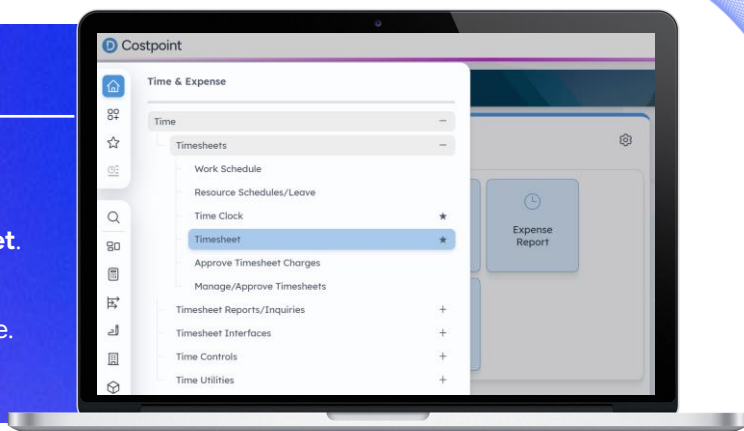


Time Navigation

Timesheets can be opened in the desktop version of Costpoint by locating **Time & Expense > Time > Timesheets > Timesheet**.

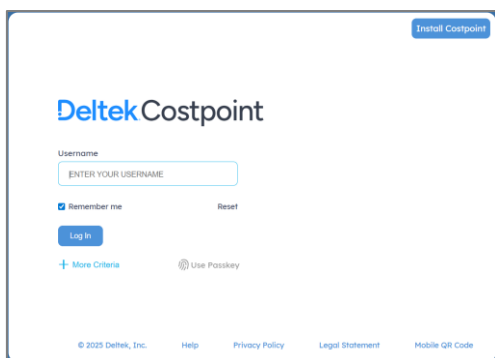
The star icon ★ indicates that this end location of the Timesheet screen can be saved as a favorite.



Time and Expense

Import Projects

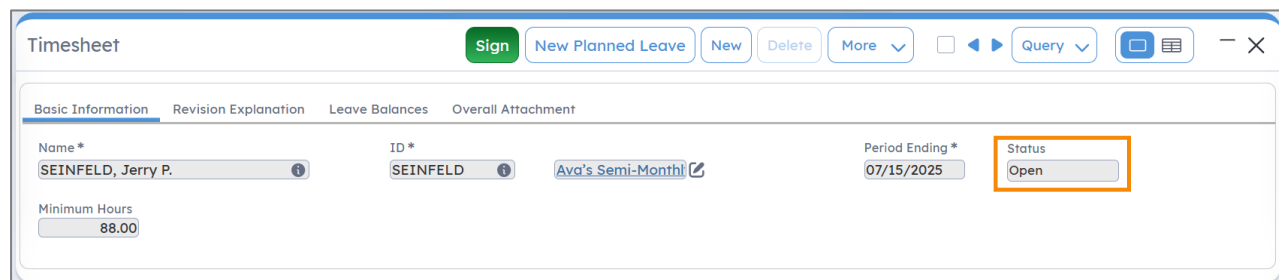
1 Log in to the Costpoint system.



2 Once logged into Costpoint, navigate to Timesheet. If the Timesheet screen is not your default screen, you will need to access it from the General Menu.

Time & Expense > Time > Timesheets > Timesheet

3 Once in Timesheet, the current open timesheet period will appear with a status of **Open**.

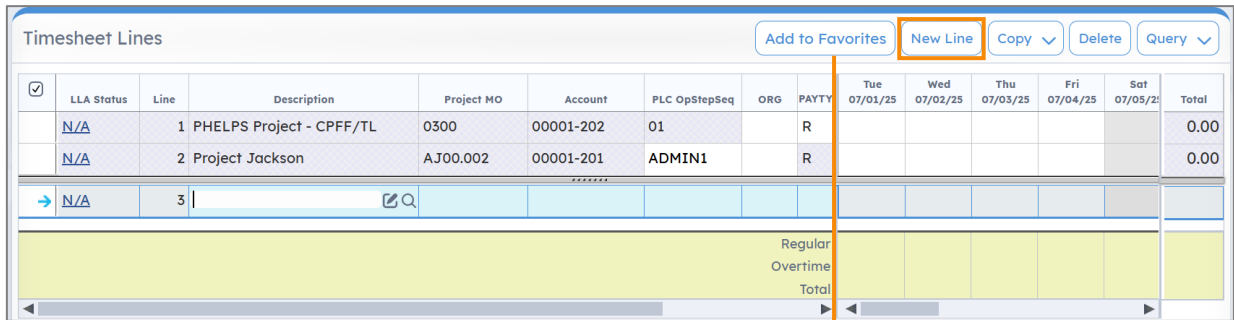


Note: If this is the first time your timesheet has been populated, timesheet lines will not appear. Once Favorites have been setup and chosen to be loaded automatically, those options will load upon entering the timesheet screen.

