

How to Set Up and Use the Deltek T&E Mobile App to Submit Your Time



Deltek
Vantagepoint >

NOTE:

While you can and should download the Deltek T&E Mobile App TODAY, you will not be able to log-in until **10/2/23**

Step 1



- Download the Deltek T&E Application on your Android or Apple device.

Be sure to check that your App looks like this image. There are imitations or older versions.

Step 2

- Click **Terms and Use of Service.**



T&E
Vantagepoint

To start the Deltek Vantagepoint setup procedure please read and accept the Terms and Use of Service.

Terms and Use of Service

Step 3

- Click I accept these terms.

Terms and Use of Service

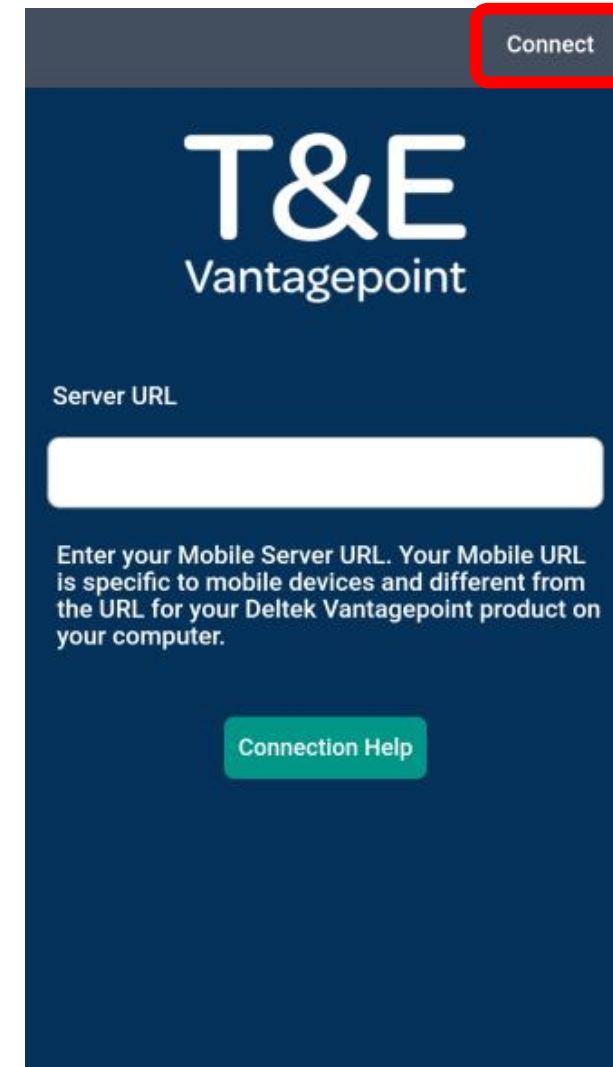
By clicking "I accept these terms" below, Licensee agrees to the terms of the most recent written License and Services Agreement entered into between Licensee and Deltek, Inc. or their predecessors, and, if none, by the terms available at www.deltek.com/contracts (the "Agreement") and these terms, which together constitute a legally enforceable agreement governing Licensee's use of this application (the "Application"). Licensee must comply with all applicable third party terms of agreement when using the Application (for example, any agreement with a wireless service or wireless data provider).

I accept these terms

Step 4

- Enter the UES Deltek Vantagepoint Time URL (below) and click **Connect**.

teamues.delttekenterprise.com/Teamues/Touch/Time



Step 5

- Enter your Vantagepoint **User ID & Password**
- Set your Database to **TeamUES**
- Click **Log In**

Your User ID will be:
FIRSTNAME.LASTNAME

Your Password will be the
same password you used to
login to your email.

Log In

User ID	CINDY.HORNIK	✕
Password	✕
Database	Teamues	>
Language	English (United States)	>

LOG IN

[Forgot your password?](#) >

[Forgot your user ID?](#) >

Step 6

- Select how you would like to verify your identity in the future: 4-digit PIN or fingerprint or facial recognition.

You are now logged in
How would you like to sign in to the app in the future?

