



MFLC Deltek Costpoint Guide

TIME ENTRY FOR DESKTOP AND MAGELLAN-ISSUED PHONE

December 2020

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Deltek Costpoint Time Entry for Desktop

MFLC FIELD TRANSITION TO MAGELLAN FEDERAL
TIME ENTRY TRAINING



Housekeeping items



Handouts of today's training will be posted:

MagellanMFLC.org > Learning & Development > Live Trainings > Deltek Trainings



As we practice using Deltek Costpoint, it is highly encouraged that Counselors utilize a personal device like a laptop or computer for better ease of navigation.



Use the Q&A function of today's webinar to post your question



Watch first, practice later!



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Learning Objectives

In today's presentation we will:

- Discuss how to **open** and **build** a new timesheet in Deltek after logging in.
- Walk through screenshots of how to **enter** daily hours worked into a timesheet on Deltek.
- Explore the **save** function in Deltek to capture entered time.
- Discuss the **sign** function which is necessary at the end of each pay period.



Deltek Costpoint Timesheet Steps

1. **LOG INTO** Deltek Costpoint

2. **BUILD** time sheet

3. **ENTER** hours daily

4. **SAVE** hours daily

5. **SIGN** at the end of pay period

6. **PRACTICE** entering time

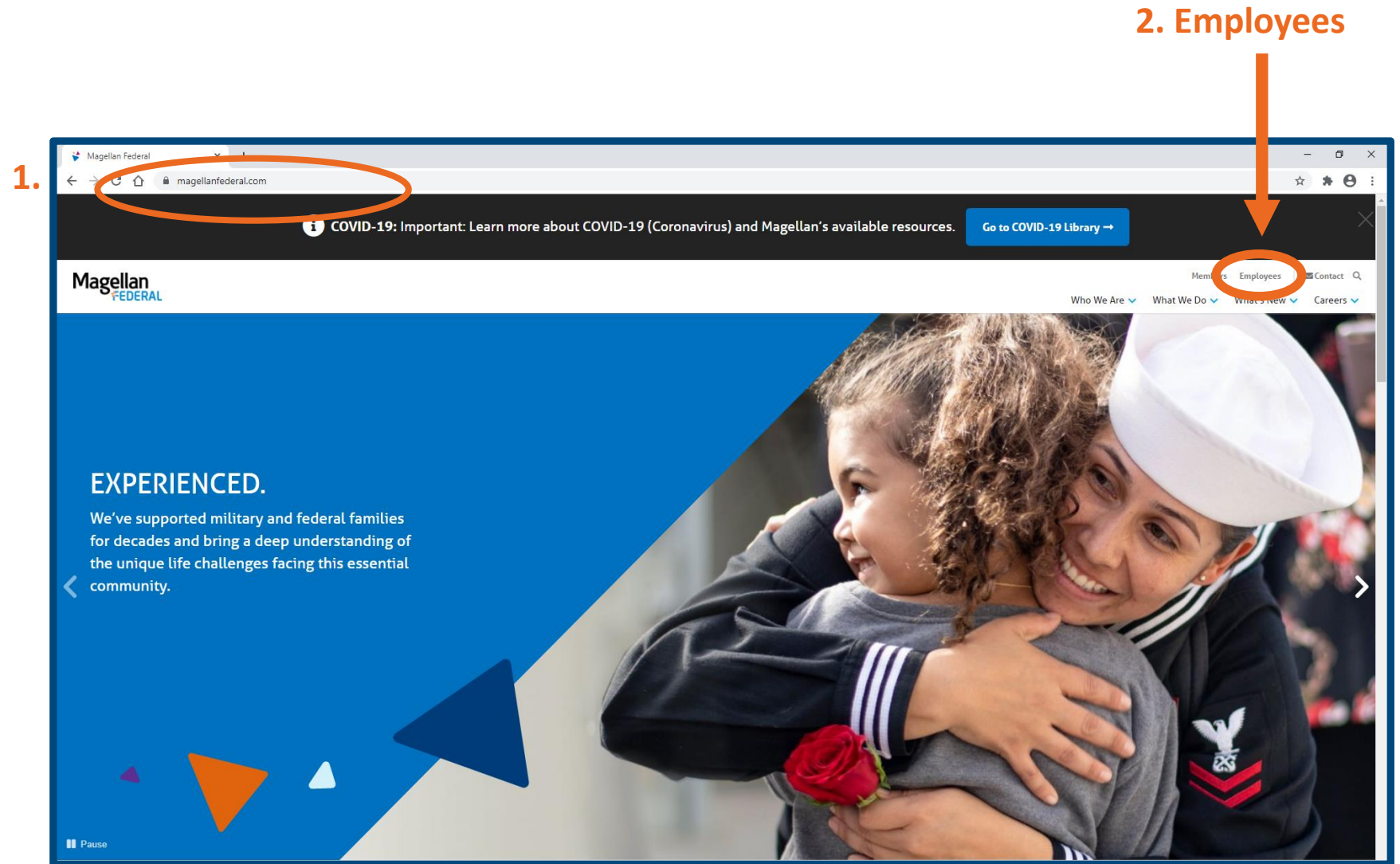


Log into Timesheet: Quick Look

- Logging into a timesheet is the first step in adding daily hours worked to Deltek Costpoint.
- Counselors must log into their timesheet daily.
- There are multiple ways to access Deltek Costpoint, but we are providing steps for MFLC Counselors to access through the Magellan Federal website.

How to Log Into Deltek Costpoint

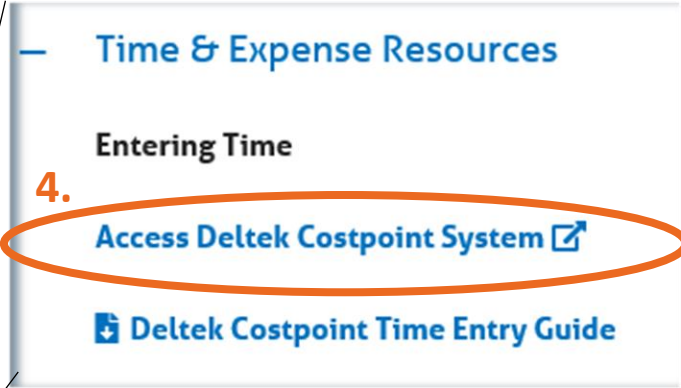
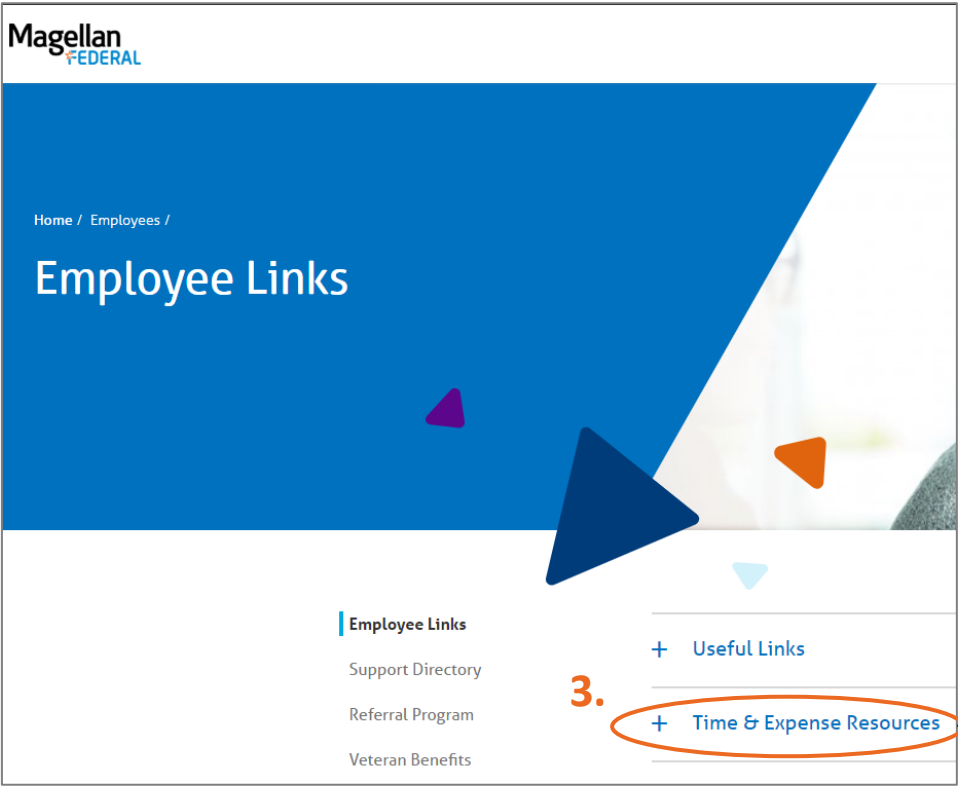
1. Go to www.magellanfederal.com
2. Click Employees tab



How to Log Into Deltek Costpoint

3. Click **Time & Expense Resources**

4. Click **Access Deltek Costpoint System**



How to Log Into Deltek Costpoint

5. To login, click “Enter your timesheet or Expense Report” under the **Employees** section



How to Log Into Deltek Costpoint

6. Log in with your username and the password that you set up when completing account setup

***Your username will be in this format: 47161.A.#####
(your employee ID will be #s)**

- Remember the System Field should say:

MAGELLANHEALTHCONFIG

If System field is not visible, click "Show Additonal Criteria"

- Click Login

Deltek.

Costpoint® [Add Desktop Shortcut](#)

Which Interface would you like to use?

☐ Classic Version ☒ New Version

USERNAME

PASSWORD

Enter a valid password

SYSTEM

?

☐ Remember me

[Reset](#)

LOG IN

[+ SHOW ADDITIONAL CRITERIA](#)

Success! You are Now Logged In!

