

Associate Timesheet User Guide

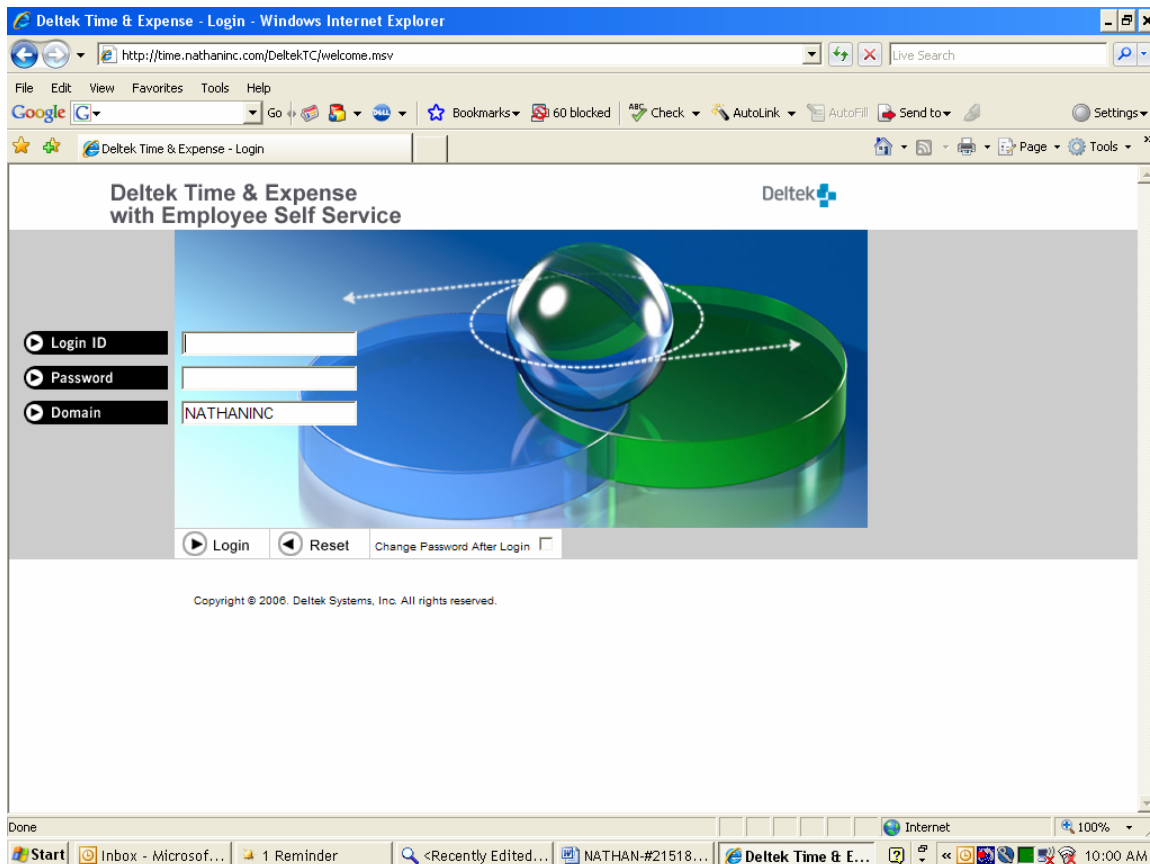


NATHAN
ASSOCIATES INC.

The following steps will guide you to log into Deltek Time & Expense system.