Using Fingerprint/Face ID

Using a PIN code

Continue

T&E
Vantagepoint

Enter a four-digit PIN code to allow fast and easy access in the future:

1 2 3

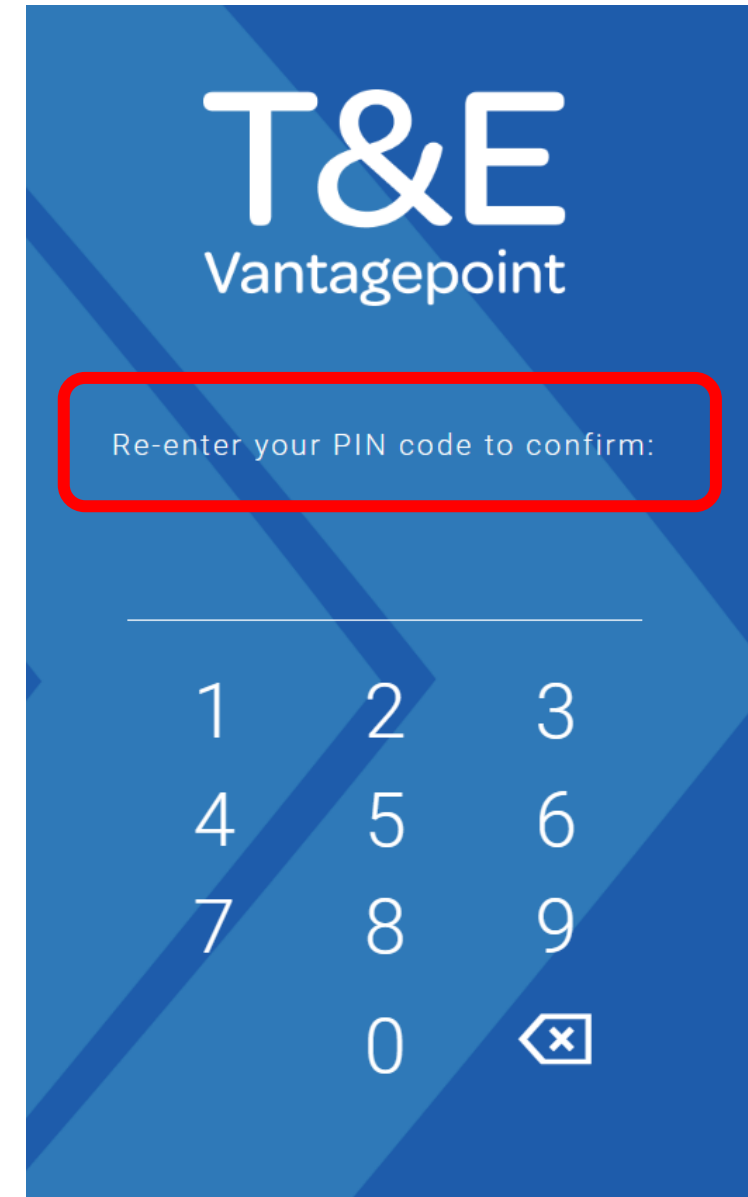
4 5 6

7 8 9

0

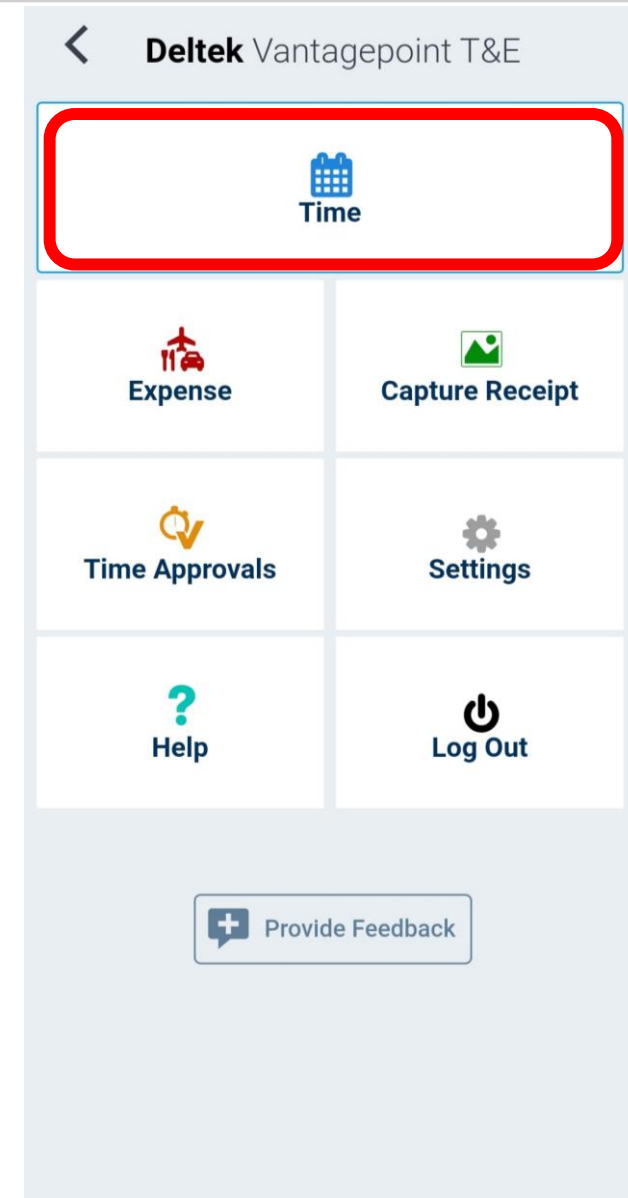
Step 7

- Re-Enter the 4-digit PIN if your selected to use a Pin.
- Record your fingerprint or facial features if you chose to use those recognition methods.