Access the Timesheet

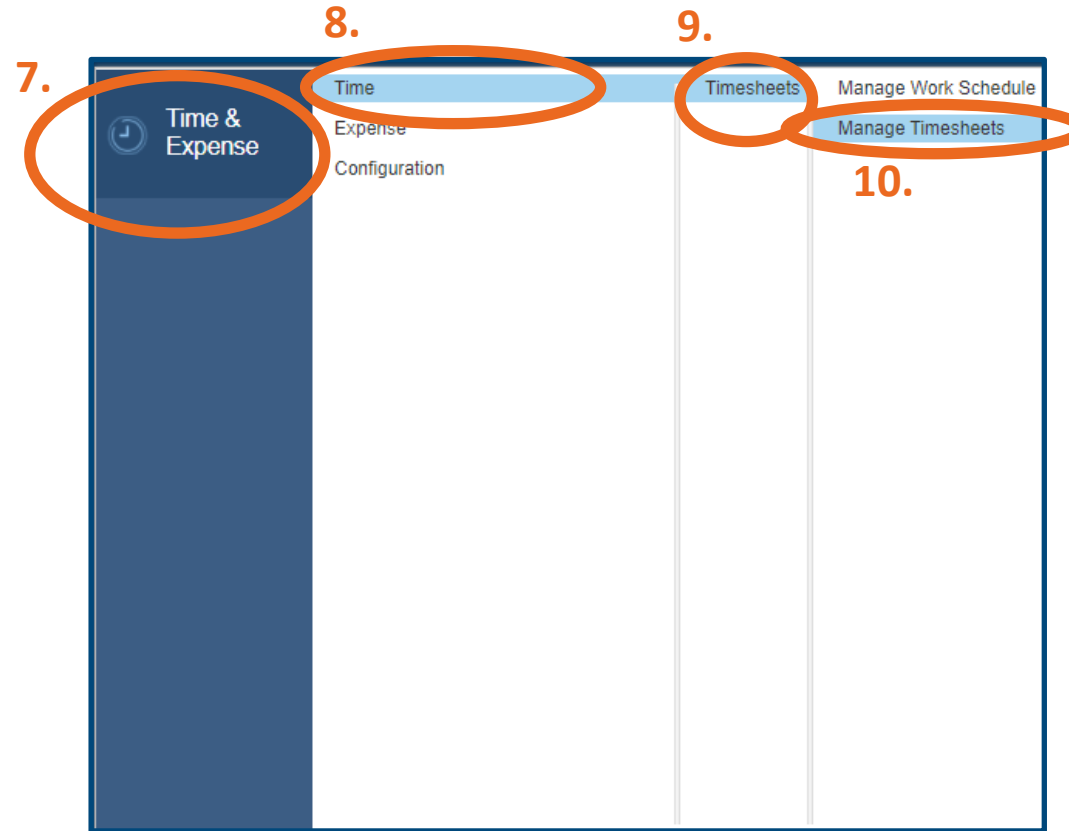
After successfully logging into Deltek, click selections in this pattern:

7. Time & Expense

8. Time

9. Timesheets

10. Manage Time Sheets



Getting to Know Your New Timesheet

The screenshot displays the 'Manage Timesheets' interface. The top navigation bar includes a breadcrumb trail: **Browse Applications > Time & Expense > Time > Timesheets > Manage Timesheets**. Below the navigation bar is a **Timesheet** header with buttons for **New**, **Copy**, **Delete**, **Table**, **Query**, and view toggles.

The main form area is titled **Basic Information** and contains the following fields:

- Employee ***: A text field with a redacted value.
- ID ***: A text field with a redacted value.
- SEMI MONTHLY**: A dropdown menu.
- Period Ending ***: A date field set to **08/15/2019**.
- Status**: A dropdown menu set to **Missing**.
- Class**: A dropdown menu set to **Hourly Non Exempt ot**.
- Signature**: A text field.
- Approval**: A text field.

At the bottom right of the form are **Sign** and **Correct** buttons. Below the form is a **Timesheet Lines** section with a table header including **Line**, **Description**, **PROJECT**, **PLC**, **PAY TYPE ***, and columns for days of the week from **Thu 8/1/19** to **Thu 8/1/19**, plus a **Total** column. The first row of the table shows line 1 with a description and a search icon.

Deltek Costpoint Timesheet Steps

1. LOG INTO Deltek Costpoint
2. **BUILD** timesheet
3. ENTER hours daily
4. SAVE hours daily
5. SIGN at the end of pay period
6. PRACTICE entering time



Building a Timesheet



Deltek has a unique way of capturing your work and leave time.

Charge codes represent different types of time (work time, leave time, holiday time).

Timesheet lines for each charge code



For Deltek Costpoint timesheets, Counselors must:

Add timesheet lines

Add charge codes

Adding a Timesheet Line

The screenshot shows the 'Manage Timesheets' interface. At the top, there is a navigation bar with 'Browse Applications > Time & Expense > Time > Timesheets > Manage Timesheets'. Below this is a 'Timesheet' header with a 'New' button (highlighted with a red box) and other buttons like 'Copy', 'Delete', 'Table', 'Query', and a search icon. The main section is titled 'Basic Information' and contains fields for 'Employee *', 'ID *', 'SEMI MONTHLY', 'Period Ending *' (08/15/2019), 'Status' (Missing), 'Class' (Hourly Non Exempt ot), 'Signature', and 'Approval'. At the bottom, there is a 'Timesheet Lines' section with a 'New' button (circled in orange) and other buttons like 'Copy', 'Delete', 'Form', 'Query', and a search icon. An orange arrow points from the 'New' button in the 'Timesheet Lines' section to the text below.

1. Click **New** which aligns with “Timesheet Lines”

This begins a new line for a charge code.

Building Your Timesheet

Adding Charge Codes.

Basic Information

Employee * [redacted] ID * [redacted] SEMI MONTHLY Period Ending * 08/15/2019 Status Missing

Class Hourly Non Exempt ot

Signature [redacted] Approval [redacted]

Sign Correct

Timesheet Lines

Line	Description	PROJECT	PLC	PAY TYPE *	Thu 8/1/19	Fri 8/2/19	Sat 8/3/19	Sun 8/4/19	Mon 8/5/19	Tue 8/6/19	Wed 8/7/19	Thu 8/8/19	Fri 8/9/19	Sat 8/10/19	Sat 8/11/19	Mon 8/12/19	Tue 8/13/19	Wed 8/14/19	Thu 8/15/19	Total
1	[redacted]	[redacted]																		

2. Click the **magnifying glass**
*Double tap to view
magnifying glass if on a
mobile device*

1. Click **New** which
aligns with
“Timesheet Lines”

What is a Charge Code?



This is Deltek's way of capturing different types of time.

Examples:

Work time

Leave time

Holiday time




Each time type requires a different charge code.

Regular Labor Code for Work time:

1500.01.01 – MFLC 3 COUNSELOR LBR

Deltek Costpoint Charge Codes

 1500.01.01 MFLC 3 COUNSELOR LBR	1500.01.02– MFLC 3 COUNS TRAVEL LBR	1500.01.03– MFLC 3 COUNS TRAINING LBR	1500.01.04-- MFLC 3 INSTALLATION CLOSE
<p>Regular hours on MFLC Assignments for all activities including:</p> <ul style="list-style-type: none">• face to face and virtual counseling• ancillary activities• supervision• outreach• activity form submission• administrative tasks	<p>Travel time noted in a counselor's CTA.</p>	<p>This code is used by counselors for all formalized, organized trainings.</p>	<p>This code is used by MFLC School Counselors when there is an unscheduled closure due to inclement weather. It is also used by non-school MFLCs when there is a multiple day base or installation closure.</p>
<p><i>Regional Supervisors must pre-approve the use of these codes.</i></p>			

Finding Your Charge Code: Labor

The sequence of windows illustrates the following steps:

- Window 1:** Shows the initial 'Charge Lookup' window. The left pane shows a tree view with 'DIRECT PROJECT' and 'INDIRECT'. An orange circle highlights the '+' icon next to 'DIRECT PROJECT'.
- Window 2:** Shows the next step where 'MFLC THREE' is selected under 'DIRECT PROJECT'. The right pane shows a table with 'MFLC THREE' and '1500'. An orange circle highlights the '+' icon next to 'MFLC THREE'.
- Window 3:** Shows the next step where 'MFLC THREE PMO' is selected under 'MFLC THREE'. The right pane shows a table with 'MFLC THREE PMO' and '1500.00'. An orange circle highlights the '+' icon next to 'MFLC THREE PMO'.
- Window 4:** Shows the next step where 'MFLC THREE LABOR' is selected under 'MFLC THREE PMO'. The right pane shows a table with 'MFLC THREE LABOR' and '1500.00.01'. An orange circle highlights the '+' icon next to 'MFLC THREE LABOR'.
- Window 5:** Shows the final step where 'MFLC THREE LABOR' is selected. The right pane shows a table with 'MFLC THREE LABOR', '1500.00.01', '1500.00.01', and '1'. An orange circle highlights the 'Select' button at the bottom right.

Charge/Branch Description	Charge Branch Code	PROJECT	PLC Costpoint Cor
MFLC THREE	1500		
MFLC THREE PMO	1500.00		
MFLC THREE LABOR	1500.00.01	1500.00.01	1

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Timesheet with Labor Charge Code Added

[illegible]

Finding Your Charge Code: Holiday

The image shows a sequence of four overlapping 'Lookup' windows, each with a 'Query' dropdown and window controls. The windows illustrate the steps to find a charge code for a holiday:

- Window 1:** Shows the 'Charge Lookup' folder expanded. The 'Charge/Branch Description' table has 'INDIRECT' selected. An orange circle and arrow point to the '+' icon next to 'INDIRECT'.
- Window 2:** Shows the 'INDIRECT' folder expanded. The 'Charge/Branch Description' table has 'Fringe Benefits' selected. An orange circle and arrow point to the '+' icon next to 'Fringe Benefits'.
- Window 3:** Shows the 'Fringe Benefits' folder expanded. The 'Charge/Branch Description' table has 'Holiday' selected. An orange circle and arrow point to the '+' icon next to 'Holiday'.
- Window 4:** Shows the 'Holiday' folder expanded. The 'Charge/Branch Description' table has 'Holiday' selected. An orange circle and arrow point to the 'Select' button at the bottom of the window.

The final window displays the following data:

Charge/Branch Description	Charge Branch Code	PROJECT	PLC Costpoint Com
Holiday	FRNG.HOLI	FRNG.HOLI	1

Finding Your Charge Code: PTO

The sequence of screenshots illustrates the following steps:

- Step 1:** The 'Lookup' window shows the 'Charge Lookup' folder expanded. The 'INDIRECT' option is circled in orange.
- Step 2:** The 'Lookup' window shows the 'Fringe Benefits' folder expanded. The 'Fringe Benefits' option is circled in orange.
- Step 3:** The 'Lookup' window shows a list of charge codes. 'Paid Time Off' with code 'FRNG.PDTO' is circled in orange.
- Step 4:** The 'Lookup' window shows the 'Paid Time Off' entry selected. The 'Select' button at the bottom is circled in orange.

The final screenshot shows the selected entry in a table:

Charge/Branch Description	Charge Branch Code	PROJECT	PLC Costpoint Com
Paid Time Off	FRNG.PDTO	FRNG.PDTO	1

After You've Added Charge Codes on Lines

[illegible]

How do I request leave (or paid time off)?

- Your Regional Supervisor is your go-to resource for your scheduling needs, including scheduling vacation time, or leave.
- **Email your Regional Supervisor with requests for leave.**
 - **Ask your Regional Supervisor how far in advance of your requested leave they would like to receive your email request.**
- There is a way to request leave in Deltek Costpoint, but we are not encouraging MFLC Counselors to use this leave request method.
- You do not need to email your Regional Supervisor for time off on the holidays that Magellan Federal recognizes.
 - A list of those holidays can be found by clicking on your VERN tile in Okta, then searching: “2021 Holiday Schedule.”



