



Magellan
FEDERAL

Costpoint

Timesheet Entry Guide



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Step-by-Step Login Process

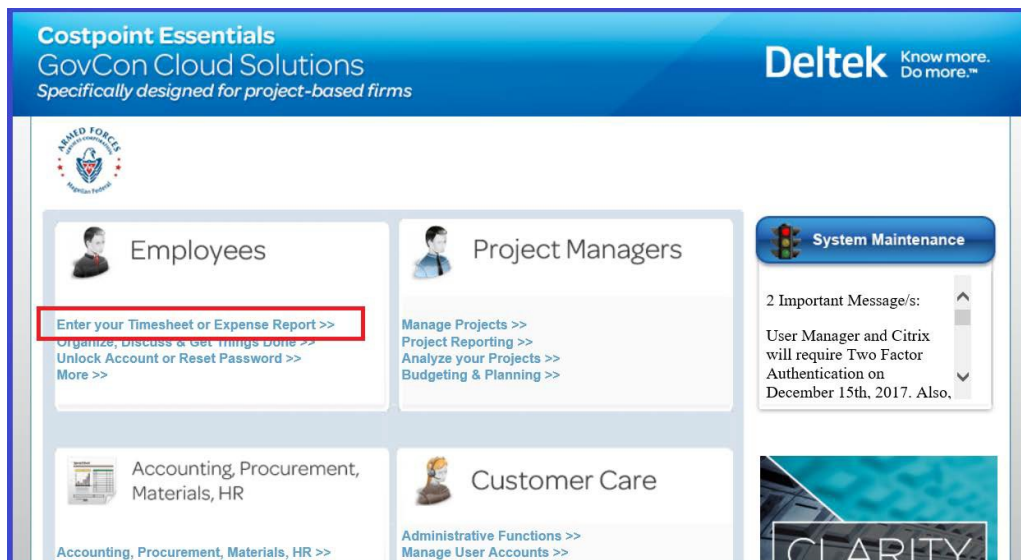
The following guide will walk you through how to access the Time & Expense system and how to complete your timesheet.

Step 1: Logging in to the Time & Expense System

Use the following URL to access the Time & Expense system:

<https://www.deltenterprise.com/MAGELLANHEALTH/portal.html>

Step 2: Accessing Time & Expense



Click the link that says, “Enter your Timesheet or Expense Report” located on the left side of the screen.

The following login screen will appear:



Step 3: Required Information

Enter the following information:

- **Username:** This will be a 5-digit code starting with “47161” plus a period (“.”) plus the letter “A” plus a period (“.”) plus your Employee ID
- Example: 47161.A.000123
- **Password:** The password that you should use is the password that you created when setting up your Deltek Cloud account. To reset your password please click [here](#).
- **System:** Enter “MAGELLANHEALTHCONFIG”
- **Application (optional):** Enter “TMMTIMESHEET” in this field. By doing this, the system will take you directly to the timesheet screen.
- Press “Log In” when finished.

Note: If you entered a value in the “Application” field on the log in screen, you will be taken directly to the timesheet and you can skip to Step 6.

Username
47161.A.000123

Password
.....

