Blackhawk Enterprise Incorporated

Deltek Systems, Inc.
Electronic Time Collection Training Manual

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Welcome

All Blackhawk Enterprise Incorporated employees and other designated individuals providing services will use Deltek Time Collection to record hours worked. Filling out timesheets accurately and efficiently is critical for Blackhawk Enterprise Incorporated to track progress, manage contracts, create invoices, and monitor cash flow.

Getting Started

1. Select the Internet Explorer Icon.

Note: If you cannot find this icon, please contact your IT Department.

2. In the address line, enter the following path:
https://teprod01.deltekfirstessentials.com/DeltekTC/welcome.msv

3. Select *ENTER*. The Deltek Time Collection login screen will appear.

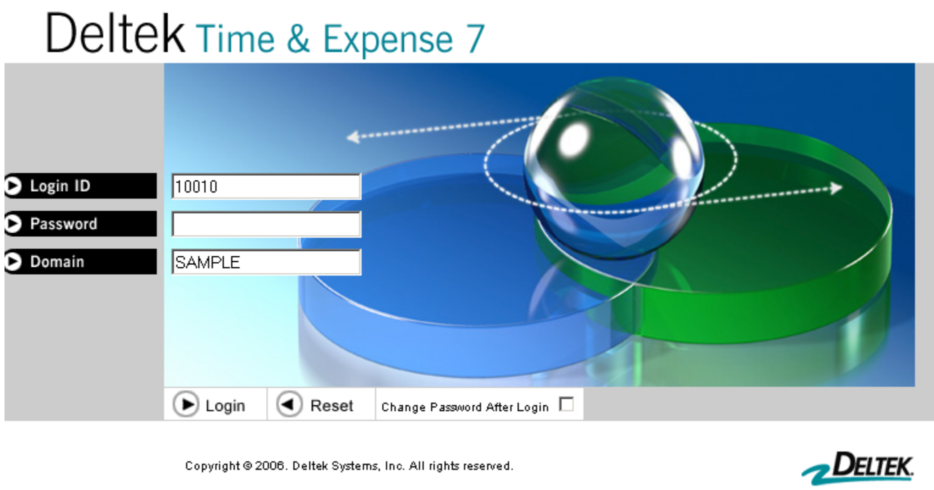
Logging In

1. Enter the following information:

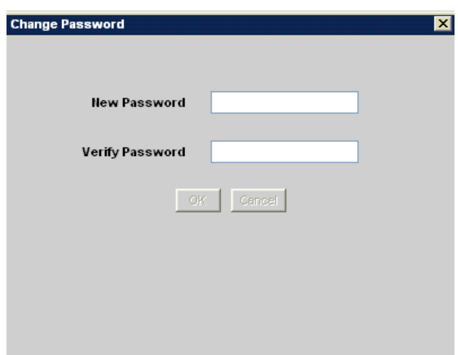
Login ID: Employee/Contractor ID
Password: Birth Date (format: YYYYMMDD, ex: 19810611) *
Domain: *BLACKHAWKENTINC*

*First time login only

2. Select *Login*.



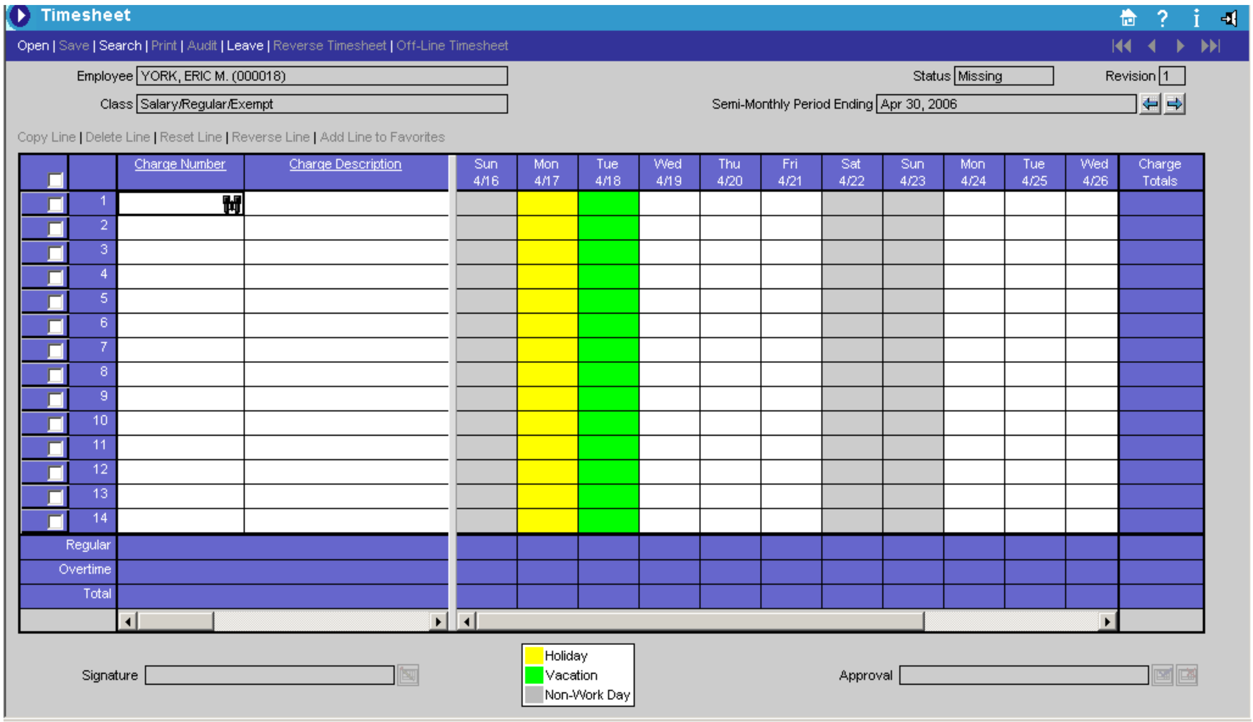
At this time you will be prompted to change your password from the default birth date.



