

# DELTEK AJERA

## Employee Training Guide

*Architecture & Engineering Firms*

### **Topics Covered**

System Overview & Navigation  
Project & Client Setup  
Time Entry (Timesheet Module)  
Expense Entry & Reimbursements  
Project Management & Billing  
Reports & Dashboards  
Best Practices for A/E Firms

*Prepared for New Employee Onboarding*

# Section 1: System Overview

## What is Deltek Ajera?

Deltek Ajera is a project-based accounting and project management software platform purpose-built for architecture and engineering (A/E) firms. Unlike generic accounting systems such as QuickBooks, Ajera integrates project financials, time tracking, expense management, invoicing, and reporting into a single environment that mirrors how A/E firms actually work.

At its core, Ajera operates on the concept that every financial transaction, whether a staff member's time, a reimbursable mileage charge, or a consultant invoice, is connected to a specific project and a specific phase of that project. This project-centric architecture is what makes Ajera particularly powerful for firms that need to monitor budget vs. actual performance on a project-by-project basis.

## Core Concepts

Term	Definition
Client	The entity (company or individual) that has contracted the firm for services.
Project	A specific engagement contracted with a client, assigned a unique project number.
Phase	A subdivision of a project corresponding to a scope segment (e.g., Schematic Design, Construction Documents).
Activity	A further sub-division within a phase, often corresponding to a task or discipline.
Employee	Any staff member who enters time or expenses. Employees are linked to labor categories that drive billing rates.
Labor Category	A classification (e.g., Principal, Project Manager, CAD Technician) used to set billing rates and cost rates.
Overhead Rate	A multiplier applied to direct labor costs to recover indirect firm expenses such as rent, administration, and marketing.
Multiplier	The combined factor (direct salary cost x overhead x profit) used in cost-plus billing.
WIP (Work in Progress)	Unbilled revenue that has been earned but not yet invoiced to the client.
Accounts Receivable (AR)	Invoiced amounts owed to the firm that have not yet been collected.

## Billing Methods in Ajera

Ajera supports the primary billing methods used by A/E firms. Understanding which method applies to your projects is essential before entering time or expenses.

Billing Method	Description
Lump Sum (Fixed Fee)	A fixed contract amount regardless of actual hours spent. Time still matters internally for profitability tracking.
Hourly (Time & Materials)	The client is billed for actual hours at agreed billing rates plus reimbursable expenses.
Percentage of Construction	Fees tied to a percentage of the estimated or actual construction cost.
Unit Price	A fixed fee per deliverable unit (e.g., per drawing, per site visit).
Multiplier / Cost-Plus	Labor cost multiplied by an agreed factor to recover overhead and profit.

## Navigating the Ajera Interface

When you log in, you will land on the Ajera Home dashboard. The main navigation runs along the top of the screen and is organized into functional menus.

Menu	Key Functions
Setup	Configure clients, projects, employees, billing rates, and system preferences.
Time	Enter and approve timesheets; view time history.
Expenses	Submit, edit, and approve expense reports.
Billing	Generate draft invoices, review WIP, and finalize client invoices.
General Ledger	Journal entries, chart of accounts, bank reconciliation.
Payroll	Process payroll if using Ajera payroll integration.
Reports	Hundreds of standard and custom report templates.
Dashboards	Graphical KPI views for principals and project managers.

### Login Tip

Your system administrator will provide your login URL, username, and temporary password. Ajera is browser-based. Use Google Chrome or Microsoft Edge for best compatibility. Bookmark your firm's Ajera URL immediately. Avoid using Internet Explorer.

## Section 2: Projects & Clients

### How Projects are Structured

In Ajera, every billable and non-billable activity flows through a project. Before you can enter time or expenses, the project must exist in the system. If you cannot find your project in the dropdown, contact your project manager or accounting staff.

A project in Ajera typically has three levels: the Project itself (the top-level contract), Phases (scope segments such as Schematic Design or Permitting), and Activities or Tasks (discipline-specific or task-specific breakdowns within each phase). Not all firms use all three levels; some firms run projects with phases only.

### Finding a Project

1	From the Time or Expenses menu, click the Project lookup field.
2	Type the project number or a keyword from the project name. Ajera filters results as you type.
3	Select the correct project from the results list. Verify the client name shown matches your expectations.
4	Select the correct Phase from the Phase dropdown. If phases are not configured, this field may not appear.
5	Select the Activity if your firm uses that level of detail.