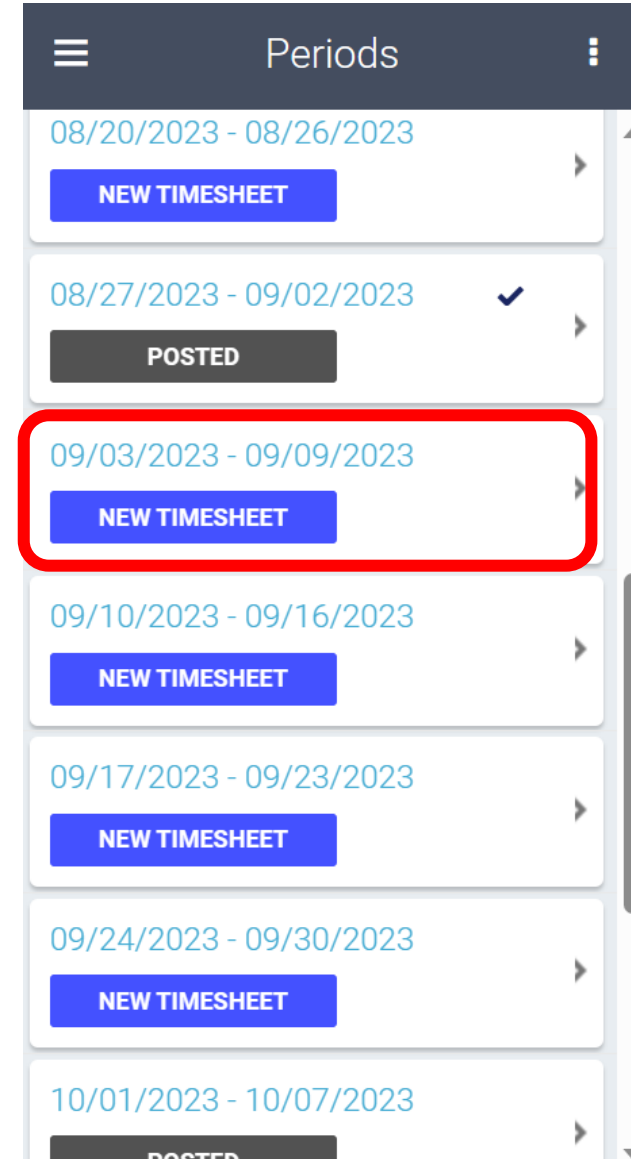
Step 8

- Click Time



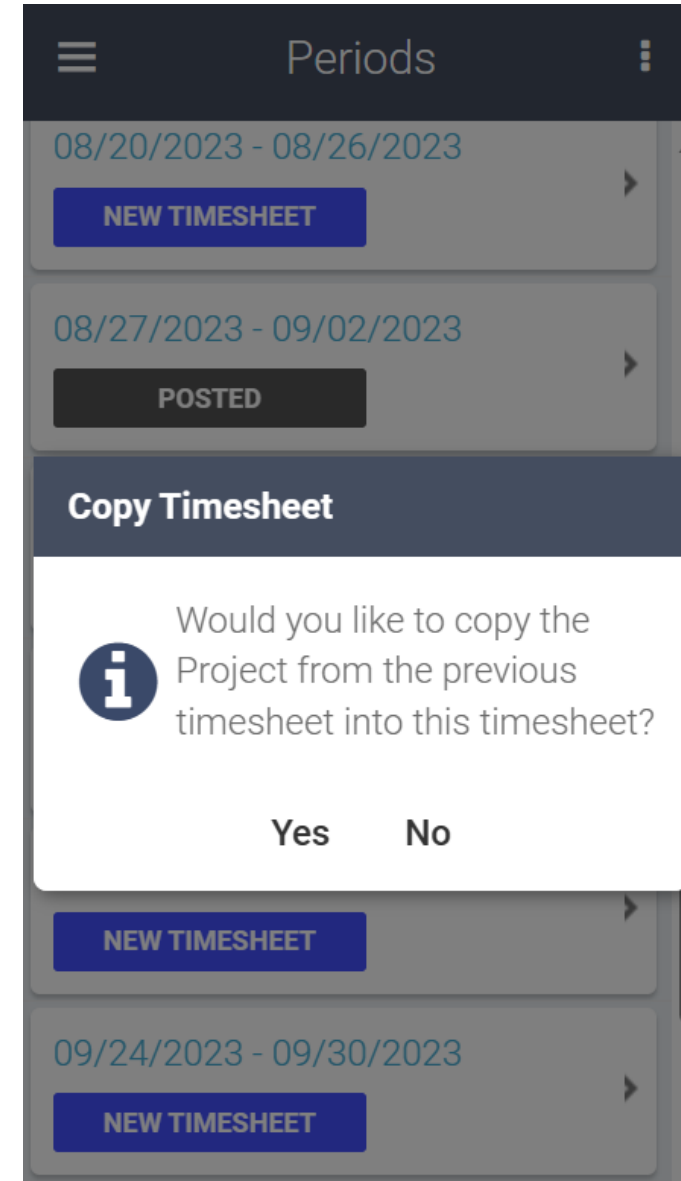
Step 9

- Click the **Time Period** that you want to record your time for.

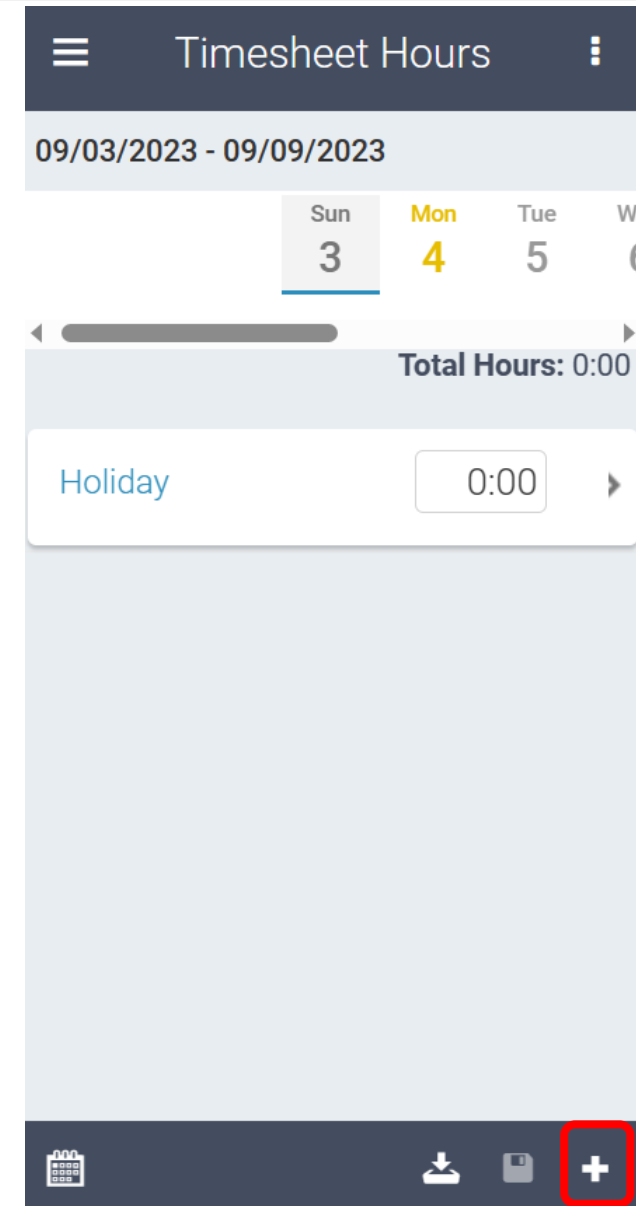


Step 10

- Would you like to copy the Project from the previous timesheet into this timesheet?
 - Click **Yes** if you want your projects copied from a prior timesheet.
 - Click **No** if you do not want the prior weeks projects copied into the new timesheet.



