

# Deltek Mobile Time Timesheet: Enter Timesheet Information

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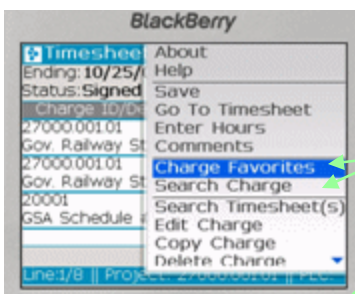
## Overview

If you are familiar with entering timesheets in the Time Collection module, you will find the Mobile Timesheet process similar. Key differences include: Charge IDs scroll across the bottom of the screen, only one Day/Date column displays, and depending on your Timesheet View setting, only three or six timesheet rows display.



## Step 1: Open a Timesheet

To select a different timesheet period than the one currently displayed, click **Go To Timesheet** on the menu. After you select the desired timesheet period, click **Submit** on the menu to open the timesheet.



## Step 2: Select a Charge

Scroll to the desired timesheet line, and click **Charge Favorites** or **Search Charge** on the menu.

If you select **Search Charges**, you may be required to filter your search by Project or Account (or Manufacturer Order for Costpoint users).

When the Charge screen displays, locate the desired charge in the grid, and click **Select Charge** on the menu. The charge is added to your timesheet if the charge is complete or if **Quick Add** is selected in User Options.

If the charge is incomplete or invalid, the Add Charge screen displays, use the UDT Lookups to select or modify charge information, and then click **Update Timesheet** on the menu.



Charge ID	Charge Description
10000	Test Project
1005400200	Good Time change UDT02 w/UDT01
1005400200	Good Time change UDT02 w/UDT01

**Add Charge**

Charge ID:

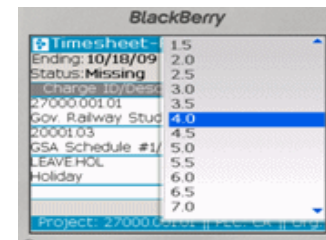
Charge Description:

Account:

Labor Location:

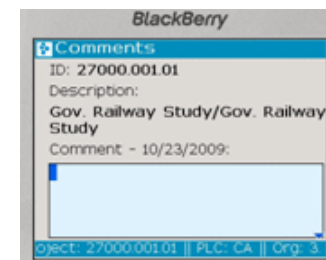
## Step 3: Enter Hours

Type hours in directly in the Day/Date cell, or click **Enter Hours** (if enabled) on the menu and select hours from the Timesheet Hours lookup.



## Step 4: Add Comments

If desired, click **Comments** on the menu to add a comment regarding the hours you entered. The hours are underlined to indicate that a comment is associated with the charge.



## Step 5: Save the Timesheet

From the Timesheet screen, click **Save** on the menu to save your entry. Unsaved hours appear in italics.

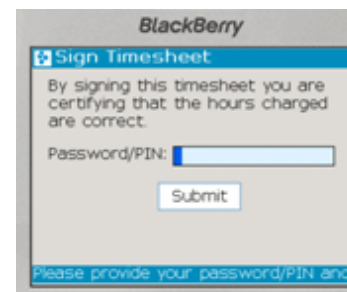
## Step 6: Continue Adding Charges and Hours

Repeat steps 2-5 until you finish entering hours for the entire timesheet period.

## Step 7: Sign the Timesheet

Click **Sign Timesheet** on the menu to complete and submit your timesheet.

The Sign Timesheet function allows you to complete your timesheet by signing it. Deltek Mobile Time will save any changes prior to signing. Validations are then performed to determine if any errors or warnings exist.



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