Entering time into Deltek Time & Expense

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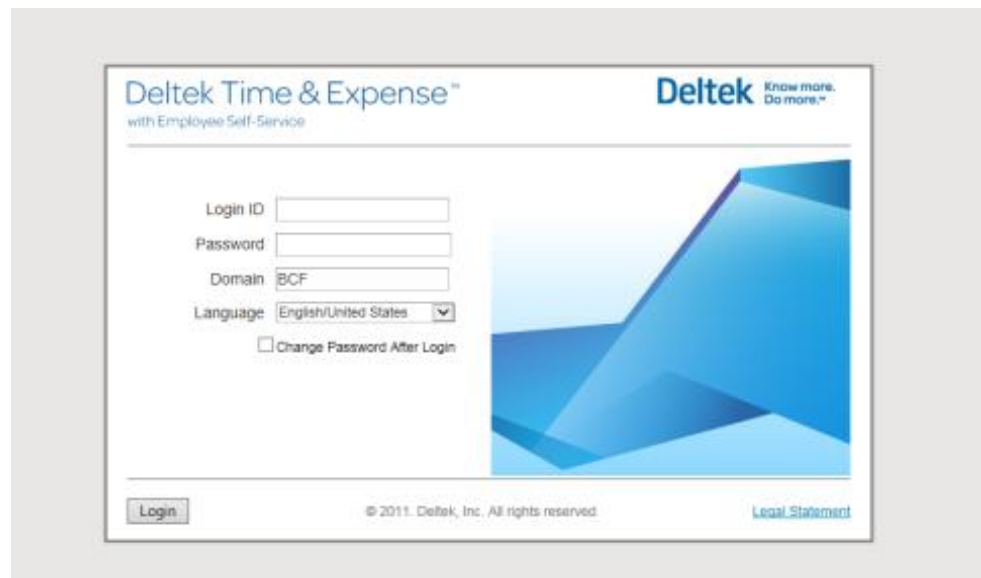
2) Enter the following information

> Login ID: will be your employee ID number
> Password: will be your individual Social Security Number with dashes
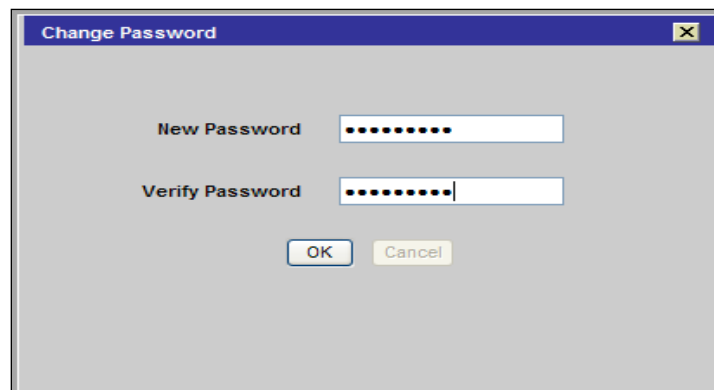> Ex: 000-00-0000
> Domain: will be BCF (all caps)
>
> Click the **Login** button to log yourself in.