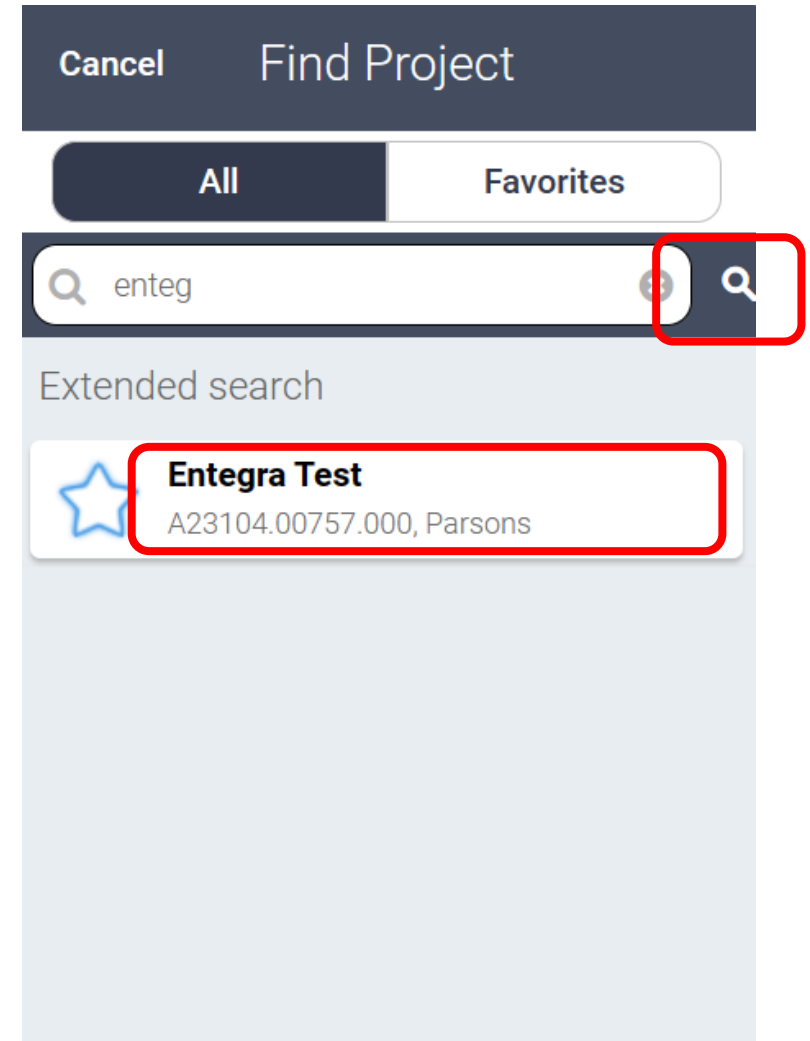
Step 11



- Click the + sign in the lower right corner to add a project to your timesheet.

Step 12

- Search for either the number, the name, or any part of the project name by clicking the magnifying glass. →
- If you work on the same projects repeatedly, you can click the **Star** to save the project as a **Favorite**. →
- Click the **Project** to Add it to your Timesheet.



Common Codes You May Use, Not Project Related:

PTO	Z0OPTO.00001.CCC
HOLIDAY	Z0HOLI.DAY01.CCC
SICK	Z0SICK.00000.CCC

Step 13

- Once the project is selected, you will be presented with a list of Phases and/or Tasks to choose from, if applicable.
- Select the appropriate phase/task that applies to the time you want to record on your timesheet.



Phases: A period segment of the current project you are working on

Tasks: The job you are fulfilling in the project

Step 14

- Enter your regular hours for the project by clicking in the Regular hours box.

Back Add Project Done

09/03/2023 - 09/09/2023

Sun 3 Mon 4 Tue 5

Entegra Test
Project No. A23104.00757.000
Client: Parsons

Phase	0100 TMNTE
Regular Hours	0:00
Labor Code	100.100.F.S

Comments +

Step 15

- After you click in the hours box a sub window will appear with hour wheels to select your hours and minutes to be charged to the project.
- Move the wheels to the appropriate time spent on the project/phase/task and select **Done** in the upper right of the sub window.

Back Add Project Done

09/03/2023 - 09/09/2023

Sun 3 Mon 4 Tue 5

Entegra Test
Project No. A23104.00757.000
Client: Parsons

Phase 0100 TMNTE

Regular Hours 0:00

< > Cancel Done

+/-	Hours	Minutes
+	0	0
-	1	15
	2	30

If Required:

- Check your Labor Code, if required, update your Labor code to reflect the duties performed during the time you are reporting

Back
Add Project
Done

09/03/2023 - 09/09/2023

Sun	Mon	Tue	Wed
3	4	5	6

Entegra Test
 Project No. A23104.00757.000
 Client: Parsons

Phase

0100 TMNTE >

Regular Hours

0:00

Labor Code

100.100.F.S >

Comments + ↻

To update your Labor Code, select:

- The Role you Performed
- Activity you completed
- Location
- And Type of Time (in most cases this will be 'Standard')

