

Electronic Timesheets can be located at <https://tess.bbssl.com/>

Use your given credentials to login to Deltek:

Deltek Time & Expense™
with Employee Self-Service

Deltek Know more. Do more.™

By logging on to this timesheet system, you agree and acknowledge the following timesheet requirements:

1. Employee shall record his/her time on a daily basis.
2. Employee shall record all hours worked whether the hours are paid or not.
3. Only the employee shall record time on his/her timesheet.
4. Employee shall NOT mischarge time to one contract when it is actually spent on another contract.
Please call 1-877-726-4701 with your questions.

Login ID: 040069
Password: ●●●●●●
Domain: HUNTSVILLE
Language: English/United States
 Change Password After Login

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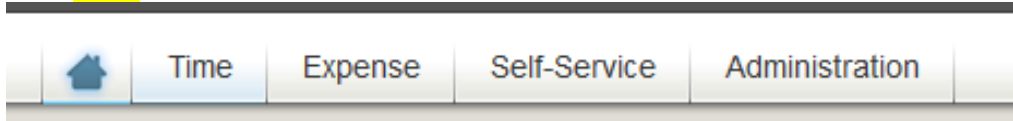
Login ID: Your Employee ID number

Password: SSN or DOB (confirm with Payroll)

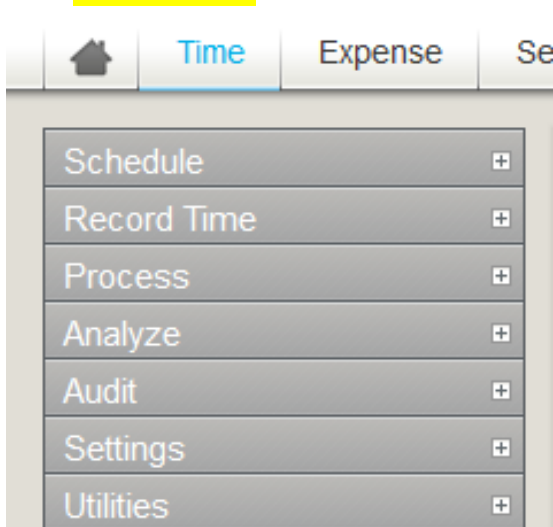
Domain: HUNTSVILLE

If you are not taken directly to your timesheet after you log in, follow the following path to get to your timesheet.

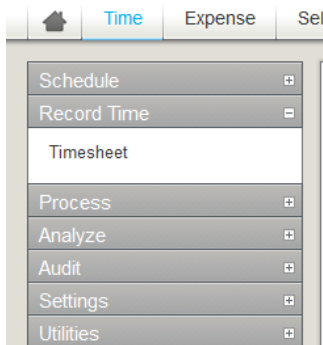
Click **TIME** in the upper left of the page



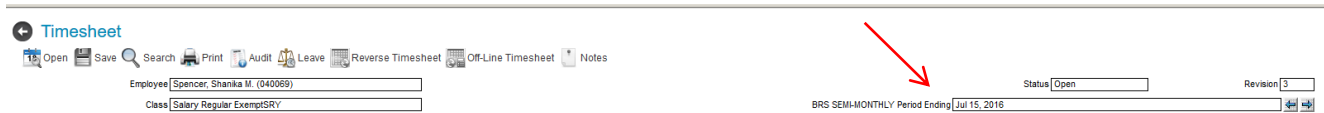
Click **RECORD TIME**



Click **TIMESHEET**



You should now be looking at your timesheet. First, make sure that you are looking at the correct and current timesheet period. This can be verified by looking at the period ending date to the upper right side of the timesheet.



Next, you need to add a project(s) to your timesheet. To do this you need to click the magnifying glass that is in Line 1 of the Project column.

A screenshot of the Timesheet grid. The grid has columns for 'Client description', 'Project', 'BRS', 'BRS (H)', and days of the week (Sat, Sun, Mon, Tue, Wed, Thu, Fri, Sat, Sun, Mon, Tue, Wed, Thu, Fri, Sat). The rows are numbered 1 through 26. A red arrow points to a magnifying glass icon in the 'Project' column of Line 1. Below the grid, there are summary rows for Regular, Overtime, and Total.

The Charge Lookup Box should appear.

Click **EXECUTE**

Charge Lookup [X]

Select the charge that you want to use by drilling down through each charge. You can filter the results by entering a value in the Filter Text box

Filter

Filter By: Project [v]

Filter Text: Execute

Sort By: Description [v]

	Charge Tree Description	Charge Tree Code
+ Favorites		
+ BRS, LLC		1
+ Charges		CHARGE

Close

A list of all available charge code(s) that have been made available to you should appear.

Charge Lookup [X]

This list of charges was determined based on the filter that you entered. To change the results, go back to the Charge Tree level and enter a different filter.

