

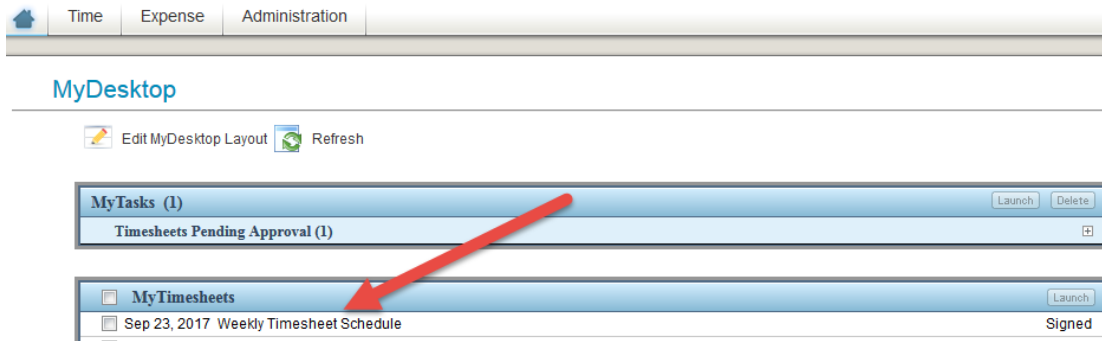
# Timekeeping – Entering Time for Hourly Employees

Log in to Deltek timekeeping

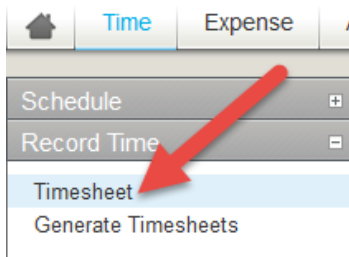
<https://teprod.pfenex.com/DeltekTC/welcome.msv>

Go to current week's timesheet.

- This can be done via the Home screen by clicking the link under the MyTimesheets section
- Or by Time > Record Time > Timesheet

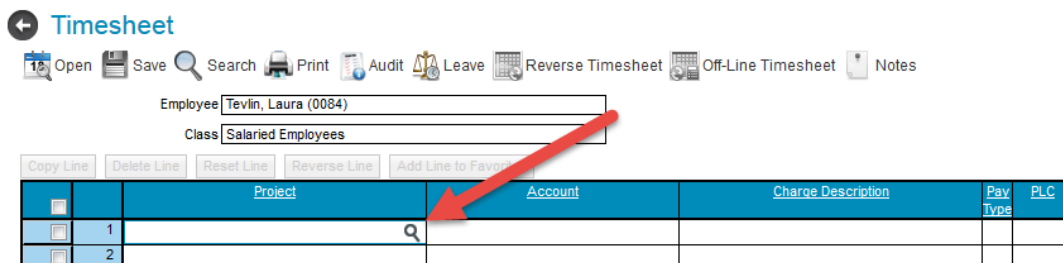


-OR-



\*Make sure you are in the correct period ending week\*

Under Project, use magnifying glass to search for proper coding



Select project by selecting the '+' sign of the appropriate 'Charge Tree Description'

	Charge Tree Description	Charge Tree Code
+	Favorites	
+	DIRECT PROJECT	DIRECT PROJECT
+	INDIRECT	INDIRECT
+	IR&D	IR&D
+	Manufacturing Order	MO
+	Time Off	TIMEOFF

Charge Tree Description Examples:

- Favorites – you can add your personal favorites after you select project for the first time
- Direct Project examples:
  - BARDA
  - NIAID
  - PATH
  - Serum CRM197
- Indirect (Admin) examples:
  - Business Development
  - Corporate General Support
  - Facilities
  - Finance & Accounting
  - HR – General
  - IT – General
- IR&D examples:
  - See '[Cheat Sheet](#)' for Generic R&D codes for R&D related items not associated with a project. **Quality related items fall under this.**
  - 529 LA (lab) or NL (non-lab)
  - 530 LA (lab) or NL (non-lab)
  - 582 LA (lab) or NL (non-lab)
  - 708 LA (lab) or NL (non-lab)
  - 743 LA (lab) or NL (non-lab)
- Time Off
  - Paid Time Off
    - Bereavement (up to 3 days)
    - Family Sick (40 hours per year)
    - Holiday
    - Sick

- Vacation
  - Unpaid Time Off

Select project (see direct manager for any questions on project code)

- Checkmark code
- Click 'Add to Timesheet'

**Charge Lookup** ✕

Select a charge from the list of available charges. To make a different selection, drill back up to a higher level.

