


# Deltek Time & Expense™

Frequently Asked Questions for Version 10

**December 1, 2019**



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## Overview

This document presents frequently asked questions related to year-end processing.

The Year-End Update will be released in December 2019. Expect any late-breaking state tax changes to be included in a second payroll tax update in January or February.

The Year-End Guide and the Year-End Update software will be available on the Deltek Support Center, <https://deltek.custhelp.com>.

### To access the Year-End Guide:

1. Log on to the Web site.
2. Click the **Year-End Resources** link.
3. Select the product: **Time and Expense**.

All knowledge base articles relating to year-end processing display.

## Time and Expense Frequently Asked Questions

### Why, When, and How to Stub a Time Sheet Period in Time Sheet Schedules

#### Why

You stub a time sheet period if it spans two different months. For example, the biweekly period starts on Saturday, September 23 and ends on Friday, October 6. You want the labor for September in one period (September 23–September 30) and the labor for the October dates (October 1–October 6) in another period.

#### When

No time sheets exist for the period that you need to stub.

#### How

Change the start and ends dates in the time sheet schedule. Add or insert new periods.

### Users Can Print Their Leave Inquiry

Deltek recommends that you do this before the next year leave information is imported into Time and Expense. When a new Beginning Balance record date is imported into Time and Expense, the prior year detail (data) is cleared.

#### After logging into Costpoint 711:


1. Click **Time & Expense » Time » Timesheets » Manage Timesheets**.
2. Click the **Leave** subtask.
3. Click the **Leave Type**.
4. Click **File » Print Options** and select a Delivery Option.
5. Click **File » Print Default Report**.


### Work Schedules and Holiday Setup

#### Non-Flexible Holidays

The office is closed; no one works on that day. You must use a holiday charge on the time sheet.

#### After logging into Costpoint 711:



1. Click **Time & Expense » Time » Time Controls » Manage Company Work Schedules**.
2. Click **Query** and select your Company Work Schedule.
3. Click **New** to add a line.
4. Click  and select the day you want to mark as a holiday.

5. Select the **Holiday** check box.
6. Click  to save the record.

## Flexible Holidays

The office is closed, but employees can work the holiday if they choose.

### After logging into Costpoint 711:

1. Click **Time & Expense » Time » Time Controls » Manage Company Work Schedules**.
2. Click **Query** and select your Company Work Schedule.
3. Click **New** to add a line.
4. Click  and select the day you want to mark as a holiday.
5. Select the **Holiday** and **Flexible** check boxes.
6. Click  to save the record.



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