

Entering time into Deltek Time & Expense

- 1) Log on at <https://bcftime.bcfsolutions.com>
- 2) Enter the following information

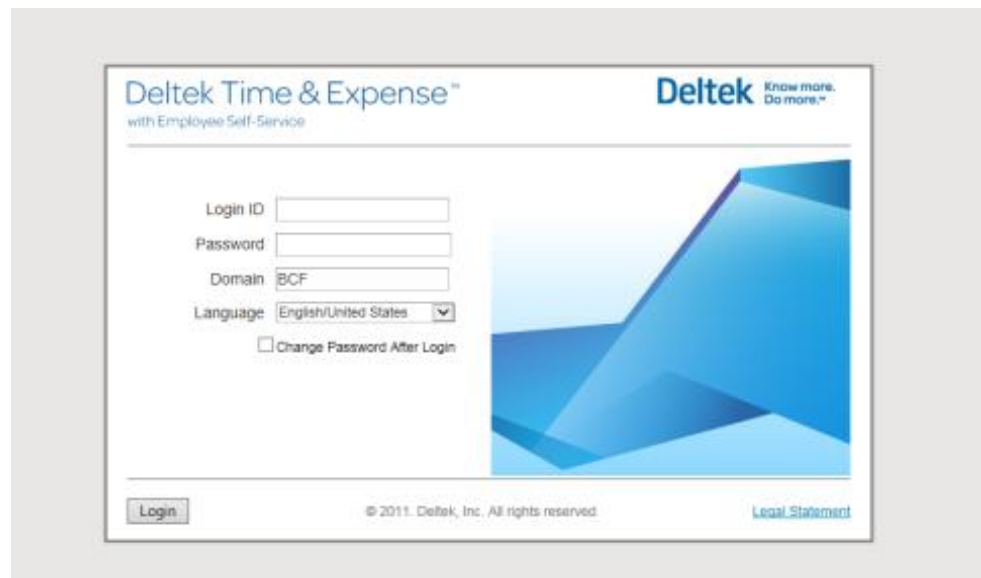
Login ID: will be your employee ID number

Password: will be your individual Social Security Number with dashes

Ex: 000-00-0000

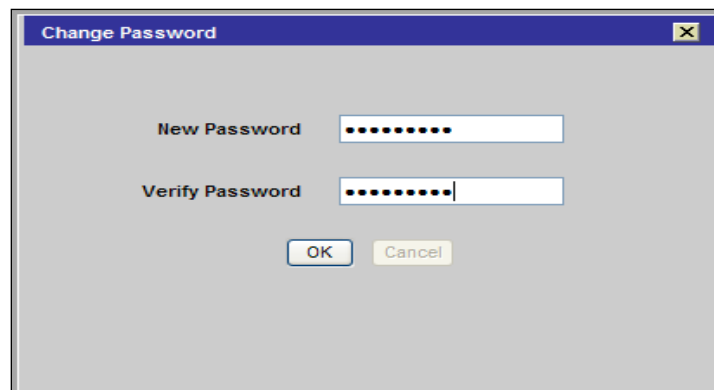
Domain: will be BCF (all caps)

Click the **Login** button to log yourself in.