### Non-Billable and Overhead Projects

Not all time is charged to client projects. Ajera typically includes special internal projects for overhead and administrative activities. Common non-billable project types include:

- General administration and management time (e.g., staff meetings, business development)
- Vacation, holiday, sick leave, and other leave categories
- Marketing, proposals, and pursuit activities
- Professional development and training (including this session)
- Firm-wide overhead tasks such as IT support or facilities management

**Note:** *Using the correct non-billable project is important. Mischarging overhead time to a client project inflates the project's apparent cost and distorts invoices and profitability reports.*

## Section 3: Time Entry (Timesheet Module)

### Overview of the Timesheet

The timesheet is the most frequently used function in Ajera. Accurate and timely time entry is critical for your firm in three ways: it drives client invoicing, it tracks project profitability, and it forms the basis for payroll and employee utilization reporting.

Ajera uses a weekly timesheet model. Each row in your timesheet represents a unique combination of project, phase, and pay type for a given week. You enter hours worked each day across the columns Monday through Sunday (or a subset, depending on your firm's workweek configuration).

### Accessing Your Timesheet

<b>1</b>	Click the Time menu in the top navigation bar.
<b>2</b>	Select My Timesheet. The current open pay period will load automatically.
<b>3</b>	Verify the week shown in the period selector at the top of the screen. Use the arrows to navigate to a prior or future week if needed.
<b>4</b>	If a timesheet for the period does not yet exist, click New Timesheet or Add to create one.

### Adding Time Rows

<b>1</b>	Click Add Row (or the plus icon) at the bottom of the timesheet grid.
<b>2</b>	In the Project field, type your project number or name. Select the correct project from the dropdown.
<b>3</b>	Select the Phase. If your project uses multiple phases, make sure you select the phase that corresponds to the work performed during those hours.
<b>4</b>	Select the Activity if your firm uses that level.
<b>5</b>	Select the Pay Type. Common pay types include Regular, Overtime, Compensatory Time, and Holiday. Ask your HR or accounting department which pay types apply to your role.
<b>6</b>	Enter the number of hours worked in each day column (e.g., 2.5 for two hours thirty minutes on Monday).
<b>7</b>	Add a Description or Memo in the notes field. Many firms require at least a brief description of the work performed on that line.
<b>8</b>	Repeat for each additional project or task worked during the week.

#### **Time Entry Best Practices for A/E Firms**

Enter time daily rather than reconstructing a full week on Friday. Memory is imperfect and daily entry is more accurate.

Use descriptive memos: 'Prepared site plan for Phase 1 SD submittal' is better than 'Design work.'  
 If you are not sure which phase to charge, ask your project manager before submitting. Corrections after billing are time-consuming.  
 Never round hours significantly. If you worked 1.75 hours, enter 1.75, not 2.0. Accuracy matters for both billing and legal compliance on government contracts.

## Pay Types Explained

Pay Type	When to Use
Regular	Standard hours within your normal workweek (typically up to 40 hours per week).
Overtime	Hours worked beyond the standard workweek threshold. Eligibility varies by employment classification (exempt vs. non-exempt).
Compensatory Time (Comp Time)	Firms that offer comp time in lieu of overtime pay will configure this. Use only if authorized by HR.
Holiday	Firm-recognized holidays. Time entered under Holiday typically charges an internal overhead project, not a client project.
Vacation / PTO	Paid time off. Should be charged to the designated internal leave project.
Sick Leave	Illness-related absences. Charge to the designated sick leave project per your HR policy.
Jury Duty / Bereavement	Leave types your firm may track separately. Confirm the internal project code with HR.

## Submitting Your Timesheet

When all hours for the week are entered and verified, you must submit the timesheet for approval. Simply saving the timesheet does not complete the process.

<b>1</b>	Review every row. Confirm projects, phases, pay types, and hours are correct.
<b>2</b>	Verify your total hours for the week align with your expected work schedule (e.g., 40.0 hours for a full week).
<b>3</b>	Click Submit (or Submit for Approval). The status bar will change from Open or Draft to Submitted or Pending Approval.
<b>4</b>	You will receive a confirmation message or email depending on your firm's notification settings.
<b>5</b>	Your supervisor or project manager will then approve or return the timesheet for correction.

**Note:** Submitted timesheets are locked for editing until returned by an approver. If you submitted a timesheet with an error, contact your supervisor or accounting staff to have it returned.