1. Startup and Login

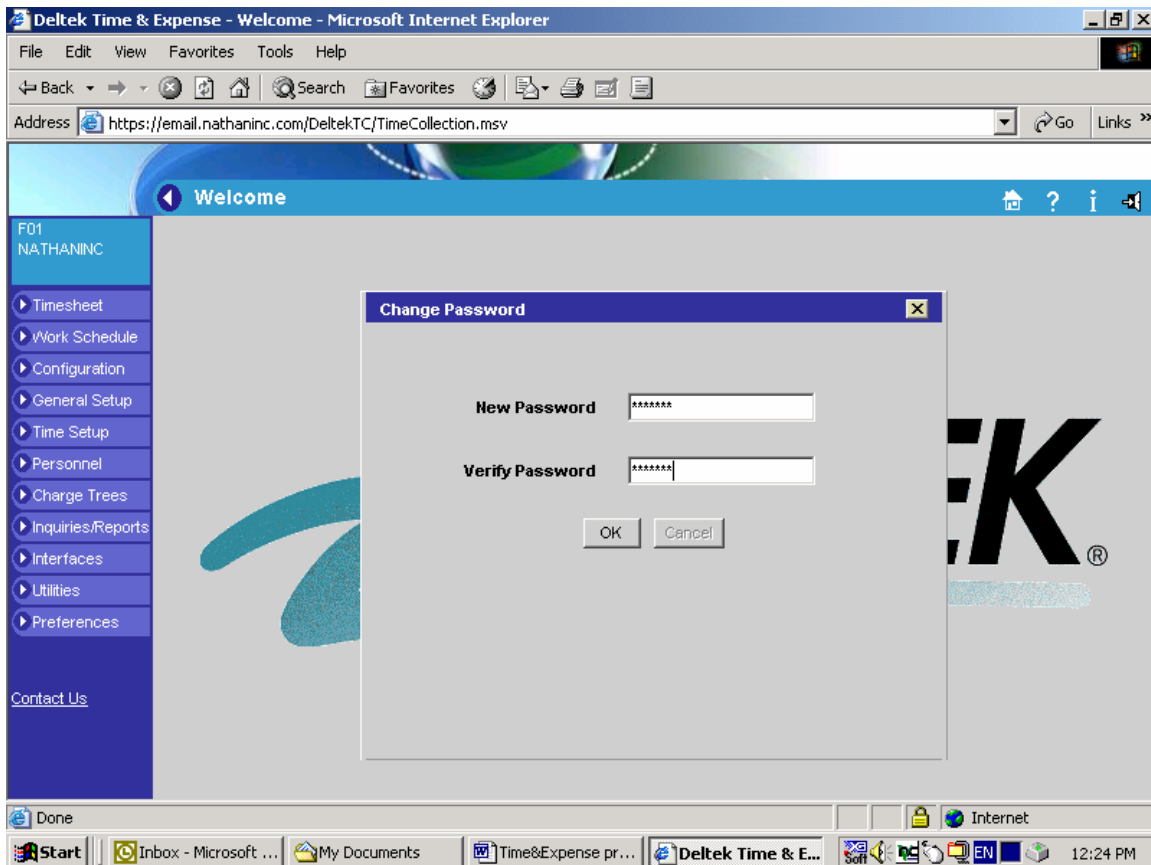
Go to <http://time.nathaninc.com>, it will bring you to the Deltek Time & Expense 6 login screen.



2. Changing Password

The first time you use *Deltek Time & Expense* system you will be prompted to change the password.

- **LOGIN ID** is assigned by Nathan ID# that can be located on the front page of your Agreement.
- **PASSWORD:** (6 -12 characters)
 - . When you enter the system for the first time please enter your 9-digit Social Security Number (XXX-XX-XXXX) including the hyphen. If you don't have a Social Security Number, enter **000-00-0000** to login. Once you have logged in, the system will prompt you to create a new password through Change Password screen.
 - . REMEMBER: The password is case sensitive.
 - . The change of password will take effect immediately.
- **DOMAIN ID:** type in NATHANINC



3. Timesheet Screen

After you login, you will be automatically directed to the “My Desktop” page. Here you can get the current status of your timesheets. To access a timesheet, click on the “Timesheet” tab located in the left margin.

Deltek Time & Expense - Timesheet - Windows Internet Explorer

http://time.nathaninc.com/DeltekTC/TimeCollection.msv

File Edit View Favorites Tools Help

mywebsearch Search Fun Cards Smiley Central Screensavers Cursor Mania

Deltek Time & Expense - Timesheet

Timesheet

A-2081@NATHAN Open | Save | Search | Print | Audit | Leave | Reverse Timesheet | Off-Line Timesheet

Employee: THORBURN, ANDREW (A-2081) Status: Missing Revision: 1

Class: Consultant Semi-Monthly Period Ending: Aug 15, 2008

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

	Charge Description	Account	Suffix	Pay Type	Labor Cat	Fri 8/1	Sat 8/2	Sun 8/3	Mon 8/4	Tue 8/5	Wed 8/6	Thu 8/7	Fri 8/8	Charge Totals
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
Regular														
Overtime														
Total														

Signature: Approval:

Legend: Holiday (Yellow), Vacation (Green), Non-Work Day (Grey)

Done

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Use the (←) or (→) key located in the upper right next to ‘Semi-Monthly Period Ending’ field to choose different timesheet period.