In the future, you can also change your password by checking *Change Password After Login* box in the Login menu. Passwords should be changed periodically, no less frequently than 6 months.

Entering Time

The color key at the bottom of the screen helps identify the days for data entry purposes. Hours are entered by day and by charge number.



Please note the following program rules and policy requirements. DCAA auditors periodically perform physical observations of work areas and interview of employees, referred to as labor floor checks or interviews. They may be unannounced. Develop good recording habits NOW to assure Blackhawk compliance:

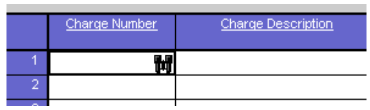
- Hours can only be entered to the tenth digit (ie: 7.5)
- The thick line in the middle of the page is called a splitter bar and splits the timesheet into two sections. This bar may be moved either to the left or the right to show more of either screen.
- Future hours can be entered for Holiday and Vacation ONLY.
- To maintain an adequate government contract accounting system, employees must record time daily. Recording in advance or days after the fact is unacceptable. Recording no later than 10:00 a.m. the following morning is required. Complies with DCAA requirements (DCAAM 7641.90).
- Time must be charged by day and by contract/and/or indirect account. Record all time worked on contracts to the proper contract and labor category. Record all indirect time not identifiable to a contract to a proper indirect charge code. Only those accounts for which you have authorization to use will be made available for your use:

- Contract –Labor directly worked for and billable to the client. Under no circumstance should any time be billed to a client that was not worked for the client.
- Independent Research & Development (IR&D) – Independent and cannot be for efforts required in the performance of a contract or grant. A cost incurred to perform a contract is "direct" and must be charged to contract. In order to be charged indirectly to a government contract, IR&D must be of "potential interest" (FAR 31.205-18) to the U.S. Government and must fall within one of the following areas defined by the Government:
    - Basic research, directed towards increase in knowledge in science rather than any specific application;
    - Applied research, which attempts to exploit the potential for scientific discoveries or improvements in technology, materials, processes, methods, devices or techniques
    - Development, meaning the systematic use of scientific and technical knowledge in the design, development, test or evaluation of a potential new or improved product or service; or
    - Systems and other concept studies, consisting of analyses or studies to identify new or modified systems, equipment or components.
- Bid & Proposal (B&P) – Labor & Costs incurred in production of preliminary information for a bid or proposal, preparing submitting and supporting bids and proposals (whether or not they were solicited) on potential government or non-government contracts. Basic B&P costs are incurred in preparing specific documents. Labor costs, ordinarily identified as direct to a contract, however incurred for the purpose of B&P, must be charged to B&P projects when those charges benefit only one B&P project. Only exception is if the contract requires submission of a proposal for subsequent work and authorizes the costs to be charged directly to the contract.
- Overhead Staff Labor (OH) – Contract related labor that benefits multiple contracts and is not readily identified with any one project or contract. Indirect support costs incurred to support or that is related to the operation or production but not identifiable to one project, contract, order or product
- G&A Marketing Labor - Selling and marketing costs. More general than B&P costs. Includes costs incurred in deciding if a bid or a proposal should be prepared. Includes actions to induce particular customers to purchase particular products or services. Characterized by person-to-person contact and includes but is not limited to such activities as familiarizing a potential customer with the contractor's products or services, individual demonstrations, etc.

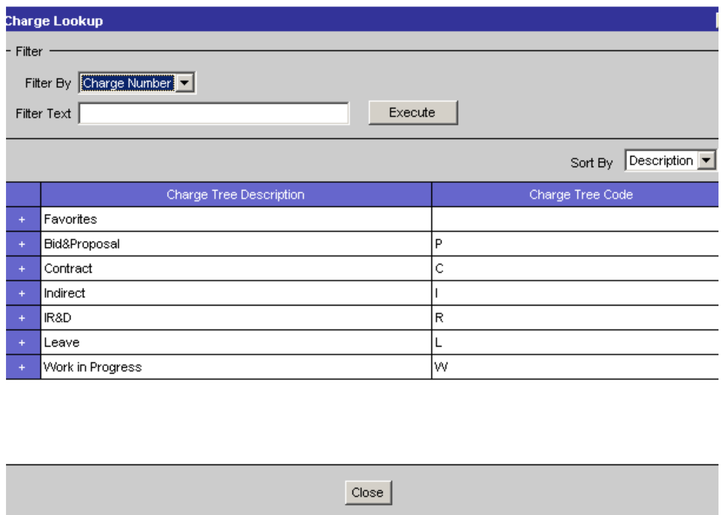
    - G&A Staff Labor (G&A) Labor incurred for the overall operation or running of the business. Not identifiable to a project, contract, order or product. Not identifiable to operations or production. Necessary expenses to run or manage the business as a whole. Typically include the functions of executive, accounting and finance, IT, human resources, business development, indirect marketing and indirect sales
- Overtime must be approved in advance and be evidenced in writing.
- Leave must be recorded to the proper charge code
- All hours worked must be accounted for.

