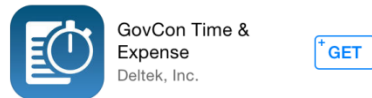


# Deltek Time & Expense iOS App User Manual (iPhone/iPad)

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## **Downloading and Configuring Deltek GovCon Time & Expense App**

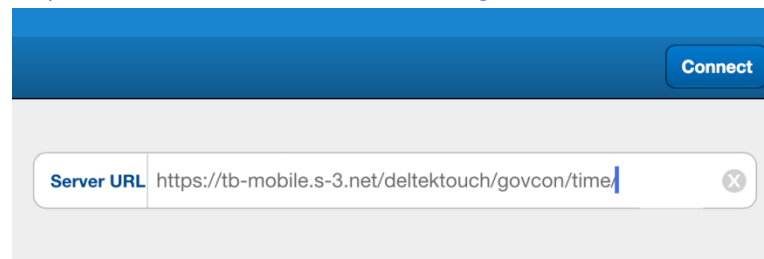
1. Download the Deltek GovCon Time & Expense app from the App Store.



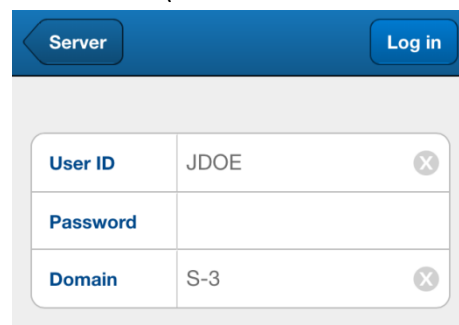
Note: There are multiple Deltek apps. Be sure to download the one for GovCon (government contractors).

2. Click "Open" from the App Store or click the "Deltek T&E" app from your home screen.
3. Click the "Terms and Use of Service" button.
4. Scroll down and click the "I accept these terms" button.
5. Turn off the "Usage tracking enabled" option and click the "I accept these terms" button again.
6. Enter the following URL into the "Server URL" field and click the "Connect" button.

<https://tb-mobile.s-3.net/deltektouch/govcon/time/>



7. Enter login information and click the "Log in" button.
  - a. User ID: this is your S-3 account name, generally first initial + last name (must be entered in all caps)
  - b. Password: this is your S-3 account password
  - c. Domain: S-3 (must be entered in all caps)



Note: If you have trouble logging in, please reference the Troubleshooting section at the end of this document.

### **Entering Time Using Deltek GovCon Time & Expense App**

1. At the top, scroll left or right on the calendar icons to select the desired date.
2. The Timesheet screen displays your charge code favorites. To look up a charge code, click the “+” icon at the top.
3. Next to the desired charge code, click the hours field and scroll up or down to select the desired time. Click Done. Repeat for additional charge codes.
4. Click the “Save” button.

### **Signing Your Timesheet Using Deltek GovCon Time & Expense App**

1. At the top, click the down arrow button and select “Sign”.
2. Enter your password and click Done.

### **Logging out of the T&E Application**

1. At the bottom right, click the “More” button.
2. Select “Log Out”.

### **Troubleshooting Log In Issues**

1. Remove Pending Tasks.
  - a. On a computer, log into Deltek Time at <https://tb.s-3.com/DeltekTV/timeCollection.msv>
  - b. Click the Home icon at the top left corner.
  - c. Click the “Timesheets Pending Update” link to expand.
  - d. Select the checkbox next to “Timesheets Pending Update” and click the Delete button at the top right of the “MyTasks” window.
  - e. Click “Yes” when prompted.
  - f. Click the “Timesheets Pending Signature” link to expand.
  - g. Select the checkbox next to “Timesheets Pending Signature” and click the Delete button at the top right of the “MyTasks” window.
  - h. Click “Yes” when prompted.
  - i. Click the Power icon at the top right corner to log out.
2. Contact the Service Desk at [servicedesk@s-3.com](mailto:servicedesk@s-3.com) if deleting the pending tasks still does not let you log in via the Deltek GovCon Time & Expense App.