Deltek Costpoint Time Series

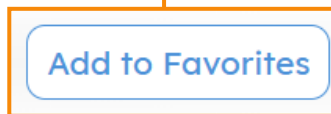
Timesheet Entry

- 4 Move into the Timesheet Lines section and click **New Line** to add a new Line Item/Project Code. A new Line Item 1 will appear.



Timesheet Lines										Add to Favorites		New Line		Copy		Delete		Query	
LLA Status	Line	Description	Project MO	Account	PLC OpStepSeq	ORG	PAYTY	Tue 07/01/25	Wed 07/02/25	Thu 07/03/25	Fri 07/04/25	Sat 07/05/25	Total						
N/A	1	PHELPS Project - CPFF/TL	0300	00001-202	01		R						0.00						
N/A	2	Project Jackson	AJ00.002	00001-201	ADMIN1		R						0.00						
N/A	3																		
Regular																			
Overtime																			
Total																			


- 5 To save time, your projects can be added automatically to the Timesheet screen.

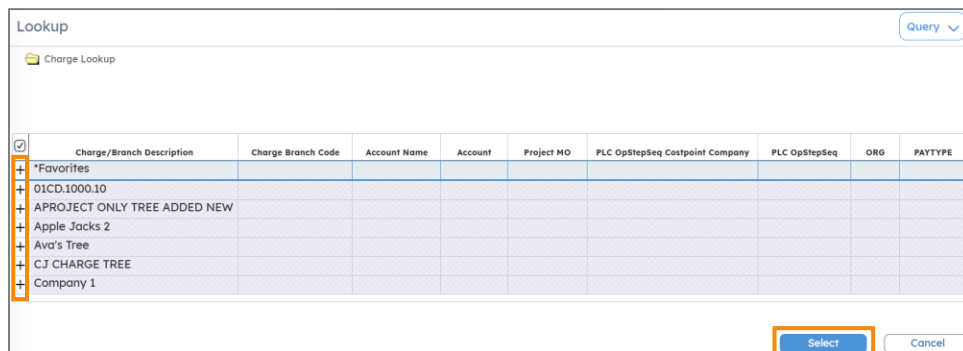


To add a favorite:

1. In the Timesheet Lines section, add the lines you would like as favorites.
2. Select the line so it has a blue border.
3. Click **Add To Favorites**.

Next time you login, your Timesheet will be populated with your favorite lines.

- 6 In the Project field, click the **Lookup**  button. A pop-up displays with the Charge Lookups assigned to you.



Charge/Branch Description	Charge Branch Code	Account Name	Account	Project MO	PLC OpStepSeq	Costpoint Company	PLC OpStepSeq	ORG	PAYTYPE
*Favorites									
0ICD.1000.10									
APROJECT ONLY TREE ADDED NEW									
Apple Jacks 2									
Ava's Tree									
CJ CHARGE TREE									
Company 1									

From here, choose the + button where your charge code resides or choose the charge code directly. Once the code has been selected, it will be highlighted in blue. To add it to your timesheet, either double-click or click the **Select** button.

Deltek Costpoint Time Series

Timesheet Entry

7 With the Project code loaded, you can enter time in hours into the fields shown.

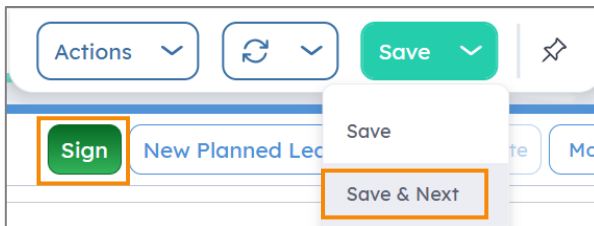
Timesheet Lines											Add to Favorites		New Line		Copy		Delete		Query	
LLA Status	Line	Description	Project MO	Account	PLC OpStepSeq	ORG	PAYTY	Tue 07/01/25	Wed 07/02/25	Thu 07/03/25	Fri 07/04/25	Sat 07/05/25	Total							
✓ N/A	1	PHELPS Project - CPFF/TL	0300	00001-202	01		R	8.0	8.0	8.0	8		24.00							
N/A	2	Project Jackson	AJ00.002	00001-201	ADMIN1		R						0.00							
→ N/A	3	PHELPS Project - CPFF/TL	0300	00001-202	01		R													
							Regular	8.00	8.00	8.00			24.00							
							Overtime	0.00	0.00	0.00			0.00							
							Total	8.00	8.00	8.00			24.00							



Note: If they do not automatically load, you can select PLC or Accounts by using the lookups in each field.

