

## 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 **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.

Timesheet

Basic Information

Warnings

Revision Explanation

Employee

Will, Thomas R.

ID

9439

BiWeekly

Period Ending

06/01/2018

Status

Open

Signature

Approval

UDT02

Sign

Correct

Leave

Revision Audit

Start/Stop Times

UDT10 Summary

Charge Favorites

New

Copy

Delete

Form

Query

Timesheet Lines

| <input checked="" type="checkbox"/> | LLA Status | Line | UDT02       | Description                                | Sat 5/19/18 | Sun 5/20/18 | Mon 5/21/18 | Tue 5/22/18 | Wed 5/23/18 | Thu 5/24/18 | Fri 5/25/18 | Sat 5/26/18 | Total |
|-------------------------------------|------------|------|-------------|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------|
| <input checked="" type="checkbox"/> | N/A        | 1    |             | No Export type                             | 1.0         |             | 0.0         | 8.0         | 8.0         | 8.0         | 8.0         |             | 73.00 |
| <input checked="" type="checkbox"/> | N/A        | 2    | 9800.004.10 | 12345678901234567890123456789012           |             |             |             |             |             |             |             |             | 0.00  |
| <input checked="" type="checkbox"/> | N/A        | 3    | 9800.004.10 | This is a test of the override description |             |             |             |             |             |             |             |             | 0.00  |
| <input checked="" type="checkbox"/> | N/A        | 4    | 9800.004.10 | 9800 Over ride description                 |             |             |             |             |             |             |             |             | 0.00  |
| <input checked="" type="checkbox"/> | N/A        | 5    | 9800.004.10 | This is a test of the override description |             |             |             |             |             |             |             |             | 0.00  |
|                                     |            |      |             | Regular                                    | 1.00        |             | 0.00        | 8.00        | 8.00        | 8.00        | 8.00        |             | 73.00 |
|                                     |            |      |             | Overtime                                   |             |             |             |             |             |             |             |             |       |
|                                     |            |      |             | Total                                      | 1.00        |             | 0.00        | 8.00        | 8.00        | 8.00        | 8.00        |             | 73.00 |

### 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

### Warnings Tab

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

The screenshot shows the 'Timesheet' application window with three tabs: 'Basic Information', 'Warnings', and 'Revision Explanation'. The 'Warnings' tab is currently selected and highlighted with a blue box. The 'Basic Information' tab contains fields for Employee (Pasternak, Laura), ID (10010), Monthly, Period Ending (11/30/2017), Status (Processed), Signature (Pasternak, Laura (10010) 11/02/2017 09:47:27 AM), and Approval (Pasternak, Laura (10010) 11/02/2017 09:48:06 AM). There are 'Sign' and 'Correct' buttons at the bottom right. A blue arrow points from the 'Warnings' tab to the 'Warnings Tab' text box above.

### Revision Explanation

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

The screenshot shows the 'Timesheet' application window with the 'Revision Explanation' tab selected and highlighted with a blue box. The 'Basic Information' tab is also visible. The 'Revision Explanation' tab contains fields for 'Explanation/Reject Code' (REJECTED) and 'Explanation/Reject Reason'. A red box highlights the 'Explanation/Reject Reason' field. A green box points to the 'Revision Explanation' tab with the text 'Dismiss this message after you enter a reason.' Below the application window, a 'Message(s)' dialog box is displayed with an error icon and the text '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.

## 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     | 2270     |              |                      |             |

Search Criteria

Load is ☐ unchecked

Holiday is ☐ unchecked

Vacation is ☐ unchecked

4 records will be returned

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

# Timesheet Lines Table

✓ 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.

➡ 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.

Click 📄 to add a comment to explain a line.

## Left Pane

| LLA Status | Description | Project                     | PLC          | Org |
|------------|-------------|-----------------------------|--------------|-----|
| ✓          | N/A         | GSA Schedule #1             | 20001        | CL  |
| ✓          | 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

| 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 |

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

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 |            |                     |