Charge Number Lookup

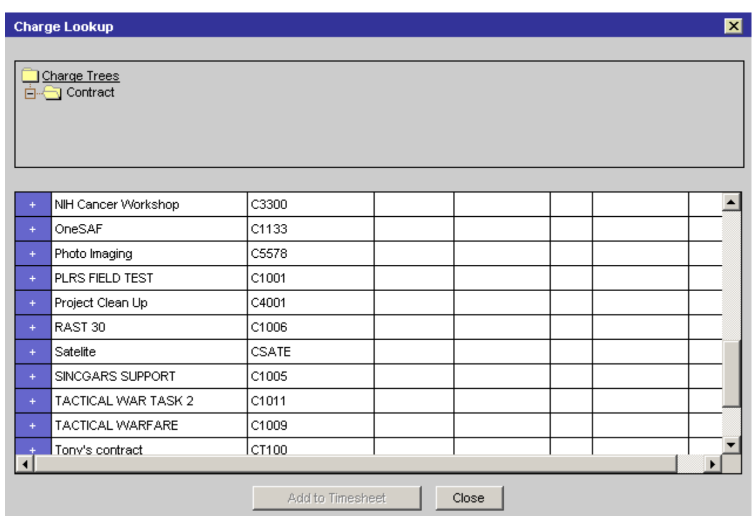
The fields displayed in the image below contain a binocular icon that allows the employee to lookup the available values within that field.



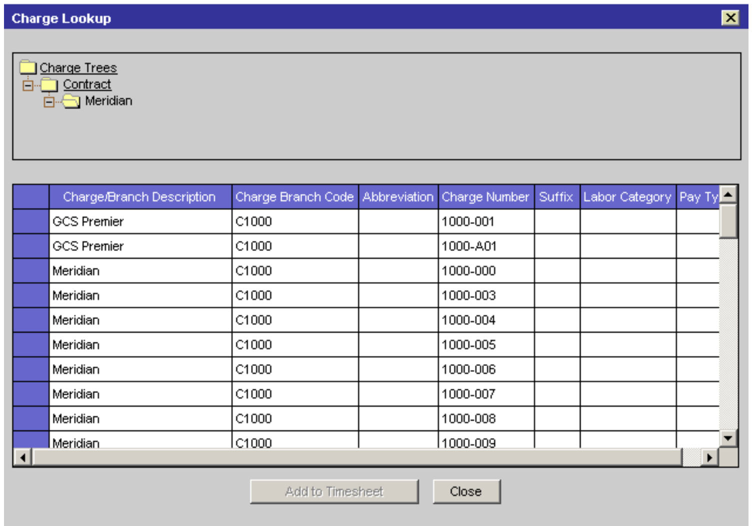
This first Charge Lookup screen shows the Charge Number grouping option.



Direct contract charges can be found under the *Contract* group. By selecting the *Contract* group, the *Charge Trees* displays the direct charge projects.



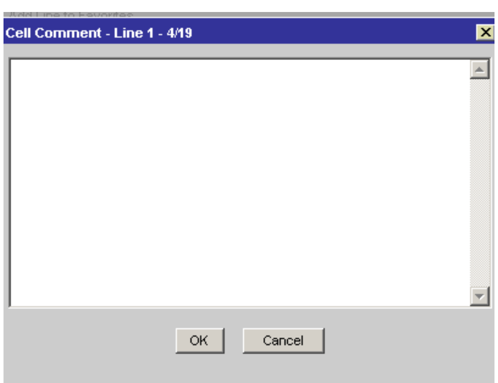
If an employee selects an individual charge, the next level, called the *Charge Branch,* will display all active tasks. C***ontract workforce is activated in GCS Premier, therefore only authorized tasks will be displayed for each employee.*** All other tasks will not be visible.



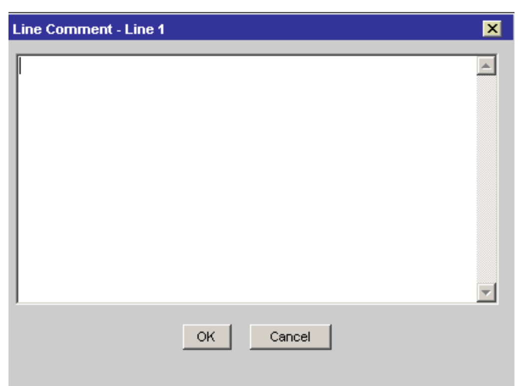
Comments 

Comments may be entered by cell or by row by clicking on the icon. **Comments must be appropriate since they can be printed and possibly viewed by a client.** Normal daily time entries ordinarily do not require any comments.

