

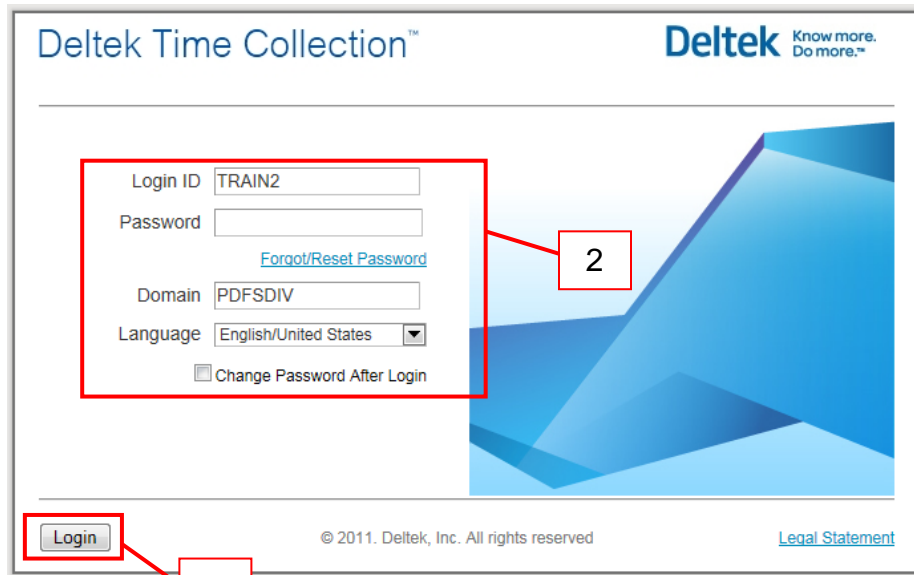
# Deltek Time Collection v9 Timesheet - Job Aid

## Login to Deltek Time Collection:

1. Open an Internet Explorer Web browser window and enter the following URL to launch the Timekeeping System: <https://fstime.urs.com>
2. Enter your User ID, Password, and Domain.
  - Initial Password: Your initial password will be the last five digits of your employee number, plus the last four digits of your social security number. In the event you forget your password contact your TC Coordinator for assistance.
  - The Domain will be PDFSDIV, you will need to populate the domain initially, and after your first login the domain will default.
3. Click on **Login**.



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A screenshot of the Deltek Time Collection login page. The page has a blue header with the Deltek logo and the tagline "Know more. Do more.™". The main content area contains a login form with the following fields: "Login ID" (containing "TRAIN2"), "Password" (empty), "Domain" (containing "PDFSDIV"), and "Language" (a dropdown menu set to "English/United States"). There is a "Forgot/Reset Password" link below the password field and a "Change Password After Login" checkbox. At the bottom left of the form is a "Login" button. A red box highlights the login form fields, with a red arrow pointing from a box containing the number "2" to this box. At the bottom left of the page is a "Login" button, with a red arrow pointing from a box containing the number "3" to this button. The footer contains the text "© 2011. Deltek, Inc. All rights reserved" and a "Legal Statement" link.

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## Entering Your Time

1. To begin a new timesheet:
  - a. Select **Time**
  - b. **Record Time, Timesheet**
2. To update a timesheet that has been started/opened for the week, under My Timesheets locate and **select the timesheet with a status of Open**.



## Establishing Favorites and Enabling the Auto Load Feature

Frequently used job numbers can be established as 'Favorites'. Once set up, you can elect to have them auto-loaded into your timesheet each week. You are encouraged to use this feature since it will save you time when entering and completing your timesheet.