System
MAGELLANHEALTHCONFIG

Application
TMMTIMESHEET

Company

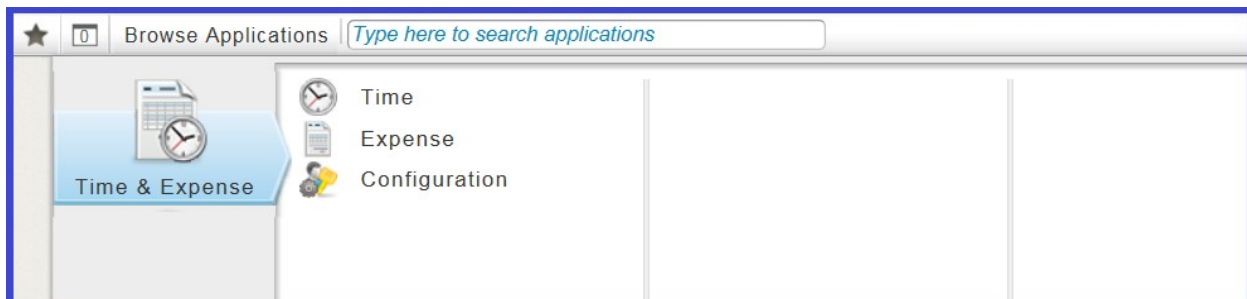
Validation Frequency
Field

Language
English

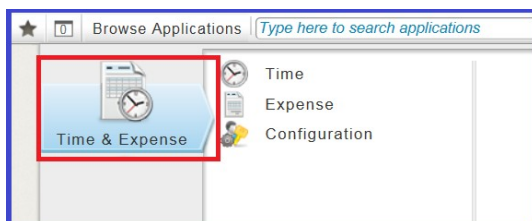
HIDE ADDITIONAL CRITERIA ☐

☒ Remember log in information

Log In or Reset

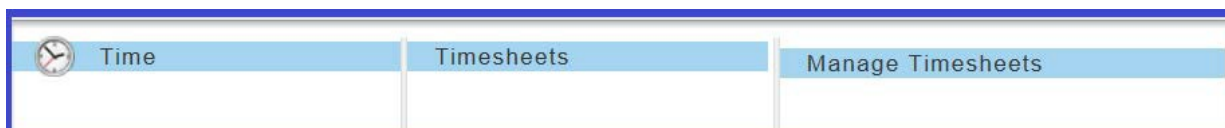


Step 4: Click on the Time & Expense Button



Step 5: Go to the “Manage Timesheets” Screen

(Time & Expense >> Time >> Timesheets >> Manage Timesheets)



The timesheet that you will see is the one that contains today’s date. When you first enter the screen, the “Basic Information” tab will be displayed.

Basic Information Tab

Note: Company holidays will appear yellow in the hours cell; weekend days will appear grey, and scheduled leave will appear as green. This is to serve as a visual reminder. You may still enter regular hours if you work hours on these days.

Highlighted Information

Status

This displays the status of the timesheet. Statuses include:

- **Missing:** your timesheet has not been started for the timesheet period
- **Open:** your timesheet has been started but is not yet completed
- **Signed:** your timesheet has been signed. You can make changes to your timesheet but you will need to enter an explanation and re-sign it.
- **Approved:** your timesheet has been approved. You can make changes to your timesheet but you will need to enter an explanation and re-sign it, and it will need to be re-approved.
- **Rejected:** your timesheet has been rejected. You must make a change or update your timesheet and re-sign it. Notification will be sent to your supervisor for approval.
- **Processed:** your timesheet has been processed to the financial system. It cannot be changed at this point unless you do a correcting timesheet.

Period Ending

The screenshot shows the 'Timesheet' application window. The 'Basic Information' tab is active. The 'Period Ending' field is highlighted with a red box and contains the date '12/31/2017'. Other fields include Employee (Fitzgerald, Kris), ID (47161.KRIS.FITZGERA), Status (Missing), Revision (1), Class (Salaried Exempt), and SEMI MONTHLY.

This will show you the date that the timesheet period ends. Timesheets must be signed by end of this date.

Sign

The screenshot shows the 'Timesheet' application window. The 'Sign' button is highlighted with a red box. The 'Period Ending' field still shows '12/31/2017'.

Select the “Sign” button to sign your timesheet. Once signed, your name will appear in the “Signature” box.

Application Toolbar

The screenshot shows the 'Timesheet' application window with the application toolbar highlighted by a red box. Callouts point to the following buttons:

- New:** Add a new timesheet
- Delete:** Delete timesheet
- Navigation arrows:** Navigate through existing timesheets after Query
- Table:** Table / Form view of timesheet
- Query:** Query, or Search, for existing timesheets

Application Options

- **New:** start a new timesheet by pressing the “New” button
- **Navigation Button:** scroll through your timesheet by clicking the arrows to the left or right
- **Table:** if pressed, the system will change the view to a table view where timesheet information is displayed in rows and columns. Once pressed, the button changes to “Form” and, if pressed, will display all timesheet information in boxes on the screen
- **Query:** used to search or find your other timesheets either for a period before or after the current period.

Step 6: Adding Charges to Your Timesheet

Press the “New” button to add a row to your timesheet:

The screenshot shows the top portion of the timesheet entry interface. At the top, there is a toolbar with buttons: 'New', 'Copy', 'Delete', 'Form', and 'Query'. The 'New' button is highlighted with a red rectangular box. Below the toolbar is a header row for the timesheet grid, with columns labeled: 'Sun 12/17/17', 'Mon 12/18/17', 'Tue 12/19/17', 'Wed 12/20/17', 'Thu 12/21/17', and a 'Total' column. The grid itself consists of several empty rows with light blue and light purple alternating background colors.