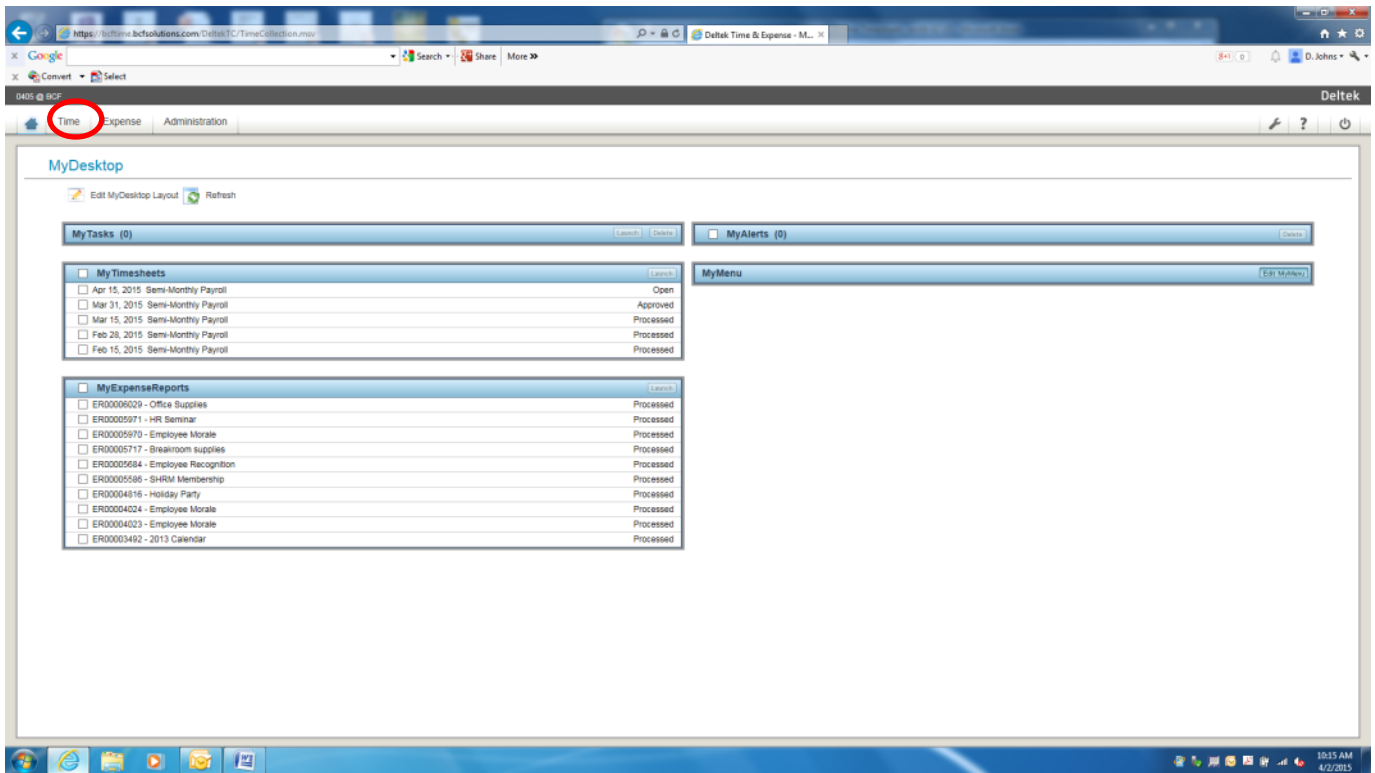
The screenshot shows the Deltek Time & Expense login interface. At the top left, it says "Deltek Time & Expense™ with Employee Self-Service". At the top right is the Deltek logo with the tagline "Know more. Do more.™". The main area contains a login form with the following fields: "Login ID" (text input), "Password" (text input), "Domain" (text input with "BCF" entered), and "Language" (dropdown menu with "English/United States" selected). Below these fields is a checkbox labeled "Change Password After Login" which is currently unchecked. A "Login" button is located at the bottom left of the form. At the bottom center, there is a copyright notice: "© 2011. Deltek, Inc. All rights reserved." At the bottom right, there is a link for "Legal Statement". The background of the login area features a blue abstract geometric design.

- 3) Once logged in you will be asked to change your password. Enter a new password and click the OK button to accept new password. Please select a password that you will remember and you only. Please do not disclose your password to others including your supervisor.

