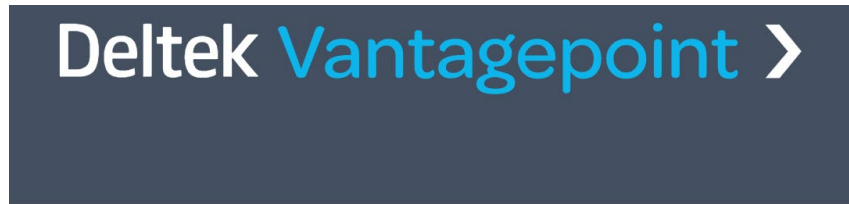


1. Click on the following link to get to Deltek Login page:
<https://eoncollective.deltekfirst.com/EonCollective/App>



User ID

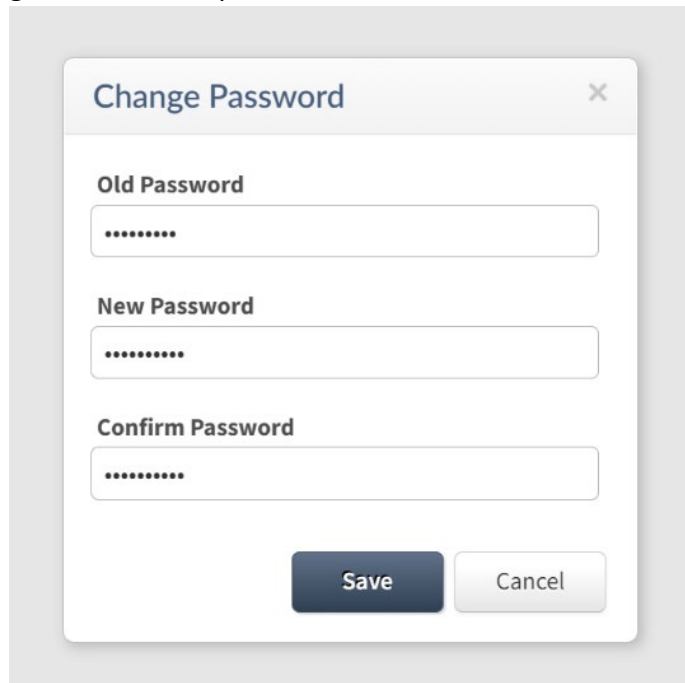
Password [Forgot your password or User ID?](#)

Database

Language

Log In

2. Input your provided User ID and Password. After your first login, the system will make you generate a new password.

The image shows a "Change Password" dialog box with a close button (X) in the top right corner. It contains three input fields: "Old Password", "New Password", and "Confirm Password", each with a masked password (*****). At the bottom, there are two buttons: "Save" and "Cancel".