Cell – Note the heading in this comment box indicates that it is for Line 4 Day 4/19.



Row – Note the heading in this comment box indicates that it is for Line 1.



Correcting Timesheets

To make changes to timesheets before signing, complete the following steps:

1. Change values with in timesheet.
2. Enter an explanation for the revision explanation.

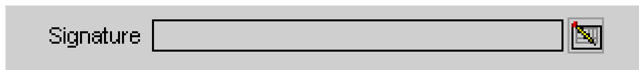
To make changes to timesheet after it is processed, complete the following steps:*

1. Verify that the timesheet period is open (If it is not open, contact your timesheet administrator.)
2. Open the desired timesheet.
3. Make any necessary changes.
4. Employee must provide an electronic signature.
5. Manager must provide an electronic signature.

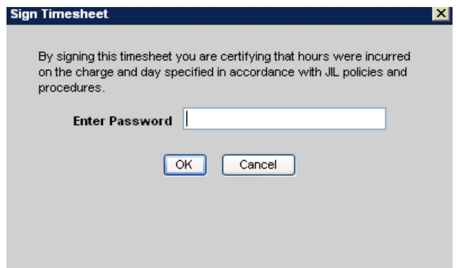
*This procedure is required for all adjustments that are processed through Time Collection. Written adjustments will no longer be accepted by the accounting department. Every effort should be made to resolve all issues and correctly report time prior to the end of a pay period to assure accuracy of client billing.

Signing Timesheet

Timesheets should be signed <u>after</u> all time worked for the two week pay period has been entered. The timesheet must be completed and signed before processing. At the bottom left side of the page, select the signature icon.



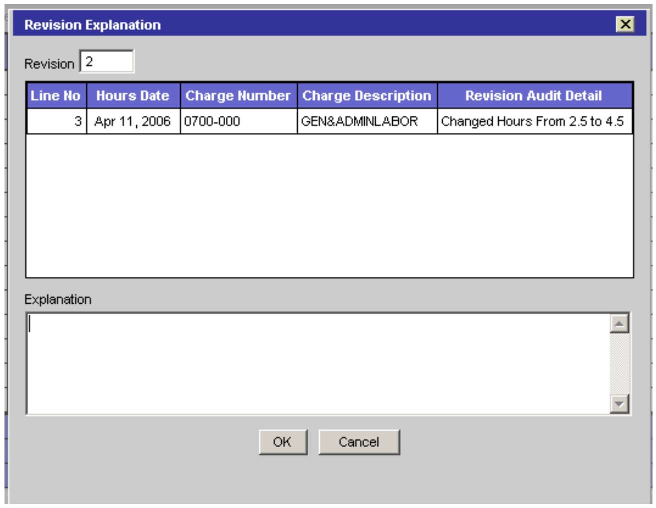
A signature box will appear for the employee to enter his/her password. This is the same password used to log into the software. After selecting *OK* your timesheet is electronically signed and the status of the timesheet has changed to *SIGNED*.



On the last day worked of each pay period, time should be recorded and the timesheet signed by 2:00 pm. The client billing process and payroll process begin only after ***everyone's*** timesheet is signed and approved for the pay period.

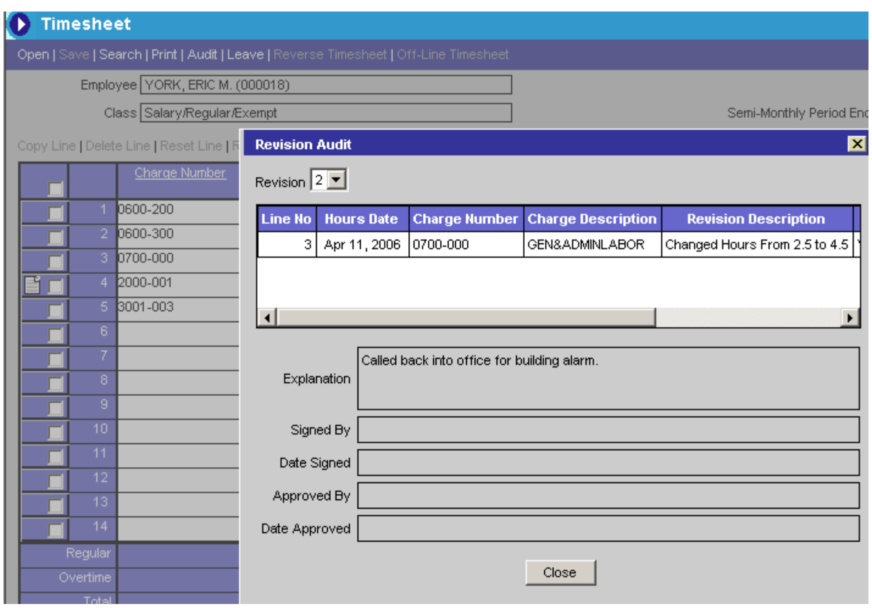
Revision Explanations

When a user changes a saved field in the timesheet or any field after it has been signed, a revision explanation is required.



