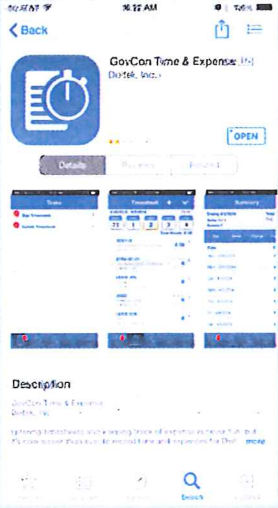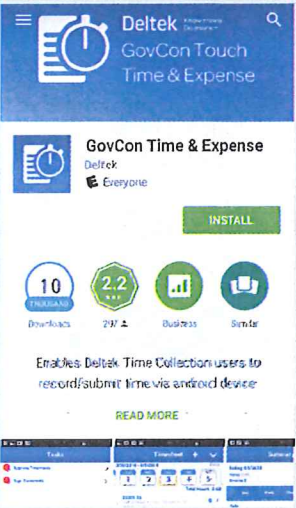# Deltek Touch Time & Expense for GovCon 1.2

Job Aid/Reference Guide

Deltek Touch Time & Expense for GovCon, the touch screen version of the Web-based Time Collection module, enables you to enter, view, and sign timesheets via a mobile device.

Mobile Device Requirements - In this release, Touch Time & Expense only supports mobile devices that run on the following operating systems:

- **Apple iOS 6.1 and higher**
- **Android 4.x and higher**

Mobile Device Instructions	
Download App: **Google Play Store or Apple App Store**	- Go to Device Play/App Store - Search for Deltek Touch Time - Select GovCon Time & Expense (Apple iOS version shown below on the left and Android version shown below on the right) - Install App - Open - Accept Terms and Use of Service
Usage Statistics Tracking	User can elect to keep usage tracking enable or turn it off. - Toggle switch to Off if don't want statistics tracking - Accept terms
Login Server URL:	https://fstouchtime.urs.com/deltektouch/govcon/time/ Click - Connect/Go **Note: Type in the full url and it must match exactly**
Credentials	Enter credentials same as if accessing desktop Time & Expense - User ID - Password - Domain – PDFSDIV Click Log In upper right screen. [Log in]

Deltek Touch Time & Expense
for GovCon 1.2

PIN	System is set to enter 4-digit PIN to allow fast and easier access in future. (So, you will not have to enter full credentials every time access Deltek Touch T&E) • Enter 4 digits • Prompted to re-enter PIN to confirm **Skip PIN Setup** Note: Users can opt to **Skip** establishing PIN *Opting to Skip PIN will require users to enter full credentials each time they access Touch Time & Expense*
Reset PIN	Click **Reset Pin** Upper left Screen **Reset PIN** • Enter 4 digits • Prompted to re-enter Pin to confirm **Note: When you reset your password while accessing the Desktop Time & Expense, you will need to re-enter the full credentials in the Deltek Touch Time**
Logout	Bottom of screen Click **More** ⌖ Tasks ④ Timesheet ⌚ Timesheet ✈ Expenses ⚖ Leave ••• More ⏻ · **Log Out** **Click Log Out** You will need to enter your PIN at next Log in
Help	Bottom of screen Click **More** ❓ Help Click **Help** Document will Downloaded Open Deltek Touch Time & Expense for GovCon 1.2 User Guide
IMPORTANT **PINs and Password Changes**	**Resetting your Time & Expense Password from a computer, and logging into Touch Time using your PIN, may give an "Invalid Login" error.** **Reset PIN** User ID — [Your User ID] Password — [Your New Password] Domain — **PDFSDIV** If this occurs, select the "Reset Pin" button at the top of the screen. This will prompt you for your full password. Enter your new Password. The device will then prompt you to enter your PIN twice for validation. After you enter your PIN, you will be taken into the application

Points of Contact for Support:

- **Timesheet Coordinator -** Your initial support should be your local Timesheet Coordinator who is well versed in the various methods for collecting labor hours in Management Services and at your specific work location.

- **MS IT Service Desk -** MSITServiceDesk@AECOM.COM (888) 877-3181, Option 5

- **MS Group Business Systems -** fscostpointproduction@urs.com