8 Save your changes to the timesheet. Click **Save and Next**.

9 With all your data entered correctly, it's time to sign the timesheet. Click **Sign**.



10 In the pop-up window, certify that the charges are correct, then click **OK**.

ashv1464.ads.deltek.com says

By signing this timesheet I certify the hours charged are accurate and in accordance with SAIC policy, SI-POL1-02. If I have a negative comp leave balance I authorize SAIC to withhold the negative balance from my final pay to the extent allowed by law.

OK Cancel



Note: Company messages on the pop-up may vary. Once confirmed, the timesheet status will change from **Open** to **Signed**.

Timesheet Screen Overview

Time & Expense > Time > Timesheets > Timesheet



Timesheet Header - Form View

This is the Header Section of the Timesheet screen, displayed in Form view. It contains information related to the employee and the timesheet period.

In **Form View**, use the forward and back arrows at top to page through timesheet records.

Timesheet Header - Table View

	Name *	ID *	Status	Period Ending *	Schedule Desc And Period Text	Show Prorated Hours *	Approve Warnings	Save Warnings
<input type="checkbox"/>	SEINFELD, Jerry P.	SEINFELD	Open	10/31/2025	Ava's Semi-Monthly	Entered		
<input type="checkbox"/>	SEINFELD, Jerry P.	SEINFELD	Open	09/30/2025	Ava's Semi-Monthly	Entered		
<input type="checkbox"/>	SEINFELD, Jerry P.	SEINFELD	Open	08/31/2025	Ava's Semi-Monthly	Entered		
<input type="checkbox"/>	SEINFELD, Jerry P.	SEINFELD	Open	07/15/2025	Ava's Semi-Monthly	Entered		The following charge(s) are after the
<input type="checkbox"/>	SEINFELD, Jerry P.	SEINFELD	Signed	06/30/2025	Ava's Semi-Monthly	Entered		The following charge(s) are after the
<input type="checkbox"/>	SEINFELD, Jerry P.	SEINFELD	Open	06/15/2025	Ava's Semi-Monthly	Entered		The following charge(s) are after the

This is the Header Section of the Timesheet screen, displayed in Table view.

In **Table View**, you can view multiple timesheet records at once.

Accessing the Employee Info

The screenshot shows the 'Basic Information' tab of a Timesheet. The 'Name' field contains 'SEINFELD, Jerry P.' and has a small information icon (i) on its right side. The 'Minimum Hours' field is set to '88.00'.

Additional information related to the current employee displays on the Employee Info Card. To access this non-editable dialog box, mouse over the right side of the **Name** field and click the **Information** icon.

Employee Info Card Contents

The Employee Info Card contains additional information related to the employee, including Resource ID, Timesheet Class, Revision number, and status for the current timesheet.

The screenshot shows the 'Employee Info Card' dialog box. It contains the following information:

Resource ID	SEINFELD
Resource Name	SEINFELD, Jerry P.
Status	Open
Revision	2
Class	Ava's Salary Regular Exempt
Signature	
Approval	

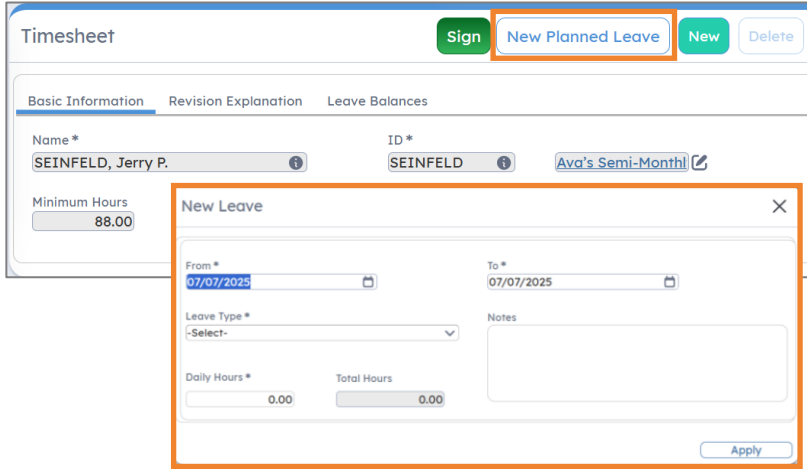
There is a 'Close' button at the bottom right of the dialog box.

Query Button

The screenshot shows the Timesheet interface with the 'Query' button highlighted in the top toolbar. A 'Query' dialog box is open, showing search criteria for 'Period Ending', 'Status', and 'ID'. The dialog box has 'Find', 'Save Query', 'Reset', and 'Close' buttons.

Click the **Query** button to display the Query dialog box. You can also click the drop-down arrow on this button to quickly access any existing saved queries.