## Timesheet Approval Workflow

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After submission, your timesheet enters an approval workflow. The specific steps depend on your firm's configuration, but typically involve one or more of the following:

- Supervisor or Department Head Approval: Reviews hours for appropriateness.
- Project Manager Approval: Confirms that hours charged to their projects are legitimate.
- Accounting Review: Final check before hours are posted to the general ledger and made available for billing.

Once fully approved and posted, your hours appear in project reports, WIP schedules, and draft invoices. Corrections after posting require a journal entry or timesheet adjustment processed by accounting.

## Viewing Your Time History

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<b>1</b>	Go to Time > My Timesheet History (or Time > Time Reports depending on your Ajera version).
<b>2</b>	Set the date range filter to the period you want to review.
<b>3</b>	The results will show every row of time entered, the project and phase charged, the pay type, hours, and status.
<b>4</b>	Use this view to verify prior entries, check approval status, or prepare for a timesheet correction request.

# Section 4: Expense Entry & Reimbursements

## Overview of Expenses in Ajera

Expenses represent out-of-pocket costs incurred by employees on behalf of the firm or for a specific project. Ajera's expense module allows employees to submit expense reports, attach receipts, and route them for approval and reimbursement. Expenses also feed directly into project billing, ensuring reimbursable costs are passed through to clients.

It is essential to distinguish between two types of expenses in A/E practice:

Expense Type	Description & Billing Treatment
Reimbursable (Direct)	Costs directly attributable to a project and billed to the client. Examples: subconsultant fees, printing, travel to project site, permit fees.
Non-Reimbursable (Overhead)	Firm costs that are not billed to clients individually but are recovered through overhead rates. Examples: office supplies, general software licenses, internal marketing costs.

## Common Expense Categories in A/E Firms

Category	Examples
Travel & Mileage	Mileage to project sites, air travel, car rental, rideshare, parking, tolls.
Lodging	Hotel stays for out-of-town project assignments.
Meals & Entertainment	Meals during travel or client-related entertainment. Note IRS limitations on deductibility.
Reproduction & Printing	Large-format plot printing, copy center charges, blueprint production.
Subconsultants	Payments made to outside consultants (structural, MEP, geotechnical, survey, etc.).
Permit & Application Fees	Zoning, building permit, environmental review, and similar agency fees.
Postage & Delivery	FedEx, UPS, USPS for project-related deliveries.
Software & Equipment	Project-specific software licenses or equipment rentals charged to a project.
Professional Services	Outside legal, surveying, or specialized testing services for a project.

## Creating an Expense Report

1	Click the Expenses menu in the top navigation bar.
2	Select My Expenses or New Expense Report.
3	Enter a Report Name or Description. Use a descriptive title such as 'Site Visit - Project 2024-042 - March 2025' so approvers and accounting can identify it quickly.
4	Set the Report Date to the date the expense was incurred or the end date of the travel period.
5	Click Add Expense Line (or the plus icon) to add individual expense items.
6	For each expense line, select the Expense Type from the dropdown (e.g., Mileage, Hotel, Subconsultant).
7	Select the Project and Phase to which the expense should be charged.
8	Enter the Amount. For mileage, Ajera may prompt for the number of miles and calculate the reimbursement automatically using the IRS or firm rate.
9	Enter a Description for the expense line (e.g., 'Round trip to project site for owner meeting').
10	Mark whether the expense is Billable (charged to client) or Non-Billable (charged to overhead).
11	Attach the receipt or supporting documentation. Scan or photograph receipts and upload directly in the expense line.
12	Repeat for each additional expense item. When all items are entered, click Submit for Approval.

### Expense Submission Rules

Most firms require receipts for expenses above a minimum threshold (commonly \$25 or \$50). Check your firm's expense policy.

Submit expense reports promptly. Most firms have a 30-day rule requiring submission within 30 days of the expense date.

Credit card charges made on a firm card may feed automatically into Ajera if your firm uses Ajera's corporate card integration. Do not duplicate-enter those.

Mileage reimbursement is based on the IRS standard mileage rate unless your firm has established a different rate. Confirm the current rate with accounting.

Meals are typically limited per IRS guidelines. Check your firm's per diem policy for out-of-town travel.

## Mileage Entry in Detail

Mileage is one of the most common expense types in A/E practice because project engineers and architects frequently travel to project sites, client offices, and public agencies. Ajera includes a built-in mileage calculator.

1	In the expense line, select Mileage as the expense type.
2	Enter the From and To locations in the description field for documentation purposes.
3	Enter the number of miles driven. Round-trip travel should reflect the total miles for the trip.
4	Ajera will automatically calculate the reimbursement amount by multiplying miles by the configured mileage rate.

