

Timesheet Guide

URL Link for Timesheets

<https://bbssl-cpt.deltakenterprise.com/cpweb>

For assistance please call
1-877-726-4701

Login Screen

Deltek

Costpoint® [Add Desktop Shortcut](#)

Which Interface would you like to use?

Classic Version New Version

USERNAME

PASSWORD
Enter a valid password

SYSTEM ?

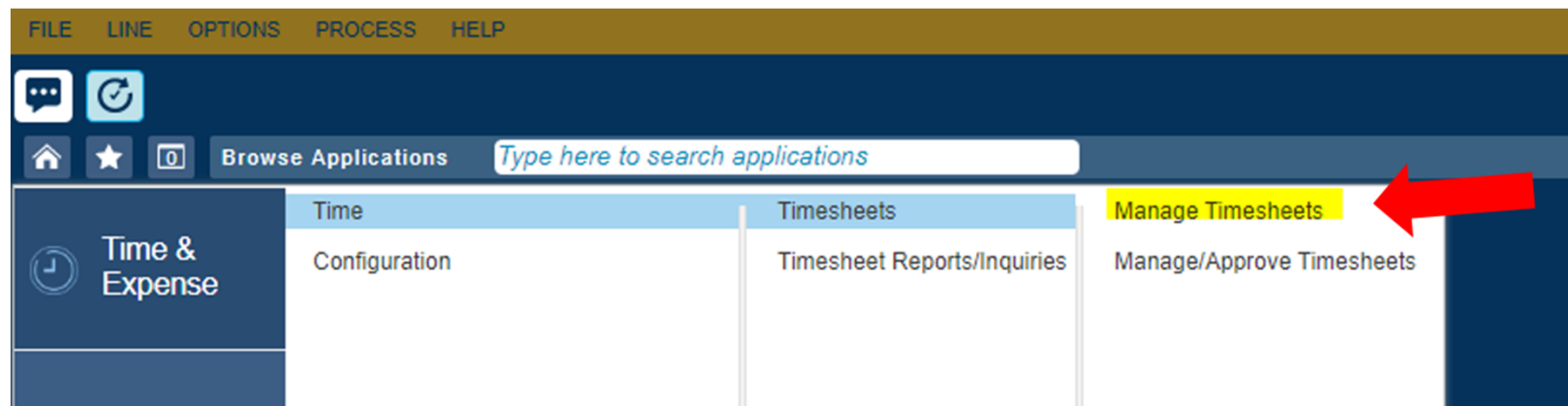
Remember me [Reset](#)

[LOG IN](#)

[+ SHOW ADDITIONAL CRITERIA](#)

- **USERNAME = Employee number**
- **PASSWORD = System generated password sent by email or provided by BBSS**
- **SYSTEM = BBSSLLCCONFIG**

Navigate to Manage Timesheets



*Note: When you log in, you may automatically be taken to Manage Timesheets


Timesheet Entry

In Manage Timesheets the **current open timesheet** period will appear with a status of **“Open”**

The screenshot shows a software interface for entering a timesheet. The top section is titled 'Basic Information' and contains several fields: 'Employee *' with the value 'TEST, EMPLOYEE', 'ID *' with 'TESTE', 'Pay Type' with 'BBSS SEMI-MONTHLY', and 'Period Ending *' with '06/30/2020'. The 'Status' field is set to 'Open' and is highlighted with a red rectangular box. Below these fields are input areas for 'Signature' and 'Approval'. At the bottom right of the form are 'Sign' and 'Correct' buttons. Below the form is a table titled 'Timesheet Lines' with columns for 'Line', 'Project', 'Description', 'PLC', 'Pay Type *', and days of the week from Tuesday to Sunday, plus a 'Total' column. The table is currently empty.

Note: If this is the first time your timesheet has been populated, timesheet lines will not appear. Once **Favorites** have been setup and chosen to be loaded automatically, those options will load upon entering the timesheet screen

Timesheet Entry

Move into the Timesheet lines section and click **New** to add a new Line item/Project Code. In the Project field, click the button: 

Timesheet [New] [Copy] [Delete] [Table] [Query]

Basic Information

Employee * TEST, EMPLOYEE ID * TESTE BBSS SEMI-MONTHLY Period Ending * 06/30/2020 Status Open

Class Salary Regular ExemptSRY

Signature Approval

[Sign] [Correct]

