Deltek

Maconomy Essentials
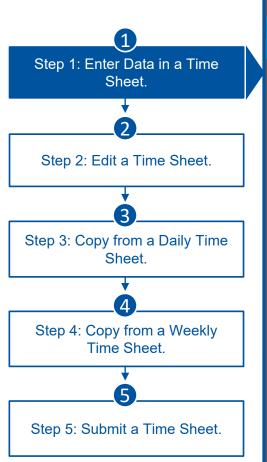
iAccess Time Sheets
Quick Steps

iAccess Time Sheets

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Step 1: Enter Data in a Time Sheet.

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Step 2: Edit a Time Sheet.

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Step 3: Copy from a Daily Time Sheet.

4

Step 4: Copy from a Weekly Time Sheet.

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Step 5: Submit a Time Sheet.

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Weekly Time Sheets ◀ Week 51: 12/20/21 - 12/26/21 ▶

Save Revert Create Submit Other Actions ▼

Sean Williams 101

☐ Open

Flex Time Information

Incoming Flex Time   Manual Flex Time Adjustment
0.00

Flex Tim...
0.00

Vacatio...

Vacatio...
0.00

                                                                        Internal
                                        Total Status   remarks ⛶

There ar...

◀   ▶

+ Add Time Sheet Line   Total   ⌄

Fixed   7:30 7:30 7:30 7:30 7:30   37:30

Balance   -7:30 -7:30 -7:30 -7:30 -7:30   -37:30

Overview of Quick Steps Procedure

Click the numbered circles on the left to move to the first step in each phase.

Use the arrows or Pg Up/Down keys to proceed through each step and sub-step.

Best viewed in IE or Adobe PDF Reader.

iAccess Time Sheets

Step 1: Enter Data in a Time Sheet. (1)

Step 2: Edit a Time Sheet. (2)

Step 3: Copy from a Daily Time Sheet. (3)

Step 4: Copy from a Weekly Time Sheet. (4)

Step 5: Submit a Time Sheet. (5)

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Weekly Time Sheets — Week 51: 12/20/21 - 12/26/21

Sean Williams 101

Flex Time Information

Outgoing Flex Time
0.00

Vacation Balance in Days
0.00

Overtime Spec. | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Total | Status | remarks

Save | Revert | Create | Submit | Other Actions ▼

Open

+ Add Time Sheet Line

Total
Fixed
Balance
Invoiceable %   0.00 0.00 0.00 0.00 0.00 0.00 0.00

A — Under the Self Service menu, go to the Weekly Time Sheets or Daily Time Sheets workspace.

B — Using the calendar icon at the top of the screen, select the time sheet and click on a row to enter your hours.

If you have saved lines in the time sheet, you can enter your hours on the lines.

If you are a proxy for another employee, you can select their name from a drop-down list. Otherwise, ignore this step if you do not enter time sheets on another person's behalf.

Follow the steps on the next slide to continue entering data in a time sheet.

iAccess Time Sheets

Step 1: Enter Data in a Time Sheet. ①

Step 2: Edit a Time Sheet. ②

Step 3: Copy from a Daily Time Sheet. ③

Step 4: Copy from a Weekly Time Sheet. ④

Step 5: Submit a Time Sheet. ⑤

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Weekly Time Sheets ◀ Week 51: 12/20/21 - 12/26/21 ▶

Sean Williams 101

Save | Revert | Create | Submit | Other Actions ▼

☐ Open

To add new lines to a time sheet:

Press **Enter** or click **Save**. Then, exit the panel when done. E

0.00

Manual Flex Time Adjustment
0.00

Flex Time Effect
0.00

Enter the project, task, and number of hours worked.

D

Vacation Balance Information

Vacation Balance in Days
0.00

	Keep	Favorite	Job No.	Job Name	Task	Overtime Spec.	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Status	Internal remarks
▶	☐		1020000	Consulting ▼	Design ▼	100 %	8:00	8:00	8:00	8:00	8:00			40:00		

Click the **+ Add Time Sheet Line** button at the bottom of the page.

C

+ Add Time Sheet Line

Total

Fixed

Balance

Invoiceable %

100.... 100.... 100.... 100.... 100.... 0.00 0.00 100....