<b>5</b>	Select the project and phase for the site visit.
<b>6</b>	Mark as Billable if the mileage will be passed through to the client per the contract. Mark as Non-Billable if not.
<b>7</b>	Attach a map printout or mileage log if required by your firm's policy.

**Note:** *Keep a contemporaneous mileage log (date, destination, business purpose, odometer start/end or total miles). This is required by the IRS and by FAR Part 31 for firms with government contracts.*

## Subconsultant Expense Entry

Subconsultant costs deserve special attention because they are often the largest single expense items on a project and are directly reimbursable to the client. In Ajera, subconsultant invoices are typically entered as expense items (not through accounts payable) to immediately post the cost to the project and make the amount available for client billing.

<b>1</b>	Receive and verify the subconsultant's invoice. Confirm the invoice is for work on your project, within the authorized scope, and within their contract amount.
<b>2</b>	In Expenses, create a new expense report or add a line to an existing project expense report.
<b>3</b>	Select Subconsultant as the expense type.
<b>4</b>	Enter the subconsultant firm name, invoice number, and invoice date in the description.
<b>5</b>	Enter the invoice amount.
<b>6</b>	Select the correct project and phase.
<b>7</b>	Mark as Billable. Most subconsultant costs are passed through to the client at cost or with a markup (per your prime contract). Confirm the markup percentage with your project manager.
<b>8</b>	Attach a scanned copy of the subconsultant invoice.
<b>9</b>	Submit for approval. Accounting will process payment to the subconsultant after approval.

**Note:** *Government contracts governed by FAR Part 31 require careful documentation of subconsultant costs. Ensure the subconsultant is pre-approved, their costs are allowable, and all invoices are retained.*

## Expense Approval Workflow

After submission, an expense report moves through an approval chain similar to the timesheet workflow.

- **Project Manager Approval:** Verifies the expense is legitimate and within budget for the charged project.
- **Principal or Department Head Approval:** Required for larger amounts or certain expense types per firm policy.

- **Accounting Approval:** Confirms proper coding, receipt documentation, and compliance with firm policy before posting and reimbursement.

Once approved and posted, reimbursable expenses appear in the project cost ledger and are available for inclusion in the next client invoice. Employee reimbursements are typically processed with the next payroll run or via a separate check/ACH.

## Viewing Your Expense History

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<b>1</b>	Go to Expenses > My Expense Reports.
<b>2</b>	Filter by date range or status (Open, Submitted, Approved, Posted).
<b>3</b>	Click on any report to view its full detail, including line items, amounts, and current approval status.
<b>4</b>	If an expense report has been returned for correction, it will show a Returned or Rejected status. Open the report, make corrections, and resubmit.

# Section 5: Project Management & Billing

## Monitoring Project Financials

One of Ajera's greatest strengths is its ability to provide real-time project financial data. Project managers can see at any moment how much of the budget has been consumed, what has been billed, what is in WIP, and what the projected final cost looks like.

The Project Command Center (sometimes called the Project Dashboard or Project Summary in different Ajera versions) is the primary tool for this. Access it from the Setup or Reports menu by selecting Projects and then drilling into a specific project.

## Key Project Financial Metrics

Metric	What It Means
Contract Amount	The total authorized fee for the project or phase per the signed contract.
Budgeted Hours	The number of hours allocated to the project/phase by labor category.
Actual Hours to Date	Hours charged to the project through approved timesheets.
Percent Complete (Hours)	Actual hours divided by budgeted hours.
Labor Cost to Date	The cost equivalent of actual hours (loaded with overhead).
Billed to Date	The cumulative amount invoiced to the client.
WIP Balance	Earned but not yet billed revenue. A high WIP balance may indicate billing is falling behind the work.
Remaining Budget	Contract amount minus billed to date and current WIP.
Estimated Cost to Complete	Projected total cost to finish the project if current burn rate continues.

## The Billing Module

Billing in Ajera is processed by accounting staff (not typically individual employees). However, understanding the billing cycle helps you appreciate why accurate time and expense entry is so critical.

<b>1</b>	Accounting staff open the billing module and generate a Draft Invoice for a project.
<b>2</b>	The draft pulls in all posted time and approved expenses not yet billed for the project.
<b>3</b>	The project manager reviews the draft, makes adjustments (holds, write-ups, write-downs), and approves.
<b>4</b>	Accounting finalizes the invoice and prints or emails it to the client.