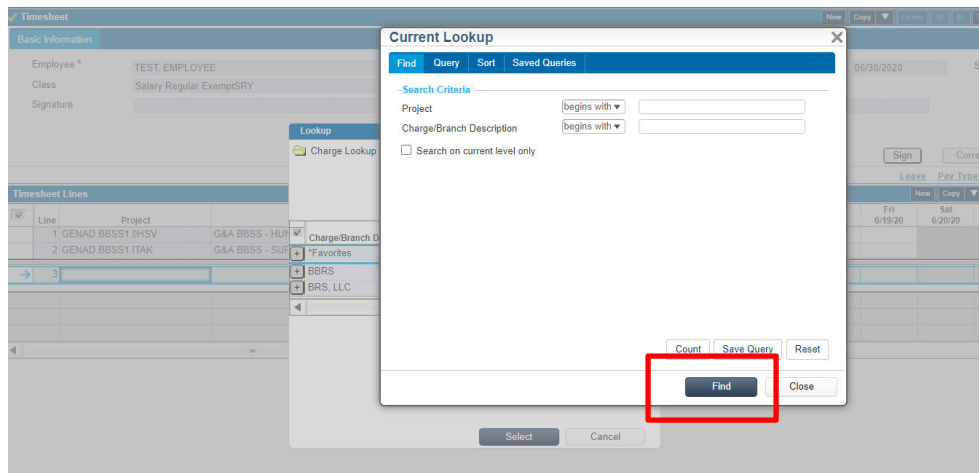
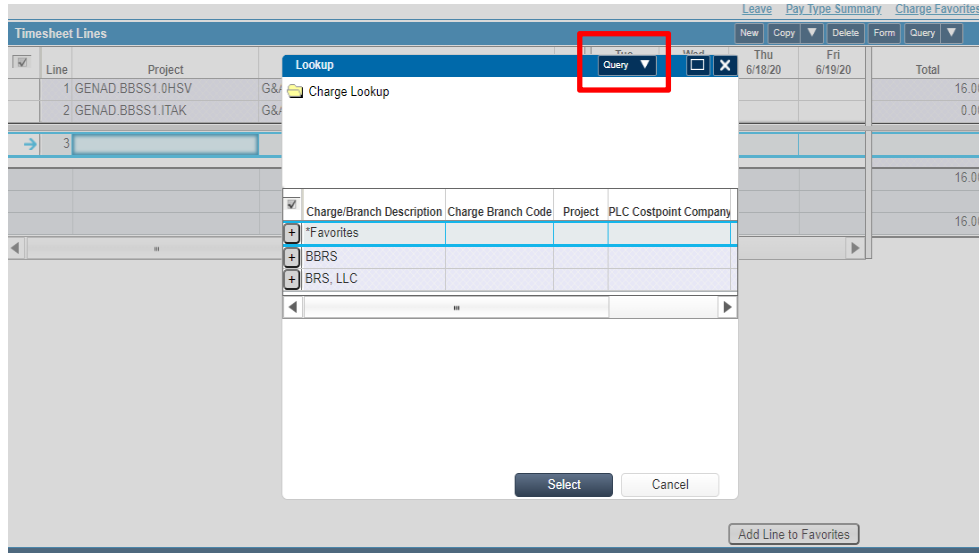
[Leave](#) [Pay Type Summary](#) [Charge Favorites](#)

Timesheet Lines [New] [Copy] [Delete] [Form] [Query]

Line	Project	Description	PLC	Tue 6/16/20	Wed 6/17/20	Thu 6/18/20	Fri 6/19/20	Total
1	GENAD.BBSS1.0HSV	G&A BBSS - HUNTSVILLE		8.00	8.00			16.00
2	GENAD.BBSS1.ITAK	G&A BBSS - SUPPORT OF ALL						0.00
3								
		Regular		8.00	8.00			16.00
		Overtime						
		Total		8.00	8.00			16.00

