

# Deltek Touch Time for GovCon

Enable your employees to track time on-the-go, anywhere, anytime

## Deltek Touch Time for GovCon

- Enables entry of timesheet data into Deltek Time from mobile devices.
- Same great time keeping features as Deltek Time
- Available for iOS and Android Devices. Search “Deltek” in the Apple App Store or Google Play Store to install your copy of GovCon Touch Time

In every organization, you can find a time-consuming routine playing out: where employees enter time and managers then approve. At the end of each timesheet period, the payroll department then has to contact employees to remind them to enter their time before the payroll and billings can be done. And the mobile employees? They struggle to either get back to the office or find internet access, so they can enter and approve timesheets accurately and efficiently. If this sounds familiar, Deltek has a solution to the problem—Deltek Touch Time for GovCon. Enabling employees to enter their time for project-based activities directly from their mobile device, Deltek Touch Time for GovCon saves time while increasing accuracy and efficiency!

With Touch Time, employees can enter time directly from their mobile device at the end of the day or after the completion of a client meeting, rather than having to log into Deltek time to enter hours worked. No more hand-writing your hours on paper, only to be manually inputted at a later time—or worse yet, trying to remember how much time was spent on a specific task, days after it’s been completed. What’s more, managers can now easily approve timesheets as soon as employees have completed and signed them.

## Key Features and Benefits

- Instant access to timesheets from the convenience of a mobile device means it’s easy to enter or approve time. This eliminates the need for remote workers to log into Deltek Time from a laptop or PC, just so they can enter or approve their time.
- To ensure detailed time entry, each time entry on a timesheet contains the same detail charge data as Deltek Time (project, account, labor category, comments and more)
- Provides employees with self-service access to view their leave balances
- Utilizes the same business rules for defaulting and validation as Deltek Time
- Available for iOS and Android devices. Install directly from the Apple App Store or Google Play store, enabling easy installation and deployment. The only prerequisites are that the organization’s instance of Deltek Time must be accessible via the Internet and Touch Server must be installed.

Figure 1: Touch Time on an iPhone



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**Anytime, Anywhere Access**

It is now easier than ever to enter time. Anywhere, anytime access via a mobile device allows employees to enter time with the touch of a finger. With more and more organizations relying on their remote resources working from mobile devices in the field, the ability to easily enter time on a mobile device is key.



Figure 2:  
Timesheet  
Approval from a  
Mobile Device

**Detailed Time Entry**

Just like in Deltek Time, entering time can still be as detailed as it needs to be. Using Touch Time, you can enter and record labor activity to the proper charge code and charge attribute for each labor hour. The solution's structure leaves ample room for users to add comments for each hour entry, which can be done by simply typing them or selecting them from charge favorites or searched from authorized charges.

**Quick Time Entry**

Touch Time for GovCon saves time! Access the mobile app on your iOS or android device and enter the selected PIN (no need to enter a lengthy password). Enter time, project, labor codes and categories, and comments if required. After that, just tap "done". It's that quick. No need to find an internet connection or wait to be able to log into a laptop or PC to enter time.

**Timesheet Approvals**

With Touch Time, managers can quickly review submitted timesheets and view labor activity by day, week, charger or type of pay. Approving or rejecting timesheets is one touch away.

**Leave Balances**

Touch Time for GovCon provides employees with instant access to their leave balances, reducing inquires and eliminating the need for users to solely access Deltek Time via computer.

**Easy Installation and Deployment**

Installing the Touch Time for GovCon App is easy. On a mobile device with iOS 5 or higher, simply go to the Apple App store, search "Deltek" and download the app. On an android device with an OS of 2.3.x or higher (except 3.x), simply go to the Google Play store and search "Deltek" and download the app. Check with the system manager to make sure there is a compatible version of Deltek Time, that the Touch Server is downloaded and that Deltek Time is accessible from the internet.

**For more information  
on Deltek Touch Time  
for GovCon, visit  
[deltek.com](http://deltek.com)**

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