Deltek

Deltek Time & Expense with Employee Self Service™ 9.0.1

Year-End Guide

December 1, 2022

Contents

Overview

This guide presents year-end processing guidelines for Deltek Time and Expense.

> **Note:** See the *Deltek Time and Expense Frequently Asked Questions* document for related information.

Deltek Support Center

To expedite our responses to your questions at year end, we encourage you to use the Deltek Support Center, https://deltek.custhelp.com, where you can enter incidents on the Submit a Case page or start a live chat with one of our analysts.

Chat will be dedicated to year-end questions only between December 1, 2022 and January 31, 2023.

Click the link below to view Year-End Resources, located on the Support Center home page. This site will be updated continuously through February and will contain information such as Year-End Bulletins, FAQs, links to the product releases, additional services that are offered for year-end, and up-to-date tax changes.

You need a valid Deltek Support Account to access this site:

https://deltek.custhelp.com/cgi-bin/deltek.cfg/php/enduser/EndOfYear.php

Alternatively, you can contact Deltek Customer Care by calling 1.877.457.7765.

Adding Custom Notes to This Guide

If you would like to add custom notes to this guide that are specific to your company, Adobe® Reader® X provides this ability. If you do not already use Adobe Reader X, you can download it here free from Adobe.

To add a custom note using Adobe Reader X:

1. On the Reader toolbar, click **Comment** at far right.

2. In the **Annotations** pane that displays, click 💬 **Sticky Note**. The cursor changes to match the button.

3. Position the cursor at the location in the guide where you want the note to appear, and click. A note icon is inserted at the location and a text box pops up.

4. Enter your information in the text box.

5. Continue adding notes as needed.

6. Save the document.

> **Note:** Deltek recommends that you save the document to a slightly different filename so as to keep the original from being overwritten.

When reading the document, cursor over a note icon to see the information. Double-click a note icon to edit the information.

Chapter 1: Year-End Procedures

Use the steps that follow to facilitate the Deltek Time & Expense year-end processes.

Add a New Year to an Existing Timesheet Schedule

All users of Deltek Time must add a new year for existing timesheet schedules.

This is a simple process, but it can create significant problems if you do not complete it properly. Use the following procedure as a guide. If you need clarification or if you have questions, call Deltek Support at 1.877.457.7765 before proceeding.

To add a new year to an existing timesheet schedule:

1. Log in to the Time application as an Administrator or other user with full rights.

2. Click **Time » Settings » Timesheet Schedules**.

   > **Note:** In all versions earlier than 901, this screen can be found under Time Setup/Timesheet Schedules. In TE 10, this screen can be found under Time » Time Controls » Manage Timesheet Schedules.

3. Click **Search** to select the timesheet schedule. If you are actively using more than one timesheet schedule, you must add a new year to each one.

4. On the Timesheet Schedules screen, click **Create Year**.

5. On the Create Year dialog box, complete the fields as follows:

   - **Year**: Enter the year (***the year shown is an example only***).

   - **First End Date**: Use the Calendar Lookup to select the end date of the year's first period.

     For example, for a semi-monthly timesheet schedule, the first end date would be January 15, 2022. If you have any questions about the proper end date for the schedule you are using, please call Deltek Support.

- **No of Periods**: Select the number of timesheet periods that you want to add:
  - Monthly is 12.
  - Semi-Monthly is 24.
  - Bi-weekly is 26.
  - Weekly is typically 52 or 53, depending on the prior year.
- **Interval**: Select the interval that your schedule requires:
  - For a monthly timesheet schedule, select **Month End**.
  - For a semi-monthly timesheet schedule, select **Semi-Monthly**.
  - For a typical weekly timesheet schedule, select **Number of Days** and set it to **7**.
  - For a bi-weekly timesheet schedule, select **Number of Days** and set it to **14**.

6. Click **Calculate** to view the last period of the new year.
   - If the **Last End Date** is correct, click **OK** to save your new year.
   - If the **Last End Date** is not correct, change the **Interval**, **No of Periods**, or **First End Date** and click **Calculate** again until you achieve the desired result. If you are unable to create the timesheet schedule with the correct end date, click **Cancel**, and call Deltek Support.

Custom Intervals, Stub Periods, Split Fridays, and 9/80 Schedules

You can create timesheet schedules with stub periods or longer periods than the canned intervals given above. Split Friday or 9/80 periods can also be accommodated. Creating these custom periods requires manual editing of start and end dates, and Deltek Support must help you set them up.

When to Contact Deltek Support

This document contains several warnings to contact Deltek Support if you have questions about this process. Even though these procedures are straightforward, an error at the wrong juncture can result in timesheets that need to be printed out, deleted, and manually added back into the properly formatted timesheet schedule. For these reasons, we strongly encourage you to contact Deltek Support if you are unfamiliar with this process or if questions arise.

Update Work Schedules

Each new year, users of Deltek Time & Expense must go into their work schedules and assign company holidays.

To update work schedules with company holidays:

1. Log in to the Deltek Time application as an **Administrator** or other user with full rights.
2. Click **Time » Settings » Company Work Schedules**.

   > **Note:** In all versions earlier than 901, this screen can be found under Time Setup/Work Schedules. In TE 10, this screen can be found under Time » Time Controls » Manage Company Work Schedules.

3. Click **Search** to select the work schedule. If you are actively using more than one work schedule, you must update the holidays for each one.