Follow the steps on the next slide to continue entering data in a time sheet.

iAccess Time Sheets

1 — Step 1: Enter Data in a Time Sheet.

2 — Step 2: Edit a Time Sheet.

3 — Step 3: Copy from a Daily Time Sheet.

4 — Step 4: Copy from a Weekly Time Sheet.

5 — Step 5: Submit a Time Sheet.

Weekly Time Sheets ◄ Week 51: 12/20/21 - 12/26/21 ►

Sean Williams 101

Save Revert Create Submit Other Actions ▼

H — Press **Enter** or click **Save**. Then, exit the panel when done.

☐ Open

Flex Time Information

Incoming Flex Time	Manual Flex Time Adjustment
0.00	0.00

Flex Time Effect	Outgoing Flex Time
0.00	0.00

Vacation Balance Information

F — Click **Collapse Details.**

	Keep	Favorite	Job No.	Job Name	Task	Overtime Spec.	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Status	Internal remarks	
▼	☐	Consultin... ▼	1020000 ▼	Consulting ▼	Design ▼	50 % ▼	8:00	8:00	8:00	8:00	8:00			40:00			⋮

Insert Time Sheet Line

Delete Time Sheet Line

Weekly description

Design

G — Enter daily descriptions.

Create favorite

Monday		Friday
work hours		
Tuesday		
work hours		

I — **Optional:** To save this project and task for future use, click the ⋮ button. Then, click **Create favorite.**

+ Add Time Sheet Line

	Mon	Tue	Wed	Thu	Fri	Total
Total		8:00	8:00	8:00	8:00	8:00	40:00
Fixed		7:30	7:30	7:30	7:30	7:30	37:30
Balance		0:30	0:30	0:30	0:30	0:30	2:30
Invoiceable %		100....	100....	100....	100....	100....	0.00	100....

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Step 1: Enter Data in a Time Sheet.

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Step 2: Edit a Time Sheet.

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Step 3: Copy from a Daily Time Sheet.

4

Step 4: Copy from a Weekly Time Sheet.

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Step 5: Submit a Time Sheet.
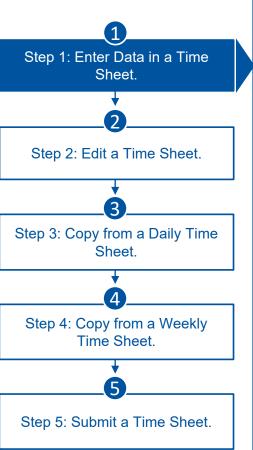
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Save | Revert | Create | Submit | Other Actions ▼

Sean Williams 101

☑ Open

K

Press **Enter** or click **Save**. Then, exit the panel when done.

Flex Time Information

Incoming Flex Time
0.00

Flex Time Effect
0.00

Outgoing Flex Time
0.00

Vacation Balance Information

Vacation Balance in Days
0.00

	Keep	Favorite	Job No.	Job Name	Task	Overtime Spec.	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Status	Internal remarks
▶	☐	▼	1020000 ▼	Consulting ▼	Design ▼	100 % ▼	8:00	8:00	8:00	8:00	8:00			40:00		

J

Optional: To keep this line on your time sheet for future weeks, select the **Keep** check box.

+ Add Time Sheet Line

	Mon	Tue	Wed	Thu	Fri		Total
Total	8:00	8:00	8:00	8:00	8:00		40:00
Fixed	7:30	7:30	7:30	7:30	7:30		37:30
Balance	0:30	0:30	0:30	0:30	0:30		2:30
Invoiceable %	100....	100....	100....	100....	100....	0.00	0.00	100....

iAccess Time Sheets

1 Step 1: Enter Data in a Time Sheet.

2 Step 2: Edit a Time Sheet.

3 Step 3: Copy from a Daily Time Sheet.

4 Step 4: Copy from a Weekly Time Sheet.

5 Step 5: Submit a Time Sheet.

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Save Revert Create Submit Other Actions ▼

Sean Williams 101

☐ Open

Flex Time Information

Incoming Flex Time
0.00

Time Adjustment

Flex Time Effect
0.00

ix Time

Vacation Balance in Days
0.00

To edit a time sheet:

A Use the calendar icon at the top of the page to select the time sheet you would like to edit, and double-click the line.

