

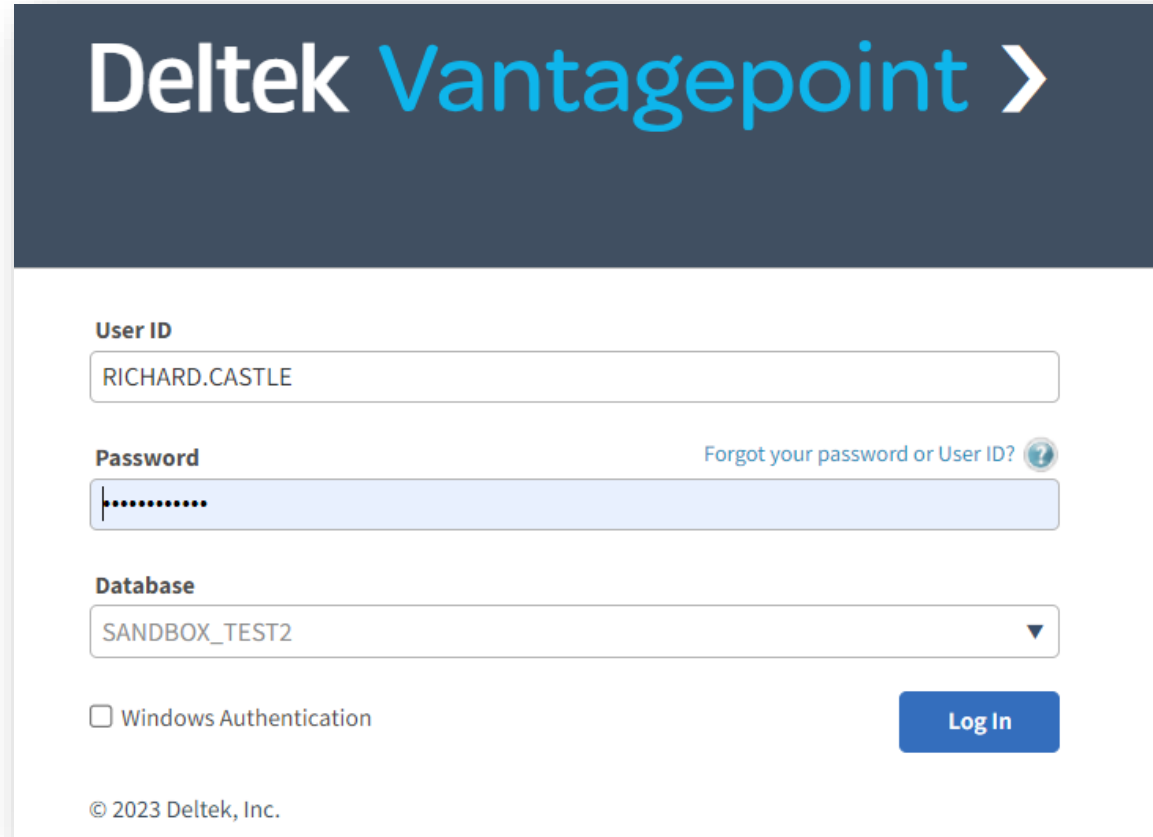
Entering a Timesheet Using the Web Portal

Deltek Vantagepoint



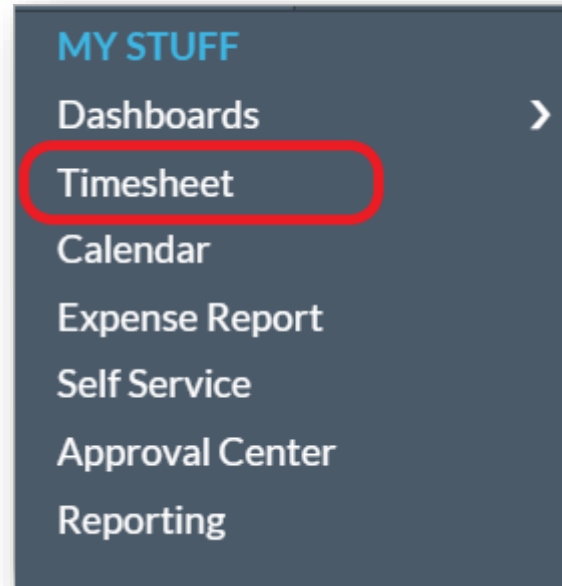
Step 1: Login into Deltek Vantagepoint

- Use the following URL to login into the Vantagepoint Web Portal –
- If using Windows Authentication check the box and click Log In. If not, enter your User ID and Password and then click Log In.