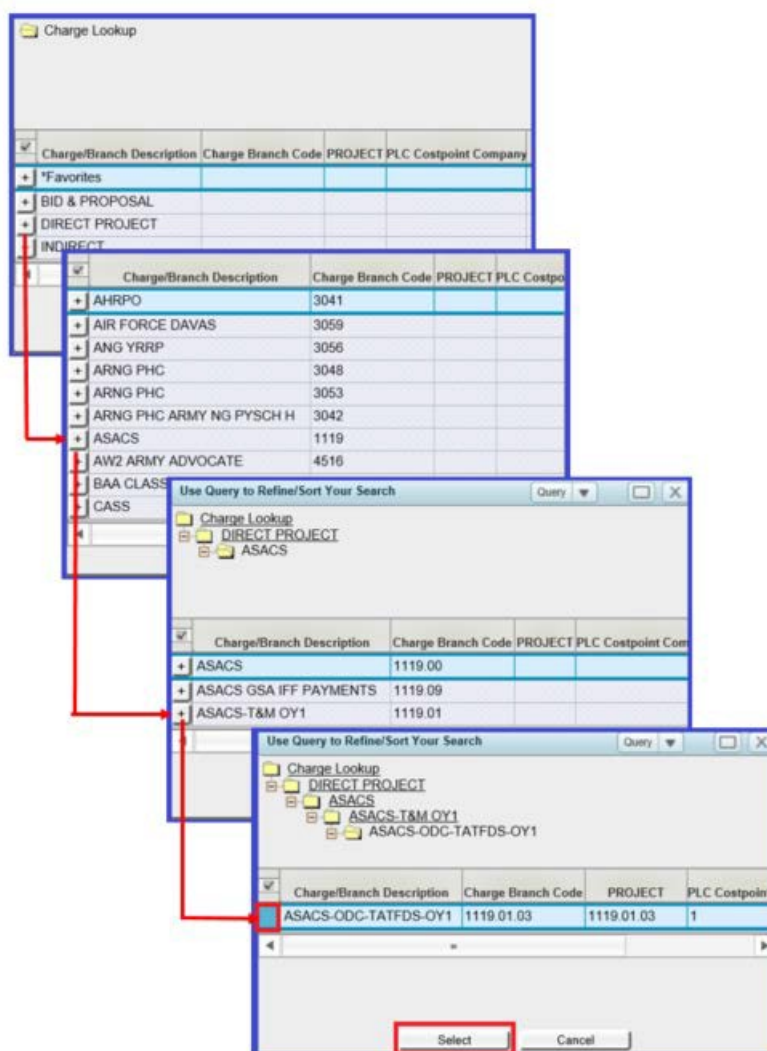
A new row will appear on your timesheet.

This screenshot shows the 'Timesheet Lines' section of the interface. The toolbar at the top includes 'New', 'Copy', 'Delete', 'Form', and 'Query'. Below the toolbar is a header row with columns: 'Project', 'PLC', 'Wed 8/16/17', 'Thu 8/17/17', 'Fri 8/18/17', 'Sat 8/19/17', 'Sun 8/20/17', 'Mon 8/21/17', and 'Total'. A new row has been added to the grid, highlighted with a red border. This row contains a magnifying glass icon and a search bar. Below the grid, there are navigation arrows and a status bar.

Press the magnifying glass to display the Charge Lookup to pick the project to add to your timesheet:

The screenshot shows a 'Charge Lookup' dialog box. It has a header row labeled 'PROJECT'. Below the header is a search bar with a magnifying glass icon. The search bar is highlighted with a red rectangular box.

Drill down until you get to the charging level of the project:



Only those projects that you are authorized to see will appear in your Lookup. Use the plus sign (“+”) to drill down to the charging level of the project. You will know that you have reached the charging level when the row no longer has a checkbox:

- Press “Select” to select the project to add to your timesheet.
- Use the magnifying glass to look up other information that may be required for your project.
 - For example, some projects may require a Labor Category, or PLC. The “PLC” column should be available for you to perform a Lookup and select the appropriate Labor Category to add this row.
- Add additional projects the same way.

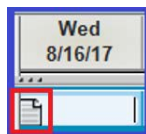
When to charge time to Overhead:

- Activities that do not directly support a client program and generate revenues, but are needed to maintain business operations. Examples such as, Staff Meetings, Leadership Meetings, Industry Seminars, Corporate Training (if no specific co-wide charge code provided), Professional Training, Finance 101 attendance, Employee performance planning and reviews.

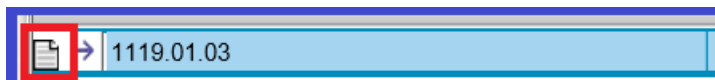
Step 7: Add Hours Daily at End of Day

PROJECT	PLC	Sat 12/16/17	Sun 12/17/17	Mon 12/18/17	Tue 12/19/17	Wed 12/20/17	Thu 12/21/17	Fri 12/22/17	Total
→ 1119.01.03									

- Enter all hours worked for each project.
 - Hours can be entered in 1/10 hour increments (example: 4.5, 3.4, 10.9, etc.)
- Enter any cell notes in the corresponding note field:



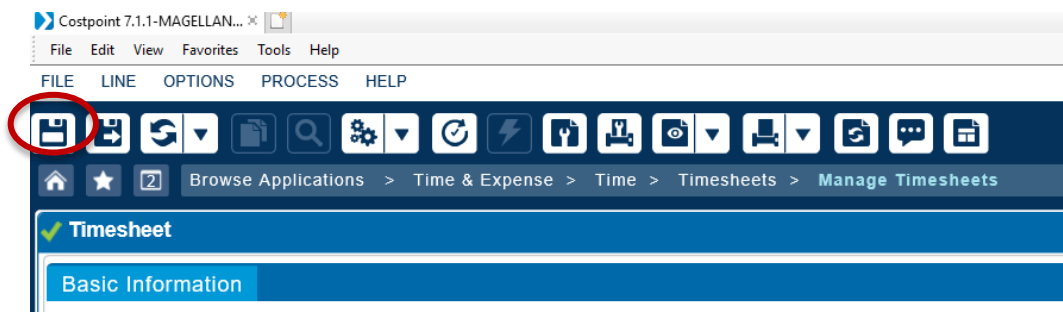
- Enter any line notes in the corresponding note field:



The Regular hours, Overtime hours, and the total number of hours worked each day will be displayed at the bottom of the timesheet:

Line	Description	PROJECT	Sat 12/16/17	Sun 12/17/17	Mon 12/18/17	Tue 12/19/17	Wed 12/20/17	Thu 12/21/17	Total
1	ASACS-ODC-TATFDS-OY1	1119.01.03			8.0	8.0	8.0		32.00
2	ARNG PHC-ODC	3048.00.02			1.0	1.0	1.0		3.00
	Regular				9.00	9.00	9.00		35.00
	Overtime								
	Total				9.00	9.00	9.00		35.00

*****Remember to Hit the “**SAVE**” button in the upper left corner before leaving your timesheet each day, otherwise it will appear as though you did not record anything*****



Step 8: Sign Your Timesheet

To sign your timesheet, press the “Sign” button located in the header of the timesheet:

The screenshot shows the 'Timesheet' application window. The 'Basic Information' tab is active. The form contains the following fields and values:

Field	Value
Employee	Fitzgerald, Kris
ID	47161.KRIS.FITZGERA
Status	Open
Revision	1
Class	Salaried Exempt
SEMI MONTHLY	
Period Ending	12/31/2017
Signature	[Empty field]
Approval	[Empty field]

The 'Sign' button is located below the Signature field and is highlighted with a red box. Other buttons visible include 'Correct', 'Leave', 'Revision Audit', 'PAY TYPE Summary', and 'Charge Favorites'.

Once signed, if you make any changes or additions to your timesheet, you will need to add an explanation as to why you made these changes and re-sign your timesheet.

Notification will be sent to your supervisor to review your timesheet and then approve or reject it.

If your timesheet is rejected, you will receive notification that it has been rejected and you will need to make any necessary modifications and re-sign your timesheet.

- * Employees are required to record actual hours worked and sign timesheets on the last day of the pay period. Supervisors will approve by noon EST the following day***

How to Request a Timesheet Correction

To request a correction, follow these steps:

- **Step 1:** On the Basic Information tab of your timesheet, click the “Request to Correct” button. Corrections can only be completed once your timesheet is in “Processed” status.

The screenshot shows the 'Manage Timesheets' window. The 'Basic Information' tab is active. Fields include Employee, ID, SEMI MONTHLY, Period Ending (07/15/2019), Class (Hourly Non Exempt ot), Signature, and Approval. The 'Status' dropdown is set to 'Processed'. The 'Request to Correct' button is highlighted with a red box. Below the form is a table for 'Timesheet Lines' with columns for Line, Description, PROJECT, PLC, PAY TYPE, and dates from Mon 7/1/19 to Thu 7/11/19, plus a Total column.

- **Step 2:** After you click “Request to Correct”, an explanation box will appear. Please detail the reason for the correction and Save. A notification will be sent to your supervisor for their approval.

The screenshot shows a dialog box titled 'Reason for Correction'. It has a text area for the reason and an 'Apply' button at the bottom right.

- **Step 3:** When your supervisor has approved, your timesheet will be open for corrections. After you have made the corrections, Save and Re-Sign your timesheet. Ensure your supervisor is aware the corrections are complete as he or she will need to reapprove as well.
 - A training video for this process can be found [here](#). If you have any questions, please contact GETPAYROLL@AFSC.COM.

Timesheet Tips & Tricks

Adding a Line to Your Favorites

To add a line to your list of Favorites:

- **Step 1:** Highlight the row or rows that you want to add to your Favorites
- **Step 2:** Press the “Add Line to Favorites” button

Step 1: Highlight the row or rows that you want to add to your Favorites

Line	Description	PROJECT	PLC	PAY TYPE	Sat 12/16/17	Sun 12/17/17	Mon 12/18/17	Tue 12/19/17	Wed 12/20/17	Thu 12/21/17	Fri 12/22/17	Sat 12/23/17	Total
1	ASACS-ODC-TATFDS-OY1	1119.01.03		R			8.0	8.0	8.0	8.0			32.00
2	ARNG PHC-ODC	3048.00.02		R			1.0	1.0	1.0				3.00
	Regular						9.00	9.00	9.00	8.00			35.00
	Overtime												
	Total						9.00	9.00	9.00	8.00			35.00