Note: Only appropriate comments should be entered into the comment box. This is to ensure that no inappropriate comments will carry through to invoices or billing documents that might eventually make their way to a client. Comments are typically for exceptions rather than for regular time entries.

Revision explanations provide managers and auditors the ability to review reasoning for the timesheet change and can be viewed using the Audit button at the top of the page.



This screen allows you to access the revision explanations for any change made to the timesheet. When selecting different line revision numbers in the selection box, the display of comments change. The employee will not be able to save or sign the timesheet until an explanation has been entered.

Timesheet - Detailed

1. Application Options

- *Open:* Select this option to open a desired timesheet.
- *Save:* Select this option to save the changes made to your timesheet.
- *Search:* Select this option to search for an employee's timesheet. You can also use this dialog to view information regarding the number of missing, open, signed, approved, rejected, and processed timesheets (this is for supervisor's use only).
- *Print:* Select this option to print the timesheet(s), a cell comments report, and a revision audit detail report.
- *Audit:* Select this option to view the revision history for a specific timesheet.
- *Leave:* Select this option to view all leave balances and detail leave transactions.
- *Reverse Timesheet:* This reverses every line on a processed timesheet.
- *Offline Timesheet:* Not available per company policy.

2. Header

- *Employee:* This is a non-editable field that displays last name, first name, and middle initial (if supplied) as submitted to the human resources department.
- *Class:* This is a non-editable field that dictates the business rules that will be in effect during timesheet entry for the class that is assigned.
- *Status:* This is a non-editable field that displays the status of the current timesheet.
    - *Missing:* The timesheet has not been started.
    - *Open:* The timesheet is in progress and has not been signed by the employee or approved by the employees' manager.
    - *Signed:* The timesheet has been completed and signed.
    - *Approved:* The employees' manager have completed the approval process.
    - *Rejected:* The timesheet has been rejected during processing. This status usually means that the data on the timesheet is not correct as it stands.
    - *Processed:* The timesheet has been electronically sent to the company's accounting system.
- *Timesheet Schedule Period Ending:* This is a non-editable field that displays the period ending date, based on the company's timesheet schedules, and the schedule that is assigned.
- *Revision:* The revision will display as "1" for a new timesheet. The revision number will increment by one every time you save auditable changes.

3. Line Functions

- *Copy Line:* This option duplicates the selected line on the next available timesheet line. The charge information and line comments will be copied.
- *Delete Line:* This option deletes the selected line from the timesheet.
- *Reset Line:* This option resets the selected line to the previous saved values.*
- *Reverse Line:* This option copies the charge information and line comments of the selected line and adds negative hours to offset the corresponding charges.*
- *Add Line to Favorites:* You can then access these charges through *Charge Lookup* and select them from the *Favorites* drill-down. You have the option to highlight row(s) so that you can add charge number(s) to Favorites list.

Favorites List

If you want the items in your Favorites list to automatically default when you first open a new timesheet, complete the following:

1. Select the *Charge Lookup* from an available timesheet line.
2. Drill down into the favorites list by selecting the “+” to the left of the *Favorites* row.
3. Select the *Load* checkbox for the rows that you want automatically loaded.
4. Select the *Update* pushbutton, then the *Close* pushbutton to close the Charge Lookup dialog.

** A revision explanation will be required for all changes made to previously saved values.*

4. Data Entry Grid

- *Charge Number:* Manually enter or look up the charge number to be used for the timesheet period.
    - XXXX – XXX
        - Direct: Project – Task
        - Indirect: Account – 000
- *Charge Description:* Defaults are based on the Charge Number entered.
- *Suffix:* The sub-account tells the accounting system how to burden labor. Manually enter or look up the Suffix to be used with the Charge Number.
    - XX
        - 00-Indirect Charges (OH Labor, Vac, Hol, etc)
        - 39-Company Site Direct Labor
        - 41-Customer Site Direct Labor
- *Labor Category:* Manually enter or look up the Labor Category to be used with the Charge Number.
- *Pay Type:* Pay Types are used in timesheet entry to specify premium or straight rates of pay. Manually enter or look up. Examples:
    - R = Regular
    - O = Overtime-Hourly
    - OS=Overtime-Salary
- *Charge Total Column:* Automatically updates and shows total hours worked, by line, for that specific timesheet period.
- *Daily Totals Row:* Automatically updates and shows total hours worked designated by the day of the week and its date.