**5** The invoice is posted, moving amounts from WIP to Accounts Receivable.

**6** When the client pays, the payment is applied to the AR balance.

### **Why Your Timely Entry Drives Client Invoicing**

Time and expenses not submitted by the billing cutoff date cannot be included in that billing cycle's invoice.

Firms typically invoice monthly. A missed cutoff means a one-month delay in billing that hour or expense to the client.

Delayed billing extends your firm's cash flow gap and can push the project over its billing period unnecessarily.

Ask your accounting department for your firm's timesheet and expense cutoff schedule and mark it on your calendar.

## Section 6: Reports & Dashboards

### Standard Reports for A/E Firms

Ajera includes a comprehensive library of standard reports. The most useful reports for day-to-day project work include:

Report Name	Purpose
Employee Utilization Report	Shows each employee's billable vs. total hours as a utilization percentage. Critical for tracking productivity.
Project Summary Report	Overview of all projects: contract amount, billed to date, WIP, and budget remaining.
Project Detail Report	Full time and expense detail by project, phase, and employee for a selected period.
WIP Report	Lists all unbilled earned revenue by project. Used to prioritize billing.
Accounts Receivable Aging	Shows outstanding client invoices by age (current, 30, 60, 90+ days). Used to manage collections.
Employee Time Detail	All time entries by employee for a date range. Used to verify or audit time records.
Budget vs. Actual	Compares budgeted hours and cost to actual for each project/phase. Essential for project managers.
Labor Multiplier Analysis	Analyzes whether the firm's effective multiplier is meeting targets across projects.
Overhead Rate Report	Tracks accumulated indirect costs against the firm's overhead rate for year-end compliance.

### Running a Report

1	Click Reports in the top navigation.
2	Browse or search for the report by name.
3	Set the filter parameters: date range, project number, employee, department, or other available filters.
4	Click Preview to view on screen, or Print/Export to generate a PDF or Excel file.
5	To save a frequently used report with your preferred settings, use the Save Filter option if available.

### Dashboards

Ajera's dashboard feature provides a graphical, at-a-glance view of key performance indicators. Dashboards are role-based, meaning principals may see firm-wide financial metrics while project managers see project-specific data and employees may see their own utilization and timesheet status.

Common dashboard widgets include:

- Utilization gauge showing your billable ratio for the current period
- Project health indicators (budget status, schedule status) for your assigned projects
- Outstanding timesheet or expense report alerts
- WIP and AR summary tiles for project managers and principals
- Revenue and profitability trend charts by month or quarter

# Section 7: Best Practices for A/E Firms

## Daily Habits for Accurate Data

- Enter time every day, at the end of your work session or at a consistent time each day.
- Submit expense reports within 5 business days of incurring the expense.
- Use descriptive memos for every time and expense entry, at least one sentence.
- Verify the project and phase before saving any entry. Incorrect project charges create billing errors that are difficult to correct.
- Check your timesheet status every Friday before leaving to ensure it is submitted, not just saved.

## Government Contract Compliance

If your firm performs work under federal, state, or local government contracts, additional time and expense standards apply. These are primarily governed by the Federal Acquisition Regulation (FAR) and Cost Accounting Standards (CAS) for federal contracts, or state-equivalent standards for public agency work.

Requirement	What It Means for You
No after-the-fact reconstruction	Time must be recorded based on contemporaneous knowledge, not reconstructed days or weeks later from memory.
Allocability	Costs charged to a government project must be genuinely attributable to that project's work.
Allowability	Not all costs are allowable under FAR Part 31. For example, alcohol, entertainment above per diem, and unallowable lobbying costs cannot be charged to government projects.
Cost Transfer Restrictions	Moving costs from one project to another after the fact is heavily scrutinized. Any cost transfer must have written justification.
Documentation Retention	Timesheets, expense reports, and supporting receipts must be retained for the duration required by the contract (commonly 3 to 7 years).

**Note:** Firms subject to DCAA (Defense Contract Audit Agency) audits must maintain a compliant timekeeping system. Ajera is specifically designed to meet DCAA floor check requirements when properly configured.

## Utilization and Its Impact on the Firm

Utilization is the percentage of your total available hours that are charged to billable (client) projects. It is one of the most important metrics in A/E firm management because it directly drives revenue.

A common target for technical staff in A/E firms is 75 to 85 percent billable utilization. This means that for every 40-hour week, 30 to 34 hours should be charged to client projects. The remaining hours cover overhead activities like marketing, meetings, and professional development.