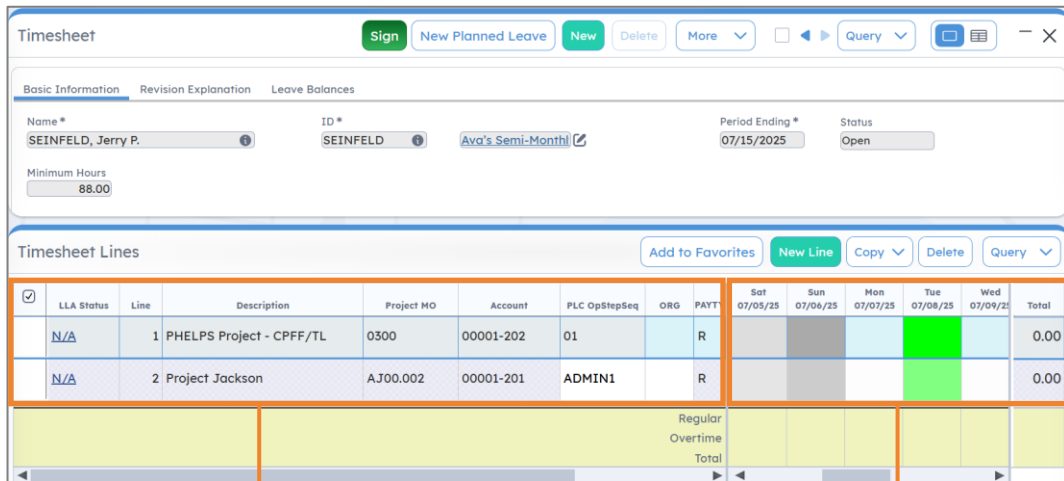
New Planned Leave



Click the **New Planned Leave** button to enter leave. Depending on configuration, the button label may display as Request Leave. In the New Leave dialog box, select a leave type to display accrual history, usage history, and other information for that leave type.

Timesheet Lines Table

This is the **Timesheet Lines** table, where you record your hourly time entries and enter project codes against which your hours will be charged.



Left Pane: Use the fields in this pane to enter project codes against which your hours will be charged. Click the Charge Favorites subtask option in the **More** drop-down list to access frequently used projects or **Query** to look up a charge.

Right Pane: Record your daily hours for each project line. Click **New Line** to add a new charge line.

Timesheet Lines Table - Options

Timesheet Lines Add to Favorites New Line Copy Delete Query

<input checked="" type="checkbox"/>	Line	Description	Project MO	Account	PLC OpStepSeq	ORG	PAYTYPE *	Tue 07/01/25	Wed 07/02/25	Thu 07/03/25	Fri 07/04/25	Sat 07/05/25	Total
	1	PHELPS Project - CPFF/TL	0300	00001-202	01		R						0.00
	2	Project Jackson	AJ00.002	00001-201	ADMIN1		R						0.00
A	3	<input type="checkbox"/> <input type="text" value=""/>											
							Regular						
							Overtime						
							Total						

A Indicates added row.

B The query dialog box for Charge Lookup displays when you click in a primary charge field. Click + to expand the charge tree.

Lookup Query X

Charge Lookup

<input checked="" type="checkbox"/>	Charge/Branch Description	Charge Branch Code	Account Name	Account	Project MO	PLC OpStepSeq	Costpoint Company	PLC OpStepSeq	ORG	PAYTYPE
+	*Favorites									
+	OICD.1000.10									
+	APROJECT ONLY TREE ADDED NEW									
+	Apple Jacks 2									
+	Ava's Tree									
+	CJ CHARGE TREE									
+	Company 1									

Select Cancel

Revision Explanation

If you make a change that requires an explanation, the **Revision Explanation** dialog box displays.

More Menu - Action Subtasks

Click the options from the **More** drop-down menu to enter or review information related to the timesheet. Depending on local configuration, you can review leave balances, look up a frequently used charge, review prior revisions, and view total hours by pay type.

Note: The menu updates dynamically based on the current valid options.

Leave Subtask

In the Leave table at the top, select a leave type to display accrual history, usage history, and other information for that leave type in the Leave Details table below.

Leave	
<input checked="" type="checkbox"/>	
Leave Type	Balance
Holiday Leave	72.0000
Vacation	88.0000

Leave Details			
<input checked="" type="checkbox"/>			
Date	Type	Hours	Reason
01/01/2022	Adjustment	80.0000	New Year Grant
01/20/2025	Taken	-8.0000	

Charge Favorites Subtask

Use the **Order** column to order charge favorites by applying a sequence to them so that your most important or frequently used charges display at the top.

Order	Load	Charge Description	Account	Project MO	PLC OpStepSeq	PLC OpStepSeq Company	ORG	PAYTYPE	Notes
	<input checked="" type="checkbox"/>	PHELPS Project - CPFF/TL	00001-202	0300	01	1			
	<input type="checkbox"/>	PHELPS Project - CPFF/TL	00001-202	0300	01			OT	
	<input checked="" type="checkbox"/>	Project Jackson	00001-201	AJ00.002				R	

Charges added as Favorites automatically load to your timesheet. Clear the **Load** checkbox if you do not want it added to the timesheet automatically.