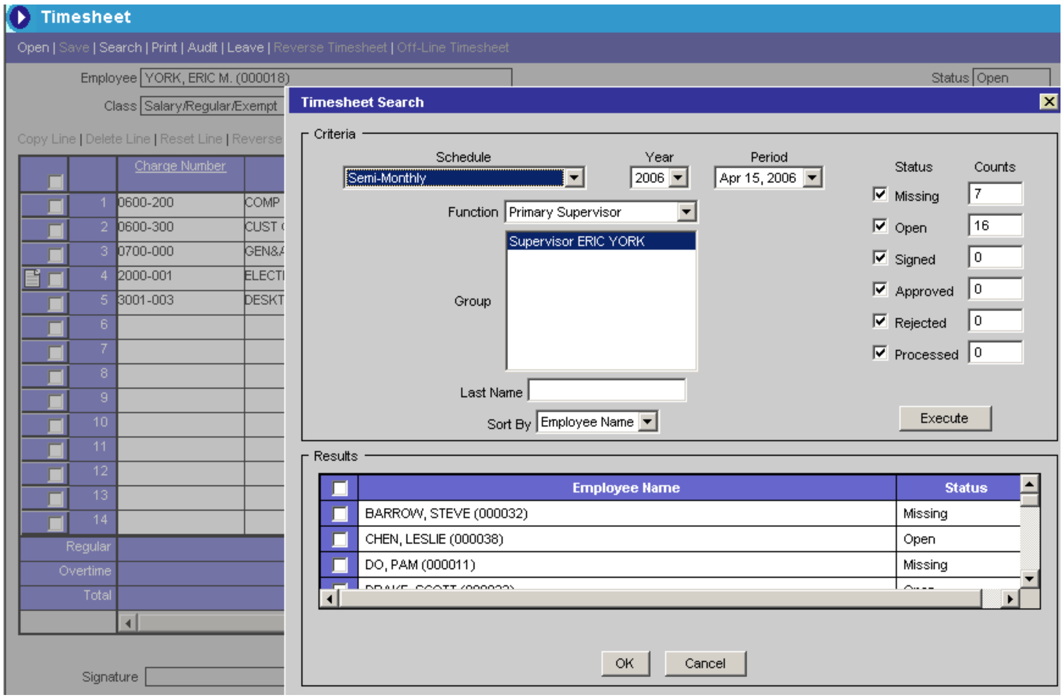
5. Footer

- *Sign:* This option allows the employee to provide an electronic signature upon completion of timesheet.
- *Approve:* This option allows the supervisor to provide an electronic signature of approval of employee timesheet.
- *Reject:* This option allows the supervisor to reject an employee's timesheet.

Supervisor Functions

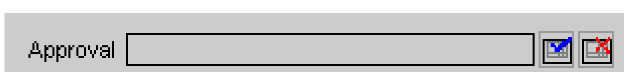
Search

A supervisor may use this function to search for employee timesheets. You can also use this screen to view information regarding the number of missing, open, signed, approved, rejected, and/or processed timesheets.



Approving Timesheet

The timesheet must be completed, signed, and approved before processing. At the bottom right side of the page, select either the approval icon, the blue check mark, or the rejection icon, the red 'x'.



If the timesheet is rejected, a rejected comment area is displayed so a reason can be entered and sent to the employee.

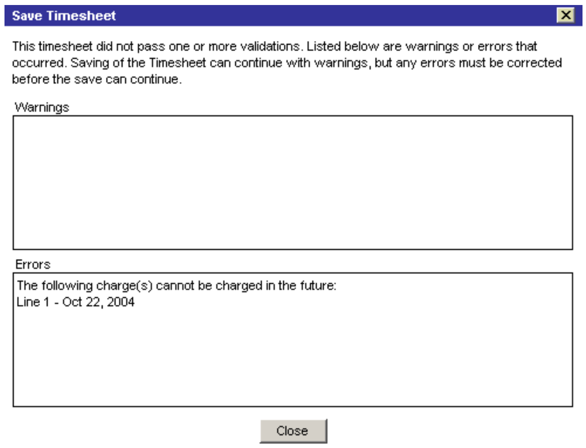
Corporate Functions

Daily Floor Check

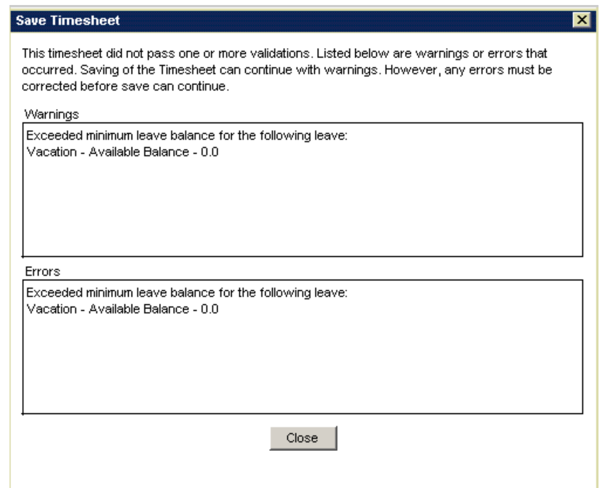
This is performed out of the corporate office. It allows the user to implement a floor check of timesheets, for a specific day and by employee group and class. The report can be printed and offers the option to send a task or e-mail notification to the employee and/or supervisor of the employees whose timesheet fails the floor check.

