Deltek Vision© 7.0 Timesheet Quick Reference Card

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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.

Timesheet

Find

Save | Open | Submit | Approve | Employees | Copy | Show | Print | Option | Help

Apple, William

Timesheet Hours | Unit Quantities

Period Ending 12/31/2007 Period Status Open Timesheet Status In Progress

									Sun 12/16	Mon 12/17	Tue 12/18	Wed 12/19	Thu 12/20	Fri 12/21	Sat 12/22	Sun 12/23
	Project	Project Name	Client Name	Phase	Phase Name	Task	Reg	Ovt	Ovt-2								
	Vacation	Vacation															
	Sick Leave	Sick Leav															
	Holiday	Holiday															
	0000000.0	ABC Plaza	Atlantic R	002	Desig		42.00	2.00			8.00	8.00	8.00		4.00		
▶	2003005.0	Adelphi R	BioMed T	1PD	PreDe	COD	25.00	2.00						10.00	4.00		
	2000011.0	Belmont P	Anderson				11.00										
							78.00	4.00									

	Reg		8.00	8.00	6.00	8.00	8.00
	Ovt					2.00	2.00
	Ovt-2						

Project 2003005.00 - Adelphi Research Lab

Phase 1PD - PreDesign
Task COD - Code Analysis
Client BioMed Technologies LTD

Thursday, December 20, 2007
Reg 8.00 Ovt 2.00 Ovt-2
Comment
Status Approval not required

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.

For instructions on using the Start/End Time feature for entering hours and meals, refer to the online help. Start and end time fields are not displayed on this Quick Reference Card.

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Deltek Vision© 6.1 Timesheet Quick Reference Card

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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.
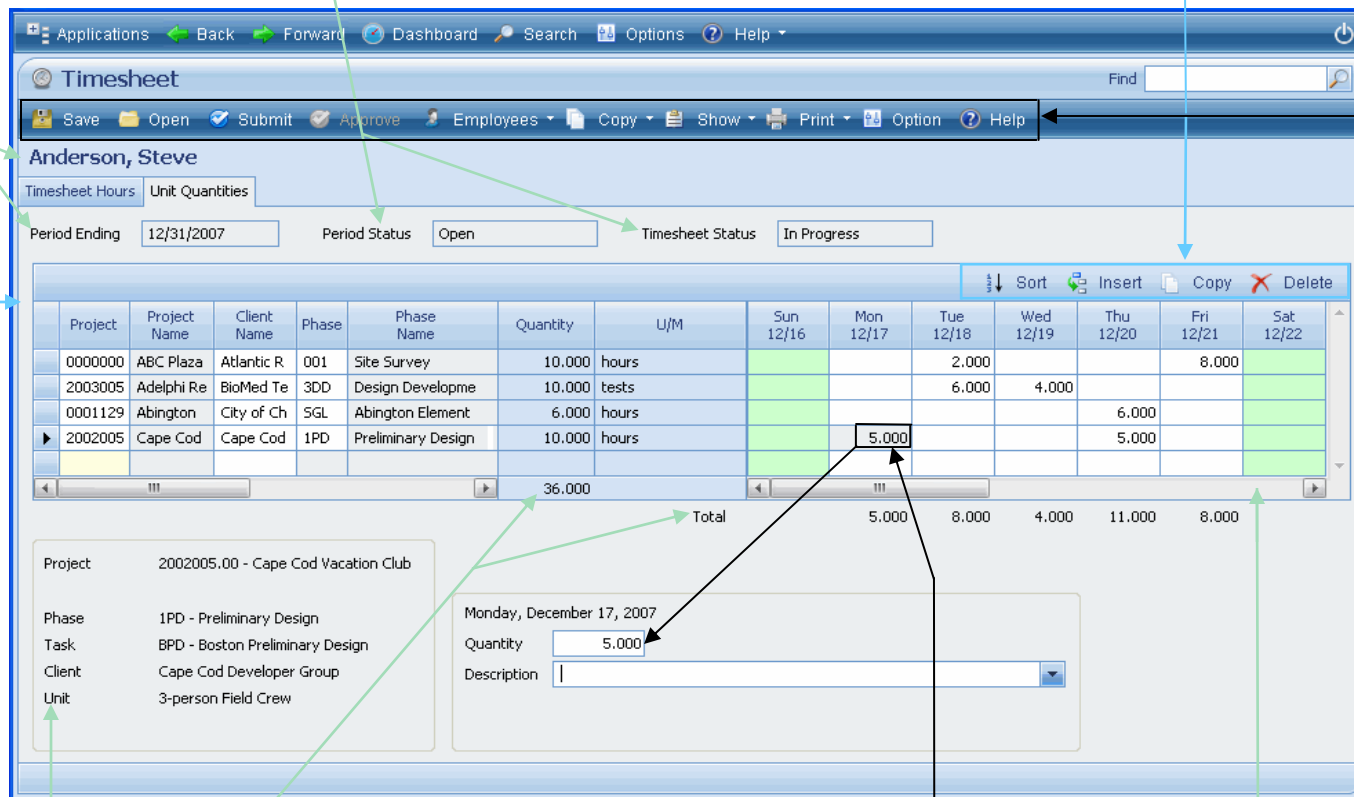
The row selector [▶] displays to the left of the currently selected row.

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.

Applications **Back** **Forward** **Dashboard** **Search** **Options** **Help**

Timesheet   Find [   ]

Save **Open** **Submit** **Approve** **Employees** **Copy** **Show** **Print** **Option** **Help**

Anderson, Steve

Timesheet Hours | **Unit Quantities**

Period Ending [12/31/2007]   Period Status [Open]   Timesheet Status [In Progress]

Sort **Insert** **Copy** **Delete**

	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 |

Project   2002005.00 - Cape Cod Vacation Club

Phase   1PD - Preliminary Design
Task   BPD - Boston Preliminary Design
Client   Cape Cod Developer Group
Unit   3-person Field Crew

Monday, December 17, 2007
Quantity   [5.000]
Description [   ]

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

The Unit Quantities tab displays project, phase, task, client, and unit data for the currently selected row.

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 on 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, labor period currently selected, and status of the selected timesheet and labor period.

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

Labor periods are 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.

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