

# Deltek Time & Expense with Employee Self Service™

Frequently Asked Questions for Version 9

**December 1, 2022**

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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 2022. 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 website.
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 Timesheet Period in Timesheet Schedules

#### Why

You stub a timesheet period if it spans two different months. For example, the biweekly period starts on Saturday, September 24 and ends on Friday, October 7. You want the labor for September in one period (September 24–September 30) and the labor for the October dates (October 1–October 7) in another period.

#### When

No timesheets exist for the period that you need to stub.

#### How

Change the start and ends dates in the timesheet 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.

#### Complete the following steps:

1. Click **Time » Record Time » Timesheet**.
2. Click **Leave** at the top of the screen and select your Leave Type from the drop-down list.
3. Click **Print/Preview**.

### 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 timesheet.

#### Complete the following steps:

1. Click **Time » Settings » Company Work Schedules**.
2. Click **Search**.
3. On the Work Schedule Search dialogue box, click **Execute** and select the company work schedule.
4. Select the day you want to mark as a holiday.
5. On the Properties group box, select the **Holiday** checkbox.

6. Click **Update**.

## Flexible Holidays

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

### Complete the following steps:

1. Click **Time » Settings » Company Work Schedules**.
2. Click **Search**.
3. On the Work Schedule Search dialogue box, click **Execute** and select the company work schedule.
4. Select the day you want to mark as a holiday.
5. On the Properties group box, select the **Holiday** and **Flexible** checkboxes.
6. Click **Update**.

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