Change Password

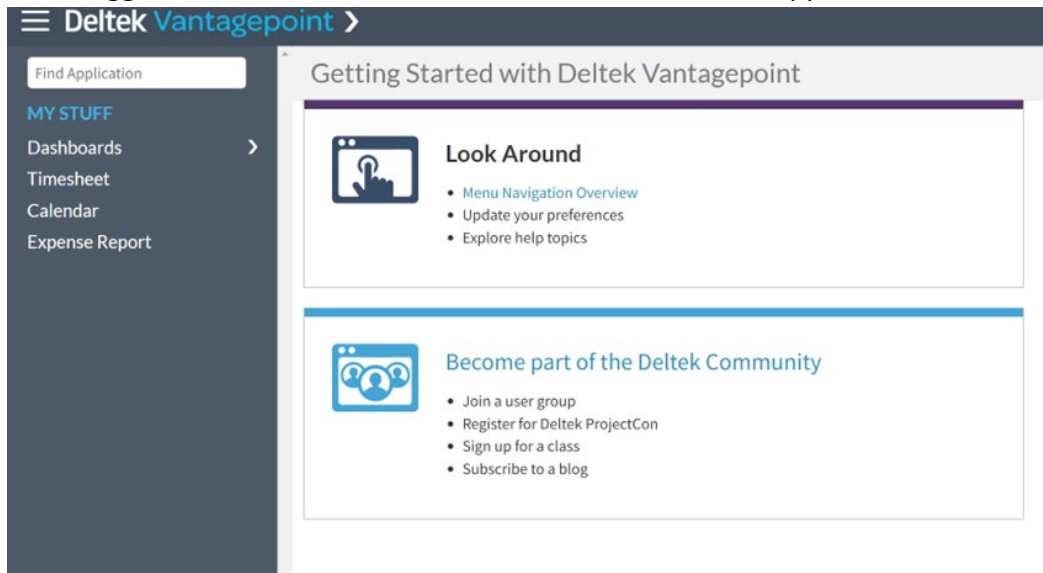
Old Password

New Password

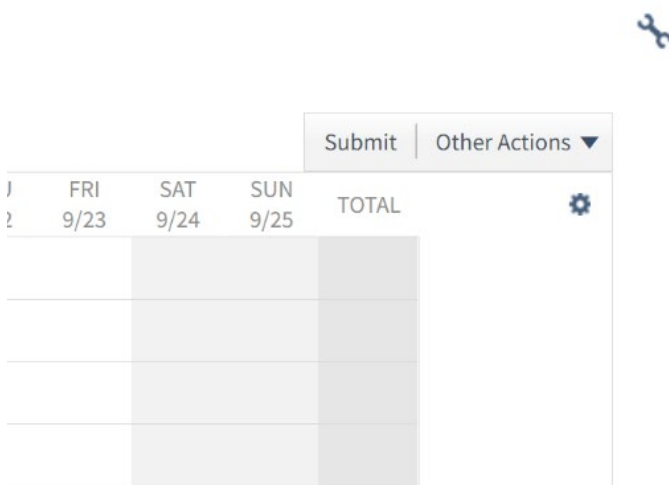
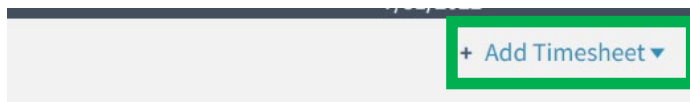
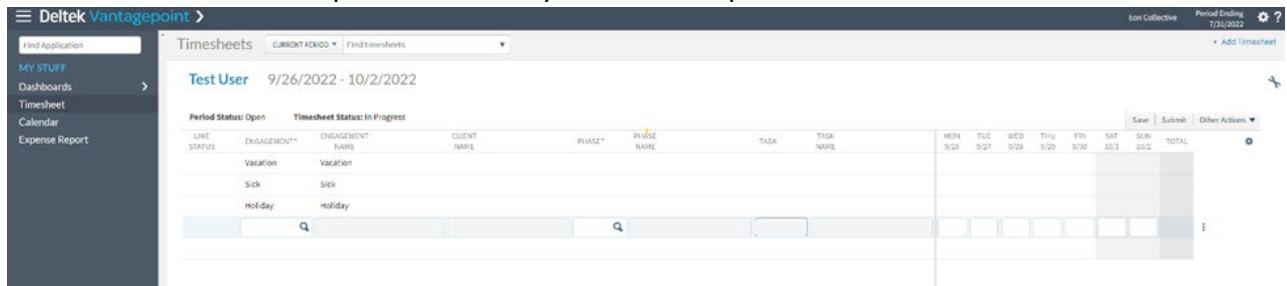
Confirm Password

Save Cancel

- Once logged in, click on the Timesheet Tab, located on the upper left menu screen.





- On the Timesheet page, click on the **+ Add Timesheet**, located in the upper right of the screen. Select the available time period in which you want to input hours.



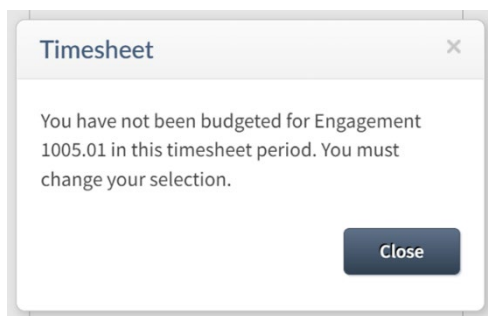
- Click on the magnifying glass to select your associated engagement.

Period Status: Open Timesheet Status: Missing

LINE STATUS	ENGAGEMENT*	ENGAGEMENT NAME	CLIENT NAME	PHASE	PHASE NAME	TASK	TASK NAME
	Vacation	Vacation					
	Sick	Sick					
	Holiday	Holiday					

*Note: If you select an engagement and receive the below message but, believe you should be submitting hours to that specific engagement, please reach out to HR@Eoncollective.com, to resolve the issue.




- If the engagement you are assigned to has a Phase and/ or Task, please specify your hours under the provided Phase and Task.

Timesheets CURRENT PERIOD Find timesheets

Test User 9/26/2022 - 10/2/2022

Period Status: Open Timesheet Status: In Progress

LINE STATUS	ENGAGEMENT*	ENGAGEMENT NAME	CLIENT NAME	PHASE*	PHASE NAME	TASK	TASK NAME	MON 9/26
	Vacation	Vacat						
	Sick	Sick						
	Holiday	Holid						