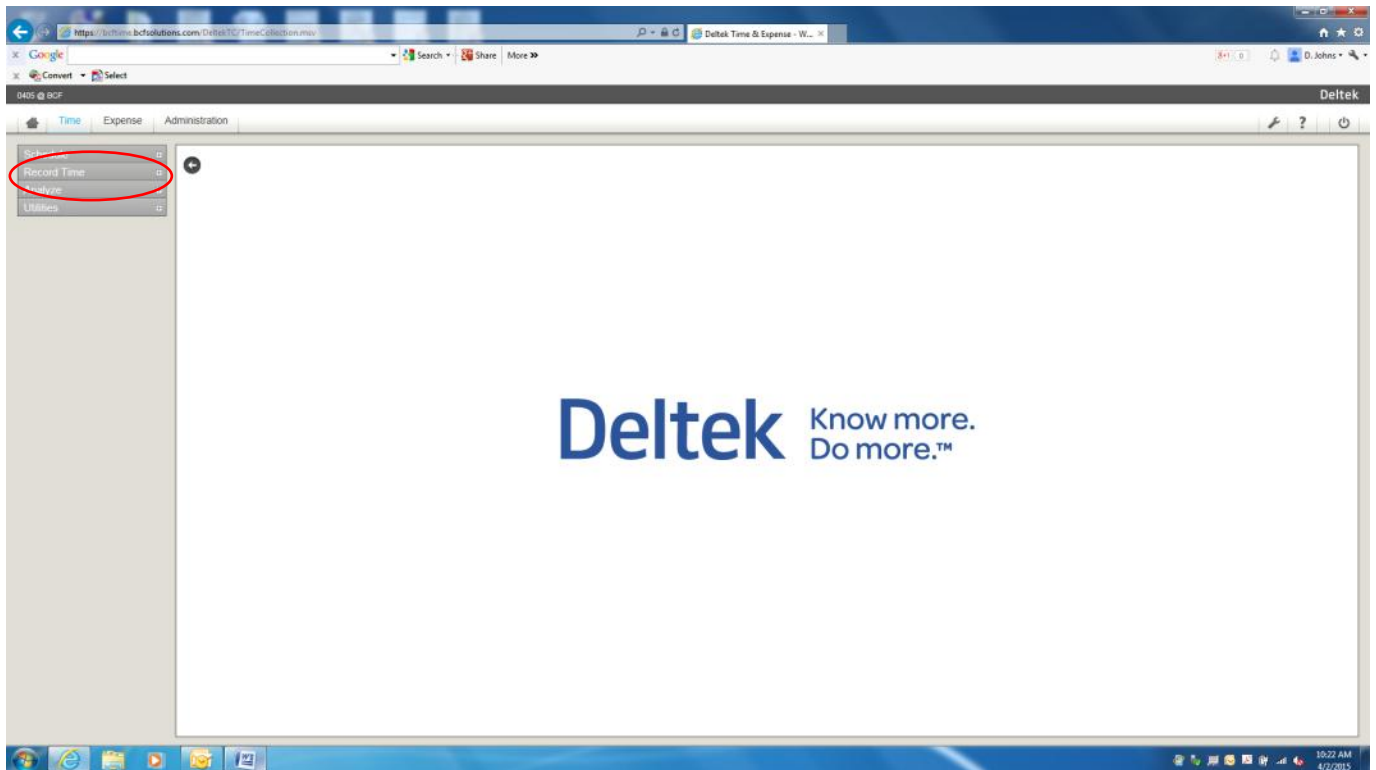


The screenshot shows a "Change Password" dialog box. It has a title bar with the text "Change Password" and a close button (X). The dialog contains two text input fields: "New Password" and "Verify Password". Both fields are filled with a series of black dots, indicating that the passwords are hidden. Below the input fields are two buttons: "OK" and "Cancel".