Labor Code Lookup

160.103.F.S: Eng/Geo/Scientist I / Subgrade Evaluations / Field / Standard

Find Role	Find Activity	Find Location	Find Schedule
29 Records Found	21 Records Found	2 Records Found	8 Records Found
^ ROLE 100 Administration 110 BD/Marketing 120 AutoCAD/Graphics Support 130 Department Manager 140 Principal - Engineer/Geolog 150 Registered Engineer/Geolog 160 Eng/Geo/Scientist I 170 Eng/Geo/Scientist II	^ ACTIVITY 100 SELECT CORRECT ACTIVITY 101 Concrete Sampling and Tes 102 Earthwork Observations & I 103 Subgrade Evaluations 104 Shallow Foundation Evalua 105 Reinforced Concrete Inspec 106 Masonry Inspections and Te 107 Asphalt Observations and T	^ LOCATION F Field O Office	^ SCHEDULE B Prevailing Wage Doubletime D Double Overtime F Differential N Non-Billable O Overtime P Prevailing Wage S Standard T Prevailing Wage Overtime

Example View from Browser Version

Step 16




- Enter your **Comments** to let the project manager know what you did for the project. Click **Done** in the upper right corner.

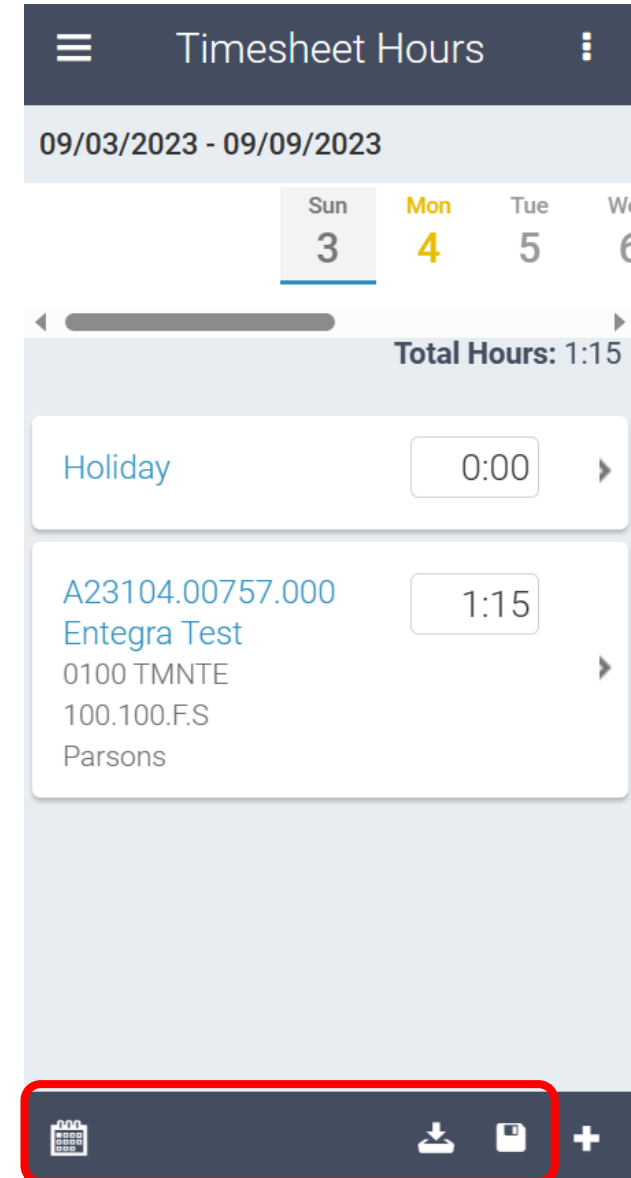
Repeat Steps 11 – 16 for multiple projects.

The screenshot shows the mobile application interface for entering a timesheet. At the top, there are three buttons: 'Back', 'Add Project', and 'Done'. Below these is a date range '09/03/2023 - 09/09/2023'. A calendar view shows the days of the week with the number of hours entered for each: Sun 3, Mon 4, Tue 5, and We 6. The main content area shows a project entry for 'Entegra Test' with the following details:

- Project No. A23104.00757.000
- Client: Parsons
- Phase: 0100 TMNTE
- Regular Hours: 1:15
- Labor Code: 100.100.F.S
- Comments: (This field is highlighted with a red box and contains a plus sign and a refresh icon)

Step 17

- Click  to **Save** your timesheet before exiting the application.
- Click  to **Submit** your timesheet at the end of the timesheet period. **Click this button when you are done with your timesheet for the week!**
- Click  to navigate your timesheet **Dates**.