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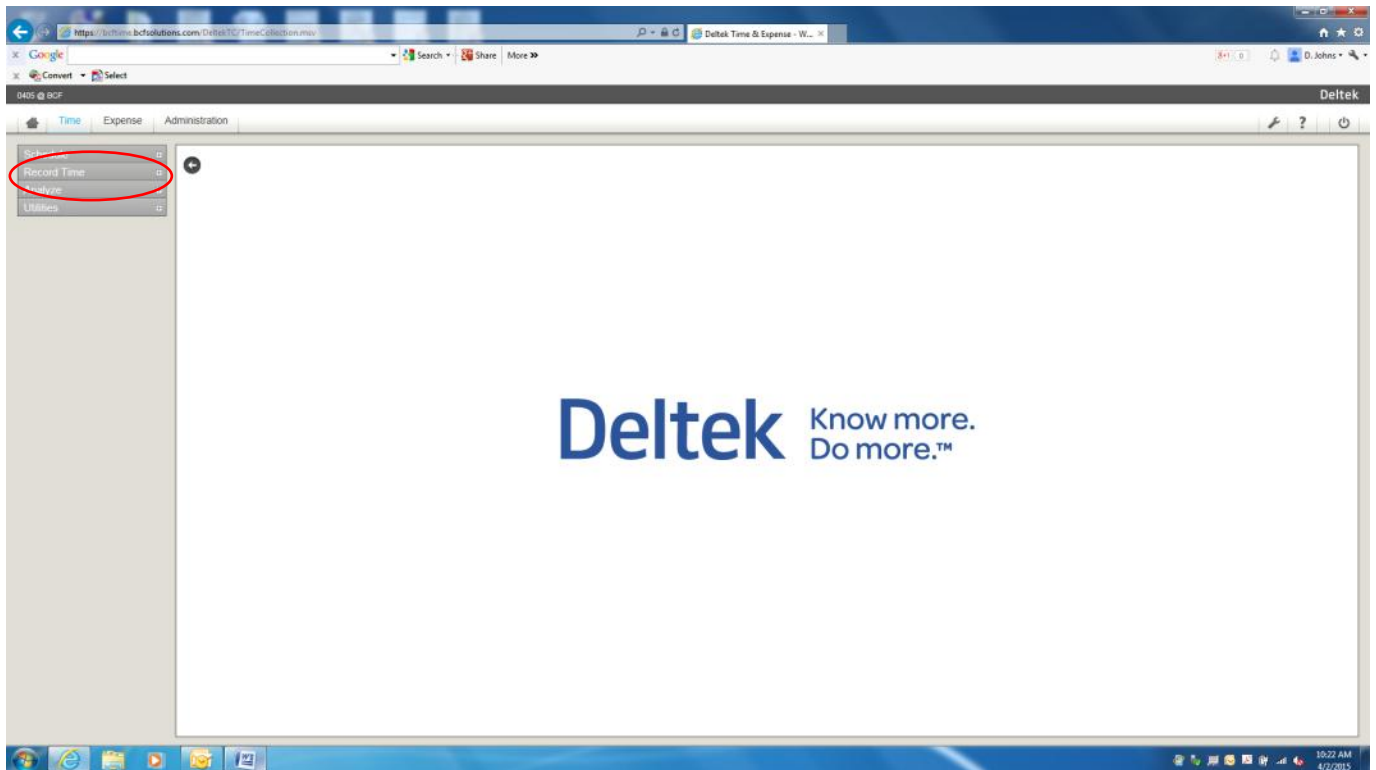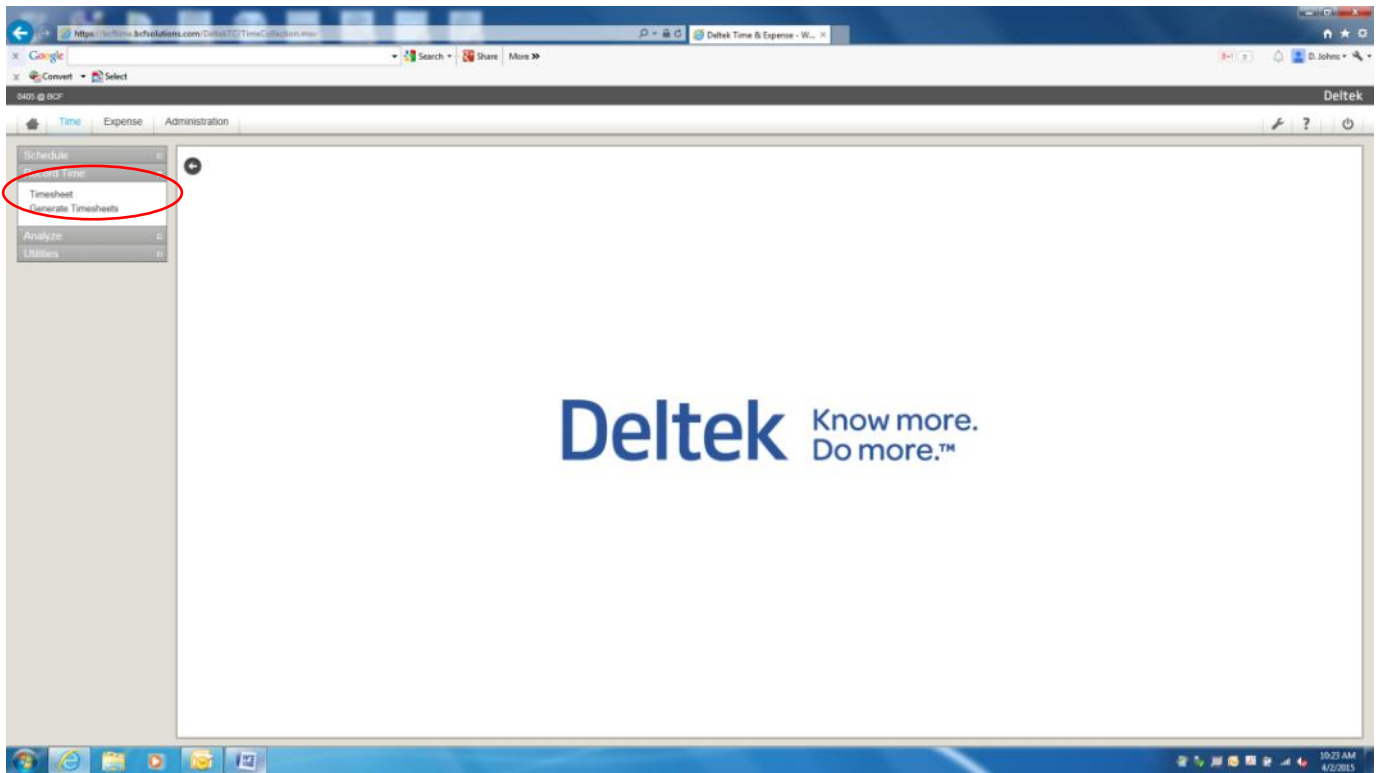