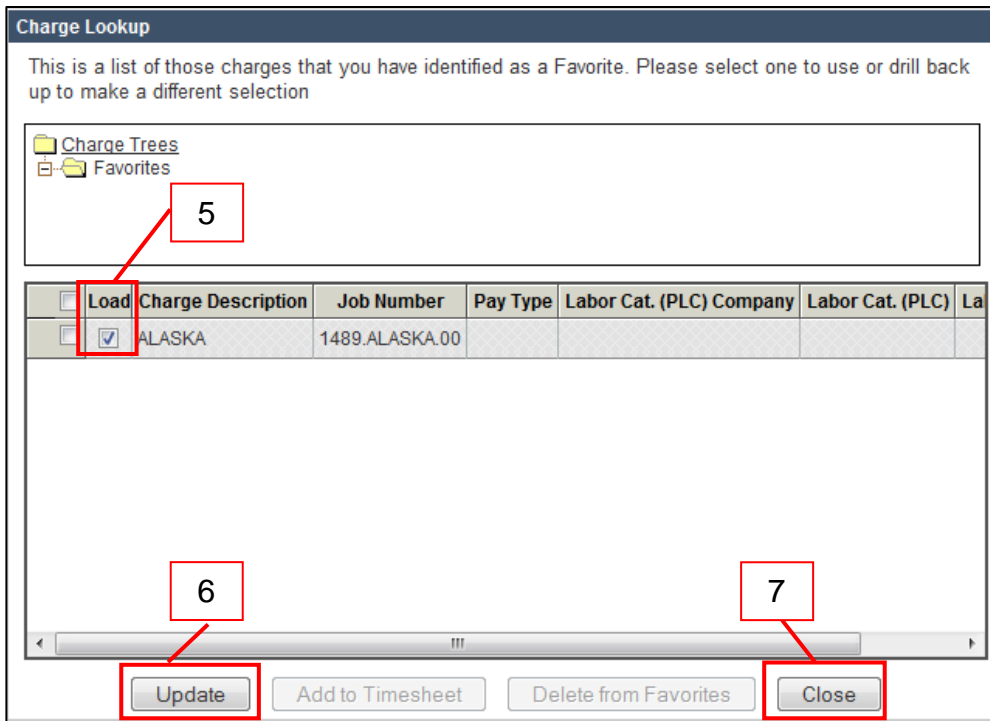
1. **Select the timesheet line(s)** that you want added to your Favorite job's list.
2. Click **Add Line to Favorites**.
3. Click the Job Number field on a timesheet line and then click the **Lookup icon** (🔍) that appears.


The screenshot shows the 'Timesheet' interface. At the top, there are navigation icons for Open, Save, Search, Print, Audit, Leave, Reverse Timesheet, and Off-Line Time. Below these are input fields for Employee (TRAIN2, TRAIN2 (TRAIN2)) and Class (EX Salary FT). A table with columns 'Charge Description', 'Job Number', 'Pay Type', 'Labor Cat. (PLC)', and 'Labor Location' is displayed. The first row contains 'ALASKA' and '1489.ALASKA.00'. The second row is empty. A red box labeled '1' highlights the 'Add Line to Favorites' button. A red box labeled '2' highlights the 'Charge Description' column header. A red box labeled '3' highlights the 'Job Number' field in the second row, which contains a 'Lookup' icon (🔍).

4. Click the **'Favorites'** Charge Tree Description

The screenshot shows the 'Charge Lookup' dialog box. It includes a 'Filter' section with a 'Filter By' dropdown set to 'Job Number' and a 'Filter Text' input field. Below this is a 'Sort By' dropdown set to 'Description'. A table with columns 'Charge Tree Description' and 'Charge Tree Code' is shown. The first row is '+ Favorites' and the second row is '+ CPCC BSO + W/811' with code '1.01.70071'. A red box labeled '4' highlights the '+ Favorites' entry.



5. Select the **Load** checkbox for each Job Number/Charge Description that you wish to have automatically loaded into your weekly timesheet.
6. Click the **Update** button.
7. Click the **Close** button.



8. After being returned to the Timesheet Entry window you can continue entering additional time or log out of the Timekeeping System by clicking the **Logout icon**  in the upper right corner of the screen.
  - a. Remember, to have frequently used Job Numbers auto-load into your timesheet you must complete steps 3-7 **AFTER** adding the job to your list of Favorites.
  - b. To turn off the auto-load feature, repeat steps 3-7. For step 5 deselect the Load checkbox. The Job will still appear in your list of Favorite jobs but will not be automatically loaded onto your timesheet.

## Signing Your Timesheet

Once the timesheet has been completed it must be signed by the employee. For additional information regarding the deadline for completing and signing your timesheet you should contact your Supervisor or Timesheet Coordinator.

1. Prior to signing your timesheet, confirm the information entered is complete and accurate, making changes as necessary.
2. Click the **Signature** icon () locate at the bottom of the screen to the right of the Signature field.
3. Log out of the Timekeeping System by clicking the **Logout icon**  in the upper right corner of the screen.