Charge Favorites Subtask - Query

Charge Favorites

Find Query Sort Saved Queries

Search Criteria

Load is

checked

unchecked

Count Save Query Reset

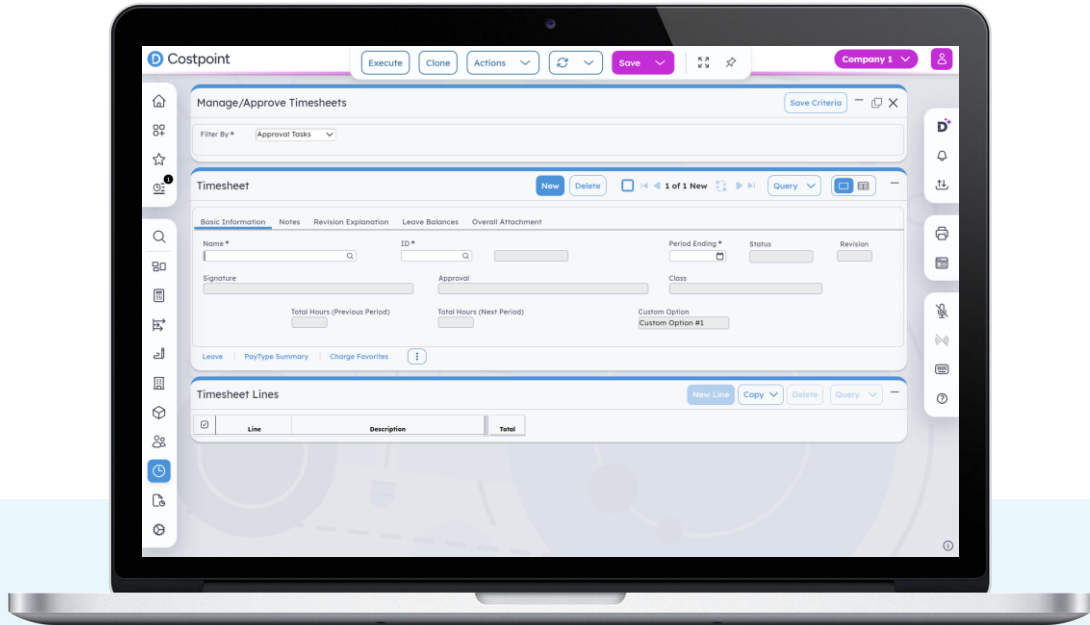
Find Close

If a charge does not currently appear in your list of favorites, look it up using the query function.

Filter options are based on whether the **Load** checkbox is cleared or selected.

Correcting Timesheets

Once a timesheet has been signed, it moves through an approval workflow. At this point, the timesheet is locked as submitted, but mistakes can still be revised through a button marked Correct or a right click on the timesheet and a selection of Reverse Line.



- 1 Click the **Time & Expense > Time > Timesheets > Manage Timesheets**.
- 2 Display the timesheet you want to modify.
- 3 Determine if the Correct button displays on the timesheet form, then follow the appropriate steps:
 - A If the correct button displays on your timesheet form, complete the following steps:
 - i. In the timesheet header, click **Correct**.
 - ii. The Timesheet Lines table becomes editable.
 - iii. Modify the timesheet as needed.
 - iv. If you make any errors, click **Undo Correct**.
 - v. Click **Save and Next**.

Timesheets

- B** If the **Correct** button does not display on your timesheet form, complete the following steps:
- In the left pane of the Timesheet Lines table, select the row you want to modify.
 - In the far-left column, right-click the check box and select **Reverse Timesheet**.
 - The charge line you selected becomes editable.
 - Input your edits.
 - Repeat steps i through iii for each charge line you want to modify.
 - Click **Save and Continue**.

- 4** Your corrected timesheet is submitted to your supervisor for approval, and a reverse (negative) copy is saved for export.

Approving Timesheets

- A** The **Approve Timesheet Charges** screen or the Manage Timesheets screen can be used to review and approve or reject lines on employee timesheets.
- B** The **Manage Timesheets** screen is used to manage employee timesheets and is utilized by managers or their proxies.
- C** The **Filter By** field can be used to arrange results by Timesheets awaiting approval or by Status (arranging by a type of status: Open, Signed, Approved, or another status).



Note: Open, Missing, or Rejected status timesheets cannot be approved or rejected.

- D** The **Mass Approve** button is one configurable option that allows for multiple selected timesheets to be approved at the same time. Checkmark the box on each row that should be approved or select the checkbox at the top of the column for all timesheets to be approved.
- E** To **Approve** a single timesheet, select the checkbox for that timesheet row and click Approve. The next record in the queue will then display, and the number of available signed timesheets will be reduced by one.