Step 18

- The **Submit Timesheet** comment attests that the time posted on your timesheet is accurate and correct.
- Click **Close**

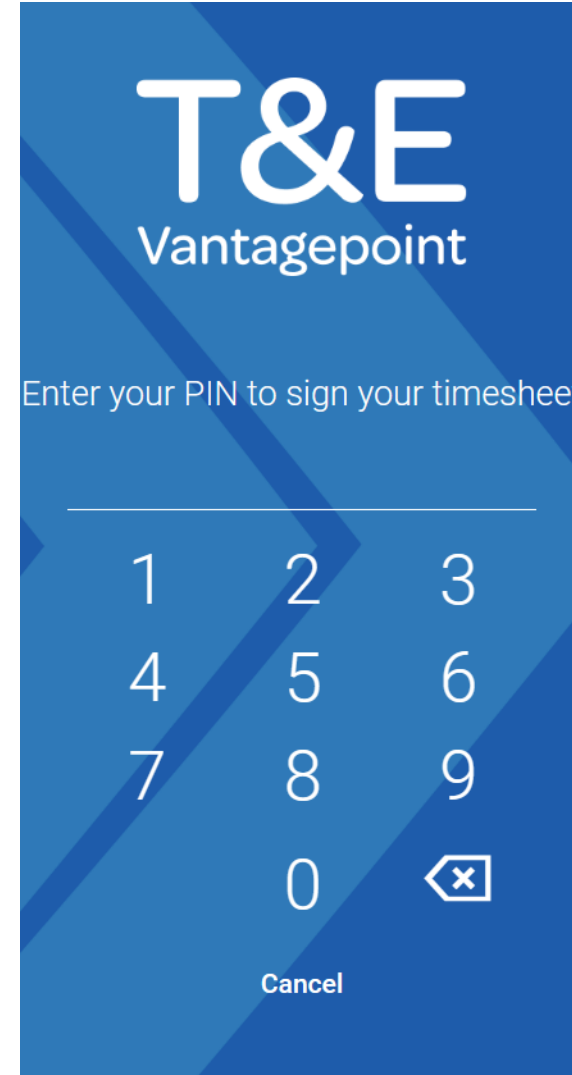
Submit Timesheet

By affixing my signature to this timesheet I hereby attest that all projects, hours worked and other information is accurate and correct.

Close

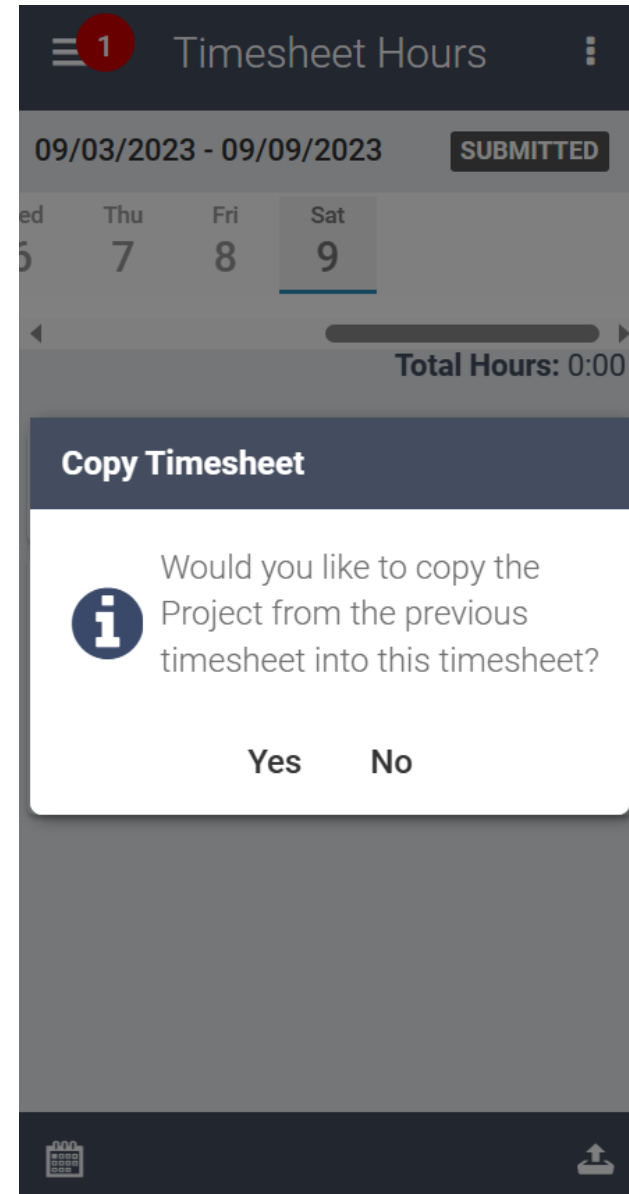
Step 19

- Enter your PIN, or use your fingerprint or face ID, to **authorize** your timesheet for submittal to your Supervisor.