Utilization Range	Interpretation
85% or above	High utilization. Strong revenue generation but potential burnout risk if sustained.
75% to 84%	Target zone for most technical staff.
60% to 74%	Below target. May indicate project pipeline issues or excessive overhead activity.
Below 60%	Concerning. Typically triggers management review.

**Note:** Your utilization is visible to your supervisor and principals. Consistent low utilization is often addressed in performance reviews. However, forced high utilization by charging overhead time to client projects is a serious compliance violation. Always charge honestly.

## Common Mistakes and How to Avoid Them

Mistake	How to Avoid It
Entering time to the wrong project or phase	Double-check the project name and client shown before saving. If uncertain, ask your PM.
Missing the billing cutoff	Know your firm's cutoff date and submit time by 5 PM on that day.
Submitting without reviewing for errors	Always scroll through all rows before clicking Submit.
Charging client time to overhead or vice versa	Be intentional about whether work is project-specific or general firm overhead.
Losing receipts before submission	Photograph receipts immediately and upload them to the expense entry on the same day.
Entering round numbers routinely (1.0, 2.0, 3.0)	Log actual time. Routine round numbers raise audit flags.
Not submitting corrections promptly	If an approver returns a timesheet or expense report, correct and resubmit the same day if possible.

## Getting Help

When in doubt, your first resources are:

- Your direct supervisor or project manager, for project-specific questions about which project or phase to charge.
- Your firm's accounting or finance department, for questions about billing, expense reimbursement, or system access.

- Deltek's support portal at [www.deltek.com/support](http://www.deltek.com/support), which includes Ajera-specific knowledge base articles, video tutorials, and live support options.
- Your firm's Ajera system administrator, for technical issues, password resets, or access permission requests.

**Quick Reference: When to Contact Accounting**

You cannot find your project in the dropdown list.  
 You need to correct a timesheet that has already been approved and posted.  
 You believe an expense has been double-posted or is missing from your project.  
 You have not received reimbursement for an approved expense report.  
 You need to set up a new subconsultant in the system.  
 You have a question about whether a cost is billable or non-billable under a specific contract.

**Ajera Keyboard Shortcuts & Efficiency Tips**

Action	Tip
Quick project lookup	Type the first 3-4 digits of your project number; Ajera filters instantly.
Copy last week's timesheet	Most Ajera versions allow you to copy the prior week's structure with one click. Use this for recurring projects.
Tab navigation	Use Tab to move between fields in the timesheet without using the mouse.
Save frequently	Click Save as you add rows. Do not wait until all rows are complete to save for the first time.
Filter in reports	Use the date range filter aggressively. Wide date ranges slow report generation significantly.
Favorite reports	Save frequently used reports with your preferred filters to your Favorites list in the Reports menu.

## Section 8: Quick Reference Summary

### Weekly Workflow Checklist

<b>D</b>	Daily: Enter time at end of each work day
<b>D</b>	Daily: Upload receipts for any same-day expenses
<b>W</b>	Weekly: Submit completed timesheet by firm cutoff (confirm day with accounting)
<b>W</b>	As incurred: Submit expense reports within 5 business days
<b>M</b>	As received: Enter subconsultant invoices promptly when received
<b>M</b>	Monthly: Review your project budget vs. actual with your project manager
<b>!</b>	Monthly: Verify your utilization rate in the dashboard or utilization report
<b>!</b>	As needed: Respond to timesheet/expense return notifications same day

### Key Terms at a Glance

Term	Definition
WIP	Work in Progress. Earned but unbilled revenue.
AR	Accounts Receivable. Billed but uncollected amounts.
Reimbursable	A project cost that is passed through and billed to the client.
Overhead	Indirect firm costs not tied to a specific project.
Utilization	Billable hours divided by total available hours, expressed as a percentage.
Phase	A scope segment of a project (e.g., SD, DD, CD, CA).
Pay Type	Classification of hours: Regular, OT, Holiday, Vacation, etc.
Multiplier	A factor applied to direct labor cost to recover overhead and profit.
FAR Part 31	Federal Acquisition Regulation cost principles governing cost allowability on government contracts.
DCAA	Defense Contract Audit Agency. Audits time and cost records on federal contracts.

This concludes the Deltek Ajera Employee Training Guide. If you have questions about any topic covered here, please reach out to your supervisor or the accounting department. Welcome to the team.