SHINE SYSTEMS & TECHNOLOGIES
An SBA-Certified HUBZone Company

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Timesheet Instruction

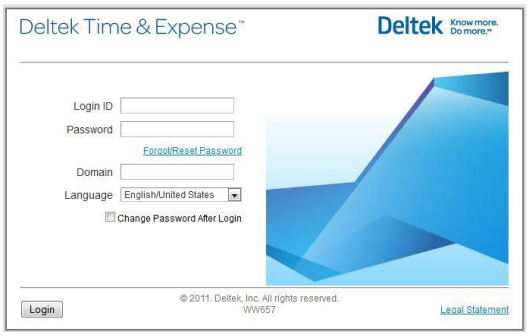
ALL EMPLOYEES

Logging on to Deltek

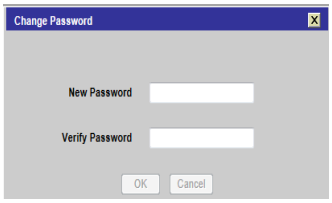
To access the Time & Expense application, follow these steps:

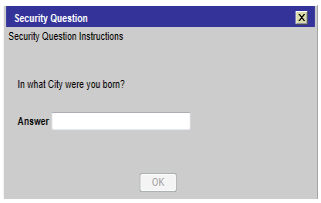
1. Open your web browser.
2. In the address (URL): for internal use enter in https://teprod04.deltekfirstessentials.com/DeltekTC/Welcome.msv

3. After the T&E log-in screen appears (see below) enter the following
   - **Login ID** -- <your 6-digit SHINE employee #>
   - **Password** -- <DOB – YYYYMMDD>
   - **Domain** -- SHINESANDT
4. Press the Login button. If the Change Password After Login ☐ box is checked, it will allow you to change your password. Please change your password after your first log in.



Note: When you log in with your Login ID, you will be prompted to change your password. ***This must be changed during initial login.*** The new password must be a minimum of 8 characters and must contain one upper case character and one number. Once your password has been successfully entered a security question dialog will appear. Enter the answer to the question and select OK.





Timesheet Instruction

After successfully logging in, a Timesheet screen appears.

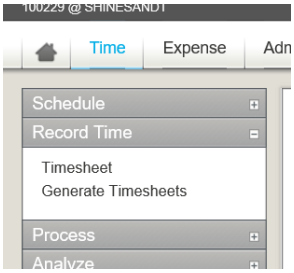
My Desktop

Shows four primary views:

My Tasks: shows any task items that need to be performed by the employee.
My Alerts: shows alert items that require action by employee.
My Timesheet: shows the employee's last five timesheets. Employee can launch timesheet by pressing the links.
My Menu: a quick launch of screen application (not applicable to most Employees) listed to the right; shows any menus that have been setup by the employee.

Note: will always bring you back to My Desktop

Opening a Timesheet



Select the link from your menu on the left or click on one of the timesheets found in the My Timesheets list. Expand Record Time and select Timesheet.

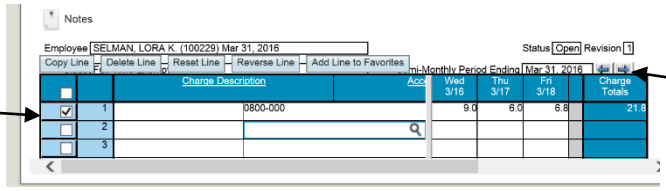
In the top header section of the screen, you will see the following key data:

Employee: your name and Employee number
Status: current status of your timesheet
Revision: current version of your timesheet which begins with 1 (not zero)
Class: your pay class
Period ending: timesheet end date

In the control bar the following options are available to you depending upon the status of your timesheet and your security role. All unavailable selections are grayed out.

Open: opens the calendar and enables the user to select the day, month, or year of a particular timesheet
Save: saves the current timesheet on the screen
Search: enables Supervisor to open selected Employee timesheets
Print: prints the timesheet
Audit: shows all changes made to a saved timesheet

Allows you to add selected account(s) to “My Favorites”