Engagement/Phase/Task Lookup

Find Engagement

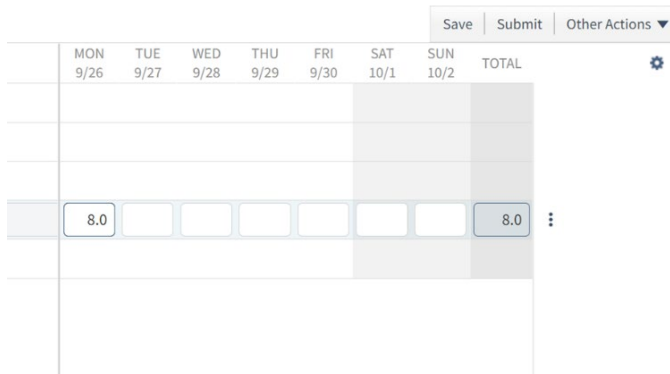
ENGAGE...	NAME
1009.01	NYU - Enterprise Data Architect
1011.01	DMN - USAA Enterprise Snowfl
1013.01	NYU - Data Engineer
1014.01	NYU - Data Governance
1015.01	Taco Bell - Yum
1016.01	Yale - System Admin
1017.01	Yale - Grad Student
9000.01	EON Adept Product Developme
9001.00	EON India Administration

PHASE	NAME
1	Accelerators/Connectors
2	Proof of Concept Activities
3	Administration Activities
4	Research and Analysis
5	Infrastructure, Environments and
6	Client Config and Custom Dev
7	Core Foundational Dev (Harvesti
8	UI Design and Development

TASK	NAME
There are no records to show in this grid.	

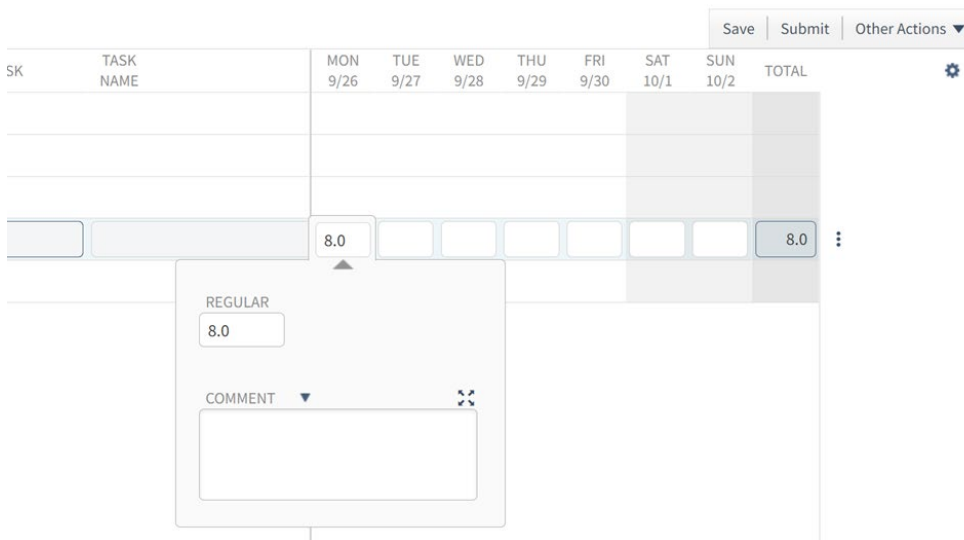
Select Cancel

- Once you have selected the appropriate engagement, add your hours for each day worked.



	MON 9/26	TUE 9/27	WED 9/28	THU 9/29	FRI 9/30	SAT 10/1	SUN 10/2	TOTAL
	8.0							8.0

- Click in the hour box and an arrow will appear. This is where you will need to provide clarification or breakdown of the day's task.



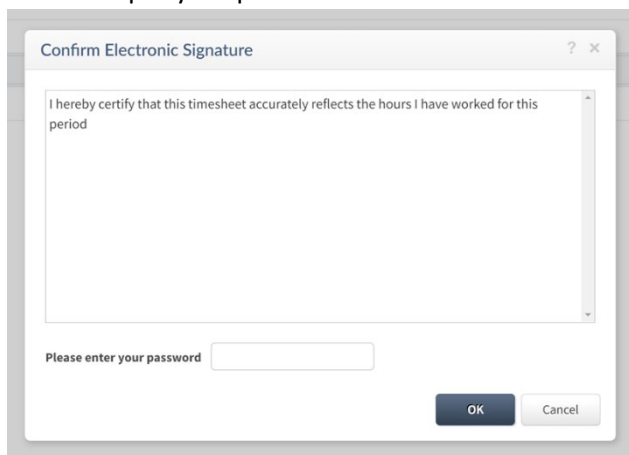
SK	TASK NAME	MON 9/26	TUE 9/27	WED 9/28	THU 9/29	FRI 9/30	SAT 10/1	SUN 10/2	TOTAL
		8.0							8.0

REGULAR

8.0

COMMENT

- Once you have completed inputting hours for the week, click **Submit** in the upper right screen. You will need to input your password to confirm submission and click **OK**.



Confirm Electronic Signature

I hereby certify that this timesheet accurately reflects the hours I have worked for this period

Please enter your password

OK Cancel