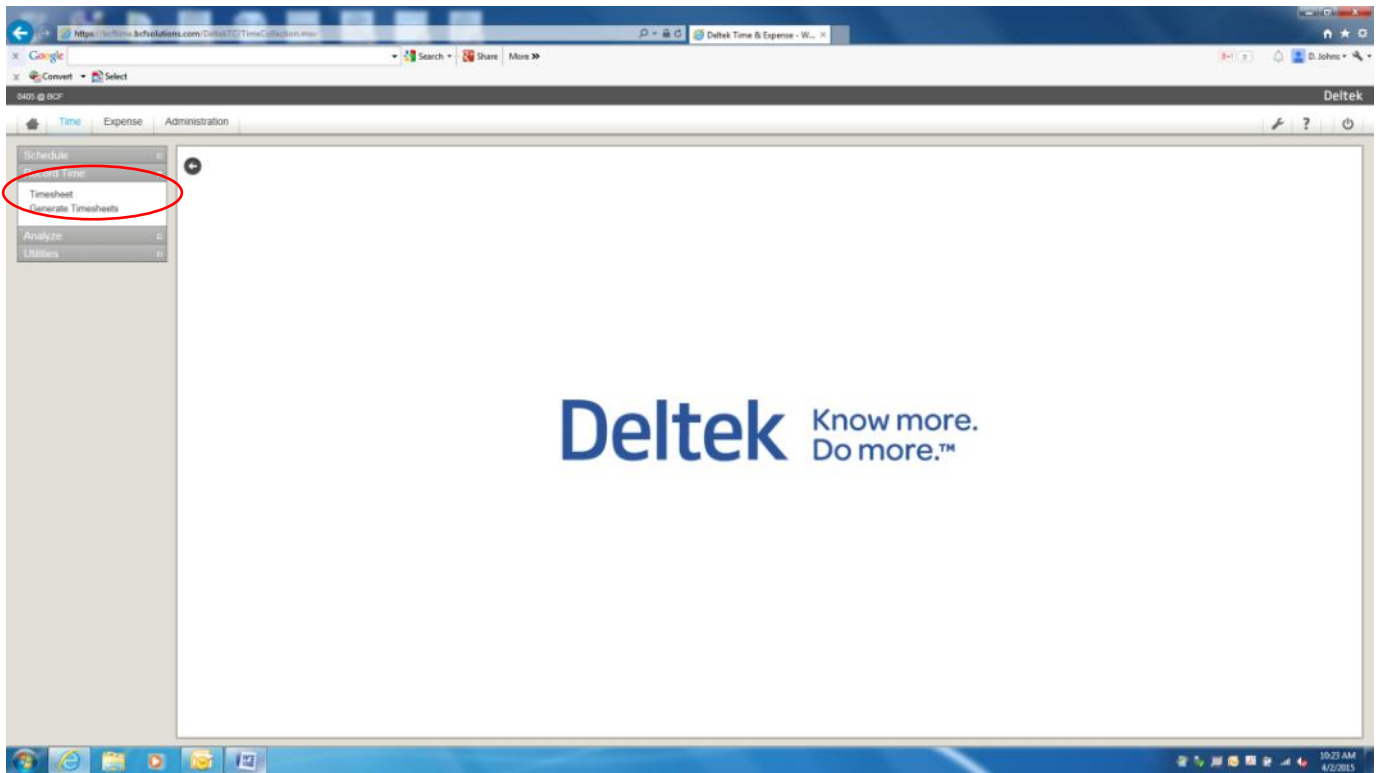
4) Click Time button at the top left of the screen to open your individual timesheet page