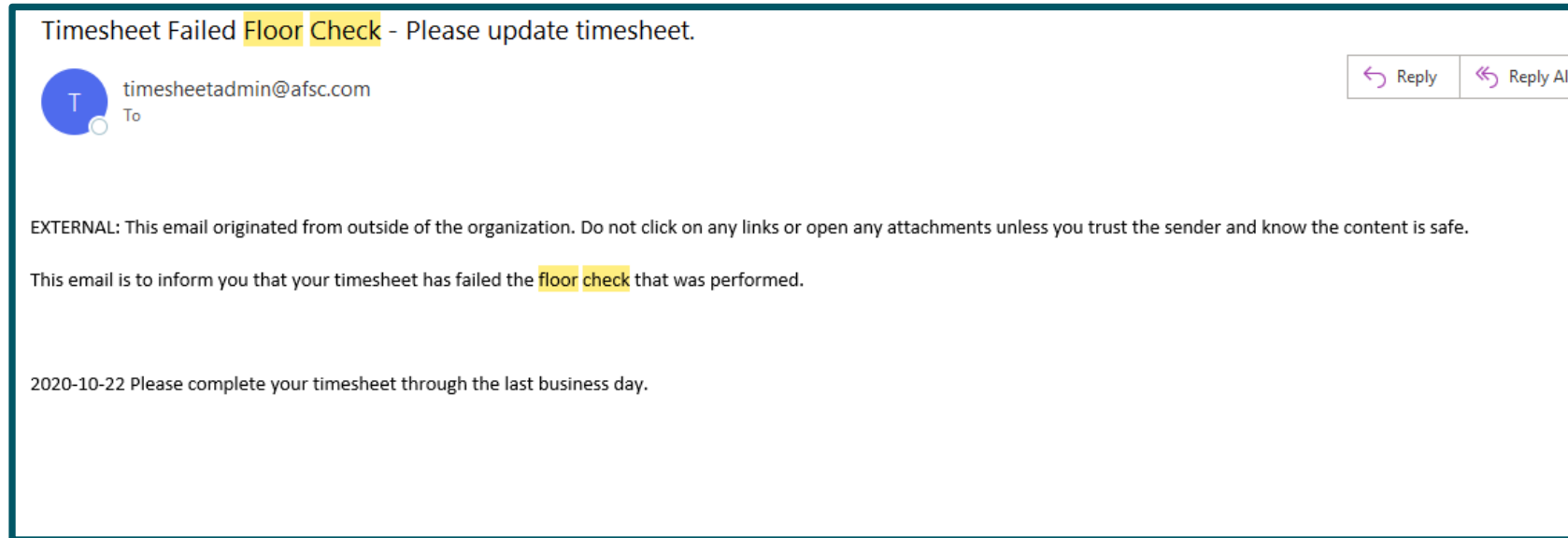
Deltek Costpoint Timesheet Steps

1. LOG INTO Deltek Costpoint
2. BUILD time sheet
3. ENTER hours daily
4. SAVE hours daily
5. SIGN at the end of pay period
6. PRACTICE entering time



Entering Daily Hours: Quick Look

- Daily number of hours worked must be entered **every day worked** to maintain **compliance**.
- At the end of each day worked, develop a routine to enter hours into Deltek Costpoint.
- Noncompliance of daily time entry results in a Deltek auto-alert to you and your supervisor.
 - Daily alerts are called floor checks
 - Example of floor check email:



Enter Daily Hours

[illegible]

Time Entry: Partial Hours in Deltek Costpoint

Time entered in Deltek Costpoint may only be entered to the tenths decimal place:

Examples:

8.2 hours is acceptable

8.25 hours will not be accepted

When entering your time into Deltek Costpoint, round to the nearest tenth of the hour.

Tenths of an hour equate to:

.1=1/10 = 6 minutes

.2=2/10 = 12 minutes

.3= 3/10 = 18 minutes

.4= 4/10 = 24 minutes

.5= 5/10 = 30 minutes

.6=6/10 = 36 minutes

.7=7/10 = 42 minutes

.8=8/10 = 48 minutes

.9=9/10 = 54 minutes

1 hour = 60 minutes

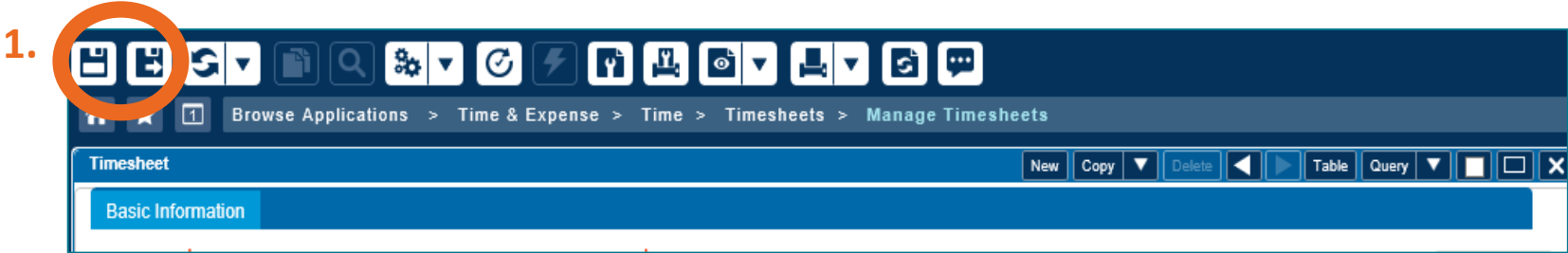
Deltek Costpoint Timesheet Steps

1. LOG INTO Deltek Costpoint
2. BUILD time sheet
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4. **SAVE** hours daily
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Save Your Hours Entered

1. Remember to hit the **save** button before leaving your timesheet each day; otherwise it will appear as though you did not record anything!



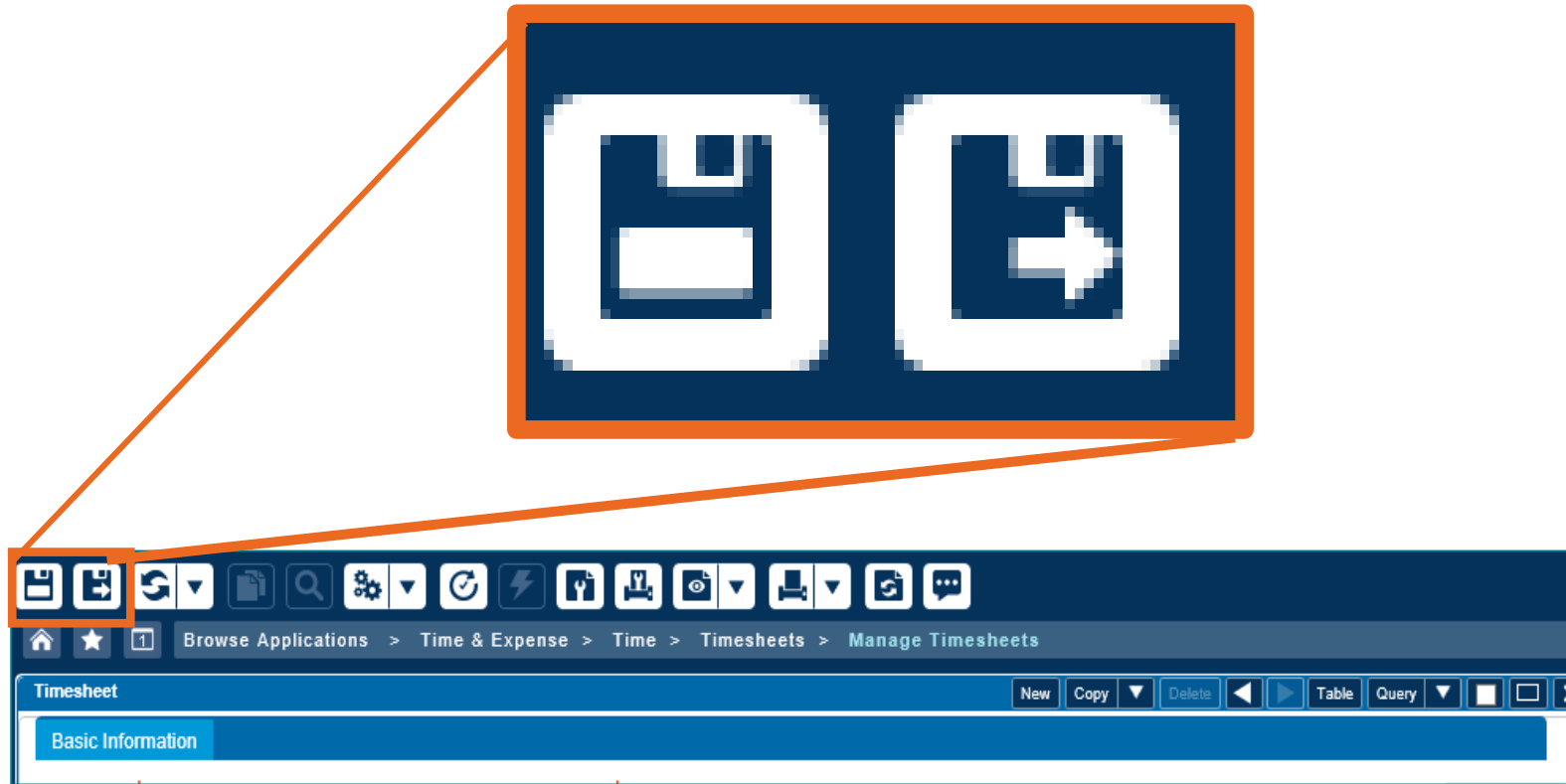
2. After saving, this window confirms that the timesheet is updated.



2.

When to Save Your Hours

- Click **save** after every time you add hours to your timesheet!



What if I have to change the time I entered and saved?

- There is an easy solution to this!
 1. Simply delete the incorrect hours and type in the correct hours.
 2. Click a save button.

Timesheet

Basic Information

Employee * ID * SEMI MONTHLY Period Ending * 11/15/2020 Status Open

Class Salaried Exempt

Signature Approval

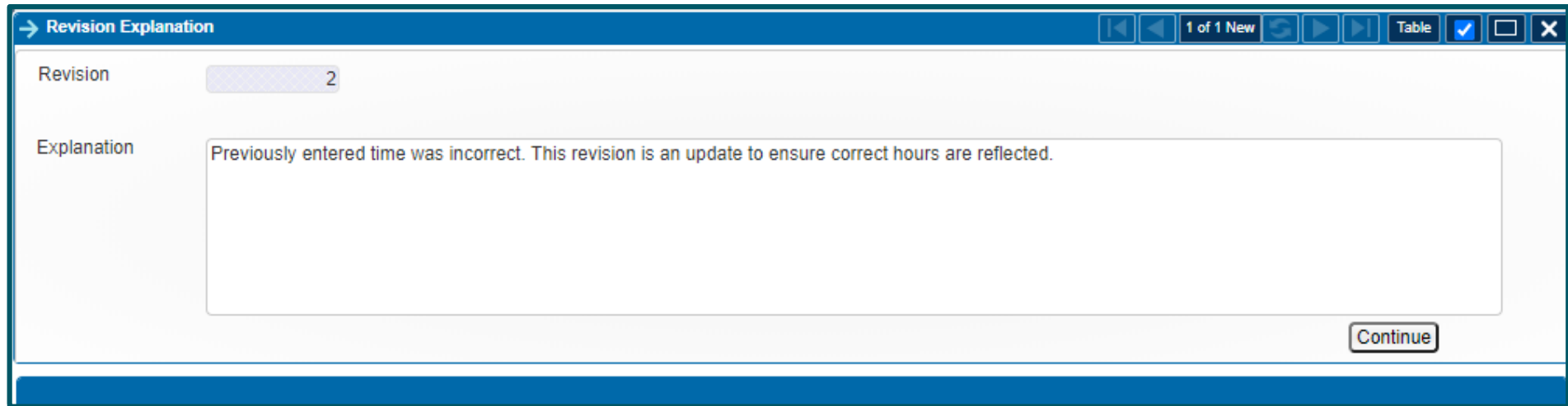
Sign Correct

Leave PAY TYPE Summary Charge Favorites

Timesheet Lines

Line	Description	PROJECT	PLC	PAY TYPE *	Tue 11/3/20	Wed 11/4/20	Thu 11/5/20	Fri 11/6/20	Sat 11/7/20	Sun 11/8/20	Mon 11/9/20	Tue 11/10/20	Wed 11/11/20	Total
1	MFLC THREE LABOR	1500.01.01		R	8									0.00
	Regular													
	Overtime													
	Total													

What if I have to change the time I entered and saved?