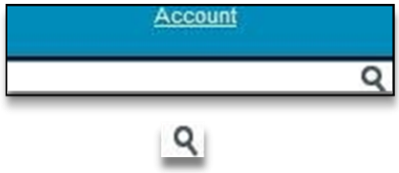


Navigates between Timesheets/Pay

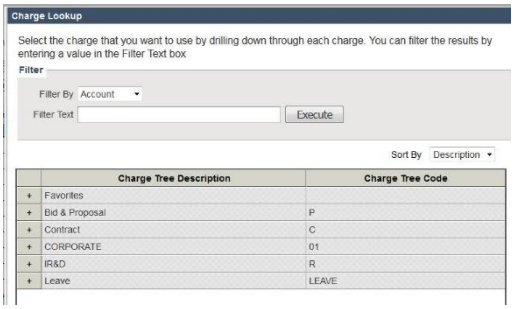
Adding charge lines

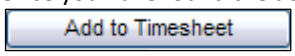
Adding charge lines to a timesheet can be done in two ways:

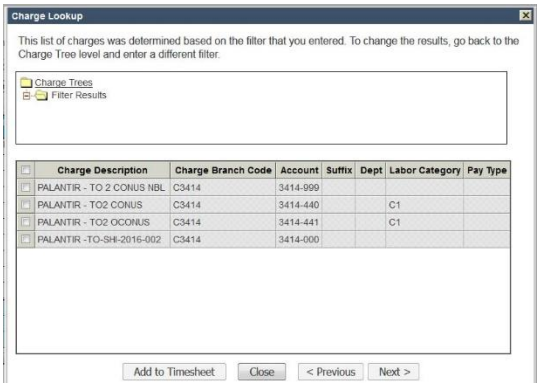
1. **Manual Entry:** If you know the specific account charge code simply enter it in the account field. You will only be able to enter codes you are authorized to charge.



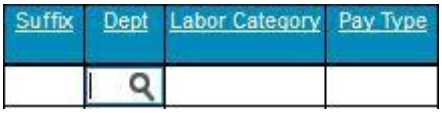
2. **Lookup:** To invoke the lookup press the in the account field on the timesheet. There are a number of folders that contain your accounts. All accounts you are allowed to charge can be found in the charge lookup. Select the authorized account by clicking on the drill down link or click the button to bypass the drill downs and go directly to the charging level. Choose the Sort By option by Code or Description.



Note: Favorites contains a list of accounts setup by the user.
Once you have found the account and labor category for charging, select an account and click the  button.



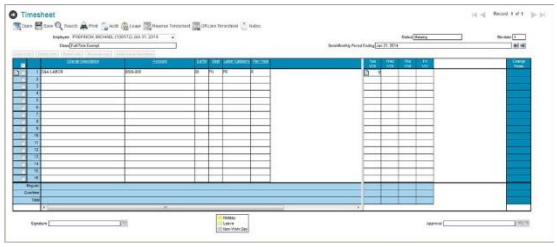
Additional Lookups



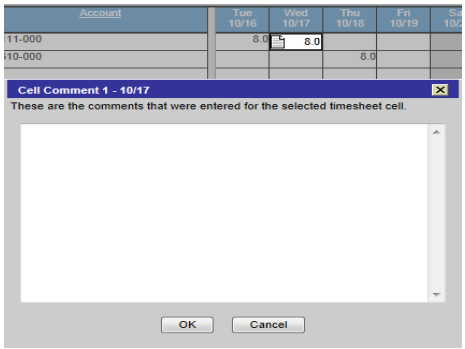
After selecting the account, you may need to change the default Department, Labor Category, and Pay Type (the Suffix value should always default to the correct value). To make changes to the default values, place your cursor in the appropriate cell. To invoke the lookup, press the in the cell and select the appropriate code from the dialog box. After pressing OK, the value should appear in the cell triggering the lookup.

Adding Hours for Accounts

After selecting the complete charge line information, you are now ready to enter hours. Enter hours by selecting the appropriate day of the week for that account and record your hours worked. **Note: employees must record their time (hours) to the tenth of an hour. To calculate tenths of an hour, divide minutes by six and drop the remainder (Do not round).**



If you wish to enter comments simply press the comment link for either the entire account line or the specific day.



Once you have recorded the desired information for the day, click the save button to save your timesheet information. If you try to exit without saving, you will receive an error message asking if you want to save your changes.

Saving and Signing Timesheets

When charge codes and hours have been entered you must save your timesheet in order for the information to be updated. The timesheet should only be saved when you are satisfied with the entries made.

Timesheet Instruction

When you have completed your timesheet for the pay period, you must sign it.

When you press the sign button at the bottom of your timesheet the sign dialog window will appear. You will then be required to enter your password. This will serve as your electronic signature. After you have signed your timesheet, your Supervisor will approve or reject it. If the timesheet is rejected, you will receive an email. After making the corrections simply re-sign your timesheet and add the applicable explanation for supervisor approval.