4) Click Time button at the top left of the screen to open your individual timesheet page
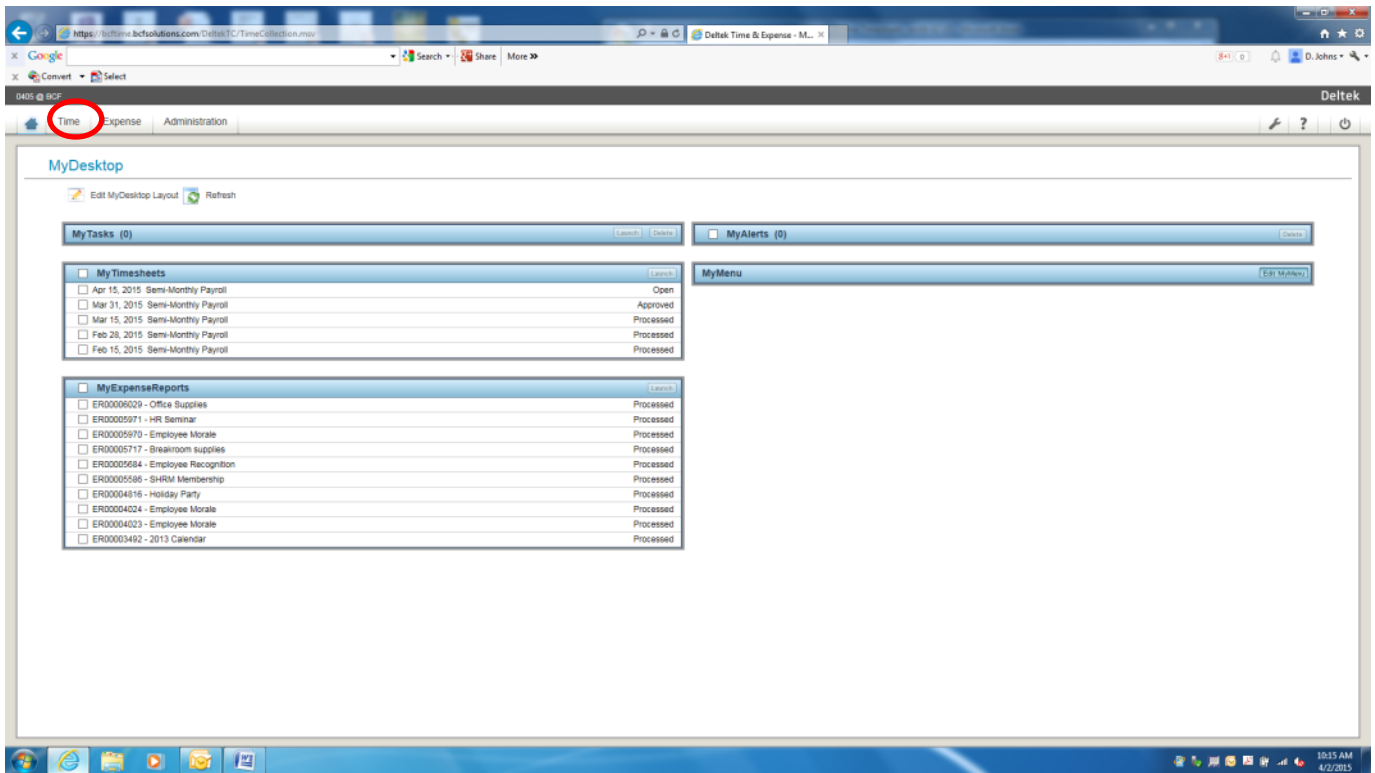