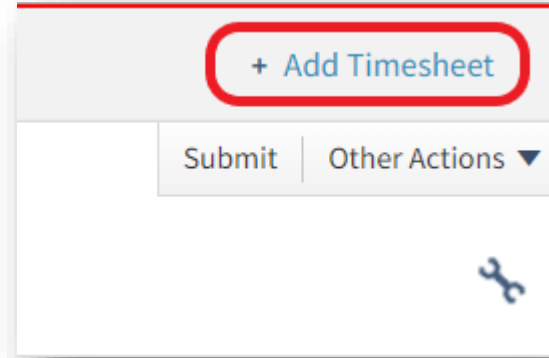
The screenshot shows the Deltek Vantagepoint login interface. At the top, the text "Deltek Vantagepoint" is displayed in white and blue on a dark blue background, followed by a right-pointing chevron. Below this, the login form consists of several fields: a "User ID" field containing "RICHARD.CASTLE", a "Password" field with masked characters and a "Forgot your password or User ID?" link with a question mark icon, a "Database" dropdown menu set to "SANDBOX_TEST2", and a checkbox for "Windows Authentication" which is currently unchecked. A blue "Log In" button is positioned to the right of the checkbox. At the bottom left of the form, the copyright notice "© 2023 Deltek, Inc." is visible.

- Click on Timesheet under “My Stuff” in the Navigation Tree on the left-hand side of the screen.

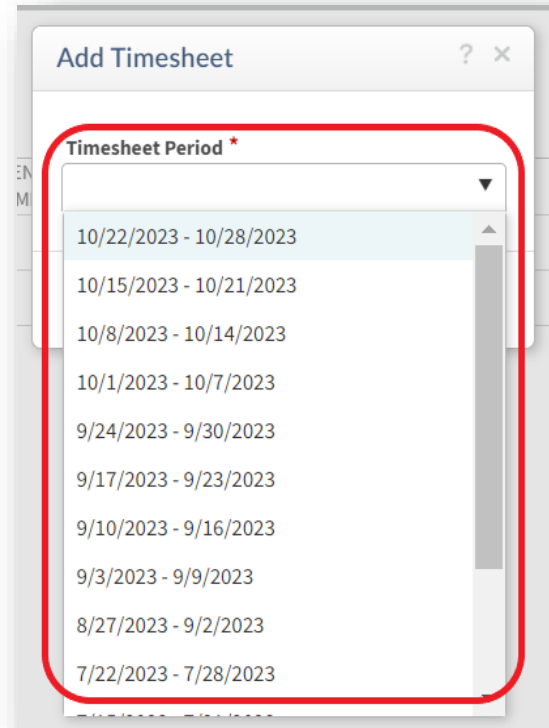


Step 3: Create a New Timesheet

- In the upper right-hand corner click “Add Timesheet”



- Select the Timesheet Period you wish to enter time for



Step 4: Add Project to Timesheet

- If entering Non-Holiday time, click into the empty project field and start typing either the project name or number.

Timesheets MY TIMESHEETS Find timesheets

Test Guy 10/22/2023 - 10/28/2023

GEOServices, LLC

Period Status: Open Timesheet Status: Missing

PROJECT*	PROJECT NAME	CLI NA
Holiday	Holiday	

Search bar with 'x' and magnifying glass icon.

- Select the correct project, phase (if any), and task (if any) from the pop-up window

Project/Phase/Task Lookup

zgenad

PROJECT	NAME
ZGENAD.0000C	General Administration (G&A) -
ZGENAD.0000C	General Administration (G&A) -
ZGENAD.0000C	General Administration (G&A) -
ZGENAD.0000C	General Administration (G&A) -
ZGENAD.0000C	General Administration (G&A) -
ZGENAD.0000C	General Administration (G&A) -
ZGENAD.0000C	General Administration (G&A) -
ZGENAD.0000C	General Administration (G&A) -
ZGENAD.0000C	General Administration (G&A) -
ZGENAD.0000C	General Administration (G&A) -

PHASE	NAME
0100	Orlando-Vineland-Finance & Accou

TASK	NAME
There are no records to show in this grid.	