C Press **Enter** or click **Save**. Then, exit the panel when done.

	Keep	Favorite	Job No.	Job Name	Task	Overtime Spec.	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Status	Internal remarks
▶	☐	▼	1020000 ▼	Consulting ▼	Design ▼	50 % ▼	8:00	8:00	8:00	8:00	8:00			40:00	

B Edit the project, task, and hours fields as needed.

➕ Add Time Sheet Line

	Mon	Tue	Wed	Thu	Fri		Total
Total	8:00	8:00	8:00	8:00	8:00		40:00
Fixed	7:30	7:30	7:30	7:30	7:30		37:30
Balance	0:30	0:30	0:30	0:30	0:30		2:30
Invoiceable %	100....	100....	100....	100....	100....	0.00	0.00	100....

iAccess Time Sheets

1 Step 1: Enter Data in a Time Sheet.

2 Step 2: Edit a Time Sheet.

3 Step 3: Copy from a Daily Time Sheet.

4 Step 4: Copy from a Weekly Time Sheet.

5 Step 5: Submit a Time Sheet.

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Daily Time Sheets ◄ 12/22/21 ►

B Select the daily time sheet you want to edit.

Save Revert Create Submit Other Actions ▼

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Flex Time Information

Incoming Flex Time

A Under the Self Service menu, go to the Daily Time Sheets workspace.

Manual Flex Time Adjustment
0.00

Outgoing Flex Time
0.00

0.00

To copy from a daily time sheet:

From the **Other Actions** drop-down list, select **Copy From.** **C**

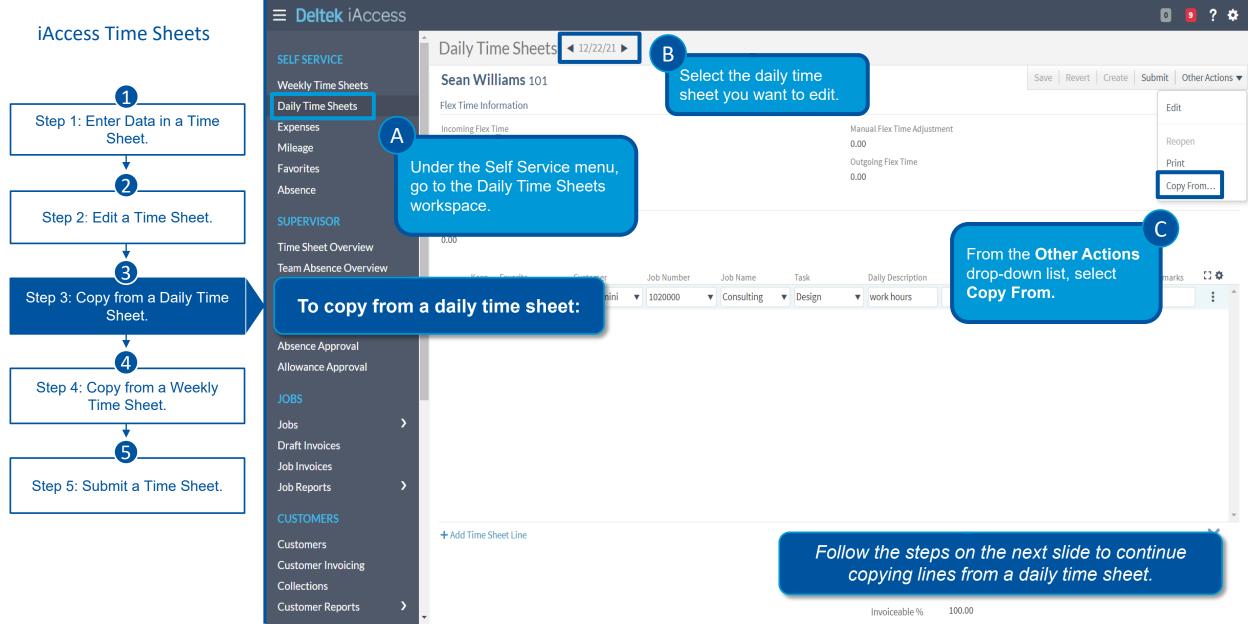| Keep	Favorite	Customer	Job Number	Job Name	Task	Daily Description		marks
		nini ▼	1020000 ▼	Consulting ▼	Design ▼	work hours		⋮

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Edit

Reopen

Print

Copy From...