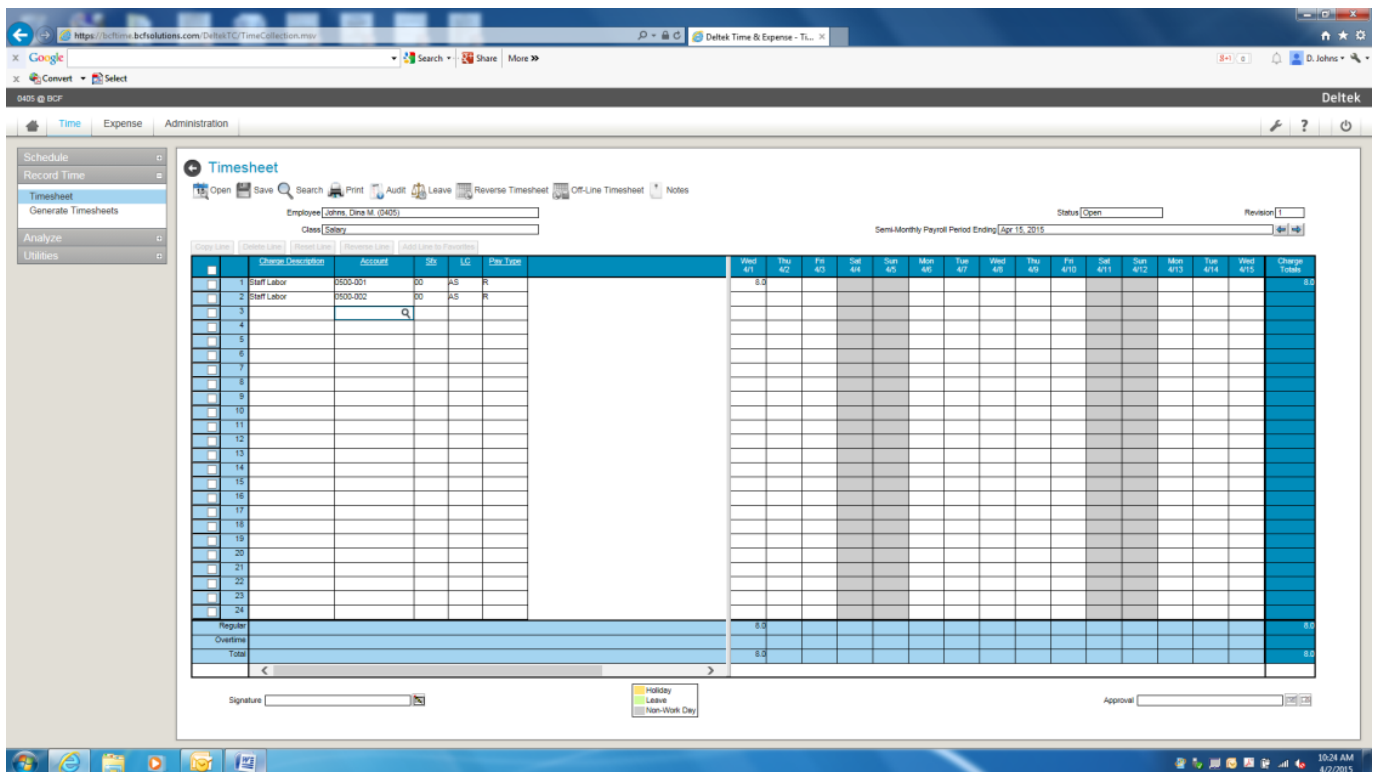

5) Click Record Time

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.