Charge Trees

- Time Off
  - Paid Time Off

<input type="checkbox"/>	Charge/Branch Description	Charge Branch Code	Project	Pay Type
<input type="checkbox"/>	Bereavement Leave	PAID	8ADMIN.FB.006	R
<input type="checkbox"/>	Family Sick Leave	PAID	8ADMIN.FB.005	FAM
<input type="checkbox"/>	Holiday	PAID	8ADMIN.FB.004	HOL
<input type="checkbox"/>	Other Paid Le	PAID	8ADMIN.FB.002	R
<input checked="" type="checkbox"/>	Sick Leave	PAID	8ADMIN.FB.003	SIC
<input type="checkbox"/>	Vacation	PAID	6BLSHT.AE.002	VAC

For codes used often, Checkmark the far left box on your timesheet and click 'Add Line to Favorites'

**← Timesheet**

Employee:

Class:

	Project	Account	Charge Description	Pay Type
<input checked="" type="checkbox"/>	1 8ADMIN.FB.003	600-100-000-001	Sick Leave	SIC

Once code is in Favorites, select Favorites + sign from magnifying glass, checkmark far left box, and click 'Add to Timesheet'

**Charge Lookup** ✕

This is a list of those charges that you have identified as a Favorite. Please select one to use or drill back up to make a different selection

📁 Charge Trees

📁 Favorites

<input type="checkbox"/>	Load	Charge Description	Project	Pay Type
<input type="checkbox"/>	<input type="checkbox"/>	Family Sick Leave	8ADMIN.FB.005	FAM
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Finance & Accounting	8ADMIN.GA.002	
<input type="checkbox"/>	<input type="checkbox"/>	Holiday	8ADMIN.FB.004	HOL
<input type="checkbox"/>	<input type="checkbox"/>	Sick Leave	8ADMIN.FB.003	SIC
<input type="checkbox"/>	<input type="checkbox"/>	Vacation	6BLSHT.AE.002	VAC

Fill in hours based on time and codes for each day. Hourly employees will need to click the clock icon for each day to record your:

- 1) Initial time in
- 2) Time out for lunch
- 3) Start of lunch period
- 4) End of lunch period
- 5) Time in after lunch
- 6) Time out for the day

The screenshot shows the 'Timesheet' application interface. At the top, there are navigation buttons like 'Open', 'Save', 'Search', 'Print', 'Audit', 'Leave', 'Reverse Timesheet', 'Off-Line Timesheet', and 'Notes'. Below that, there are fields for 'Employee' (Claz, Kehey, 0122) and 'Sep 23, 2017'. The main area contains a table with columns for 'Project', 'Account', 'Charge Description', 'Pay Type', and 'EJC'. Below this table is a weekly timesheet grid with columns for days of the week (Sun 9/17, Mon 9/18, Tue 9/19, Wed 9/20, Thu 9/21, Fri 9/22, Sat 9/23) and a 'Charge Totals' column. A red arrow points to the clock icon in the header of the timesheet grid.

Record your time in and out for the morning.

**Start/Stop Times - 7/16** [X]

Please enter your time accordingly. Include all breaks, meals, and time worked.

Add Line Edit Line Delete Line

<input type="checkbox"/>	Charge	Start Time	Stop Time	Comment	Hours
<input type="checkbox"/>					

**Line Details**

Charge: Line 1 / 8ADMIN.GA.003 / HR & Payroll ▼

Start Date: Jul 16, 2019 ▼

Start Time: 08:00 AM ▼

Stop Date: Jul 16, 2019 ▼

Stop Time: 12:00 PM ▼

Add Line Cancel

Add a line to record your lunch start and stop time.