+ Add Time Sheet Line

Follow the steps on the next slide to continue copying lines from a daily time sheet.

Invoiceable %   100.00

iAccess Time Sheets

1 Step 1: Enter Data in a Time Sheet.

2 Step 2: Edit a Time Sheet.

3 Step 3: Copy from a Daily Time Sheet.

4 Step 4: Copy from a Weekly Time Sheet.
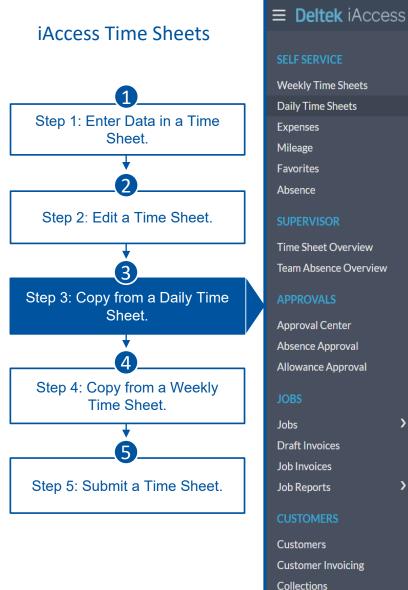
5 Step 5: Submit a Time Sheet.

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Save | Revert | Create | Submit | Other Actions ▼

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Flex Time Information

Incoming Flex Time
0.00

Flex Time Effect
0.00

Vacation Balance Information

Vacation Balance in Days
0.00

Copy Time Sheet ✕

The lines from the selected time sheet will be added to the current time sheet

Select a time sheet to copy from

Date
12/22/21 📅

Copy Time Sheet | Cancel

D In the Copy Time Sheet wizard, specify the date of the daily time sheet from which you want to copy lines.

E Click **Copy Time Sheet.**

Keep	Favorite			Task	Daily Description	Hours	Overtime Spec.	Status	Internal remarks	
☐	▼	Cap Gemini ▼	1020000 ▼	Consulting ▼	Design ▼	work hours	8:00	50 % ▼			⋮

iAccess adds the copied lines to the current time sheet and automatically saves your changes.

+ Add Time Sheet Line

Total	8:00
Fixed	7:30
Balance	0:30
Invoiceable %	100.00

iAccess Time Sheets

Step 1: Enter Data in a Time Sheet.

Step 2: Edit a Time Sheet.

Step 3: Copy from a Daily Time Sheet.

Step 4: Copy from a Weekly Time Sheet.

Step 5: Submit a Time Sheet.

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Weekly Time Sheets ◄ Week 51: 12/20/21 - 12/26/21 ►

B Select the weekly time sheet you want to edit.

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Save Revert Create Submit Other Actions ▼

> Edit
> Reopen
> Print
> Copy From...

Flex Time Information

Manual Flex Time Adjustment
0.00

Outgoing Flex Time
0.00

A Under the Self Service menu, go to the Weekly Time Sheets workspace.

C From the **Other Actions** drop-down list, select **Copy From.**

Vacation Balance Information

Vacation Balance in Days
0.00

	Keep	Favorite	Job No.	Job Name	Task	Overtime Spec.	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Status	remarks
▶	☐	▾	1020000 ▾	Consulting ▾	Design ▾	50 % ▾	8:00	8:00	8:00	8:00	8:00			40:00		

To copy from a weekly time sheet:

+ Add Time Sheet Line

Total
Fixed
Balance
Invoiceable %   100.... 100.... 100.... 100.... 100.... 0.00 0.00 100....

Follow the steps on the next slide to continue copying lines from a weekly time sheet.

iAccess Time Sheets

Step 1: Enter Data in a Time Sheet.

(1)

↓

(2)

Step 2: Edit a Time Sheet.

↓

(3)

Step 3: Copy from a Daily Time Sheet.

↓

(4)

Step 4: Copy from a Weekly Time Sheet.