Timesheets

- F** To Reject a timesheet, select the **Reject** button. When a timesheet is rejected, it also requires a rejection explanation; this field will display automatically, outlined in red.
- G** The **Approve Timesheet Charges** screen is typically used by project managers without rights to the employee's timesheet but with rights to approve charges.

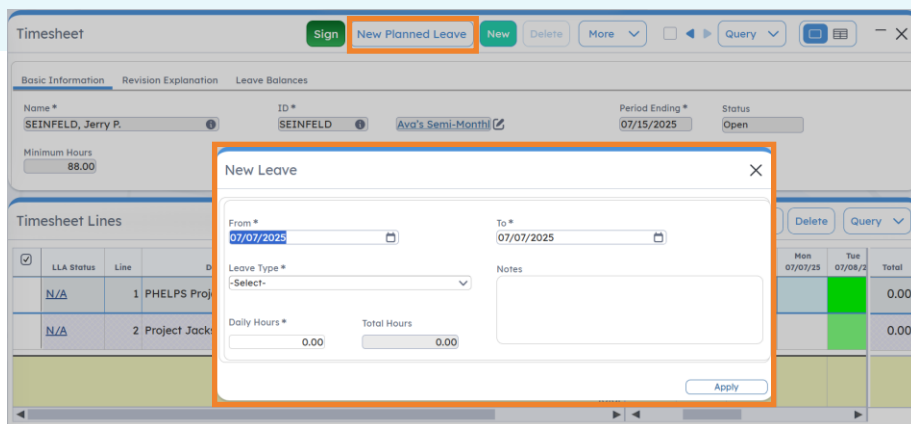
Entering Timesheets for Direct Reports

- A** The **Manage Timesheets** screen is typically used for approvals but can also be used to create timesheets on behalf of others.
- B** Timesheets can also be signed (select **Sign**) on behalf of an employee on this page or corrected (select the **Correct** button) and input changes to correct entries for an employee.
- C** The **Missing Timesheets Subtask** can also be used to display a list of currently missing timesheets.
 1. Use **Query** to filter a search for specific records.
 2. In the Table, select the left checkbox for each timesheet that should be created and click **Create Timesheets**. This will increase the tall of open timesheets under the Counts section, while missing timesheets will decrease by the same amount.
 3. In the Timesheet Lines table, assign the employees charge lines, and sign the timesheet on the employee's behalf. The Timesheet will then appear in the Signed queue awaiting approval, decreasing the Open timesheets count.

Work Schedule for Leave

The Work Schedule screen can be used to review leave balances, schedule leave, or submit leave requests.

- A** **Company Scheduling** defines the parameters for standard work days, non-work days, and company holidays; these are the defaults set up by a company.
- B** Employee schedules can include modifications that reflect employees' personal schedules. The **Edit Day** subtask or **Edit Daily Schedule** subtask are where modifications are made on either a one-time change or a reoccurring change.
- C** The **Leave Balances** subtask will show each leave type and the number of hours available. These are calculated as the amount of leave accrued minus leave taken; leave submitted for a future date is not deducted until after that date and is therefore included in the balance amount.
- D** Leave Requests will show pending leave requests awaiting approval. These leaves can still be canceled.
- E** Depending on your company's setup, there will be a subtask for either **Request Time Off** (if required to request leave) or **New Planned Leave** (if not required to request leave). The popup will require a From Date, a To Date, a Leave Type, and Daily Hours. There is an additional option to note the reason for leave.



Click the **New Planned Leave** button to enter leave. Depending on configuration, the button label may display as Request Leave. In the New Leave dialog box, select a leave type to display accrual history, usage history, and other information for that leave type.

Mobile Time: Acquire and Set Up the App

This infographic shows the steps on how to install and set up the Costpoint Mobile T&E app.



Download and Install the App

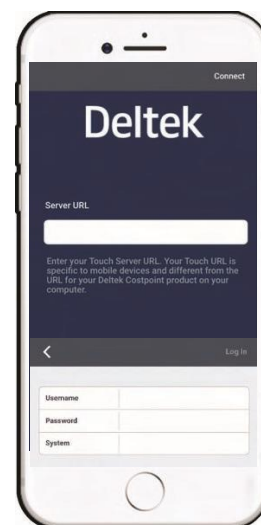
- 1 In the Google Play Store or Apple App Store, search for the application: **Costpoint Time and Expense**.
- 2 Download and install the application by tapping the appropriate buttons.
- 3 Tap the installed application and follow the screen prompts to accept the terms of agreement and usage tracking.



Note: Costpoint Mobile T&E supports Lightweight Directory Access Protocol (LDAP) authentication.