**Start/Stop Times - 7/16** [X]

Please enter your time accordingly. Include all breaks, meals, and time worked.

Add Line Edit Line Delete Line

<input type="checkbox"/>	Charge	Start Time	Stop Time	Comment	Hours
<input type="checkbox"/>	Line 1 / 8ADMIN.GA.003 / HR & Payroll	08:00 AM	12:00 PM		4.00
<input type="checkbox"/>					

**Line Details**

Charge: Meal ▼

Start Date: Jul 16, 2019 ▼

Start Time: 12:00 PM ▼

Stop Date: Jul 16, 2019 ▼

Stop Time: 12:30 PM ▼

Add Line Cancel

Add a line to record your time in and out for the afternoon.

**Start/Stop Times - 7/16** [X]

Please enter your time accordingly. Include all breaks, meals, and time worked.

Add Line Edit Line Delete Line

<input type="checkbox"/>	Charge	Start Time	Stop Time	Comment	Hours
<input type="checkbox"/>	Line 1 / 8ADMIN.GA.003 / HR & Payroll	08:00 AM	12:00 PM		4.00
<input type="checkbox"/>	Meal	12:00 PM	12:30 PM		0.50

**Line Details**

Charge: Line 1 / 8ADMIN.GA.003 / HR & Payroll ▼

Start Date: Jul 16, 2019 ▼

Start Time: 12:30 PM ▼

Stop Date: Jul 16, 2019 ▼

Stop Time: 4:30 PM ▼

Add Line Cancel

Click OK when you have fully completed the daily entry.

**Start/Stop Times - 7/16** [X]

Please enter your time accordingly. Include all breaks, meals, and time worked.

Add Line Edit Line Delete Line

<input type="checkbox"/>	Charge	Start Time	Stop Time	Comment	Hours
<input type="checkbox"/>	Line 1 / 8ADMIN.GA.003 / HR & Payroll	08:00 AM	12:00 PM		4.00
<input type="checkbox"/>	Meal	12:00 PM	12:30 PM		0.50
<input type="checkbox"/>	Line 1 / 8ADMIN.GA.003 / HR & Payroll	12:30 PM	04:30 PM		4.00

**Line Details**

Charge: Select ▼

Start Date: Jul 16, 2019 ▼

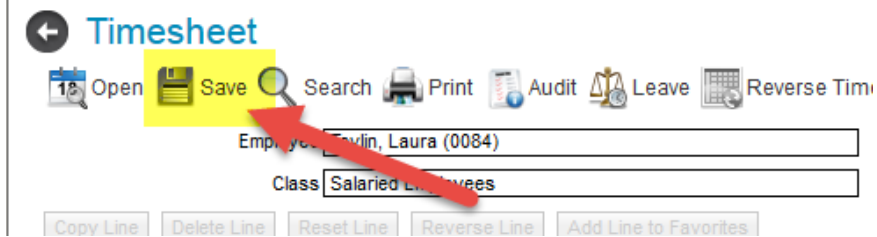
Start Time: AM ▼

Stop Date: Jul 16, 2019 ▼

Stop Time: AM ▼

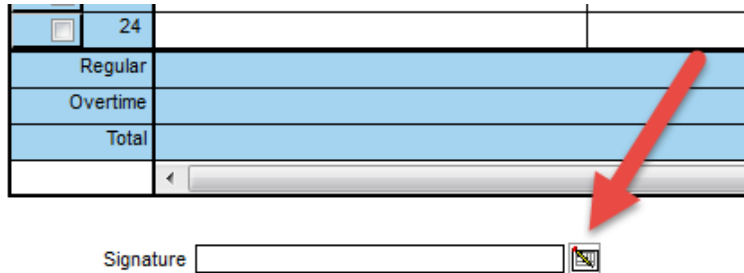
OK Cancel

When hours are done for the day, click the Save button to save data.




**At the end of each week, your timesheet must be signed electronically.**

Do this by clicking the icon by the signature box



A box will pop up for you to enter your password as signature confirmation.

You will know that your timesheet is signed when you see your name and employee number

Signature  

After this, your manager will need to approve your timesheet for it to be fully completed.