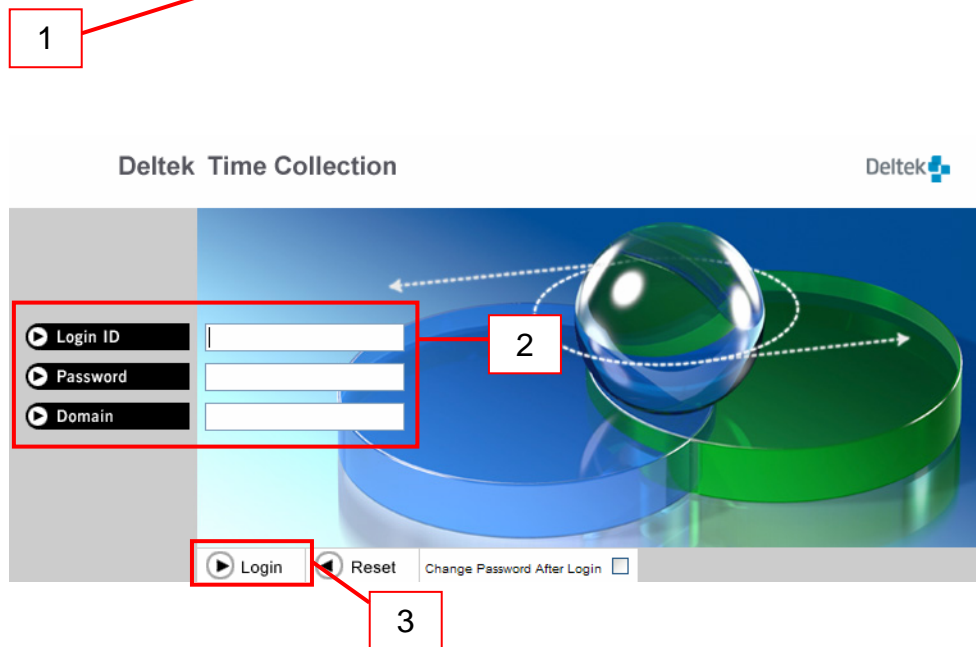
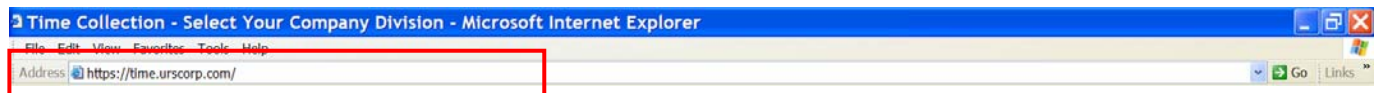


Deltek Time Collection Online Timesheet - Job Aid

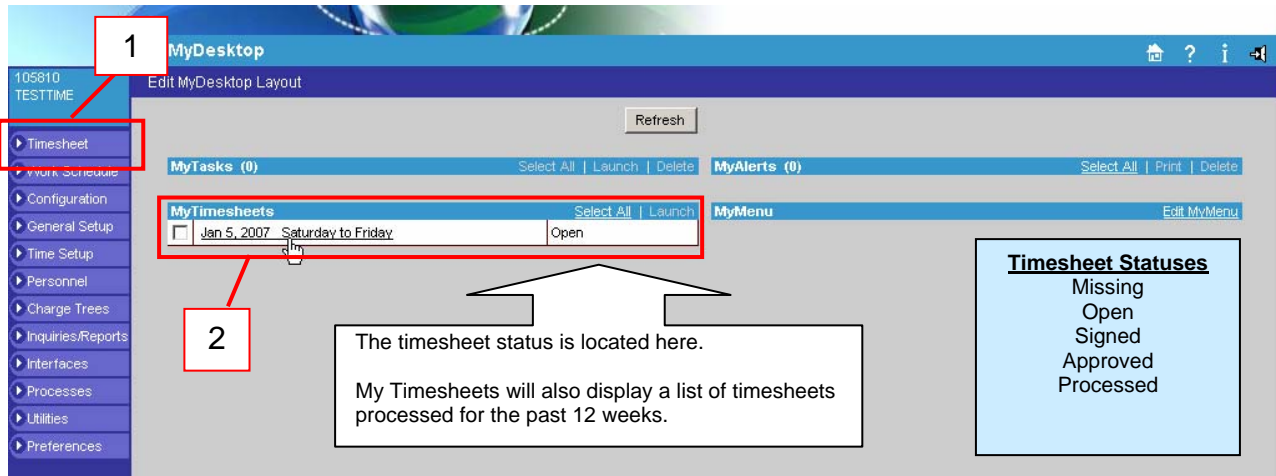
Login to Deltek Time Collection:

1. Open an Internet Explorer Web browser window and enter the following URL to launch the Timekeeping System: **https://TIME.URSCORP.com**
 2. Enter your Login ID, Password, and Domain.
Your Login ID for logging on to the system has not changed. It is your Employee Number, just as you entered it in TC 4.1. However, your password has been temporarily changed to a default password.
 - **For U.S. and Canadian Employees:** Your default password is a ten-character code made up of your six-digit employee number (if you have a five-digit employee number, simply add a zero to the beginning of this number) plus the last four digits of your Social Security or Social Insurance number.
 - **For All Other Employees:** The default password is the last five-digits of your employee number. For security purposes, you will be prompted to change your default password to an 8 to 12 character code of your choosing when you log on to the new version of TC for the first time.
- If you experience difficulty logging on or need your password reset, please contact your Timesheet Coordinator or e-mail the Time Collection Support mailbox at Time_Collection_Support@urscorp.com.
- The Domain will be PDURSDIV, you will need to populate the domain at each login.
3. Click on **Login**.

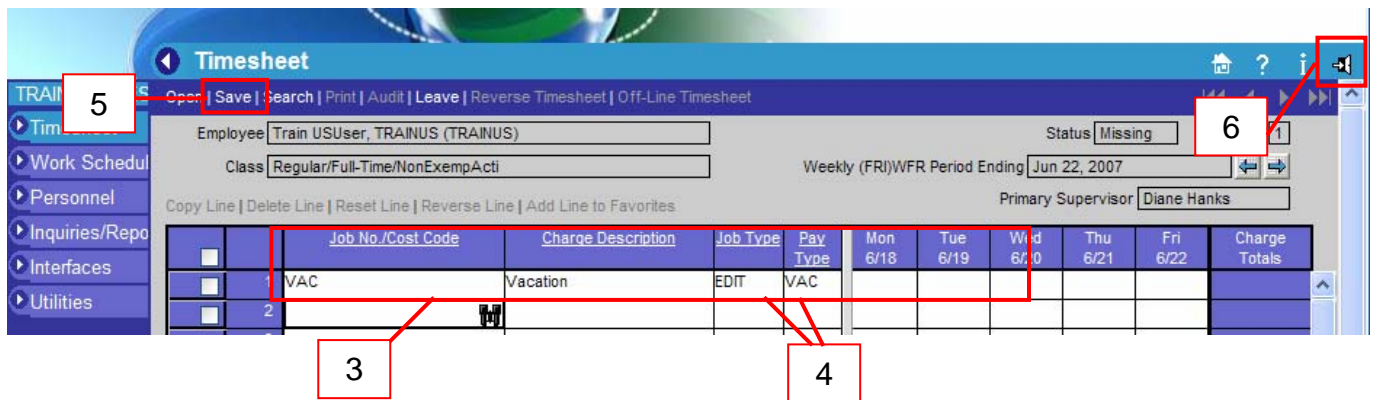


Entering Your Time

1. To begin a new timesheet, locate and **click 'Timesheet'** in the left menu bar.
2. To update a timesheet that has been started/opened for the week, under My Timesheets locate and **select the timesheet with a status of Open**.



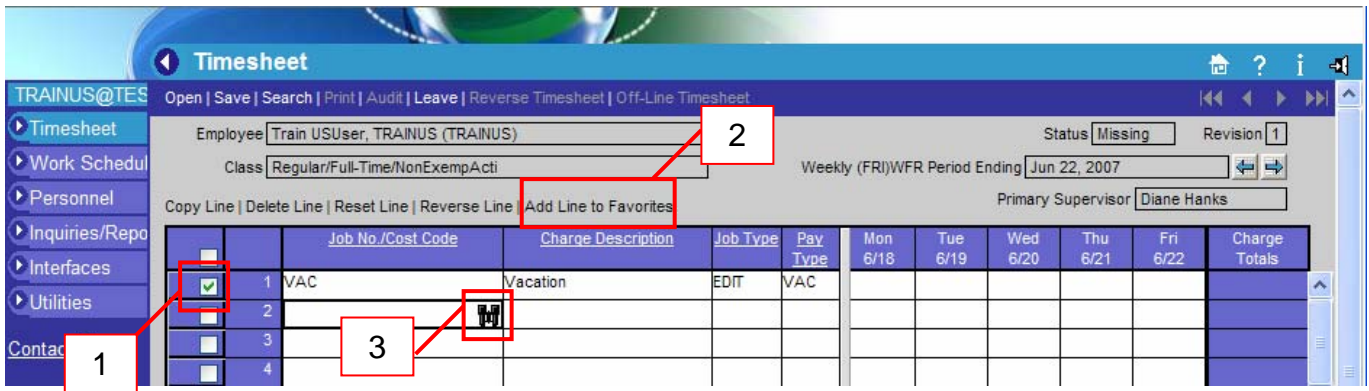
3. In the timesheet that appears enter **the Job Number** and **Hours** worked.
 - If you have established Favorites to be auto-loaded they will appear in your timesheet when it is first opened.
 - To search for a Job Number: click the **Job Number field**, then click the **Lookup icon** (🔍), then click a **'Charge Tree'** to drill down and view the list of jobs related to the tree grouping.
4. Update the Job Type and Pay Type, if appropriate.
5. Save your timesheet by clicking **Save** in the upper left corner of the screen.
6. Log out of the timekeeping system by clicking the **Logout icon** (👤) in the upper right corner of the screen.