Step 2: Press the “Add Line to Favorites” button

Add Line to Favorites

Leave Balances

To view your leave balance, press the “Leave” link located in the middle of the screen:

Leave Revision Audit Pay Type Summary Change Favorites

Line	Description	Project	PLC	Pay Type	Sum	Mon	Tue	Wed	Thu	Fri	Sat	Total
1	Overhead	OH0001.001		US1								
2												

Leave

Leave Type	Balance
DCURC	100.0000
WCL	0.0000
PTD	100.0000

Leave Details

Date	Type	Hours	Reason
04/26/2017	PTD Adjustment	100.0000	New Beginning Balance

The balance will contain any leave that has been accrued as well as any leave that has been taken, including the leave entered on your current timesheet.

Revision Audit

To view the audit trail of this timesheet, press the “Revision Audit” link located in the middle of the screen.

The screenshot shows the 'Revision Audit' window. It includes a title bar with navigation links: 'Leave', 'Revision Audit' (highlighted), 'Pay Type Summary', and 'Charge Favorites'. Below the title bar is a toolbar with 'Table', 'Query', and other icons. The main area contains a 'Revision' field, an 'Explanation' text area, and fields for 'Signed By', 'Date Signed', 'Approved By', and 'Date Approved'. At the bottom is an 'Ok' button.

Here you can view the reason(s) why a modification was made to this timesheet. Please note: The “Revision Audit” link will only be available if a modification that required an explanation was made.

Pay Type Summary

To view a summary of the Pay Types that were entered on this timesheet, press the “Pay Type Summary” link located in the middle of the screen:

The screenshot shows the 'Pay Type Summary' window. It includes a title bar with navigation links: 'Leave', 'Revision Audit', 'Pay Type Summary' (highlighted), and 'Charge Favorites'. Below the title bar is a toolbar with 'Table', 'Query', and other icons. The main area contains a table with columns: 'Pay Type', 'Pay Type Description', 'Hours', and 'Cost Only Pay Type'. At the bottom is an 'Ok' button.

Here you can view the total that was charged to each of the Pay Types (Regular, “R”; Overtime, “O”; etc.)

Charge Favorites

To see the projects that are currently listed in your Favorites, press the “Charge Favorites” link located in the middle of the screen:

The screenshot shows two windows. The top window is titled "Timesheet Lines" and contains a table with columns: Line, Description, PROJECT, PLC, PAY TYPE, Sat 12/16/17, Sun 12/17/17, Mon 12/18/17, Tue 12/19/17, Wed 12/20/17, Thu 12/21/17, Fri 12/22/17, Sat 12/23/17, and Total. The bottom window is titled "Charge Favorites" and contains a table with columns: Load, Work Pct, Holiday, Vacation, Charge Description, PROJECT, PLC, PLC Company, and PAY TYPE. Both windows have a "Delete" button highlighted in red.

From here, you can view or delete any Favorites that you’ve added from a timesheet by highlighting the row and pressing the “Delete” button. Charge codes which are no longer used should be deleted to reduce charging errors:

The screenshot shows the "Charge Favorites" window with the first row highlighted. The "Delete" button is highlighted in red.

Notes Tab

The screenshot shows the "Timesheet" window with the "Notes" tab selected. The "Notes" section is empty.

This tab displayed any notes that your supervisor may have added to your timesheet.

Warnings Tab

The screenshot shows the "Timesheet" window with the "Warnings" tab selected. The "Warnings" section contains three sub-sections: "Save Warnings", "Sign Warnings", and "Approve Warnings". Each sub-section has a list box.

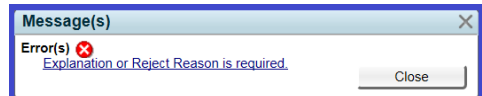
This tab will display any warnings that you received regarding the timesheet.

Revision Explanation Tab



The screenshot shows the 'Timesheet' application window with the 'Revision Explanation' tab selected. The window has a menu bar with 'Basic Information', 'Notes', 'Warnings', and 'Revision Explanation'. Below the menu bar, there are two main sections: 'Explanation/Reject Code' and 'Explanation/Reject Reason'. The 'Explanation/Reject Reason' section is a large text area for entering the reason for the revision. At the bottom of the window, there are several buttons: 'Leave', 'Revision Audit', 'Pay Type Summary', and 'Change Favorites'.

If you have made a modification to your timesheet, the system will display an error message saying that an explanation is required. You will not be able to save your timesheet until you add an explanation.



The screenshot shows an error message dialog box titled 'Message(s)'. It contains the text 'Error(s) [X]' and 'Explanation or Reject Reason is required.' with a 'Close' button.



