Thu 7/16/15	Fri 7/17/15	Total
Railway Study/Gov. Railway Study			8.00		8.00			16.00
Holiday						8.00		8.00
Vacation				8.00				8.00
Regular			8.00	8.00	8.00	8.00		32.00
Overtime			0.00	0.00	0.00	0.00		0.00
Total			8.00	8.00	8.00	8.00		32.00

Color coding in the cells indicates the work status for a given day.

Cell Color	Meaning	Cell Color	Meaning
Gray	Non-Work Day	White	Work Day (On Site)
Yellow	Holiday	Blue	Work Day (Off Site)
Green	Leave		
Red	Pending Leave		