↓

(5)

Step 5: Submit a Time Sheet.

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Save Revert Create Submit Other Actions ▼

☐ Open

Sean Williams 101

Flex Time Information

Incoming Flex Time
0.00

Flex Time Effect
0.00

Vacation Balance Information

Vacation Balance in Days
0.00

Copy Time Sheet ✕

The lines from the selected time sheet will be added to the current time sheet

Select a time sheet to copy from

Date

12/20/21 📅

Week

51

Year

2021

Copy Time Sheet   Cancel

D In the Copy Time Sheet wizard, you can either specify the week's start date or the week number to select the weekly time sheet from which you want to copy lines .

	Keep	Favorite		rtime	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Status	Internal remarks
▶	☐		% ▼		8:00	8:00	8:00	8:00	8:00			40:00		

E Click **Copy Time Sheet.**

iAccess adds the copied lines to the current weekly time sheet and automatically saves your changes.

➕ Add Time Sheet Line

	Mon	Tue	Wed	Thu	Fri			Total	
Total	8:00	8:00	8:00	8:00	8:00			40:00	
Fixed	7:30	7:30	7:30	7:30	7:30			37:30	
Balance	0:30	0:30	0:30	0:30	0:30			2:30	
Invoiceable %	100....	100....	100....	100....	100....	0.00	0.00	100....	

iAccess Time Sheets

① Step 1: Enter Data in a Time Sheet.

② Step 2: Edit a Time Sheet.

③ Step 3: Copy from a Daily Time Sheet.

④ Step 4: Copy from a Weekly Time Sheet.

⑤ Step 5: Submit a Time Sheet.

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Weekly Time Sheets ◀ Week 51: 12/20/21 - 12/26/21 ▶

Sean Williams 101

Save | Revert | Create | Submit | Other Actions ▼

☐ Open

Manual Flex Time Adjustment
0.00

Outgoing Flex Time
0.00

Vacation Balance in Days
0.00

A If you are not already in the time sheet you want to submit, click **Weekly Time Sheets** or **Daily Time Sheets** and navigate to the relevant time sheet.

C Press **Enter** or click **Save** to save your changes. Then, click **Submit.**

	Keep	Favorite	Job No.	Job Name	Task	Overtime Spec.	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Status	Internal remarks	
▶	☐	▾	1020000 ▾	Consulting ▾	Design ▾	100 % ▾	8:00	8:00	8:00	8:00	8:00			40:00			⋮

B Review the time sheet for accuracy and make any necessary changes.

To submit a time sheet:

➕ Add Time Sheet Line

	Mon	Tue	Wed	Thu	Fri		Total
Total	8:00	8:00	8:00	8:00	8:00		40:00
Fixed	7:30	7:30	7:30	7:30	7:30		37:30
Balance	0:30	0:30	0:30	0:30	0:30		2:30
Invoiceable %	100....	100....	100....	100....	100....	0.00	0.00 100....

iAccess Time Sheets

1

Step 1: Enter Data in a Time Sheet.

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Step 2: Edit a Time Sheet.

3

Step 3: Copy from a Daily Time Sheet.

4

Step 4: Copy from a Weekly Time Sheet.

5

Step 5: Submit a Time Sheet.

0   9   ?   ⚙

Weekly Time Sheets   ◀ Week 51: 12/20/21 - 12/26/21 ▶

Save   Revert   Create   Submit   Other Actions ▼

Sean Williams 101

☐ Open

Flex Time Information

Incoming Flex Time	Manual Flex Time Adjustment
0.00	0.00

Flex Time Effect
0.00

Vacation Balance

Vacation Balance i
0.00

This concludes the
iAccess Time Sheets
Quick Steps Procedure.

Keep

Internal
remarks

Total Status

☐   ▶   40:00

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Draft Invoices

Job Invoices

Job Reports   ❯

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Customer Reports   ❯

+ Add Time Sheet Line								
Total		8:00	8:00	8:00	8:00	8:00		40:00
Fixed		7:30	7:30	7:30	7:30	7:30		37:30
Balance		0:30	0:30	0:30	0:30	0:30		2:30
Invoiceable %		100....	100....	100....	100....	100....	0.00	0.00	100....