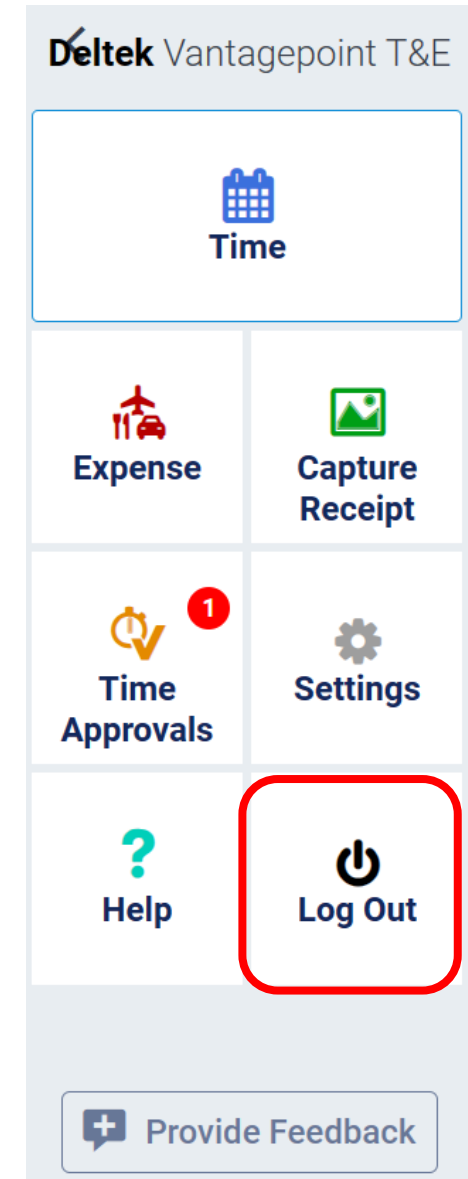
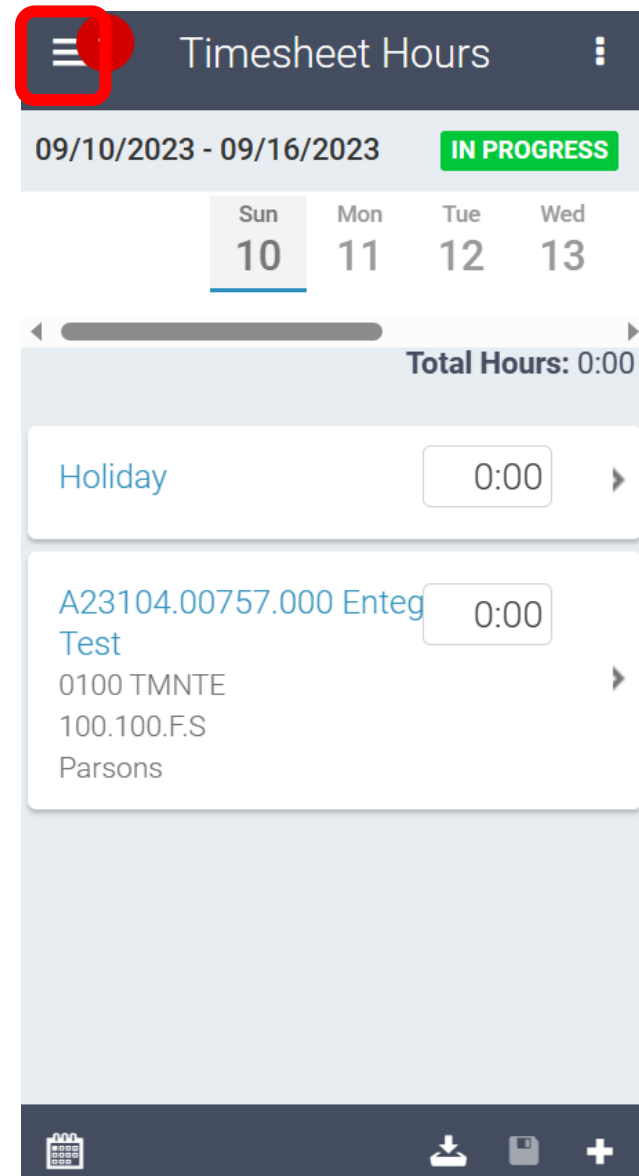
Step 20

- After timesheet submittal, you are presented with the opportunity to copy your projects from the current timesheet to your next timesheet.
- Click **Yes** or **No**



Step 21

- To log out of the mobile application, click  at the top of the Timesheet Hours screen, and select **Log Out**.



Congratulations!

You Have Completed How to Set Up and Use the
Deltek T&E Mobile App to Submit Your Time

Need Help?

If you have any questions about Vantagepoint, please email bedrock@teamues.com.

Support needs for UES University (Schoox) should be directed to learning@teamues.com.