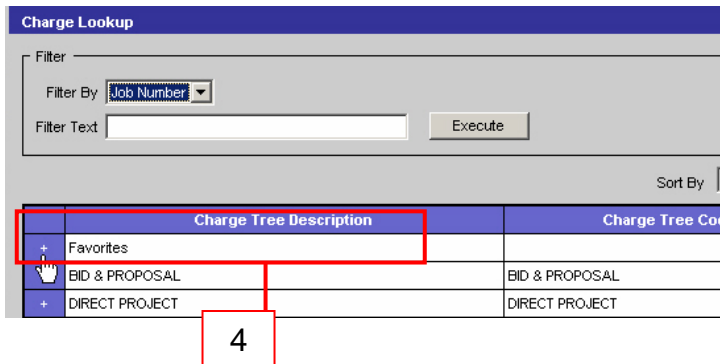
Establishing Favorites and Enabling the Auto-Load Feature

Frequently used job numbers can be established as “Favorites”. Once set up, you can elect to have them auto-loaded into your timesheet each week. You are encouraged to use this feature since it will save you time when entering and completing your timesheet.

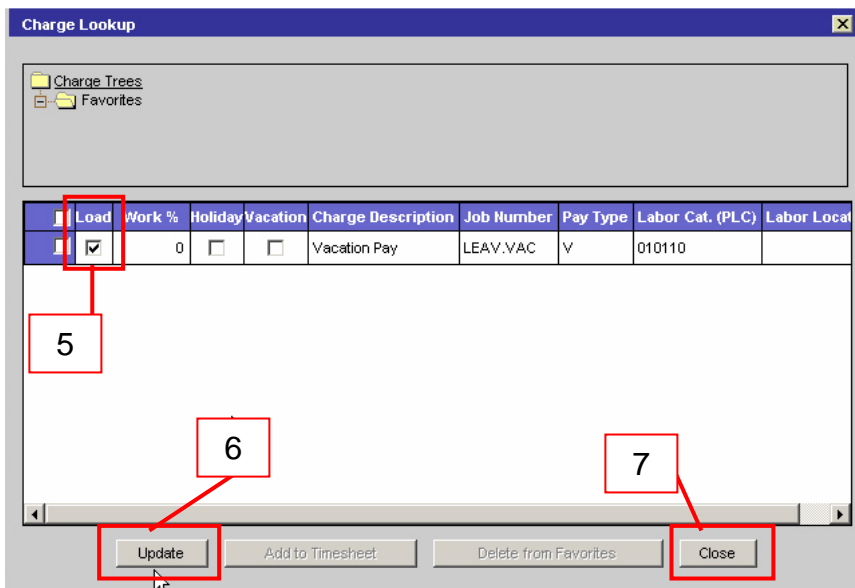
1. **Select the timesheet line(s)** that you want added to your Favorite job’s list.
2. Click **Add Line to Favorites**.
3. Click the Job Number field on a timesheet line and then click the **Lookup icon** (🔍) that appears.




4. Click the **'Favorites'** Charge Tree Description.





5. Select the **Load** checkbox for each Job Number/Charge Description that you wish to have automatically loaded into your weekly timesheet.
6. Click the **Update** button.
7. Click the **Close** button.



8. After being returned to the Timesheet Entry window you can continue entering additional time or log out of the Timekeeping System by clicking the **Logout icon**  in the upper right corner of the screen.
 - a. Remember, to have frequently used Job Numbers auto-load into your timesheet you must complete steps 3-7 **AFTER** adding the job to your list of Favorites.
 - b. To turn off the auto-load feature, repeat steps 3-7. For step 5 deselect the Load checkbox. The Job will still appear in your list of Favorite jobs but will not be automatically loaded onto your timesheet.

Signing Your Timesheet

Once the timesheet has been completed it must be signed by the employee. For additional information regarding the deadline for completing and signing your timesheet you should contact your Supervisor or Timesheet Coordinator.

1. Prior to signing your timesheet, confirm the information entered is complete and accurate, making changes as necessary.
2. Click the **Signature** icon () located at the bottom of the screen to the right of the Signature field.
3. Enter your password in the **Password field**.
4. Click the **OK button**.
5. Log out of the Timekeeping System by clicking the **Logout icon**  in the upper right corner of the screen.

Note: Jobs that are closed during the week will generate a warning that the job has been closed and action must be taken. Upon signing the timesheet, this becomes an error and will not allow the timesheet to be signed until it is corrected.