Charge Trees
 Filter Results

<input type="checkbox"/>	Charge Description	Charge Branch Code	Project	PLC	Pay Type	^
<input type="checkbox"/>	AEROSTAR FY17-PAYROLL	X0026	X0026.FY17.PR			
<input type="checkbox"/>	BEREAVEMENT	LEAVE - BRS	BRFRG.BERE		BRV	
<input type="checkbox"/>	BTS FY17-PAYROLL	X0017	X0017.FY17.PR			
<input type="checkbox"/>	CORPORATE TRAINING	CORPORATE TRAINING	GENAD.TRAIN			
<input type="checkbox"/>	EAGLE FY17-PAYROLL	X0006	X0006.FY17.PR			
<input type="checkbox"/>	EGS FY17-PAYROLL	X0047	X0047.FY17.PR			
<input type="checkbox"/>	EIH FY17-PAYROLL	X0046	X0046.FY17.PR			
<input type="checkbox"/>	EMS FY17-PAYROLL	X0033	X0033.FY17.PR			
<input type="checkbox"/>	G&A Benefit Enrollment	BENEFIT ENROLLMENT	GENAD.ENROL			
<input type="checkbox"/>	G&A Corporate Compliance	COMPLIANCE GOVERNANCE	GENAD.CPGOV			v

Add to Timesheet Close < Previous Next >


If you need to record Overtime (Pay Type: O) or Overtime Straight (Pay Type: OS1) then you can either click the magnifying glass and select the correct pay type or type it directly into the pay type field.

	Charge Description	Project	PLC	Pay Type	Sta
1	APC SUPPORT	X0067.AKPC		R	
2	ASL SUPPORT	X0068.0ASL		R	
3	BBML ADMIN SUPPORT	X0066.BBML		R	
4	BBNC PAYROLL	X0024.ADMN.PR		R	
5	EAGLE PAYROLL	X0006.ADMN.PR		R	
6	KAIR ADMIN SUPPORT	X0066.KAIR		R	
7	KTLD ADMIN SUPPORT	X0066.KTLD		R	
8	MEDPRO PAYROLL	X0018.ADMN.PR		R	
9	OH - NON-BILLABLE REWORK	OVRHD.BBSS2.0HSV		R	
10	OH BBSS - HUNTSVILLE	OVRHD.BBSS1.0HSV		R	
11	PTO BBSS	BRFRG.PTOF		PTO	
12	SIF SUPPORT	X0068.0SIF		R	
13	SMS PAYROLL	X0043.ADMN.PR		R	
14	SPS PAYROLL	X0038.ADMN.PR		R	
15	SST PAYROLL	X0042.ADMN.PR		R	
16					

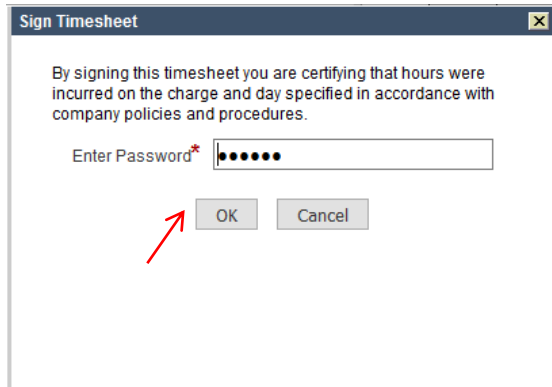
After you have entered all of your time for the pay period and checked it for accuracy, it is now time to sign your timesheet and submit for approval.

To sign your timesheet, click on the box to the right of the **SIGNATURE** line near the bottom left corner of the timesheet. See below.

Charge Description	Project	PLC	Reg	Ovt	Sat 7/16	Sun 7/17	Mon 7/18	Tue 7/19	Wed 7/20	Thu 7/21	Fri 7/22	Sat 7/23	Sun 7/24	Mon 7/25	Tue 7/26	Wed 7/27	Thu 7/28	Fri 7/29	Sat 7/30	Charge Totals	
1 AEROSTAR FY17-PAYROLL	X0026.FY17.PR	R					8.00	8.00	8.00	8.00	8.00									40.00	
2 BTS FY17-PAYROLL	X0017.FY17.PR	R																			
3 EAGLE FY17-PAYROLL	X0006.FY17.PR	R																			
4 EH FY17-PAYROLL	X0046.FY17.PR	R																			
5																					
6																					
7																					
8																					
9																					
10																					
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18																					
19																					
20																					
21																					
22																					
23																					
24																					
25																					
26																					
Regular							8.00	8.00	8.00	8.00	8.00									40.00	
Overtime																					
Total							8.00	8.00	8.00	8.00	8.00									40.00	

Signature   Approval 

You will be prompted to enter your password, which will serve as your digital signature.



Sign Timesheet

By signing this timesheet you are certifying that hours were incurred on the charge and day specified in accordance with company policies and procedures.

Enter Password*

OK Cancel

Click **OK** to add your digital signature to your timesheet.