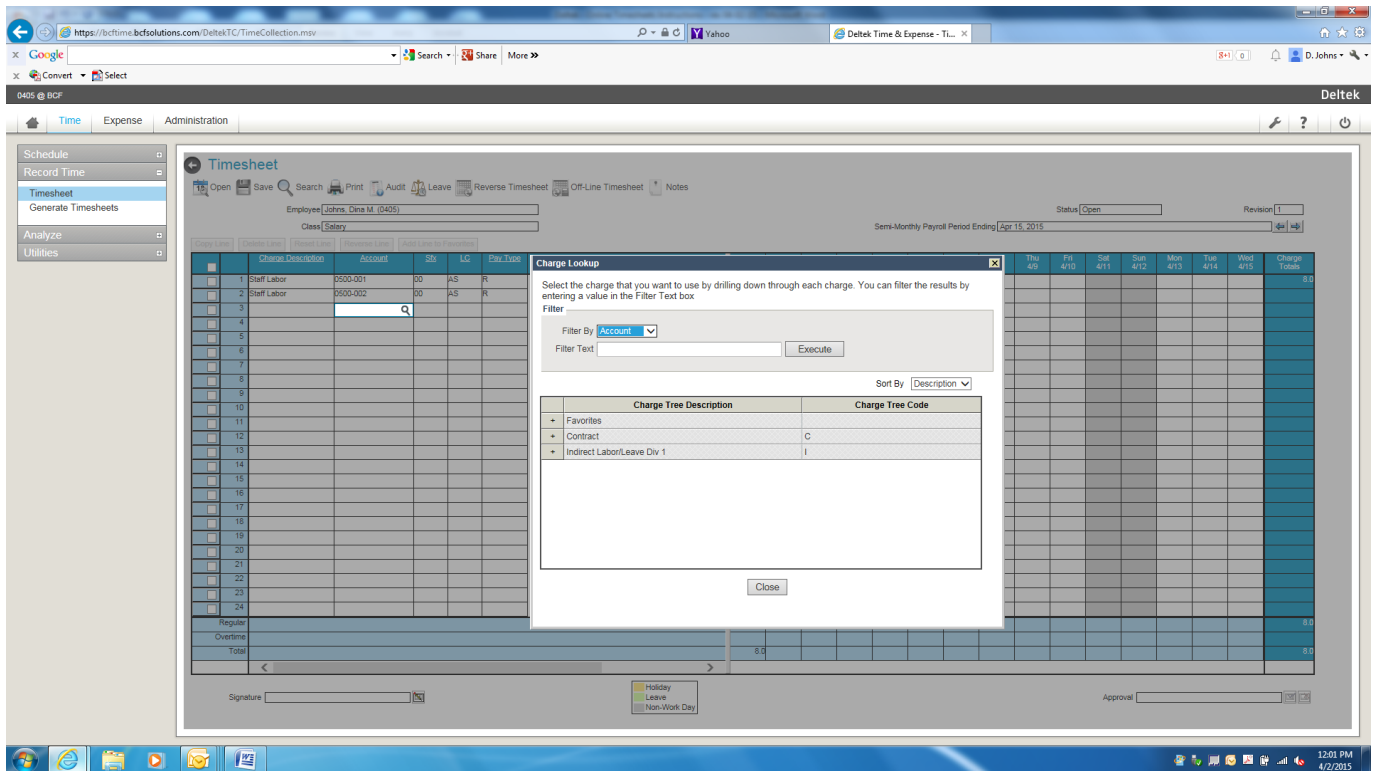
9) At the end of the pay period, click the Signature button to sign your timesheet
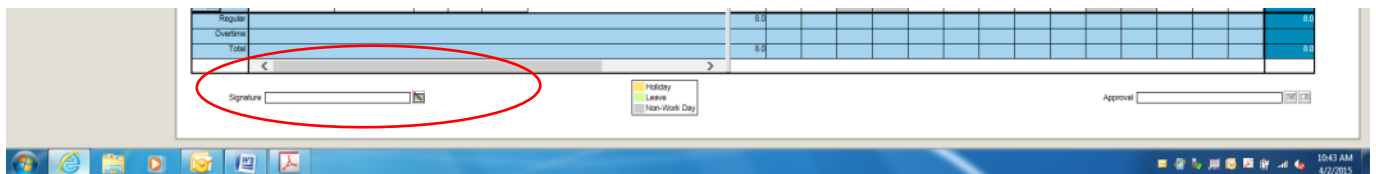
10) You will then be prompted to certify that your hours correct by re-entering your password.