The screenshot shows a software window titled "Revision Explanation". At the top right of the window are navigation controls: a back arrow, a forward arrow, a "1 of 1 New" indicator, a refresh icon, a "Table" button, a checkmark icon, a close icon, and a maximize icon. The main content area has two sections. The "Revision" section contains a text input field with the number "2". The "Explanation" section contains a large text area with the text "Previously entered time was incorrect. This revision is an update to ensure correct hours are reflected." and a "Continue" button at the bottom right.

3. This box will appear. Type in an explanation for the change in hours that you are adding to your timesheet.

Deltek Costpoint Timesheet Steps

1. LOG INTO Deltek Costpoint
2. BUILD time sheet
3. ENTER hours daily
4. SAVE hours daily
5. **SIGN** at the end of pay period
6. PRACTICE entering time



Signing Timesheets: Quick Look



Signing timesheets is like the “submit” function on Workday



After you sign your timesheet by clicking a button, your supervisor will review your timesheet, and your supervisor will also click to sign your timesheet



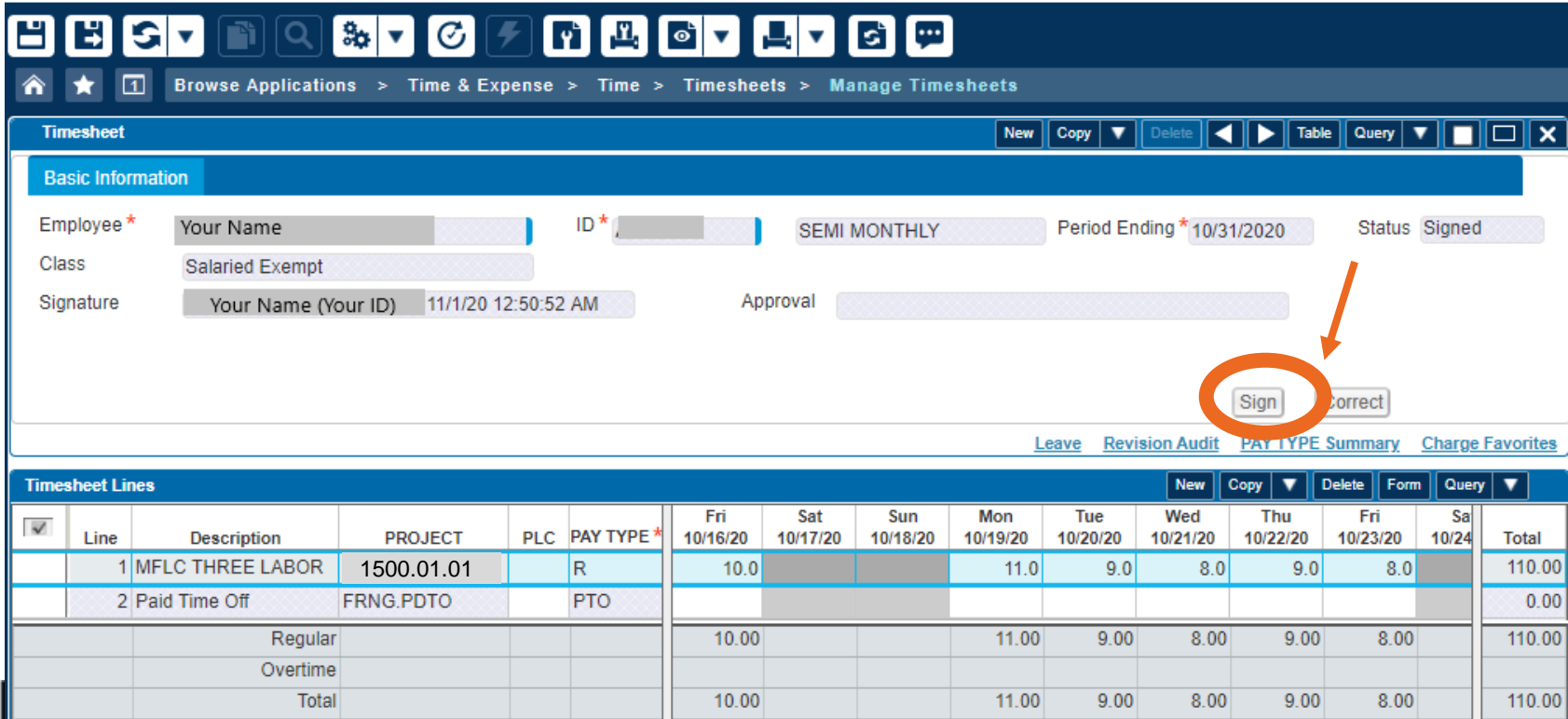
Timesheets are signed twice per month, at the end of the pay period.

Timesheet Sign Due Dates:

- Last day worked on or before the 15th of the month
- Last day worked on or before the last day of the month

Signing Your Timesheet

- This is similar to the submit process in Workday and is completed at the end of each pay period **twice monthly**.
- At the end of each pay period, remember to **sign** your timesheet to advance it to your supervisor for approval and payroll processing.



Timesheet [New] [Copy] [Delete] [Table] [Query] [X]

Basic Information

Employee * Your Name ID * SEMI MONTHLY Period Ending * 10/31/2020 Status Signed

Class Salaried Exempt

Signature Your Name (Your ID) 11/1/20 12:50:52 AM Approval

Sign **Correct**

[Leave](#) [Revision Audit](#) [PAY TYPE Summary](#) [Charge Favorites](#)

Timesheet Lines [New] [Copy] [Delete] [Form] [Query]

Line	Description	PROJECT	PLC	PAY TYPE *	Fri 10/16/20	Sat 10/17/20	Sun 10/18/20	Mon 10/19/20	Tue 10/20/20	Wed 10/21/20	Thu 10/22/20	Fri 10/23/20	Sa 10/24	Total
1	MFLC THREE LABOR	1500.01.01		R	10.0			11.0	9.0	8.0	9.0	8.0		110.00
2	Paid Time Off	FRNG.PDTO		PTO										0.00
	Regular				10.00			11.00	9.00	8.00	9.00	8.00		110.00
	Overtime													
	Total				10.00			11.00	9.00	8.00	9.00	8.00		110.00

After You Click Sign

Timesheet [New] [Copy] [Delete] [Table] [Query] [X]

Basic Information

Employee * Your Name ID * Your ID SEMI MONTHLY Period Ending * 10/31/2020 Status Signed

Class Salaried Exempt

Signature Your Name (Your ID) 11/1/20 12:50:52 AM Approval

[Sign] [Correct]

[Leave](#) [Revision Audit](#) [PAY TYPE Summary](#) [Charge Favorites](#)

Timesheet Lines [New] [Copy] [Delete] [Form] [Query]

Line	Description	PROJECT	PLC	PAY TYPE *	Fri 10/16/20	Sat 10/17/20	Sun 10/18/20	Mon 10/19/20	Tue 10/20/20	Wed 10/21/20	Thu 10/22/20	Fri 10/23/20	Sa 10/24	Total
1	MFLC THREE LABOR	1500.01.01		R	10.0			11.0	9.0	8.0	9.0	8.0		110.00
2	Paid Time Off	FRNG.PDTO		PTO										0.00
	Regular				10.00			11.00	9.00	8.00	9.00	8.00		110.00
	Overtime													
	Total				10.00			11.00	9.00	8.00	9.00	8.00		110.00

- Your signature will be visible
- When your supervisor signs, their signature will be visible in the approval box.

What if I accidentally sign my timesheet in error?

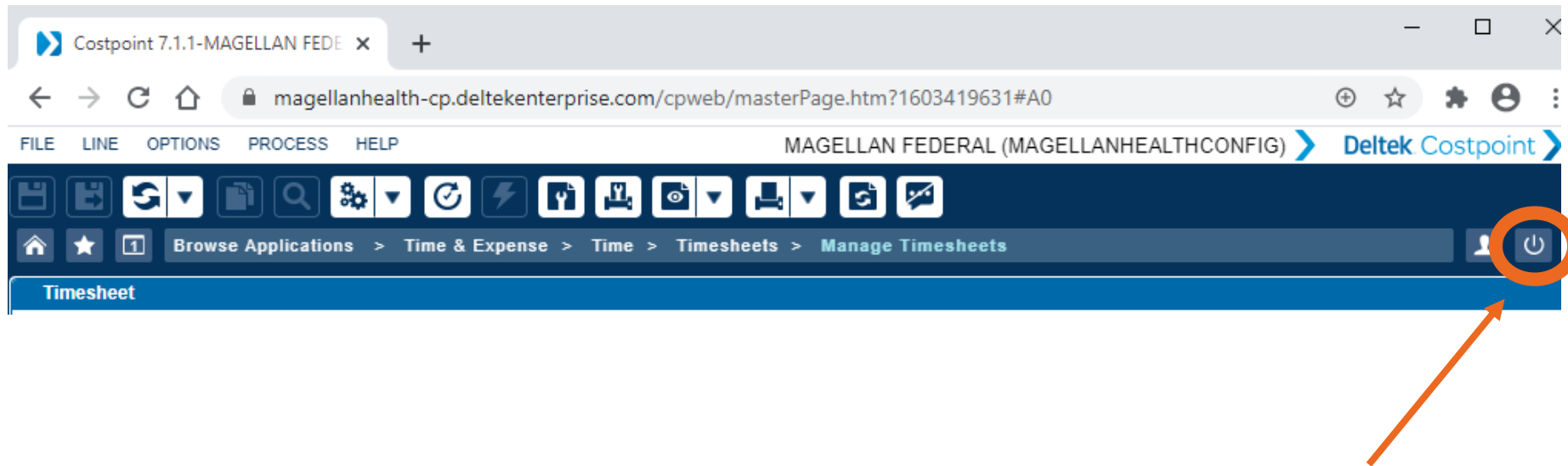
There is a simple solution for this!

1. Go back to the timesheet.
2. Correct and save more time to the timesheet.
3. This places the timesheet back in open (unsigned) status.
4. Counselors and supervisor will still need to sign their timesheet again at the end of the pay period.



Logging Out

After entering and saving time each day, be sure to log out of Deltek Costpoint to protect your information.