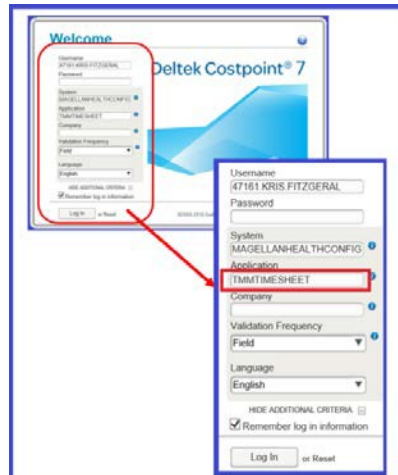
The screenshot shows the 'Explanation/Reject Reason' text area, which is a large rectangular box for entering the reason for the revision.

Press Save () or Save/Continue () when finished.

Setting Preferences

Defaulting the Application Name for Direct Entry to the Timesheet

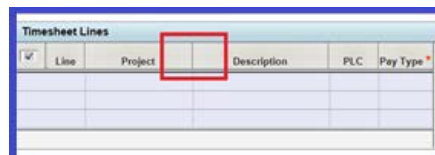
By typing in “TMMTIMESHEET” in the “Application” field when logging in, you will be taken directly to the timesheet screen so you will not have to scroll through the screens.



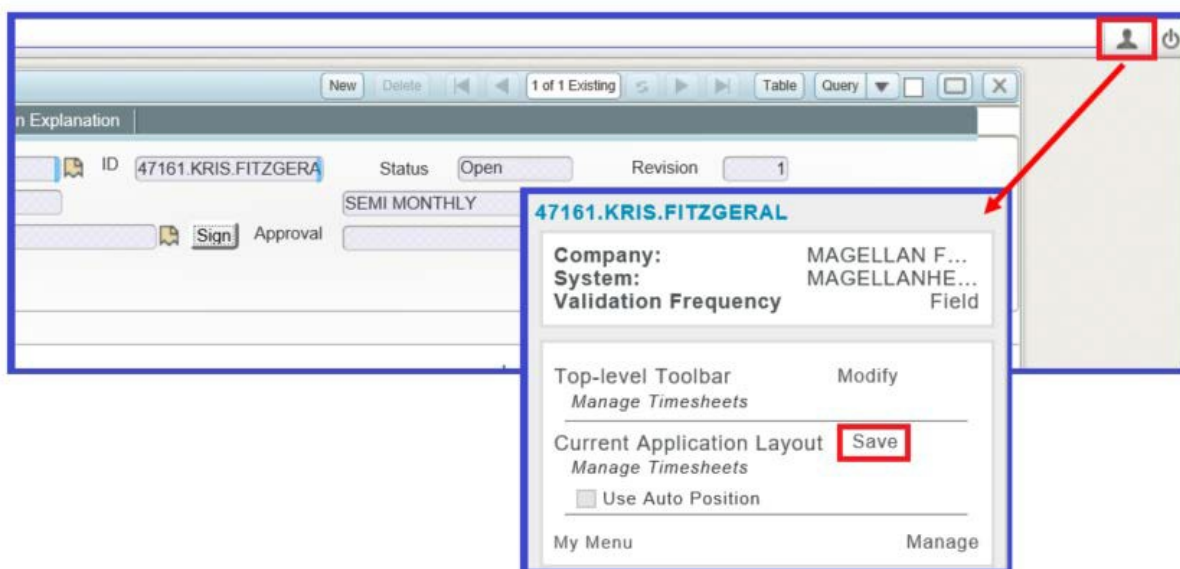
Changing Column Size

To change the size of a column on the timesheet, put your cursor in the space between the column that you want to change and the column to the right of that column.

For example, if I want to change the size of the “Project” column, I will put my cursor in between the “Project” column and the “Description” column:



- The cursor will change to this icon.
- You can now expand or shrink the Project column by dragging the icon in any direction.
- To save this layout, press the silhouette icon located at the top of the screen and then press “Save” in the “Current Application Layout” section.



Requesting Leave

To request leave (PTO or Annual Leave), do the following:

- **Step 1:** Go to the Manage Work Schedule screen
 - (Time & Expense >> Time >> Timesheets >> Manage Work Schedule)



- **Step 2:** Your Work Schedule will appear. It will default to the month that contains the current date:

Work Schedule

Employee:

This calendar shows, by month, your schedule. Select the date(s) on which you would like to request leave and press the Request Leave button to send the request to your supervisor. Your leave balance(s) are shown along with any pending leave requests

Legend

☐ Non-Work Day
 ☐ Leave
 ☐ Work Day (On Site/Off Site)
 Month/Year:

☐ Holiday
 ☐ Pending Leave

[Leave Balances](#)
[Pending Leave Requests](#)
[Day Of Week](#)