Note: Signing a timesheet should only happen after all hours have been entered. It is a requirement that all full-time employees have the minimum number of hours required for that pay period. The total will typically range between 80 – 96 hours. To calculate, simply count the number of workdays in the pay period and multiply by 8.

Future Hours Charging

Future charging is the ability to charge ahead of the current date. Time Collection is designed to allow future charging only on Paid Time Off, Leave Without Pay, Holiday, Floating Holiday, Jury Duty, and Military Leave. The charge codes are located in the Leave folder of the charge lookup.

Unavailable Charging

If a charge account is not found in your lookup folders, please contact your Supervisor for appropriate work authorization.

Changes to Previously Saved Entries

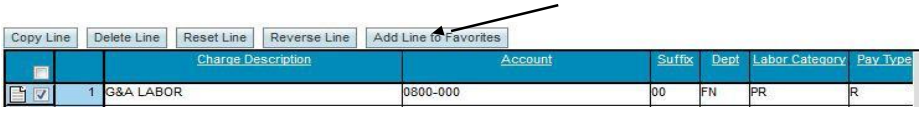
Any changes to previously saved entries will require a mandatory explanation.

Loading Different Timesheet Periods

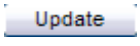
To move between timesheet periods, use the TS toggle links.

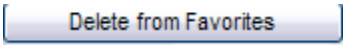
Favorite Folder (Adding, Deleting and Auto Loading)

To add an account to the Favorites Folder, highlight the account line on your timesheet and press the Add Line to Favorites link (found in your charge lookup menu just above the timesheet).



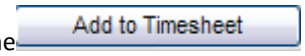
If you routinely use the same accounts, you have the ability to auto-load the account to the timesheet for each new period. To auto-load your accounts, click the

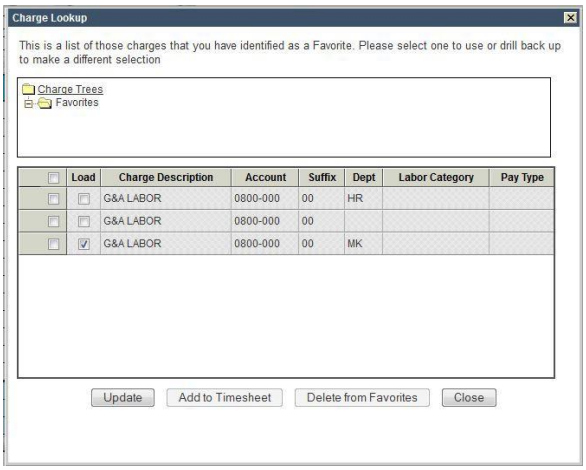
button and click 

at the bottom of the sub-screen. To delete an account from Favorites, simply invoke the Favorites charge lookup, select the account and press the 

link.

Timesheet Instruction

To add accounts from the Favorites folder to your timesheet, click the  button



Effective January 1, 2016, we will have some new timesheet coding requirements:

1. Division 1 – Corporate Operations
   To properly track corporate operational activities (G&A Expenses) are assigned the 0800 account series and SHINE has established the following functional departments:

   A. AD – Administration
   B. BC – Business Capture
   C. BD – Business Development
   D. BP – Bid & Proposal
   E. CE – Central Services
   F. CL – Contracts
   G. CS – Customer Site Overhead
   H. FC – Facilities
   I. FN – Finance
   J. HC – Hub zone Compliance
   K. HR – Human Resources
   L. IT – IT
   M. MK – Marketing
   N. PC – Procurement
   O. PR - President
   P. PU – Purchasing
   Q. RC – Recruiting
   R. RD – Research & Development
   S. SR – Security
   T. TR – Training
   U. 00 – Company

OVERHEAD BREAKOUT

SHINE has separated its overhead between Client Site and SHINE Site which allows for a more defined and equitable allocation of expenses.

1. A 0700-000 represents Division 1 Overhead Client Site

2. A 0700-001 represents Division 1 Overhead SHINE Site

Costs are assigned to the site based upon where the work was performed and the contract supported.