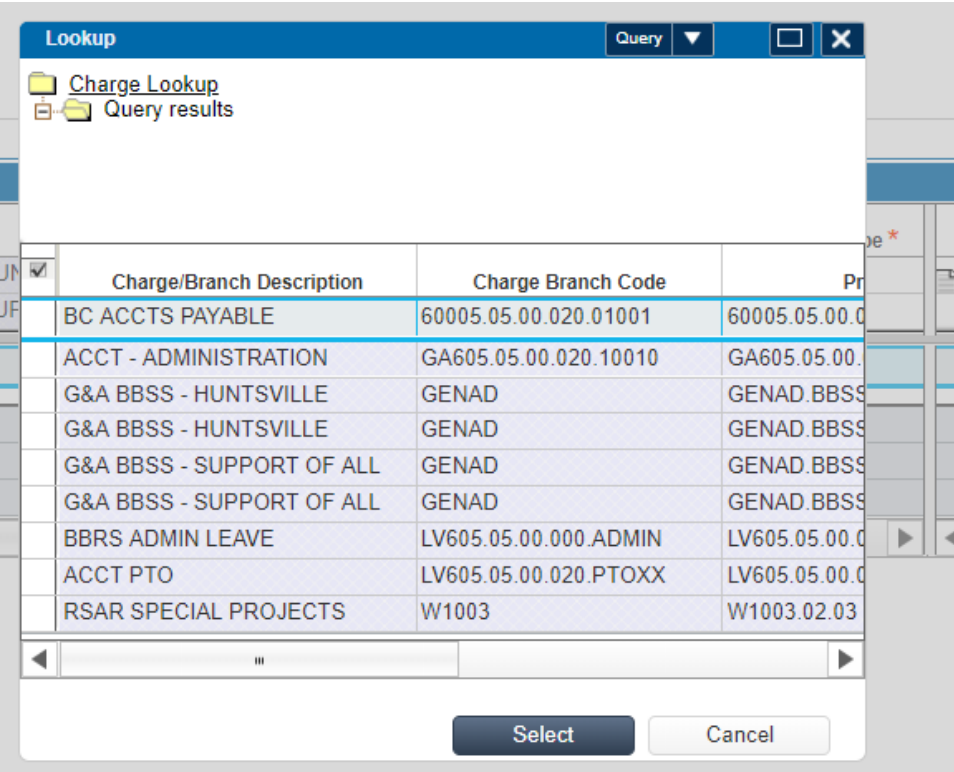
Timesheet Entry

Select **Query** and **Find** to view a list of all projects assigned to you.



Timesheet Entry

- From here choose the charge code directly. Once the charge code has been selected, it will be highlighted in blue. To add it to your timesheet, either double-click or click the button: **Select**



The screenshot shows a 'Lookup' dialog box with a 'Query' dropdown and window controls. Below the title bar is a folder tree with 'Charge Lookup' and 'Query results'. A table displays the following data:

Charge/Branch Description	Charge Branch Code	Pr
BC ACCTS PAYABLE	60005.05.00.020.01001	60005.05.00.0
ACCT - ADMINISTRATION	GA605.05.00.020.10010	GA605.05.00.
G&A BBSS - HUNTSVILLE	GENAD	GENAD.BBSS
G&A BBSS - HUNTSVILLE	GENAD	GENAD.BBSS
G&A BBSS - SUPPORT OF ALL	GENAD	GENAD.BBSS
G&A BBSS - SUPPORT OF ALL	GENAD	GENAD.BBSS
BBRS ADMIN LEAVE	LV605.05.00.000.ADMIN	LV605.05.00.0
ACCT PTO	LV605.05.00.020.PTOXX	LV605.05.00.0
RSAR SPECIAL PROJECTS	W1003	W1003.02.03

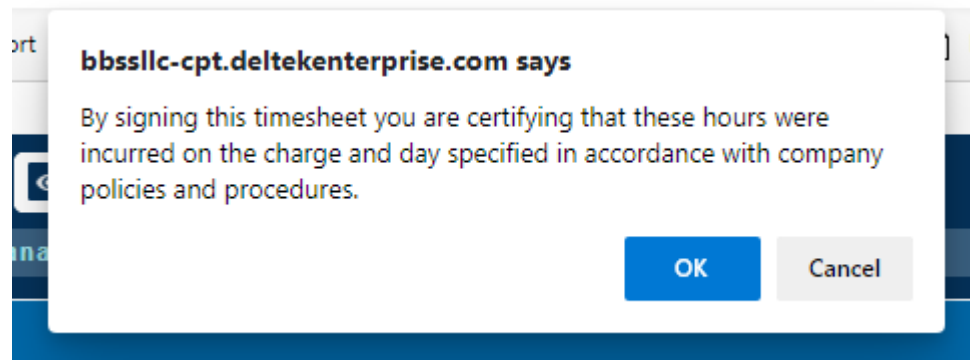
At the bottom of the dialog are 'Select' and 'Cancel' buttons.

Timesheet Entry

- With the Project code loaded, you can enter time in the date fields.
- On the toolbar in the upper left, click: **Save and Continue**
- ***Enter your time to the appropriate charge codes on a daily basis.***
- If you are unsure of what project to use, please check with your supervisor. They will notify BBSS if a code needs to be added. We can only add codes with an email from the manager authorizing the code.