Query ▼

Week Ending	Sun	Mon	Tue	Wed	Thu	Fri	Sat
01/06/2018		1	2	3	4	5	6
01/13/2018	7	8	9	10	11	12	13
01/20/2018	14	15	16	17	18	19	20
01/27/2018	21	22	23	24	25	26	27
01/31/2018	28	29	30	31			

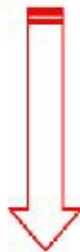
[Edit Date Properties](#)

Use the following legend for guidance:

Legend			
	Non-Work Day		Leave
	Holiday		Pending Leave
	Work Day (On Site/Off Site)		

- Step 3:** To request a day off, put your cursor in the day that you are requesting:

Week Ending	Sun	Mon	Tue	Wed	Thu	Fri	Sat
01/06/2018		1	2	3	4	5	6
01/13/2018	7	8	9	10	11	12	13
01/20/2018	14	15	16	17	18	19	20
01/27/2018	21	22	23	24	25	26	27
01/31/2018	28	29	30	31			

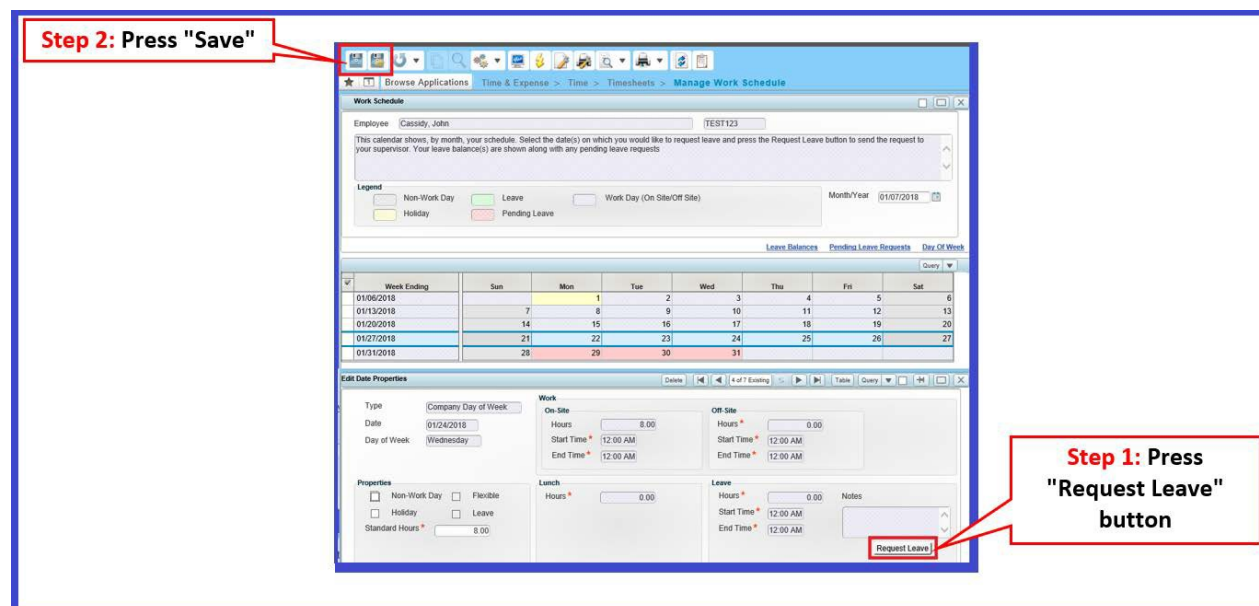


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- Step 4:** Then press the “Edit Date Properties” link located on the bottom, right side of the screen:

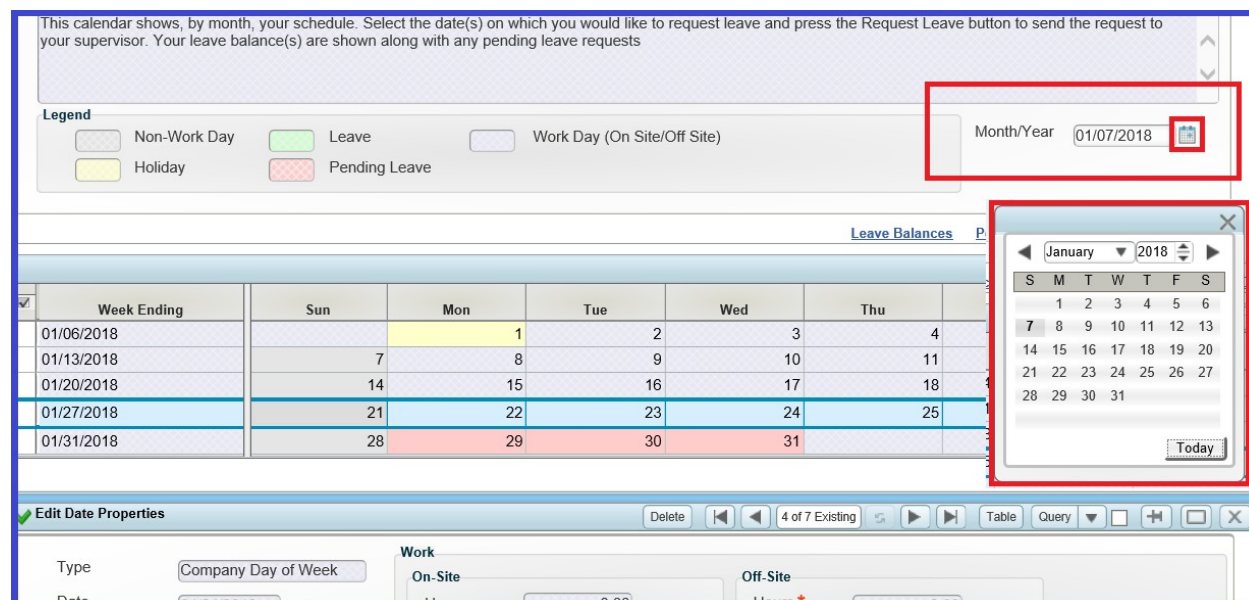
Leave Balances Pending Leave Requests Day Of Week						
Query ▼						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						Edit Date Properties

- **Step 5:** Press the “Request Leave” button and then Save the record by pressing the “Save” button:

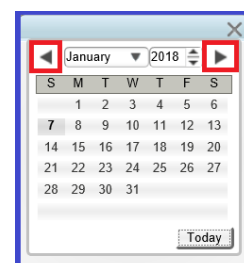


To request leave in a DIFFERENT MONTH than the current month:

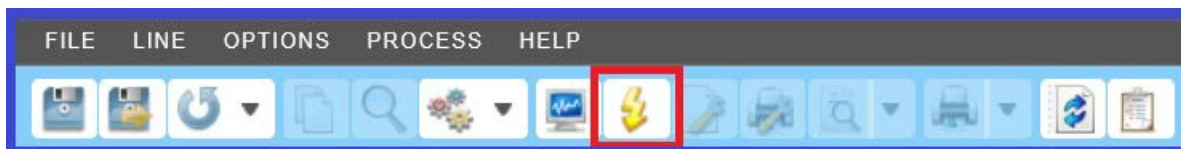
- **Step 1:** Go to the “Month/Year” field located on the right side of the Work Schedule screen and press the Calendar icon:



- A calendar will appear.
- Using the arrows at the top of the screen, change the month until the proper month appears:



Press the Execute icon located at the top of the screen. This icon is a lightning bolt icon:



The calendar at the bottom of the screen will change to the month that you have selected:

Legend

Non-Work Day	Leave	Work Day (On Site/Off Site)
Holiday	Pending Leave	

Month/Year

[Leave Balances](#) [Pending Leave Requests](#) [Day Of Week](#)

Query ▼

Week Ending	Sun	Mon	Tue	Wed	Thu	Fri	Sat
02/03/2018					1	2	3
02/10/2018	4	5	6	7	8	9	10
02/17/2018	11	12	13	14	15	16	17
02/24/2018	18	19	20	21	22	23	24
02/28/2018	25	26	27	28			

You can now request days off for dates that are in a different month than the current month.

Pay Periods

The Pay Periods are the first of the month through the fifteenth and the sixteenth through the last day of the month. Your timesheet will need to be signed and submitted on the **last business day** of the pay period.

Supervisors will approve by **noon** the following day. For example, in August the pay periods will be: 8/1/19 – 8/15/19 and 8/16/19 – 8/31/19. This means you will sign your timesheet on the 15th and on the 30th.

The 2019 pay calendar below includes pay dates, holidays and observances.

2019 Holidays & Observances

Jan 1	New Year's Day
Jan 21	Martin Luther King Day
Feb 18	Presidents' Day
May 27	Memorial Day
Jul 4	Independence Day
Sep 2	Labor Day
Oct 14	Columbus Day
Nov 11	Veterans Day
Nov 28	Thanksgiving Day
Dec 25	Christmas Day

2019 Pay Dates

January	7 th – Mon.	22 nd – Tue.
February	7 th – Thurs.	22 nd – Fri.
March	7 th – Thurs.	22 nd – Fri.
April	8 th – Mon.	22 nd – Mon.
May	7 th – Tue.	22 nd – Wed.
June	7 th – Fri.	21 st – Fri.
July	8 th – Mon.	22 nd – Mon.
August	7 th – Wed.	22 nd – Thurs.
September	6 th – Fri.	23 rd – Mon.
October	7 th – Mon.	22 nd – Tue.
November	7 th – Thurs.	22 nd – Fri.
December	6 th – Fri.	23 rd – Mon.

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				