CONTRACT LABOR SUFFIX CODES

To further track Client Site and SHINE Site activity, contract labor has been assigned the following suffix code designation:

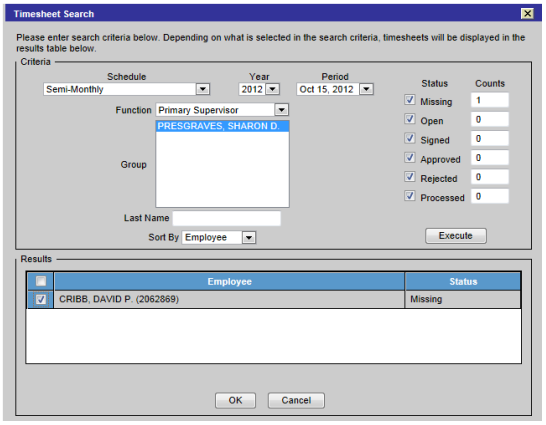
1. Suffix 39 = Client Site Direct Labor
2. Suffix 40 = SHINE Site Direct Labor

Employees will assign the appropriate suffix code based upon where work is performed under each specific contract via a dropdown box. The accounting system then uses a combination of the overhead chart of accounts and contract suffix codes to properly calculate separate overhead rates.

APPROVERS ONLY

Accessing an Employee Timesheet

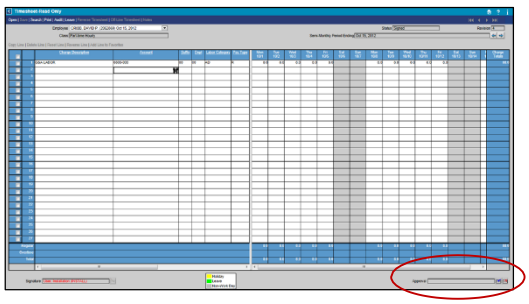
Supervisors have rights to access to Employee timesheets. If you are a designated timesheet Supervisor the search function on the control bar of the timesheet screen is available. Click on the search link located on your tool bar. The Timesheet Search dialog box will appear.



To access the Employee's timesheet:

1. Select the schedule.
2. Select the fiscal year. System will default to the current year.
3. Select the timesheet period end date. System will default to the current pay period.
4. Select your Function Role I.e. Primary Supervisor or Backup Supervisor.
5. Select the Timesheet Group(s) of the Employee(s) you wish to view.
6. Check the boxes of the timesheet statuses (missing, open, signed, etc.) you are interested in viewing.
7. Click the Execute button. A list of the Employee(s) for the Timesheet Period, Timesheet Group, and Status will appear in the results window.
8. Select the Employee(s) you are interested in viewing or check the top check box to select everyone.
9. Click the OK button to load the Employee(s) timesheet

Once the timesheets are loaded the Supervisor can view, approve, or reject an Employee timesheet.

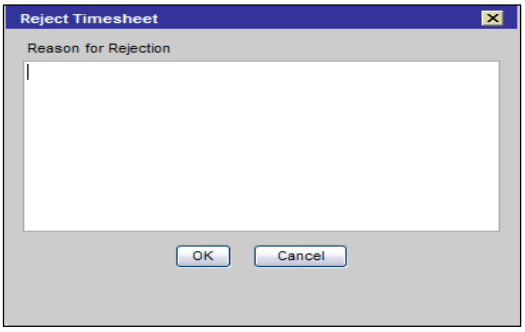


To approve an Employee timesheet, follow these steps:

1. Review the Employee timesheet for accuracy (verifying Account Code and Task Order). Only timesheets that have been signed by the employee can be approved.
2. Press the Approval icon. The current timesheet is then approved and the next timesheet is loaded if more than one Employee was selected.
3.

To reject an Employee timesheet, follow these steps:

1. Review the Employee timesheet for accuracy (verifying Account Code and Task Order). Only timesheets that have signed by the employee can be rejected
2. Press the Reject icon. You will be prompted to provide a reason for rejection. Once you click the current timesheet is then rejected and the next timesheet is loaded.

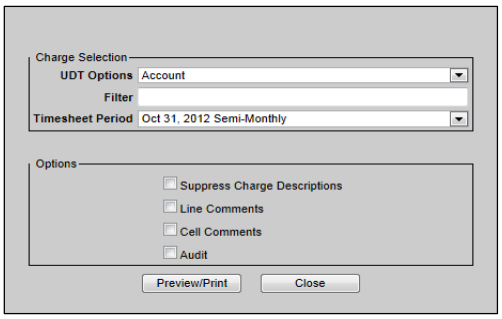


Inquiries and Reporting

In addition to accessing Employee timesheets, Supervisors will have the ability to:

1. Print Timesheet by Charge
2. View Employee activity

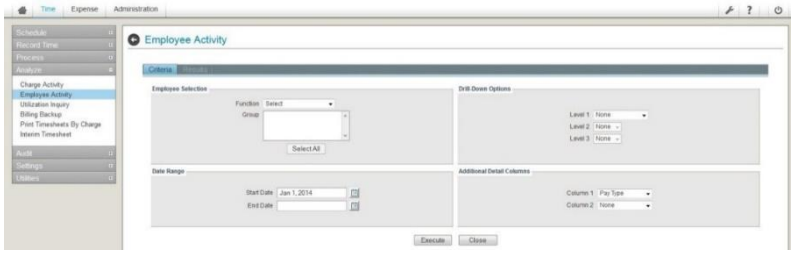
Print Timesheet by Report



To run the Print Timesheet by Charge, enter the following information:

1. Select your UDT Options (Account, Suffix, Dept, Labor Category or Pay Type).
2. Enter a filter value to limit the timesheet information.
3. Select the Timesheet Period.
4. Select the additional option for what will appear on/with the printed timesheet.
5. Press the button

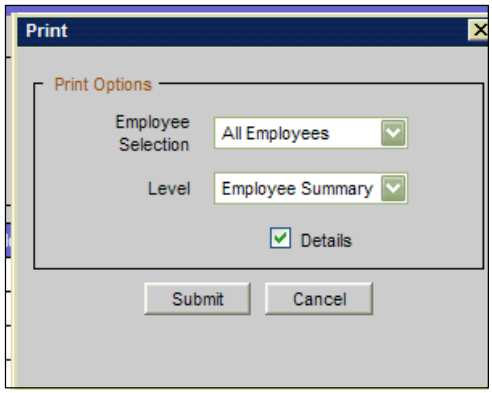
Employee Activity Report



To run the Employee Activity report, enter the following information:

1. Select your function.
2. Select the groups for which you wish to run the report.
3. Select the Start Date.
4. Select the End Date (system will default to current date if left blank)
5. Select the drill down options by clicking on the + button
6. Select additional detail Columns
7. Press the Execute button

8. Once you have pressed the Execute button the report will go to the Results screen.
9. To print the report to a .PDF file press the Preview/Print button. Click on the sign + next to an employee name to drill down based on the Criteria you selected.
10. When you press the Preview/Print button, the box shown below will appear on the screen.



Reminders

Penalties for Labor Mischarging

Failure to properly record work time, or enter false data are grounds for termination of employment. Supervisors shall diligently review employee electronic timecards to identify potential false reporting. Reports of false timecard reporting will be investigated in accordance with the provisions outlined in SHINE Policies, including HR-02, SHINE Code of Ethics and Standards of business Conduct.

In addition to disciplinary actions or termination by SHINE, employees, supervisors, officers and the company as a whole are subject to the provisions of U.S. law. The manipulation of charges to a contract may be subject to criminal charges under 18 United States Code (U.S.C.) 1001.

Subject to the facts surrounding participation, the following employees can be liable for the violation cited:

1. Employees who fill in and sign the timesheets with false information
2. Supervisors who approve the timesheets with the knowledge that they contain false information
3. Managers and officers who know those facts and make the claim by submitting an invoice based upon the false timesheet
4. The company, in a case where the falsification is known by individuals who submit or who have authority to submit or disapprove the submission of invoice, or who are of a sufficiently high enough level in the company that the court will impute their knowledge to the company

There does not have to be a direct contractual relationship between the Government and the employee who submitted the false timesheet for the employee to be liable. A person may be liable even though he or she did not submit the fraudulent claim to be presented to the U.S. Government.

For compliance, enter time daily at the end of the workday, and **do not charge time in advance**. Enter all hours worked.

If you forget to enter time, you will receive a failed floor check email. Please enter hours as soon as possible to ensure they are recorded in a timely manner.

Submit timesheets at the end of the day on the last day of the pay period. This allows supervisors to approve time cards before the 10:00AM deadline to ensure payroll is processed expeditiously. It also ensures invoices can be generated in a timely manner. If you cannot sign timesheet by the deadline, let your supervisor or timesheet administrator know.

The supervisor who approves your timesheet should assign your charge codes. All questions related to charging time should be directed to your supervisor.

G&A Costs (0800-000)

G&A Costs will require a department code. See pages 6 & 7 for available charge codes that your supervisor may assign.

Overhead Costs

See page 7 for review of the new format.

Direct Costs

When assigned contract codes by your supervisor, verify suffix code from page 9.

Leave Reminders

Per company policy, floating holidays can only be charged in 8 hour increments.

LWOP/Military Leave can only be charged in 8 hour increments. Please notify HR in advance so they can process the proper paperwork for Insperity.

OS1 should only be used in overtime situations and with prior supervisor approval.

Comments do not have to be added unless Deltek requires it.