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4. On the Work Schedules screen, use the arrows at the top of the calendar to move from month to month. Starting with January, click the 1st and then, under **Properties**, select the **Holiday** check box. Repeat this step for each holiday as needed.

   If your firm allows employees to work holidays and reschedule the time off (floating holidays), select both **Holiday** and **Flexible** in the **Properties** section of the Work Schedules screen.

5. Click **Update**.

6. Repeat steps 3 through 5 for each work schedule that requires updating.

<		January 2023				>
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Properties

Type: Day of Week

☐ Non-Work Day
☑ Holiday
☑ Flexible

Standard Hours: 8.0
Default Time In: 08 : 00 AM
Default Time Out: 05 : 00 PM
Default Non-Work Hours: 0.0

Update   Clear

# Chapter 2: Year-End Leave Adjustment Script for GCS Premier Users Only

Why GCS Premier Users Need to Run the Script

Time and Expense records employee leave time used on the actual date that leave is taken. GCS Premier records it by the check date recorded when posting the payroll. When leave will be recorded in GCS Premier in the subsequent payroll year, it is necessary to have a script written in Time and Expense to move that leave time into the subsequent year.

> **Warning:** This script is for GCS Premier users only. If you are not a GCS Premier user, **do not** run this script.

To run the Leave Adjustment script:

1. Make a backup of your **DELTEKTE** database before running this script.

2. Change production schema if it's different from **TC_0002**. You can verify this by logging into WebLogic Admin console and clicking **'Application Configuration'** (for T&E 8.x) and '**Domains**' (for T&E 8.3) and '**Deltek TE Domains**' (for T&E 9.x).

3. Adjust the date range for the last pay period. See the parts of the script that are highlighted in yellow.

   - '16-dec-22' and '31-dec-22' are the dates being included in the adjustment

   - '01-jan-23' is the date on which the adjustment will be posted. You may want to pick a Saturday or Sunday in order to separate the adjustment date. The adjustment must be dated after the beginning balance date because the next time the beginning balance is downloaded, it will delete all records dated before it.

4. Check the **Track Leave By** field. The value in the drop-down list should be replaced in the script if it's not **UDT01**.
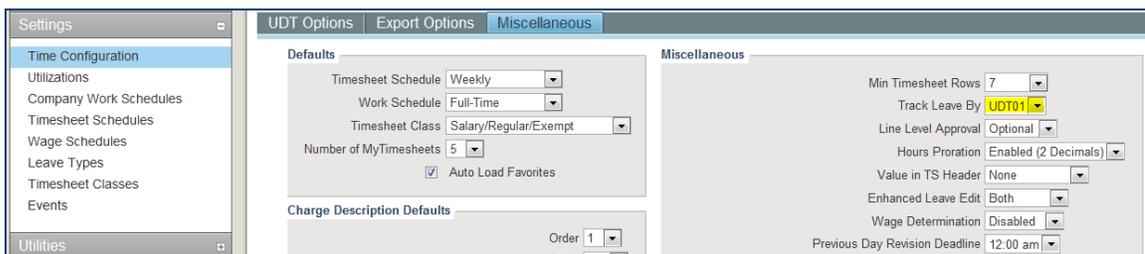
Script

The script continues on the following page:

```
insert into tc_0002.empl_leave  (
EMPL_ID,
LEAVE_TYPE_CD,
TRANS_DT,
S_TRANS_TYPE_CD,
```

```
                TS_SCHEDULE_CD,
                YEAR_NO_CD,
                PERIOD_NO_CD,
                LINE_NO,
                LEAVE_HRS,
                MODIFIED_BY,
                ROWVERSION,
                TIME_STAMP,
                ADJUSTMENT_TEXT    )
                select
                l.EMPL_ID,
                u.LEAVE_TYPE_CD,
                '01-jan-23',
                'ADJUSTMENT',
                l.TS_SCHEDULE_CD,
                l.YEAR_NO_CD,
                l.PERIOD_NO_CD,
                1,
                (-1*(SUM(c.exported_hrs))),
                'Script',
                5050,
                '01-jan-23',
                'Adjustment'
                from tc_0002.ts_cell c, tc_0002.ts_line l, tc_0002.leave_type_udt
                u  where c.empl_id=l.empl_id
                    and c.ts_schedule_cd=l.ts_schedule_cd
                    and c.year_no_cd=l.year_no_cd
                    and c.period_no_cd=l.period_no_cd
                    and c.line_no=l.line_no
                    and c.hrs_dt between '16-dec-22' and '31-dec-22'
                    and u.leave_udt_id=l.UDT01_id
                group by  l.empl_id, u.leave_type_cd, l.ts_schedule_cd,
                l.year_no_cd, l.period_no_cd
```

When to Contact Deltek Support

If you have any questions regarding this script, contact Deltek Support: https://deltek.custhelp.com.

Chapter 3: Ordering Forms

For information about vendors that work with Deltek, view the vendor page on the Deltek website:

1. Go to http://www.deltek.com.
2. From the main menu, click **Partners** » **Find a Partner**.
3. In the **Partner Category** drop-down list, select **Channel/Forms Vendor**.
4. Click the **Search** button.

About Deltek

Better software means better projects. Deltek delivers software and information solutions that enable superior levels of project intelligence, management and collaboration. Our industry-focused expertise makes your projects successful and helps you achieve performance that maximizes productivity and revenue. www.deltek.com

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