Messages in Time Collection

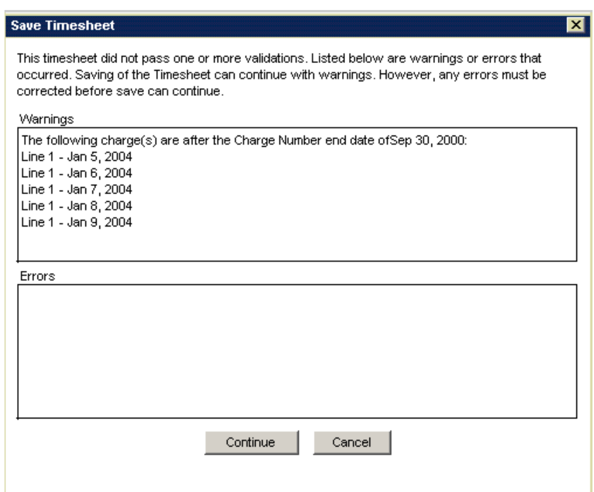
The following screenshots contain *pop-up* messages that may be encountered when using Time Collection:



Based on your company policies you may not be able to enter hours into the future.



Based on your company policies, you may receive a warning or error message when you reach the minimum or maximum leave balance.



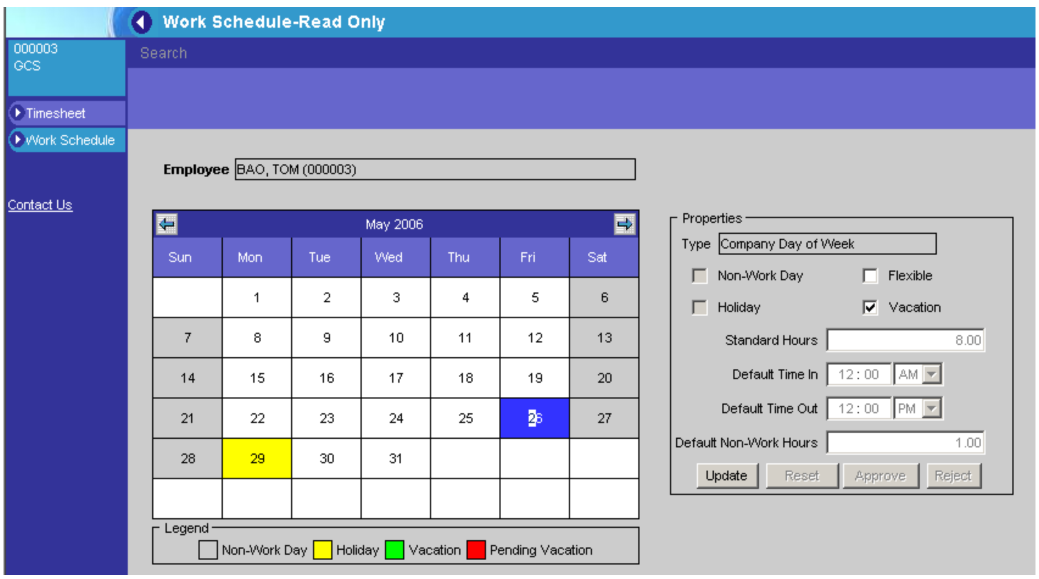
Based on your company policies, you may also receive a warning or error message based on the end date of the charge number being used.

Warnings: Can be by-passed. **Errors: Must be corrected.**

Work Schedule - Employee (Vacation Request)-Not in use

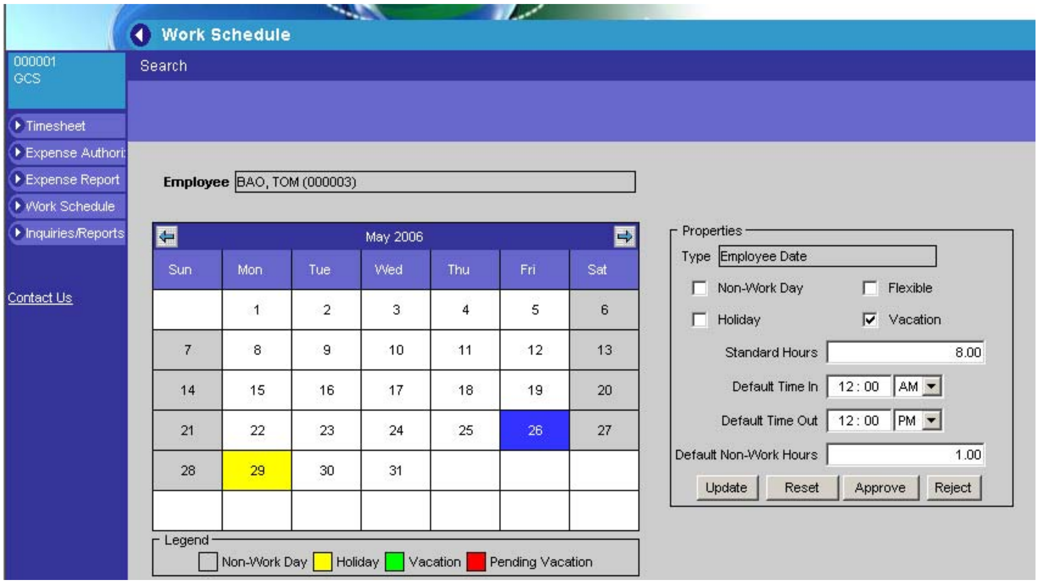
All scheduled vacation is to be requested through the online Work Schedule. The Work Schedule hyperlink on the left side of the page will allow the employee to see their company work schedule which will show their standard work hours, non-work days, and company holidays. These fields are not editable by the employee.

