

Deltek Time & Expense with Employee Self-Service™

Improving Control with Integrated Information

KEY FEATURES AND BENEFITS:

- Real-time data validation
- Client pre-approval
- Pre-configured reporting and notifications
- Workflow-based approvals and escalations
- Business intelligence and analytic
- Advanced charge code defaulting and pre-validation
- Audit trail
- Paperless data collection
- Interview style elections
- Government policy compliance
- State overtime laws

Deltek Time & Expense with Employee Self-Service is a suite of web-based employee-facing applications designed specifically for complex, project-oriented businesses. Time & Expense helps organizations automate the collection, validation, approval, and processing of labor, expense and human resources-related information. As a result, businesses can dramatically lower transactional processing costs, comply with government regulations, and reduce administrative burden on employees.

Time & Expense automates overtime, leave, and expense policy enforcement, cash advance requests, and receipt management. It also facilitates American Express® charge reconciliation, and improves the timeliness and validity of billing data.

Employees are able to access their personal information such as benefits, open enrollment and payroll. With web-based access, employees can control personal data conveniently, around the clock and around the globe.

INTEGRATED SUITE OF WEB-BASED APPLICATIONS

Deltek Time & Expense with Employee Self-Service cuts the time and cost of processing payroll, billing, and employee HR transactions, decreases Days Sales Outstanding by reducing billing errors and adjustments, and provides management with access to real-time labor and expense charging.

THE DELTEK ADVANTAGE

Cut the cost of processing payroll, billing and employee transactions

Reduces Errors — Save time by ensuring data accuracy for employee entered information – before being submitted for approval and posting. Eliminate common errors such as mathematical mistakes, data entry transpositions or incorrect policy enforcement or benefits elections.

Increases Employee Productivity — Replace paper based routing and approval of timesheets and expense reports with intuitive, web-based application.

Complies with Regulations — Gain complete visibility into all timesheet changes, including when it was made, the original and correcting entries and the reason for the change. Audit changes for both current and correcting timesheets as required by government auditing agencies and compliance standards.

Lowers Operating Costs — Install and deploy the software in hours, not days, and connect with existing backend systems.

With enhanced printing and a powerful workflow, this suite makes implementing an employee self-service system easier than ever.



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Deltek is a global leader dedicated to delivering enterprise management software that meets the unique needs of project-focused organizations. With over two decades of experience, Deltek enables companies to maximize profitability and productivity, integrating all aspects of their businesses. More than 11,000 customers worldwide rely on Deltek to streamline operations, improve performance and win more business.

For employees, it provides comprehensive time collection, expense and employee self service applications. For IT professionals, it lowers operating costs by integrating into existing systems and eliminating the need to install software on employee desktops.

KEY FEATURES AND BENEFITS

Deltek Time & Expense with Employee Self-Service fosters empowerment of employees to assume control over their benefit management, while maintaining the integrity of business processes.

Real-time Data Validation — Reduce expense report processing costs, fraudulent charges, receipt management costs and Days Sales Outstanding.

Client Pre-approval — Solicit client approval of hours before bills are created.

Pre-configured Reporting and Notifications — Receive up-to-the-minute reporting on project and employee charges using the imbedded Project or Employee Activity report.

Workflow-based Approvals and Escalations — Send Tasks, Alerts, and/or emails to employees, approvers, administrators and other users.

Business Intelligence and Analytic — Create and view a wide variety of exception and scorecard-type reports.

Advanced Charge Code Defaulting and Pre-validation — Ensure only valid combinations of charges (typically projects, tasks, labor categories, departments, billing codes, pay types, and more) are selectable by employees.

Audit Trail — Track changes to timesheets for DCAA and Sarbanes-Oxley compliance purposes.

Paperless Data Collection — Eliminate the need to process paper forms of common employee-related data changes such as personal information, life events and payroll data.

Interview Style Elections — Diminish open enrollment management and training costs by walking employees through the entire benefits election and open enrollment process, while checking for errors along the way.

Government Policy Compliance — Comply with government entertainment, mileage, lodging and per diem reimbursement policies.

State Overtime Laws — Capture information required to substantiate overtime usage in certain states, such as minimum and maximum hours per day, week or timesheet period.

Deltek Time & Expense with Employee Self-Service delivers a very high return on investment — reducing printing and mailing costs, lowering administrative burdens and improving data accuracy.