4. Record Hours

When the timesheet screen is open, enter the project number (also specified on the first page of your Agreement) in the **'Account'** field. The project code is an eight-digit (XXXX-XXX) field. Record hours worked on a daily basis (not to exceed 8 hours in a work day and up to a maximum of work days specified in your Agreement). Please see a sample timesheet on how to record time below. Click 'Save' to save your entry.

Deltek Time & Expense - Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet | Off-Line Timesheet

Employee: THORBURN, ANDREW (A-2081) Status: Missing Revision: 1

Class: Consultant Semi-Monthly Period Ending: Jul 31, 2008

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

Charge Description	Account	Suffix	Pay Type	Labor	Thu 7/24	Fri 7/25	Sat 7/26	Sun 7/27	Mon 7/28	Tue 7/29	Wed 7/30	Thu 7/31	Charge Totals
1 CROATIA ESP	C041-100	43	R	C3	8.0	8.0			8.0	8.0	8.0	8.0	96.0
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
Regular					8.0	8.0			8.0	8.0	8.0	8.0	96.0
Overtime													
Total					8.0	8.0			8.0	8.0	8.0	8.0	96.0

Signature: _____ Approval: _____

Legend:
Yellow: Holiday
Green: Vacation
Grey: Non-Work Day

5. Submit/Sign Timesheet at the end of Each Timesheet Period

Click on the signature box located in the bottom left corner of the Timesheet screen. A '**Sign Timesheet**' screen will pop-up. Enter your password and then click 'ok' to complete, sign and submit your timesheet for a given pay period. Once your timesheet is signed, it will be electronically routed to the Project Director for approval.

Note: *Timesheets need to be signed only at the end of each pay period.*

Deltek Time & Expense - Timesheet - Windows Internet Explorer

http://time.nathaninc.com/DeltekTC/TimeCollection.msv

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Deltek Time & Expense - Timesheet

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet | Off-Line Timesheet

Employee: THORBURN, ANDREW (A-2081) Status: Open Revision: 1

Class: Consultant Semi-Monthly Period Ending: Jul 31, 2008

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

Charge Description	Account	Suffix	Pay Type	Labor Cat	Wed 7/16	Thu 7/17	Fri 7/18	Sat 7/19	Sun 7/20	Mon 7/21	Tue 7/22	Wed 7/23	Charge Totals
1 CROATIA ESP	C041-100	43	R	C3	8.0	8.0	8.0			8.0	8.0	8.0	96.0
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
Regular										8.0	8.0	8.0	96.0
Overtime													
Total										8.0	8.0	8.0	96.0

Signature: [] Approval: []

Sign Timesheet

By signing this timesheet you are certifying that the hours charged are correct.

Enter Password: []

OK Cancel

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6. Login Attempts

The system is programmed to authorize only 5 attempts to enter. If you are still unable to enter the Timesheet system within 5 attempts, your account will be disabled. In order to reactivate your Timesheet account, please contact the Project Coordinator designated in your Agreement.

Once your Timesheet account has been reactivated, repeat steps described in **Section 2** above to re-login.

7. Logging Off

When you have completed the timesheet for a given day, click on <logout> button (which is the open door icon - see screen captured) located at the upper right hand corner and you will be logged off.

Deltek Time & Expense - Timesheet - Windows Internet Explorer

http://time.nathaninc.com/DeltekTC/TimeCollection.msv

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Deltek Time & Expense - Timesheet

Timesheet

A-2081@NATHAN Open | Save | Search | Print | Audit | Leave | Reverse Timesheet | Off-Line Timesheet

Employee THORBURN, ANDREW (A-2081) Status Open Revision 1

Class Consultant Semi-Monthly Period Ending Jul 31, 2008

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

Charge Description	Account	Suffix	Pay Type	Labor Cat	Wed 7/16	Thu 7/17	Fri 7/18	Sat 7/19	Sun 7/20	Mon 7/21	Tue 7/22	Wed 7/23	Charge Totals
1 CROATIA ESP	C041-100	43	R	C3	8.0	8.0	8.0				8.0	8.0	96.0
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5													
6													
7													
8													
9													
10													
11													
12													
Regular					8.0	8.0	8.0			8.0	8.0	8.0	96.0
Overtime													
Total					8.0	8.0	8.0			8.0	8.0	8.0	96.0

Signature Approval

Holiday
Vacation
Non-Work Day

Done

Internet 100%

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8. Assistance

Contact your Project Coordinator for timesheet assistance.