Log In to Costpoint Mobile Time and Expense

- 1 Launch the app.
- 2 In the Server URL field, enter your organization's Costpoint Mobile T&E URL using the format:
https://TTicorp-cp.deltekenterprise.com/DeltekTouch/Costpoint/TE
- 3 Tap Connect.
- 4 If Costpoint Mobile T&E is configured to allow Single Sign-On (SSO) through a Security Assertion Markup Language (SAML) Service Provider authentication, tap **SAML/3rd Party Authentication** to **On**. Otherwise, tap the **Username**, **Password**, and **System** fields to enter corresponding values, and tap **Login**.



Mobile Time: Acquire and Set Up the App

- 5 Accept the **Terms and Use of Service**.
- 6 The application prompts you to review and accept Usage Statistics Tracking. Toggle the usage tracking off to not allow user tracking in the application. Tap the **I accept these terms** button to continue.
- 7 The application prompts you select between using **PIN** or **biometric authentication**. You can change the setting at any time on the Settings screen. If you choose to login using biometric authentication, the application prompts you to allow access of your face ID or fingerprint.
- 8 If **Two-Factor Authentication (2FA)** is enabled, the One-Time Passcode screen displays. Enter your credentials.



Set Up the App

- 1 Log into Costpoint Time and Expense 10.
- 2 On the Timesheet, in the lower right, tap the plus + icon.
- 3 Tap **Lookup Charges**.
- 4 On the lower part of the screen select the **Project** or **Account**.
- 5 In the Search field, tap the magnifying glass to see all assigned or enter the appropriate Project ID, Project Name, Account ID, Account Name.

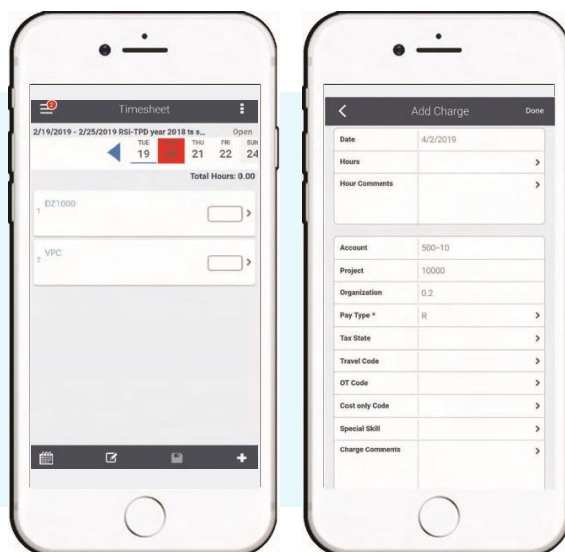
Mobile Time: Acquire and Set Up the App

- 6 If necessary, on the **Add Charge** screen, tap the **Proj Lab Cat** arrow.
- 7 On the Project Labor Category screen, select the appropriate labor category. This returns to the **Add Charge** screen.



Note: If you use this labor category often, at the bottom of the screen, you can select this to be a Favorite. This is an attribute like organization or pay type. It does not uniquely identify charge.

- 8 Tap **Done**.
- 9 To add more labor categories to your timesheet, repeat steps 2 through 8.



Screens for Costpoint Mobile T&E will look different on iOS and Android.



Note: For more detailed information, see the document: Deltek Costpoint® Mobile Time and Expense 1.0 User Guide.

Navigation


Timesheet Screen

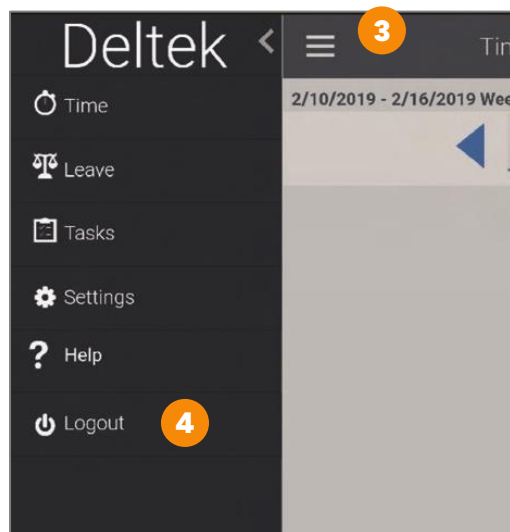
Icon	Location	Function
	Upper left	Access the Menus: Leave, Tasks, Settings, Help, Logout
	Behind Menu	Display Leave
	Behind Menu	Display Tasks
	Behind Menu	Display Settings
	Behind Menu	Display Help
	Behind Menu	Display Logout
	Upper Right	Display: Summary View and Timesheet Search
	Lower Left	Display the Calendar
	Lower toolbar	Sign a timesheet
	Bottom toolbar	Save a timesheet
	Bottom right	Display the Add Charge screen
	Top of timesheet on Calendar bar	Scroll Left/Right

Enter Time (Quick Entry)

- 1 Log into Costpoint Time and Expense 10, the timesheet defaults to the current day.
- 2 Tap the **hour** field.
- 3 Scroll through the time picker, select a value.
- 4 Tap **Done**.
- 5 On the bottom toolbar, tap **Save**.
- 6 Tap the **Menu** button found on the upper left of the screen.
- 7 Tap **Logout**.