Click the log out button, which looks like a power button (circle and short vertical line)

Video:

Deltek Costpoint Time Entry

Deltek Costpoint Timesheet Steps

- **OPEN** a Deltek Costpoint
- **BUILD** with charge codes
- **ENTER** hours in daily
- **SAVE** after each time entry
- **SIGN** at the end of pay period
- **PRACTICE** entering time daily



Counselor Practice Expectations



- Throughout November, Counselors are expected to practice time entry in Deltek.
- Practice allows Counselors to gain familiarity with Deltek Costpoint.
- Remember to continue to enter time into Workday!



Practice Using Deltek

- ✓ ☒ Log into Deltek Costpoint daily.
- ✓ ☒ Enter the same hours in Deltek that you do in Workday.
- ✓ ☒ Save the hours entered daily.
- ✓ ☒ At the end of the pay period, click to sign your time sheet (on the last day worked before **November 15 and November 30.**)



Workday		Deltek Costpoint	
Accessed via Okta		Accessed via MagellanFederal.com > Employees > Time & Expense Resources	
Time entered daily		Time entered daily	
No charge codes used		Charge Codes used to designate work time	
Click “Submit” once per week		Click “Sign” twice per month at the end of the pay period	



Deltek Costpoint Time Entry for MFLC Phones

MFLC FIELD TRANSITION TO MAGELLAN FEDERAL
TIME ENTRY TRAINING



Housekeeping items



This handout refers to steps of time entry on **Magellan-issued MFLC phones, which use the Android mobile device platform.**



These steps may not be applicable for other personally-owned phones and devices, like iPhone, Apple products, or other Android devices.



**Do not use the Deltek Costpoint app for access on a mobile device.
If prompted to add the app or a shortcut, close the window.**

These are not recommended due to variations in navigation and device settings.



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Learning Objectives

In today's presentation we will:

- Discuss how to **open** and **build** a new timesheet in Deltek after logging in.
- Walk through screenshots of how to **enter** daily hours worked into a timesheet on Deltek.
- Explore the **save** function in Deltek to capture entered time.
- Discuss the **sign** function which is necessary at the end of each pay period.



Deltek Costpoint Timesheet Steps

1. **LOG INTO** Deltek Costpoint
2. **BUILD** time sheet
3. **ENTER** hours daily
4. **SAVE** hours daily
5. **SIGN** at the end of pay period
6. **PRACTICE** entering time



Log into Timesheet: Quick Look

- Logging into a timesheet is the first step in adding daily hours worked to Deltek Costpoint.
- Counselors must log into their timesheet daily.
- There are multiple ways to access Deltek Costpoint, but we are providing steps for MFLC Counselors to access through the Magellan Federal website.

How to Log Into Deltek Costpoint

1. Go to www.magellanfederal.com
2. Click three lines on right side to view menu.
3. Then click Employees tab

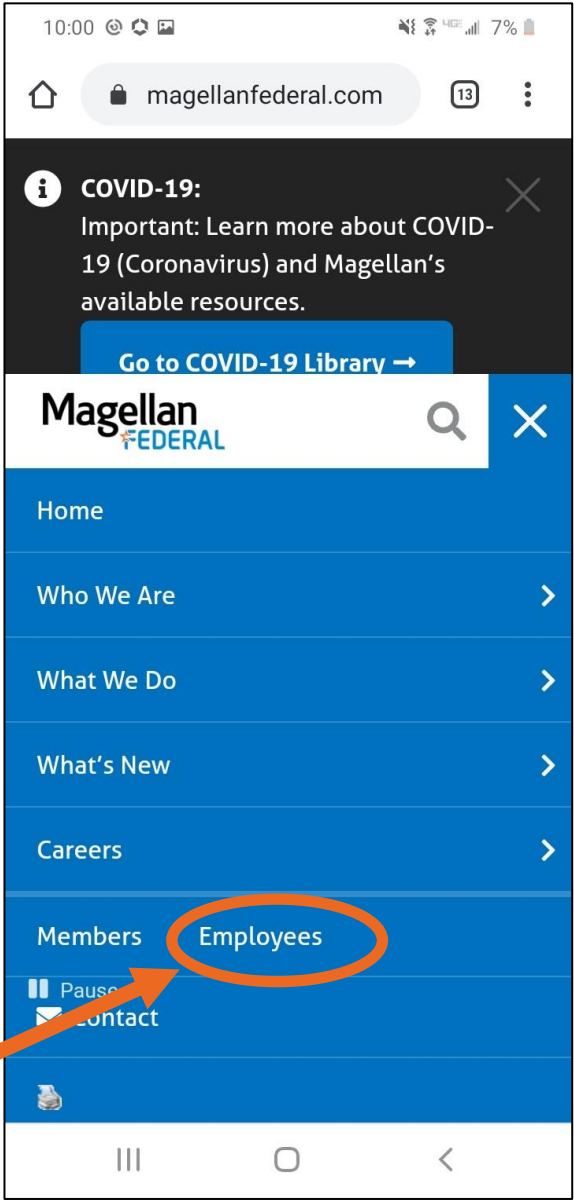
1.



2. Click the three lines to see menu.



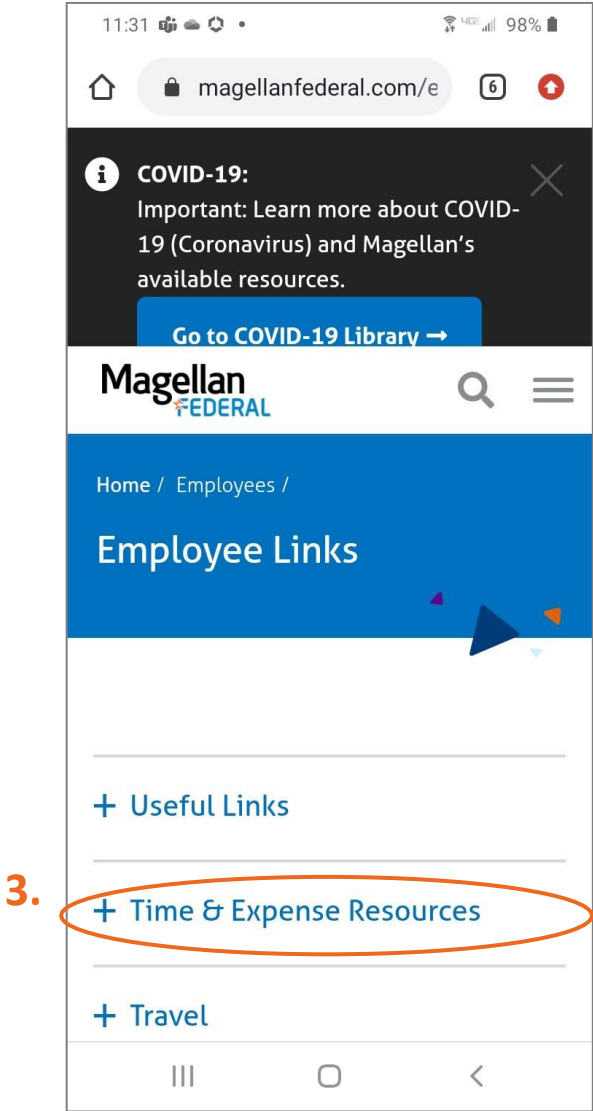
3. Click Employees



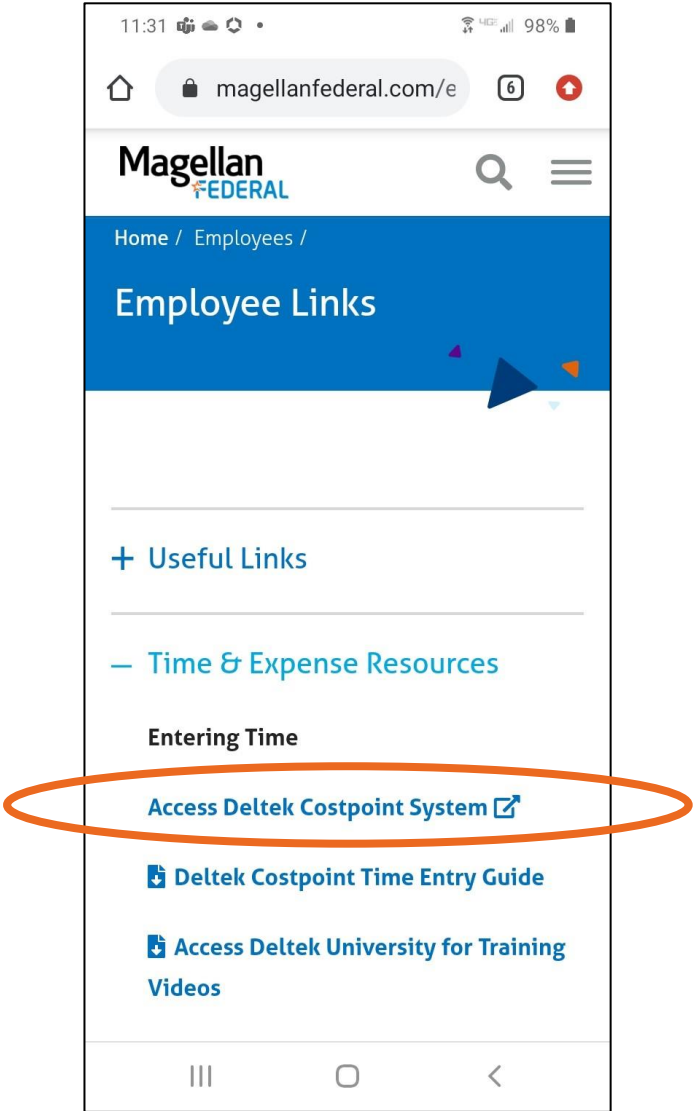
How to Log Into Deltek Costpoint

3. Click **Time & Expense Resources**

4. Click **Access Deltek Costpoint System**



4.

