Timesheet Submission Requirements: Please note: Your client is set up for Client Attachment Approval. In addition to your Modis timesheet, you will also be required to submit a DMI Deltek timesheet. Your manager onsite should be able to assist you with any questions you may have regarding this system. **After submitting time in both systems, please submit your Modis timesheet, along with a copy of your approved Deltek timesheet in PeopleNet.**   
  
*\*\*Please note that the standard approval in Deltek is bimonthly, however, Melissa Forrest will approve every week as long as send he****r an e-mail once you have entered your hours into Deltek on a weekly basis\*\****

I also understand that as of this morning 11/17/17 you have not yet received access to Deltek onsite, so for your FIRST timesheet for week ending 11/19/17, please create an Excel spreadsheet that includes a daily breakdown of your hours worked by date and **e-mail to Melissa for approval.** She will provide email approval to ensure your timesheet can be processed for payroll and you can add the hours to Deltek as soon as you receive access. You will upload the e-mail approval as the client approval back up for this week in lieu of the Deltek approved timesheet. (See sample e-mail attached for reference).  
  
Therefore, once you enter your time into PeopleNet, you will **upload the client approval** as an attachment into PeopleNet. Specific instructions on how to complete this process are located in the video tutorials and user guides under "Client Attachment Approval." All time should be entered into PeopleNet by COB on Monday each week for the prior week’s hours and should include a copy of your APPROVED client timesheet in order to process for payroll.

**In the event that you ever need to work Overtime, you are required to obtain prior written approval from both DMI and Chrissie with Modis BEFORE working anything in excess of 40 hours per week.**

It is recommended that your **Deltek timesheet be submitted to DMI prior to leaving the office on Friday** to allow ample time for your manager to approve on Monday.