Select Cancel

Step 5: Update Labor Code (If Needed)

- Click on the Blue Magnifying Glass under the Labor Code Column

LABOR CODE*	SUN 10/22	MON 10/23
250.100.F.S		

- Select the correct Labor Code from the pop-out window

Labor Code Lookup

250.100.F.S: Technician I / SELECT CORRECT ACTIVITY / Field / Standard

Find Role (29 Records Found) Find Activity (21 Records Found) Find Location (2 Records Found) Find Schedule (8 Records Found)

ROLE	ACTIVITY	LOCATION	SCHEDULE
100 Administration	100 SELECT CORRECT ACTIVITY	F Field	B Prevailing Wage Doubletime
110 BD/Marketing	101 Concrete Sampling and Te	O Office	D Double Overtime
120 AutoCAD/Graphics Suppor	102 Earthwork Observations &		F Differential
130 Department Manager	103 Subgrade Evaluations		N Non-Billable
140 Principal - Engineer/Geolo	104 Shallow Foundation Evalu		O Overtime
150 Registered Engineer/Geolo	105 Reinforced Concrete Inspe		P Prevailing Wage
160 Eng/Geo/Scientist I	106 Masonry Inspections and T		S Standard
170 Eng/Geo/Scientist II	107 Asphalt Observations and		T Prevailing Wage Overtime

Select Cancel

Step 6: Enter Hours onto Project

- Enter time into the correct day. If a comment is needed, click the drop-down arrow under the hours field to enter the comment.
- Input hours into additional days as needed.

LABOR CODE*	SUN 10/22	MON 10/23	TUE 10/24	WED 10/25	THU 10/26	FRI 10/27	SAT 10/28	TOTAL
250.100.F.S		8.00						8.00

REGULAR
8.00

COMMENT ▼

Step 7: Adding Additional Lines (If Needed)

- If you need to add hours to the same project, but for a different phase/task click the 3 dots at the end of the row and click “Copy”.
- Change the needed information and enter the hours

	SUN 10/22	MON 10/23	TUE 10/24	WED 10/25	THU 10/26	FRI 10/27	SAT 10/28	TOTAL
		8.00						8.00

A context menu is open over the 8.00 in the TOTAL column, with options: Insert, Copy, Delete. The 'Copy' option is highlighted with a red circle.

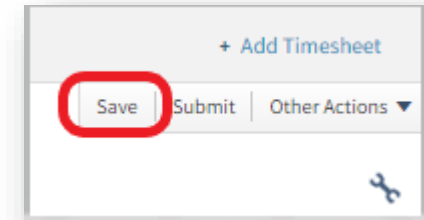
- If you need to enter time to a new project, click into the empty space below the last line item and enter the new project information.

PROJECT*	PROJECT NAME	CLIENT NAME	PHASE	PHASE NAME
Holiday	Holiday			
ZGENAD.0000...	General Administration (G&A) ...		0100	Orla

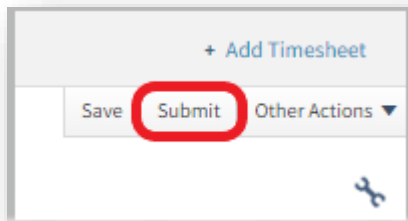
The empty row below the last entry is highlighted with a red circle.

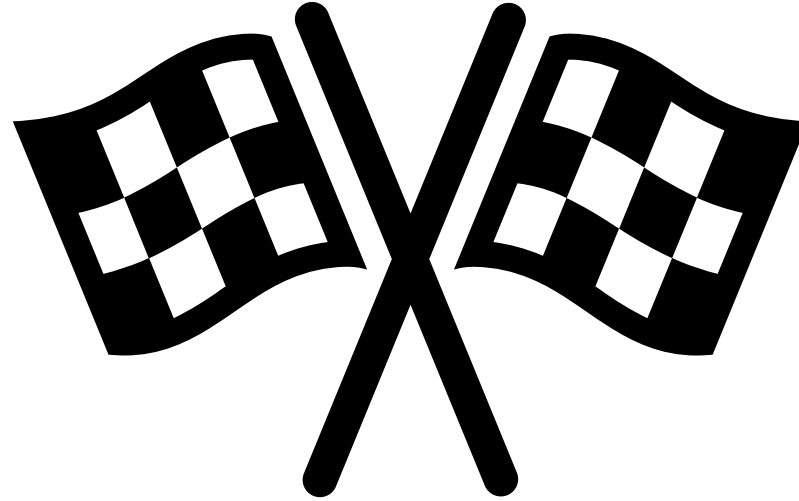
Step 8: Save and Submit Timesheet

- Once you are finished editing your timesheet, click “Save” in the upper right-hand corner



- Once all hours have been recorded for the week click “Submit” and enter your password. This will start the timesheet approval process. You will be **UNABLE** to edit your timesheet once it has been submitted. If you need to make a correction, please reach out to your supervisor.

A dialog box titled 'Confirm Electronic Signature' with a question mark and close button in the top right. The main text area contains the statement: 'By affixing my signature to this timesheet I hereby attest that all projects, hours worked and other information is accurate and correct.' Below this is a password input field with the placeholder text 'Please enter your password'. At the bottom right, there are two buttons: 'OK' (highlighted with a red circle) and 'Cancel'.



You have now completed this Training Module.