Sign a Timesheet

- 1 When the timesheet is completed for the period, on the bottom toolbar tap: 
- 2 Tap **OK**. Unless there are errors, you will receive confirmation the timesheet has been signed.
- 3 Tap the Menu button found on the upper left of the screen.
- 4 Tap **Logout**.



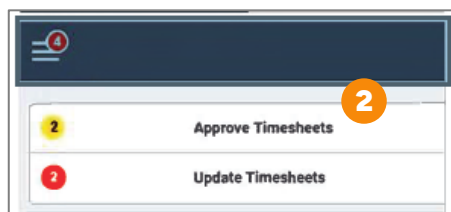
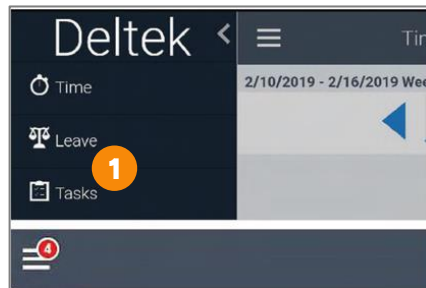
Tasks Screen

The **Tasks** screen shows you various tasks that you need to perform depending on your role. For Resource Managers, these tasks includes approving and rejecting a timesheet.

- 1 To display the Tasks screen, tap the **Menu** icon located at the topmost left part of the Costpoint Mobile app.
- 2 Tap Tasks, This screen is arranged by categories, includes the number of tasks you have for that particular category.

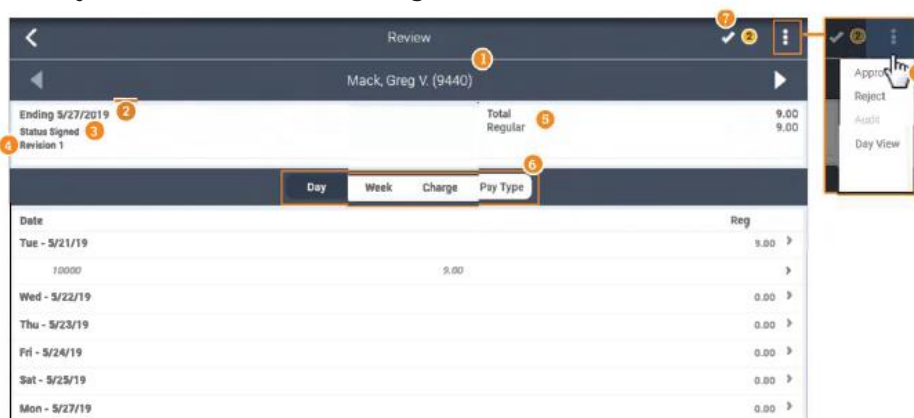
If there is more than one timesheet to approve, tapping approve timesheets displays the timesheet list.

If there is only on timesheet to approve, tapping approve timesheets displays the timesheet on the review screen.



Approve a Timesheet

The Review screen allows the resource managers to review a timesheet before approving it. Using this screen, you can view the following details:



- | | | |
|--------------------------------|--|---------------------------------|
| 1 Resource Name | 4 Number of Revisions | 6 Filter: Views |
| 2 Timesheet Period Ending Date | 5 Total hours, Regular, and Overtime Charges | 7 Approve Timesheet |
| 3 Status of the Timesheet | | 8 Approve Timesheet in Day view |

Reject a Timesheet

- 1 To reject a timesheet, tap the **Menu** at the upper right corner of the screen.
- 2 Tap **Reject**.
- 3 On the Revision Explanation screen, enter a note to explain why the timesheet has been rejected. You can select an explanation on the list if your application is configured for it.
- 4 Tap **Done**.

The timesheet status is changed to **Rejected**. The timesheet is sent back to the resource and the update timesheets indicator on the task screen of the resource is automatically updated to reflect the rejected timesheet.



Using Search Screen for Backup Resource Managers

For Backup Resource Managers, the tasks are not created unless a process is run to escalate the task to them. An alternative way to approve the timesheets is using the search screen.

- 1 To display the search screen, tap the **Menu**.
- 2 Tap **Timesheet Search**.
- 3 Tap the appropriate fields to enter or select the values.
- 4 Tap **Function > Backup Supervisor**.
- 5 Tap the checkmark next to **Signed**.
- 6 Tap the **Search** icon.
- 7 Tap **Select All** to review all timesheets or select the checkmark next to the specific timesheets that you want to review, then tap **Review**.