Sign Timesheet

- With all of your data entered correctly it is time to sign the timesheet. On the right side of the header section, click the button: **Sign**
- On the pop-up display you will certify the charges are correct, click: **OK**

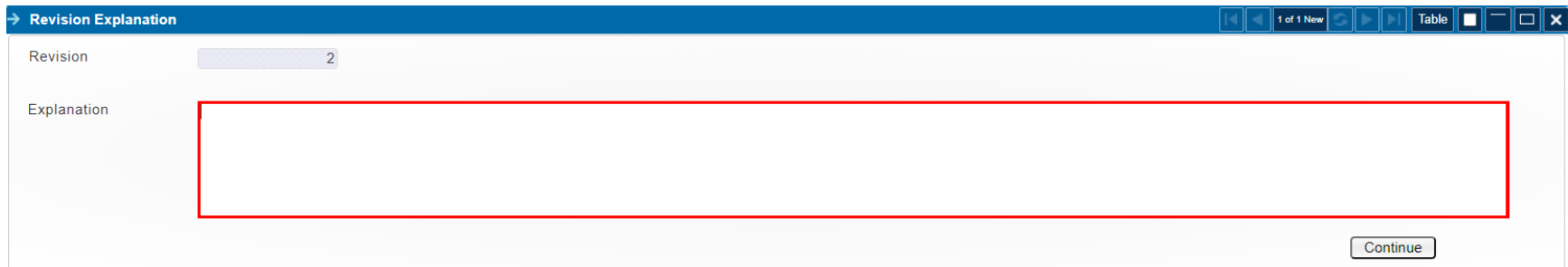


Changes / Corrections

- If you need to make a change to your timesheet after you have saved it, you will be prompted to list a reason for the change in the pop-up explanation box. You will not be able to save your timesheet until you enter a reason.
- To make changes to your timesheet, click in the day of the charge code that you need to change and type over what you have entered. An explanation pop-up box should appear, requiring you to give a reason for the change. Click **Continue** when you have entered your reason. If you have used a wrong charge code and do not wish to charge time to that particular code, then you will need to enter a zero in the appropriate day and line item. **You will not be able to delete!**

Changes / Corrections cont.

Enter the explanation for the change and click “Continue”.



Revision Explanation

Revision: 2

Explanation:

Continue

Recording Leave w/o Pay

- **For non-exempt employees recording a day off without pay, you should skip the day taken, recording no time at all.**
- For exempt/salaried personnel wishing to record Leave Without Pay – time must be taken in FULL DAY increments only. You should have access to the LWOP project code which can be accessed using the looking glass. If you do not have this code (and are a salaried/exempt employee) then please contact your payroll representative @ BBSS.

Recording Overtime – Hourly employees

Hourly, non-exempt employees should record overtime (which should be approved in advance) for any hours worked in addition to 40 hours in a workweek. (*A workweek is Monday through Sunday*). To record overtime hours on your timesheet, you will need to make a separate charge code line, using the pay code O to record the overtime hours for that particular charge code.

You will receive an error if you have worked over 40 hours and do not record overtime correctly. You will not be able to complete your timesheet until this is corrected.

There are some states where the overtime rule is based on 8 hours per day. These include Alaska, California and Nevada.

Exempt employees

- Exempt employees are required to record all hours worked
- Employees should check with their manager or supervisor to clarify where to record hours in excess of 40 per week

Leave Balances

- Leave balances are available to view in your timesheet. Select Leave tab in the header.

The screenshot displays a software interface for a 'Timesheet'. At the top, there is a blue header bar with the title 'Timesheet' and a set of navigation buttons: 'New', 'Copy', 'Delete', 'Table', 'Query', and a window control icon. Below the header, there are two tabs: 'Basic Information' and 'Warnings'. The 'Basic Information' tab is active, showing a form with the following fields: 'Employee *' (TEST, EMPLOYEE), 'ID *' (TESTE), 'BBSS SEMI-MONTHLY', 'Period Ending *' (06/30/2020), and 'Status' (Approved). Below these fields are 'Signature' and 'Approval' sections, both containing text and timestamps. At the bottom of the form, there are buttons for 'Sign' and 'Correct'. A red box highlights the 'Leave' link in the bottom right corner of the form area. Below the form is another blue header bar for 'Timesheet Lines' with navigation buttons: 'New', 'Copy', 'Delete', 'Form', and 'Query'.

Due Date

- Timesheets are due at **NOON** the first business day following the end of the timesheet period
- This includes employee and approver signature

BBSS Contact Information

For payroll issues please contact:

Bristol Bay Shared Services, LLC

7067 Old Madison Pike, Ste 170

Huntsville, AL 35806

payroll@bbssl.com

1-877-726-4701



Dayforce

- Pay statements are available at:

www.dayforcehcm.com