

Deltek Vision 6.1 Timesheet Quick Reference Card

www.deltek.com

Timesheet Tab

The Timesheet Hours tab displays the active employee, the labor period currently selected, and the status of the currently selected timesheet and labor period.

Special categories display in the initial rows of the grid. Use special categories to enter standard labor charges — such as vacation, sick time, or holiday leave.

Project, phase, task, labor code, and labor category data for special categories are predefined, so you can click in the appropriate **Day/Date** cell to enter your hours.

Use the fields in this grid to enter project, phase, task, labor code, and labor category data for your labor charges.

The row selector  displays to the left of the currently selected row.

You can enter as many lines as you need on each timesheet.

Vision automatically inserts a blank row after your last entry.

Click in a field and then click  to open the associated Lookup list to select data.

Labor periods are either Open or Closed. Timesheets can be In Progress, Submitted, Approved, or Posted.

Sort - Sort timesheet entries in ascending order by project, phase, task, and labor code.

Insert - Insert a new row below the currently selected row.

Copy - Copy the currently selected row to a new row. Hours and comments are not copied.

Delete - Delete the currently selected row.

Save - Save entries to the current timesheet.

Open - Access the Timesheet Period Selection dialog and open a timesheet for a different labor period.

Submit - Submit the current timesheet for processing.

Approve - Approve the current timesheet (administrators only).

Employees - Access the Select Employee Timesheet dialog (administrators only). This dialog allows you to review the status of employee timesheets and select timesheets to open.

Copy - Access the Timesheet Period Selection dialog and select an existing timesheet whose data (excluding hours) you want to copy to the current timesheet.

Show - View ratios comparing the distribution of hours on the current timesheet. Or, view benefit hours earned and taken.

Print - Print a detailed or summarized timesheet report for the current timesheet.

Option - Specify whether you want Vision to print a detailed or summarized timesheet report each time you submit a timesheet.

Help - Open the Vision Timesheet Help.

The lower portion of the Timesheet Hours tab displays the following information:

- Project, phase, task, labor code, and client data for the currently selected row
- Hourly totals (regular and overtime) by row and by day
- Hourly totals for the entire labor period

If you are using the Line Item Approval feature, the timesheet displays the status of the currently selected labor charge. (line item).

Click in a **Day/Date** cell to enter hours.

You can enter regular hours directly in the **Day/Date** cell, or click in the **Day/Date** cell and then enter hours in the **Regular** field at the bottom of the timesheet.

To enter overtime hours, you must click in the **Day/Date** cell and then enter standard overtime hours in the **Ovt** field and secondary overtime hours in the **Ovt-2** field.

When you enter overtime hours, the associated **Day/Date** cell displays with gray shading.

For each entry, you can enter comments directly in the **Comment** field or select comments from a drop-down list.

Deltek Vision 6.1 Timesheet Quick Reference Card

www.deltek.com

Unit Quantities Tab

The Unit Quantities tab displays the active employee, the labor period currently selected, and the status of the currently selected timesheet and labor period.

Use the fields in this grid to enter project, phase, task, unit code, and unit table data for your unit quantities.

The row selector  displays to the left of the currently selected row.

You can enter as many lines as you need on each timesheet.

Vision automatically inserts a blank row after your last entry.

Click in a field and then click  to open the associated Lookup list to select data.

Labor periods are either Open or Closed. Timesheets can be In Progress, Submitted, Approved, or Posted.

Sort - Sort timesheet entries in ascending order by project, phase, task, and unit.

Insert - Insert a new row below the currently selected row.

Copy - Copy the currently selected row to a new row. Units and descriptions are not copied.

Delete - Delete the currently selected row.

Save - Save entries to the current timesheet.

Open - Access the Timesheet Period Selection dialog and open a timesheet for a different labor period.

Submit - Submit the current timesheet for processing.

Approve - Approve the current timesheet (administrators only).

Employees - Access the Select Employee Timesheet dialog (administrators only). This dialog allows you to review the status of employee timesheets and select timesheets to open.

Copy - Access the Timesheet Period Selection dialog and select an existing timesheet whose data (excluding data from the Unit Quantities tab) you want to copy to the current timesheet.

Show - View ratios comparing the distribution of hours on the current timesheet. Or, view benefit hours earned and taken.

Print - Print a detailed or summarized timesheet report for the current timesheet.

Option - Specify whether you want Vision to print a detailed or summarized timesheet report each time you submit a timesheet.

Help - Open the Vision Timesheet Help.

Project	Project Name	Client Name	Phase	Phase Name	Quantity	U/M	Sun 12/16	Mon 12/17	Tue 12/18	Wed 12/19	Thu 12/20	Fri 12/21	Sat 12/22
0000000	ABC Plaza	Atlantic R	001	Site Survey	10.000	hours			2.000			8.000	
2003005	Adelphi Re	BioMed Te	3DD	Design Developme	10.000	tests			6.000	4.000			
0001129	Abington	City of Ch	SGL	Abington Element	6.000	hours					6.000		
▶ 2002005	Cape Cod	Cape Cod	1PD	Preliminary Design	10.000	hours		5.000			5.000		
					36.000	Total		5.000	8.000	4.000	11.000	8.000	

The Unit Quantities tab displays unit totals by row, by day, and for the entire labor period.

Click in a **Day/Date** cell to enter units.

You can enter units directly in the **Day/Date** cell, or click in the **Day/Date** cell and then enter units in the **Quantity** field at the bottom of the Unit Quantities tab.

For each entry, you can enter a description directly in the **Description** field or select a description from the drop-down list.

The Unit Quantities tab displays the active employee, the labor period currently selected, and the status of the currently selected timesheet and labor period.

Timesheets can be In Progress, Submitted, Approved, or Posted.

Labor periods are either Open or Closed.

Weekends, holidays, and other non-working days are shaded green on the timesheet.

 The Unit Quantities tab appears on the Timesheet form only if the feature is enabled by your System Administrator.