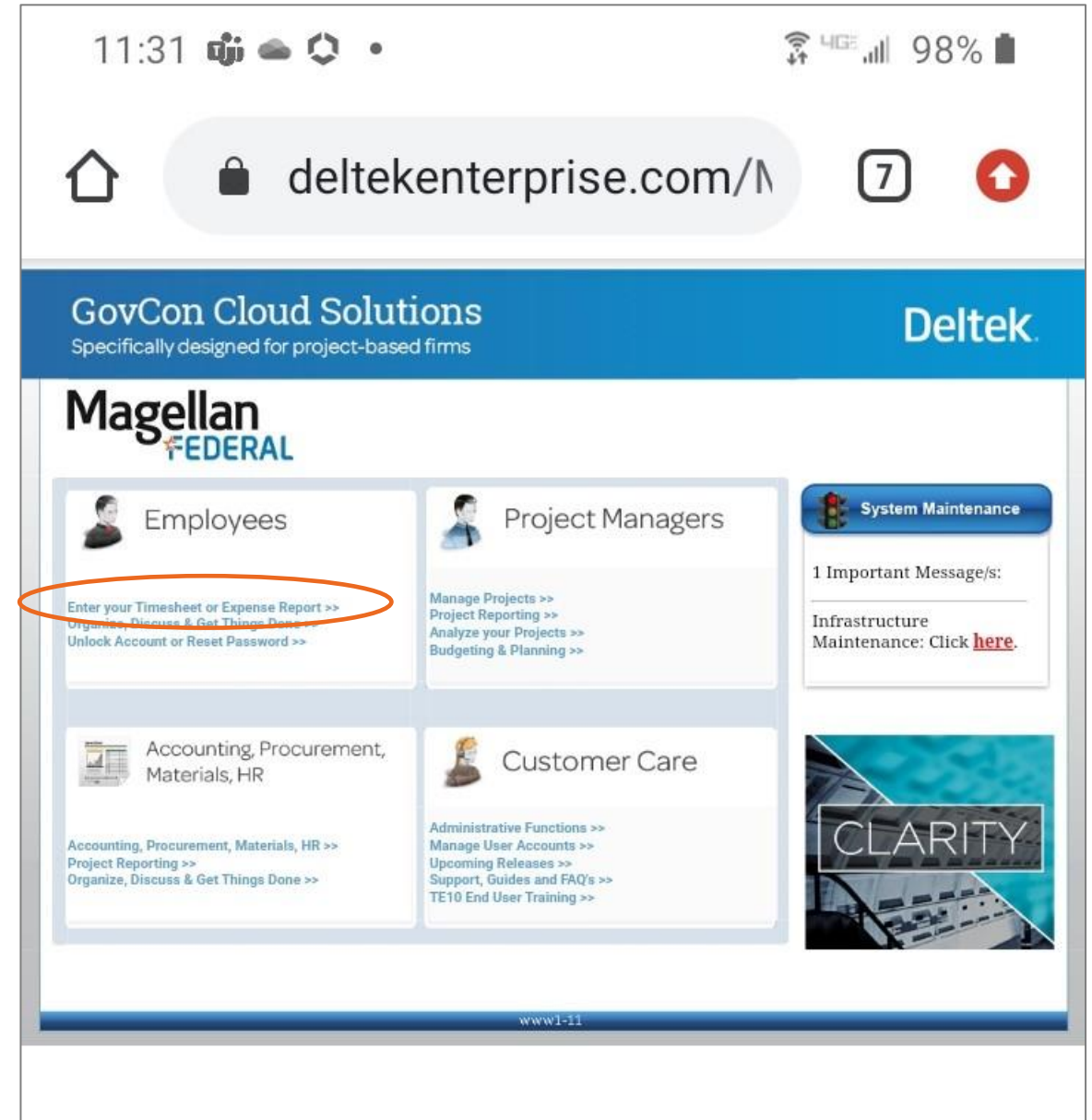


How to Log Into Deltek Costpoint

5. To login, click “Enter your timesheet or Expense Report” under the **Employees** section

If your device allows, try zooming in or expanding the screen for increased visibility.

5.



How to Log Into Deltek Costpoint

6. Log in with your username and the password that you set up when completing account setup

***Your username will be in this format:**

47161.A.####

(your employee ID will be #s

- ***Smartphone Mode should be checked***

- Do not click Use PIN

- Remember the System Field should say:

MAGELLANHEALTHCONFIG

If System field is not visible, click “Show Additional Criteria”

- Click Login

10:19 100%

Costpoint®

Which Interface would you like to use?

☐ Classic Version ☒ New Version

USERNAME

PASSWORD

☒ Remember me [Reset](#)

[Add to Home screen](#)

☒ Smartphone Mode

☐ Use PIN

[HIDE ADDITIONAL CRITERIA](#)

SYSTEM ?

APPLICATION ?

COMPANY ?

LANGUAGE ▼

[Log In](#)

Success! You are Now Logged In!

Access the Timesheet

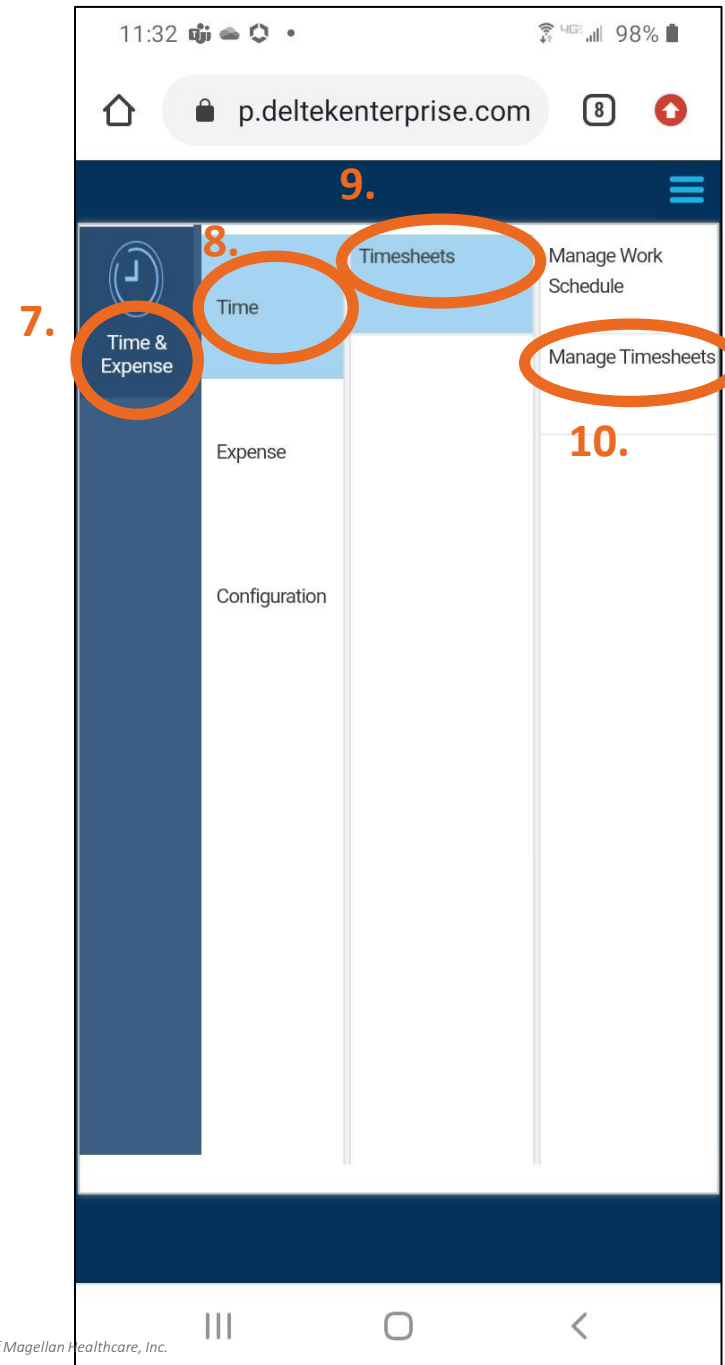
After successfully logging into Deltek, click selections in this pattern:

7. Time & Expense

8. Time

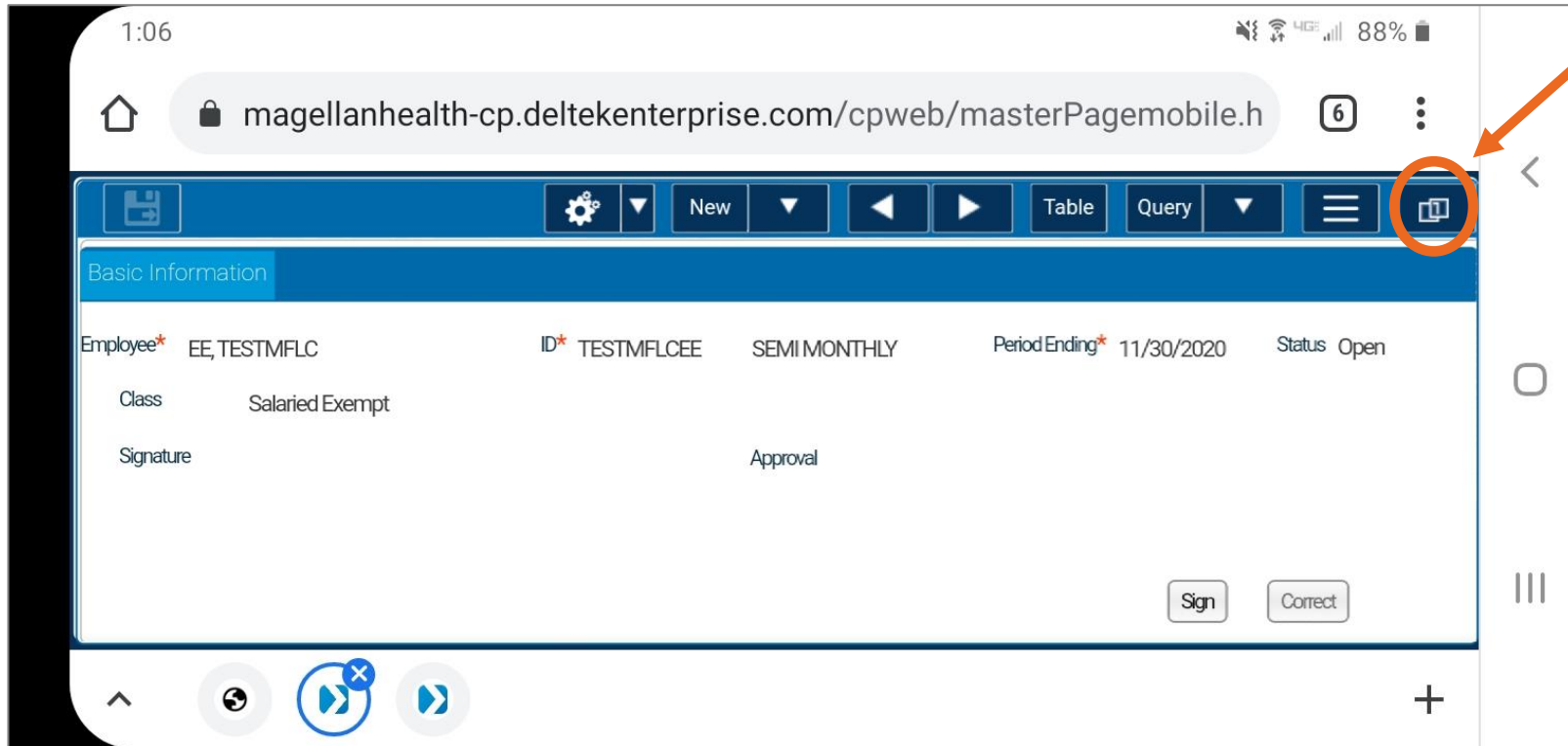
9. Timesheets

10. Manage Time Sheets



Accessing Your Timesheet

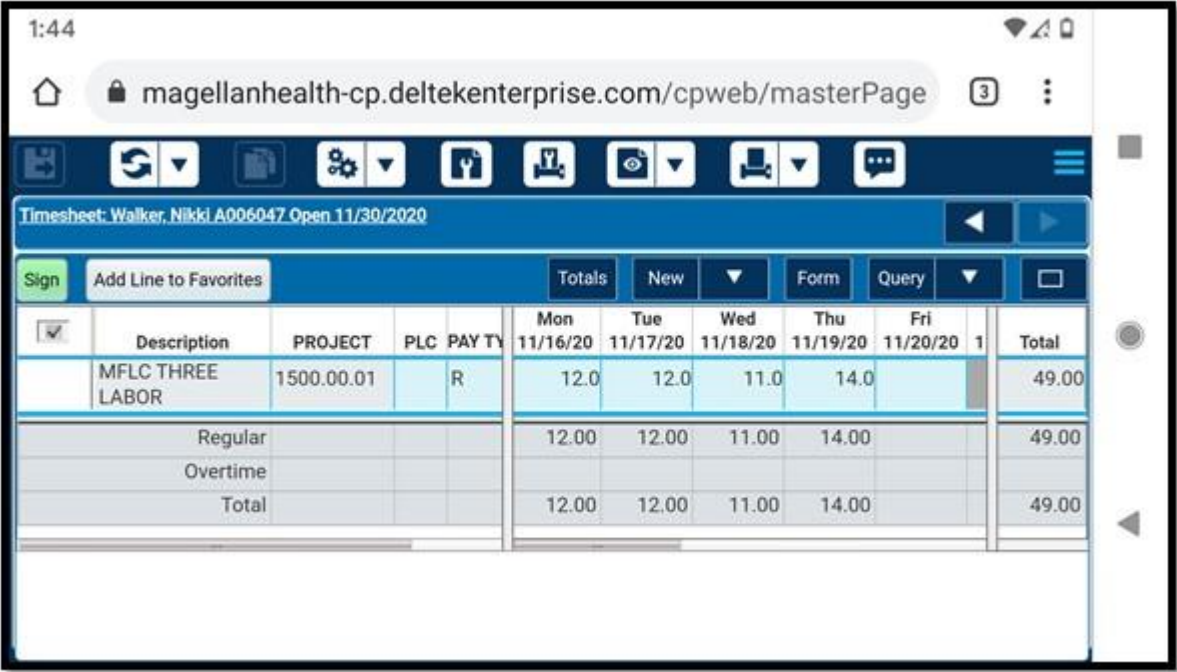
Turn phone to landscape position



This page may be visible before accessing your timesheet.

If you see this page, simply click on the button circled in the upper right-hand corner of the screen to view the timesheet.

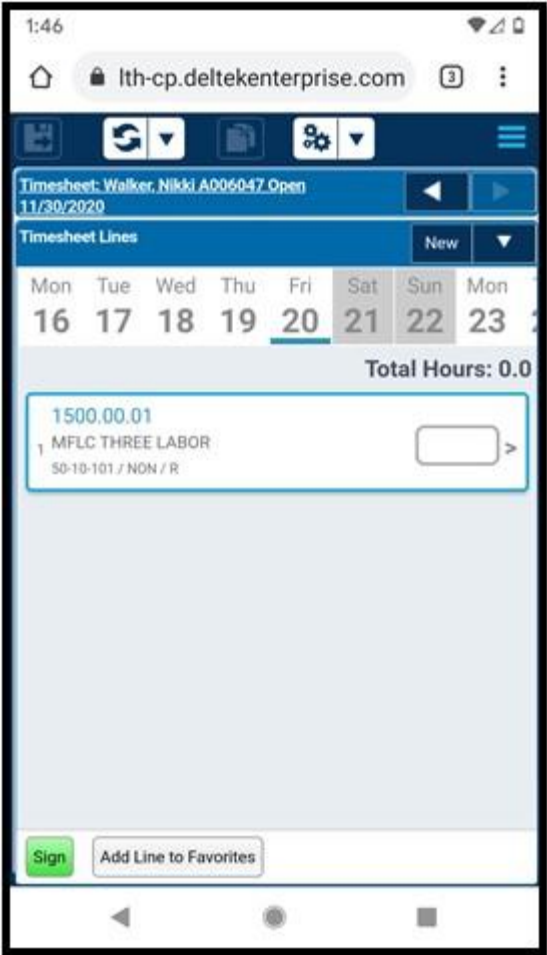
Welcome to Your New Timesheet



This screenshot shows the Deltek Enterprise Timesheet application in landscape orientation. The interface includes a top navigation bar with various icons, a header section displaying the user's name and the current date, and a main table for recording time. The table has columns for days of the week and a total column. A row is entered for 'MFLC THREE LABOR' with a project code of 1500.00.01 and a rate of R. The total hours for this entry are 49.00.

	Mon 11/16/20	Tue 11/17/20	Wed 11/18/20	Thu 11/19/20	Fri 11/20/20	Total
MFLC THREE LABOR	12.0	12.0	11.0	14.0		49.00
Regular	12.00	12.00	11.00	14.00		49.00
Overtime						
Total	12.00	12.00	11.00	14.00		49.00

Landscape Orientation

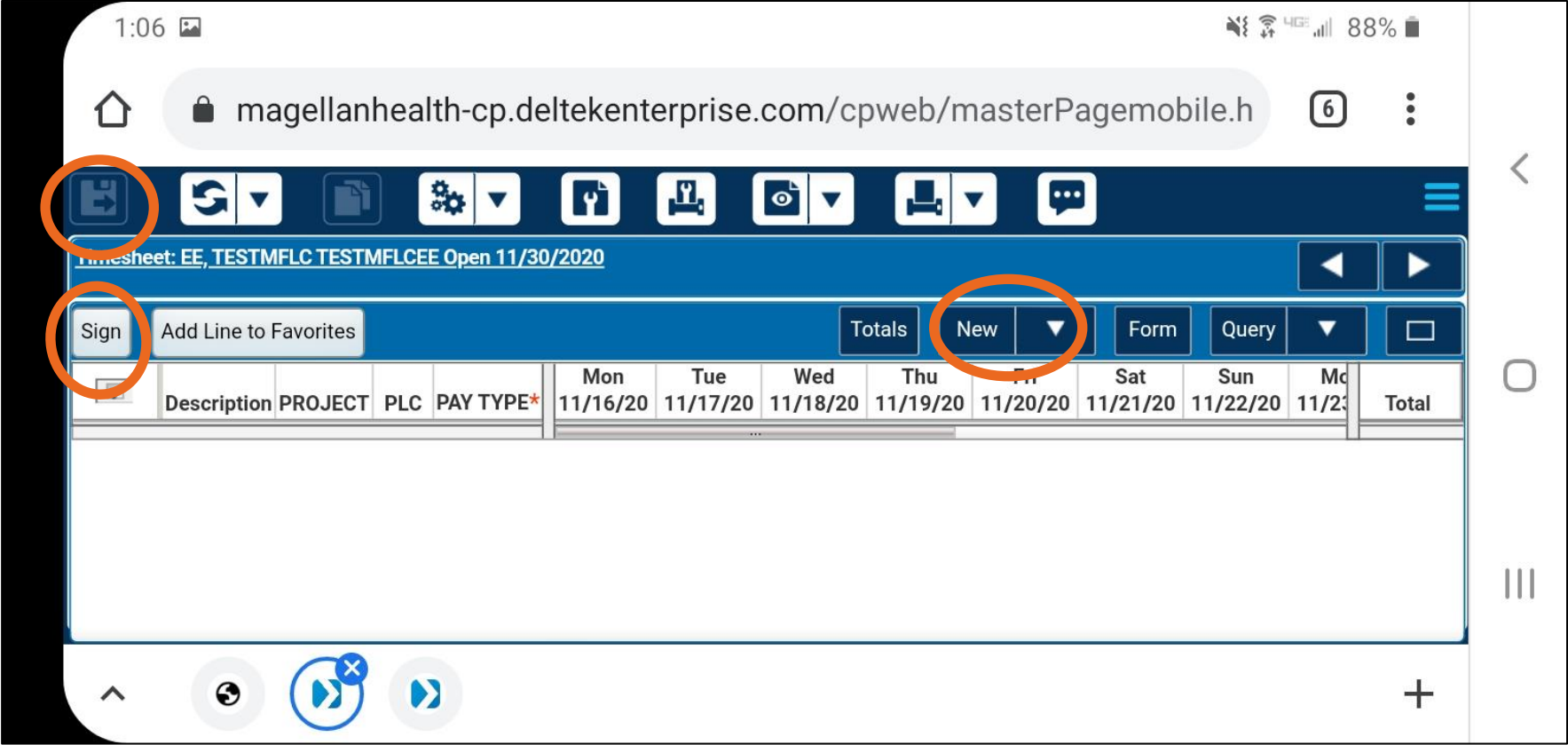


This screenshot shows the Deltek Enterprise Timesheet application in portrait orientation. The interface is adapted for a vertical screen, with a top navigation bar and a header section. The main table for recording time is also adapted, showing days of the week and a total column. A row is entered for 'MFLC THREE LABOR' with a project code of 1500.00.01 and a rate of R. The total hours for this entry are 49.00.

	Mon 11/16/20	Tue 11/17/20	Wed 11/18/20	Thu 11/19/20	Fri 11/20/20	Total
MFLC THREE LABOR	12.0	12.0	11.0	14.0		49.00
Regular	12.00	12.00	11.00	14.00		49.00
Overtime						
Total	12.00	12.00	11.00	14.00		49.00

Portrait Orientation

Welcome to Your New Timesheet!



Ensure that your phone is in landscape orientation before proceeding with time entry.
Notice the locations of the save button, sign button, and new button.

Deltek Costpoint Timesheet Steps

1. LOG INTO Deltek Costpoint
2. **BUILD** timesheet
3. ENTER hours daily
4. SAVE hours daily
5. SIGN at the end of pay period
6. PRACTICE entering time



Building a Timesheet



Deltek has a unique way of capturing your work and leave time.

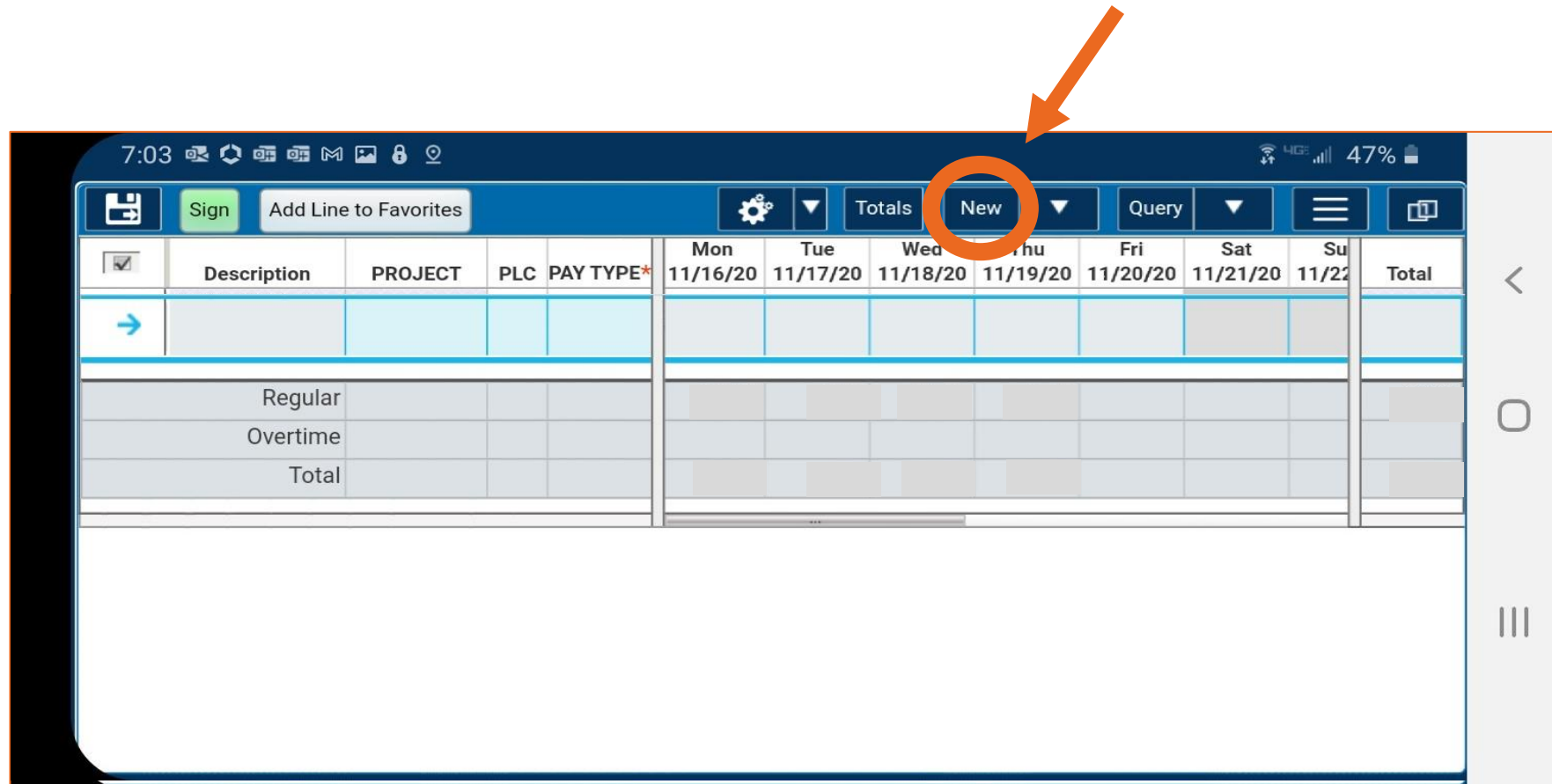
Charge codes represent different types of time (work time, leave time, holiday time).
Timesheet lines for each charge code