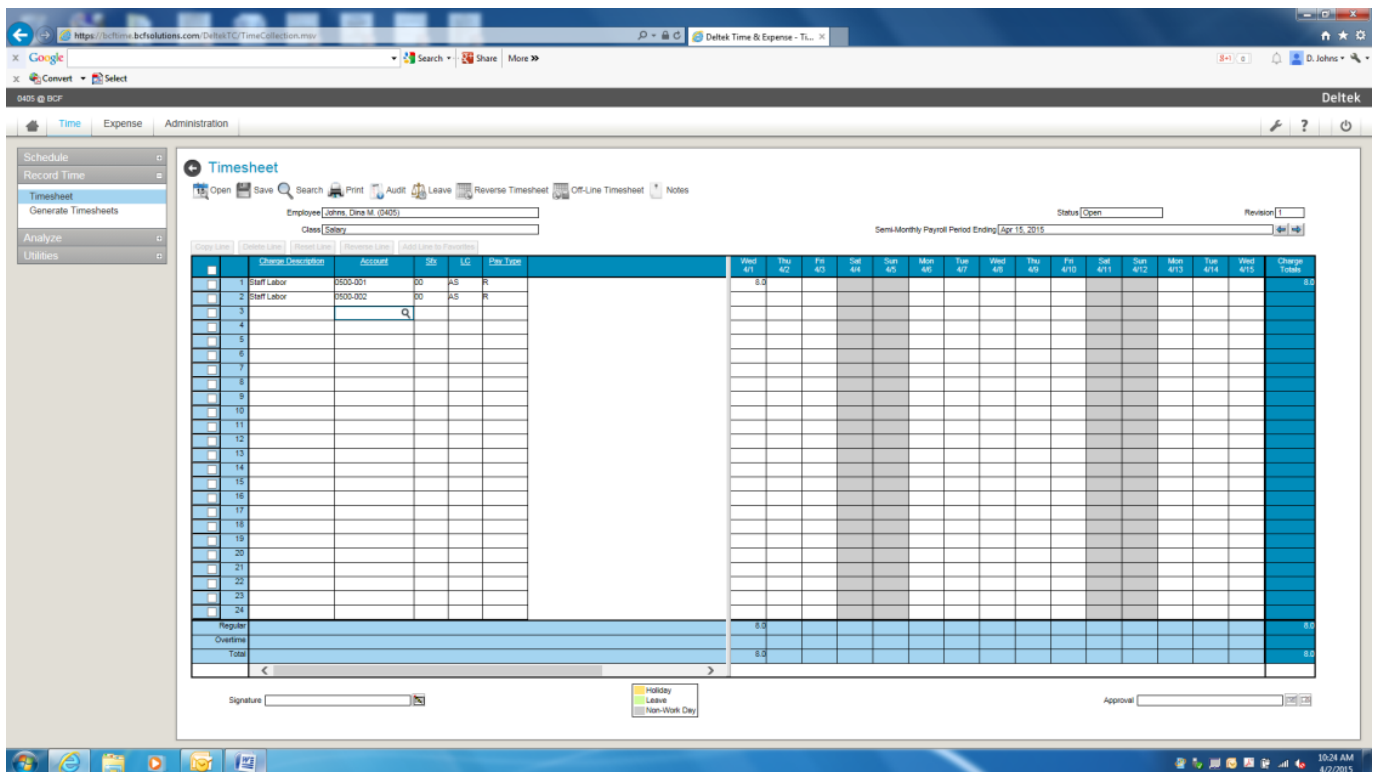
5) Click Record Time



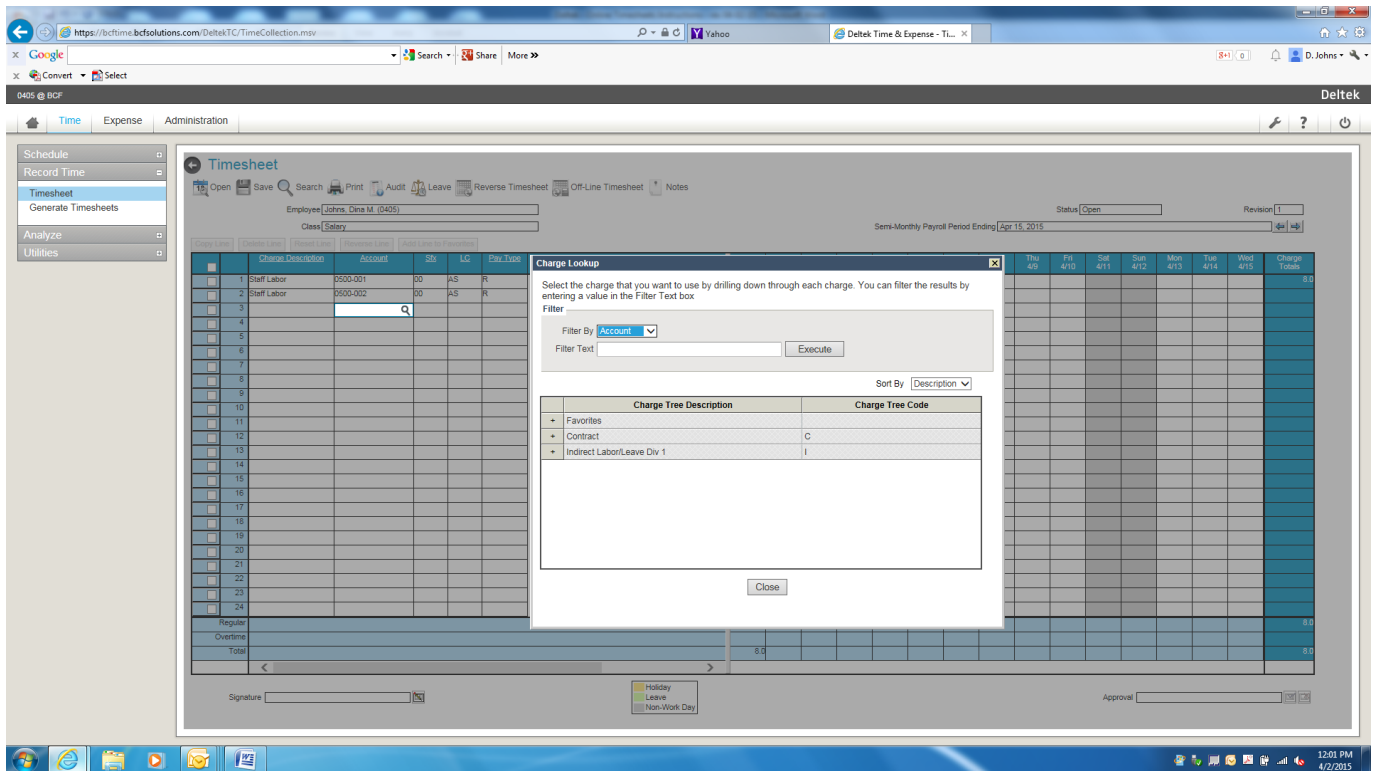
6) Click Timesheet to record your time



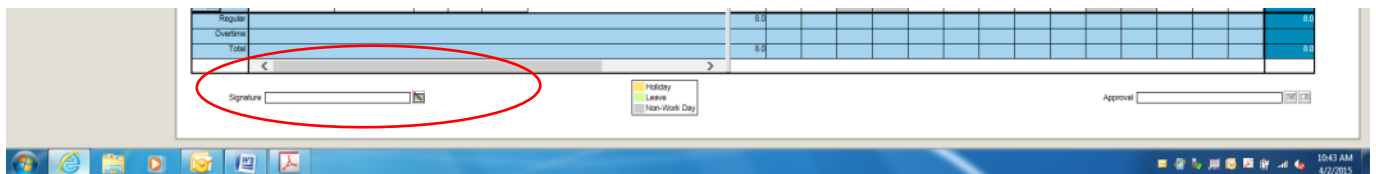
7) Enter all hours worked (each day) in the corresponding date and then click Save. Employees are responsible for recording all hours worked against the correct contract charge codes for the work performed and for compensated non-work hours (i.e., PTO, Holiday, Bereavement).



- 8) To add a charge code, click the magnifying glass. Click the “+” under Charge Tree Description to browse available contract and/or indirect charge codes. Once the appropriate charge code is located, select it by checking the adjacent box and clicking the Add to Timesheet button. For questions or assistance, please contact your supervisor.



- 9) At the end of the pay period, click the Signature button to sign your timesheet



- 10) You will then be prompted to certify that your hours correct by re-entering your password.