To schedule vacation, select the requested day, check the vacation box and select “Update”. This will mark the employee Work Schedule in red as Pending Vacation, and send a notification to the supervisor, who will have the ability to approve or reject the requested vacation. If the supervisor approves the vacation, the Work Schedule and the Time Sheet will be coded in green. If the supervisor rejects the vacation, the color coding will be completely removed.



Work Schedule - Supervisor (Vacation Request)

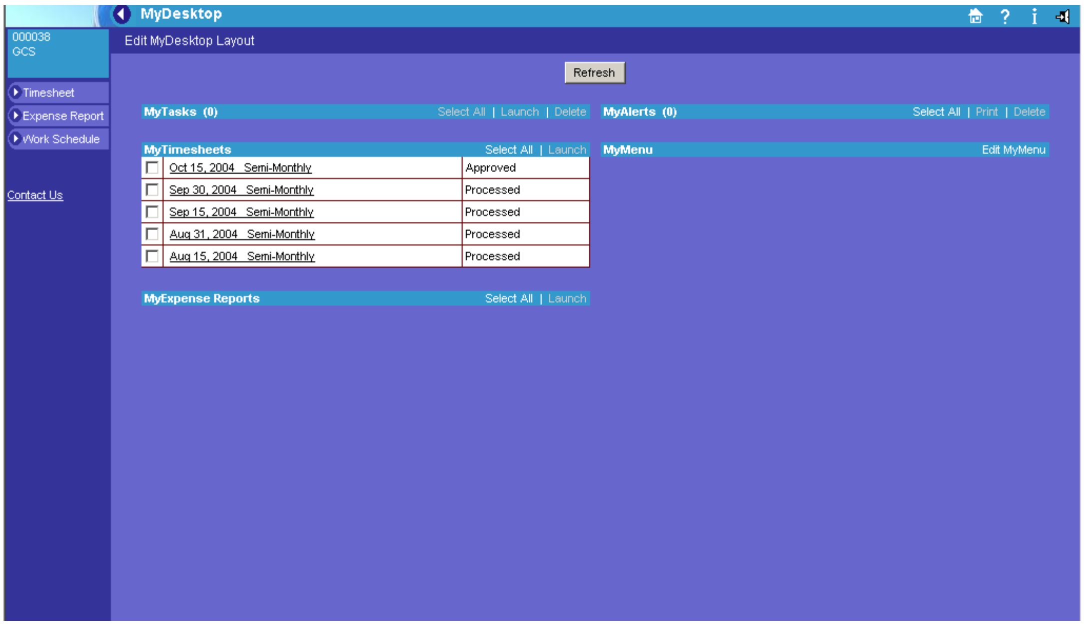
To approve/reject vacation, the supervisor opens the employees Work Schedule, highlights the requested day and selects either the approve or reject button.


Work Schedule
000001
GCS
Search
Timesheet
Expense Authori
Expense Report
Work Schedule
Inquiries/Reports
Contact Us
Employee
BAO, TOM (000003)
May 2006
Sun Mon Tue Wed Thu Fri Sat
Properties
Type
Employee Date
Non-Work Day
Flexible
Holiday
Vacation
Standard Hours
8.00
Default Time In
12 : 00
AM
Default Time Out
12 : 00
PM
Default Non-Work Hours
1.00
Update
Reset
Approve
Reject
Legend
Non-Work Day
Holiday
Vacation
Pending Vacation

Miscellaneous

Desktop

The *MyDesktop* screen posts system generated workflow events as tasks and alerts, and allows you to quickly move to current or previous timesheets. You can select the *MyDesktop* icon from the global options area at any time to view the Desktop screen.



- *MyTasks:* This option allows you to view the current Workflow tasks that you need to perform.
- *MyTimesheets:* This option allows you to view your latest timesheets.
- *MyAlerts:* This option is informational and does not require you to go anywhere in the system
- *MyMenu:* This option allows you to view the menu items that you have selected for display.

Completion

Congratulations! You are now an expert on basic Time Collection entry, correction, and saving. These are the skills you'll need to complete your Timesheet in Time Collection each day.

Please complete and sign the certificate below. Then submit the certificate to ldrewry@blackhawkenterprise.com and smalay@blackhawkenterprise.com to be included in your personnel file and to fulfill DCAA annual timekeeping training/awareness recommendations.

Certificate of Completion

Deltek Time Collection Training

Trainee Name: Jonathan Roetman

Date of Completion: 1/24/2014

Trainee Signature: ______________________ ***DATE:*** 1/24/2014

Employee's signature verifies training and/or awareness of policy and meets DCAA requirement of annual documented time keeping training/awareness for all employees and users of the timekeeping system.