

Employee Timekeeping Instruction

Employee Name:

Employee number:

Electronic Timekeeping Instructions

1. (Company) employees must record their work hours daily on our electronic timekeeping system. The timekeeping system is accessed by clicking on the link below. The link is case sensitive, so if you type it yourself, type it exactly as shown below. Also, make sure you use https and not http at the beginning of the link.
<https://tcg.hostedaccess.com/DeltekTC/welcome.msv>
 2. Your employee login to the timekeeping system is:
 3. **Your password for the timekeeping system has been set to your birth date in an YYYYMMDD format.** For example, if your birth date is June 2, 1958, your password has been set to 19580602. When you log in for the first time, you will be required to change your password. Use any password of your choosing of at least four letters or numbers or a combination of both. Passwords are case sensitive. *(If you forget your password at some later date and get locked out of the timekeeping system, contact _____ or call _____).*
 4. The “domain” for your e-timesheet login is _____. Once you’ve typed your login and domain into the e-time system, you won’t be required to complete those sections on subsequent logins, unless you’re logging in on a different computer than the one you initially used to login to the timekeeping system.
 5. On the next screen which appears after changing your password, click on the Timesheet tab at the left side of the screen.
 6. Begin entering the appropriate charge code by clicking on the binoculars in the “Account” field.
 7. Note that there are two scroll bars to control movement on the timesheet. The left side of the timesheet can be moved back and forth by using the left bottom scroll bar, and the right side of the timesheet can be moved back and forth by using the right bottom scroll bar.
 8. Follow Step 9 below if you wish to charge direct labor hours. Skip to Step 10 below if you’re entering indirect labor hours
 9. To enter Direct Labor Hours:
 - a. Select “Contract by clicking on the Plus Symbol (+) in the left column.
 - b. Select the appropriate contract by again clicking on the Plus Symbol (+).
 - c. Select the appropriate task by clicking in the blue box in the far left column. Repeat this step on the next screen, and then click “Add to Timesheet” at the bottom of the page.
 - d. Once this is complete, begin entering your work hours in the columns headed by dates.
 10. To enter Indirect Labor Hours:
 - a. Select Division Name. Available options are “Cyclical Systems-Indirect Labor” or “Long Term IT – Indirect Labor”.
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- b. Select “Client Site”, “Office Site” or “Paid Leave” by clicking in the blue box in the far left column.
 - c. Click “Add to Timesheet” at the bottom of the page.
 - d. Once this is complete, begin entering your work hours in the columns headed by dates.
11. To enter Vacation or Holiday Hours:
- a. Click on the binoculars in the Account Field on a blank row
 - b. Click on the blue square to the left of “Cyclical Systems-Indirect Lab”
 - c. Click on the blue square to the left of “Paid Leave”
 - d. Click on the blue square to the left of either “Vacation” or “Holiday”
 - e. Then click on “Add to Timesheet”
12. Timesheets must be completed daily. It’s best to get in the habit of recording your hours on your e-timesheet at the end of the workday, immediately before you shut down your computer. If you are not able to access the e-time system at work, you can log your hours on your timesheet from a home computer. Work hours may not be logged in advance, but vacation hours may.
13. Electronic timesheets must be completed, signed and approved by your supervisor by no later than 12:00 p.m. on the working day following the end of the payroll period. Once an employee has saved and signed his/her timesheet, the supervisor responsible for approving it can access it and approve it. There is no requirement for employees to “send” their completed e-timesheets to their managers.
14. **All timesheets must be signed and approved by no later than 10 am on the day following the final day of the pay period.**
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