For Deltek Costpoint timesheets, Counselors must:

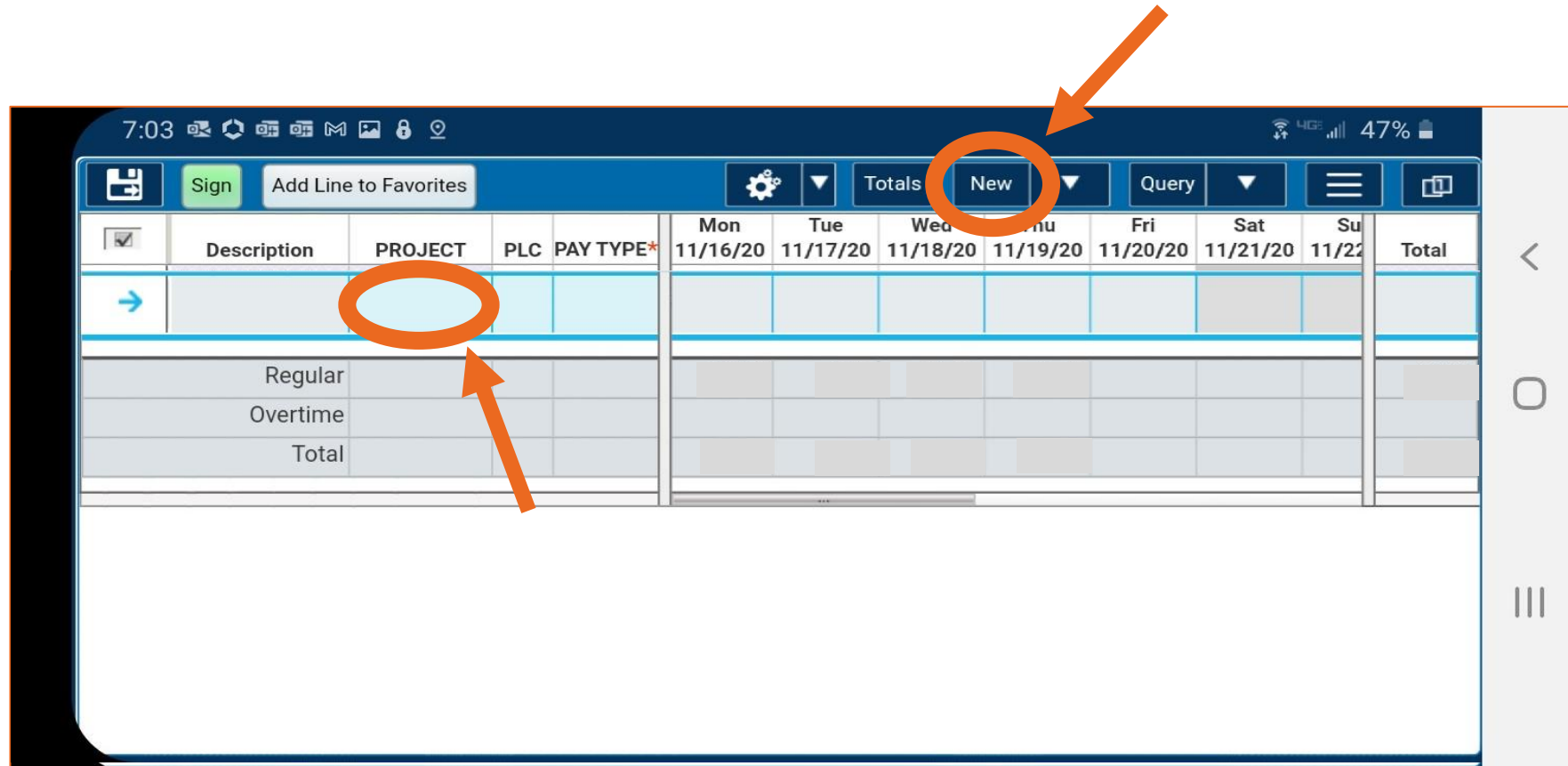
Add timesheet lines
Add charge codes

Adding a Timesheet Line



1. Click **New**
This begins a new line for a charge code.

Adding a Timesheet Line



1. Click **New** which aligns with "Timesheet Lines"

2. **Tap in the project column** to continue

What is a Charge Code?



This is Deltek's way of capturing different types of time.

Examples:

Work time

Leave time

Holiday time




Each time type requires a different charge code.

Regular Labor Code for Work time:

1500.01.01 – MFLC 3 COUNSELOR LBR

Deltek Costpoint Charge Codes

 1500.01.01 MFLC 3 COUNSELOR LBR	1500.01.02– MFLC 3 COUNS TRAVEL LBR	1500.01.03– MFLC 3 COUNS TRAINING LBR	1500.01.04-- MFLC 3 INSTALLATION CLOSE
<p>Regular hours on MFLC Assignments for all activities including:</p> <ul style="list-style-type: none">• face to face and virtual counseling• ancillary activities• supervision• outreach• activity form submission• administrative tasks	<p>Travel time noted in a counselor's CTA.</p>	<p>This code is used by counselors for all formalized, organized trainings.</p>	<p>This code is used by MFLC School Counselors when there is an unscheduled closure due to inclement weather. It is also used by non-school MFLCs when there is a multiple day base or installation closure.</p>
<p><i>Regional Supervisors must pre-approve the use of these codes.</i></p>			

Finding Your Charge Code: Labor

The sequence of screenshots illustrates the following steps:

- Step 1:** The app shows the 'Charge Lookup' screen. The left sidebar menu has a '+' icon next to 'DIRECT PROJECT' circled in orange, with an arrow pointing to the next screen.
- Step 2:** The 'DIRECT PROJECT' folder is expanded, showing 'MFLC THREE'. The '+' icon next to 'MFLC THREE' is circled in orange, with an arrow pointing to the next screen.
- Step 3:** The 'MFLC THREE' folder is expanded, showing 'MFLC THREE PMO'. The '+' icon next to 'MFLC THREE PMO' is circled in orange, with an arrow pointing to the next screen.
- Step 4:** The 'MFLC THREE PMO' folder is expanded, showing a list of charge codes. The '+' icon next to 'MFLC THREE LABOR' is circled in orange, with an arrow pointing to the final screen.
- Step 5:** The final screen shows a detailed table with the selected charge code. The row for 'MFLC THREE LABOR' is highlighted. The 'Select' button at the bottom right is circled in orange, with an arrow pointing to it.

Charge/ Branch Description	Charge Branch Code
MFLC THREE LABOR	1500.00.01
MFLC THREE NON-BILL LABOR	1500.00.03
MFLC THREE TRAVEL LABOR	1500.00.02

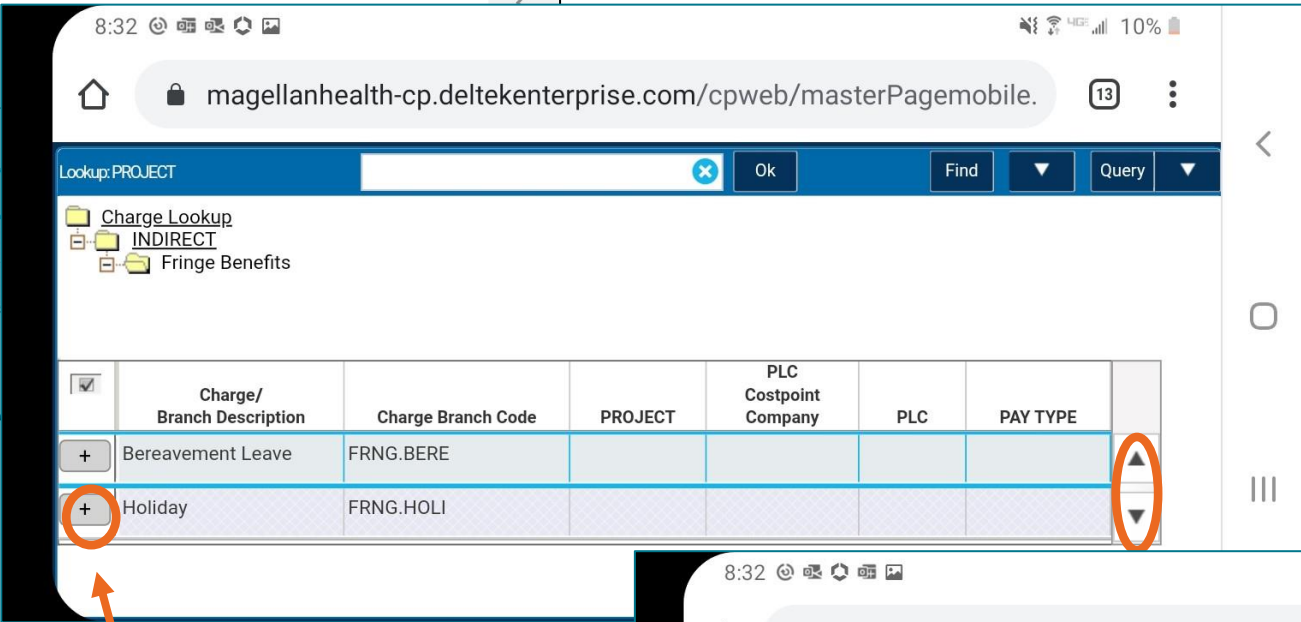
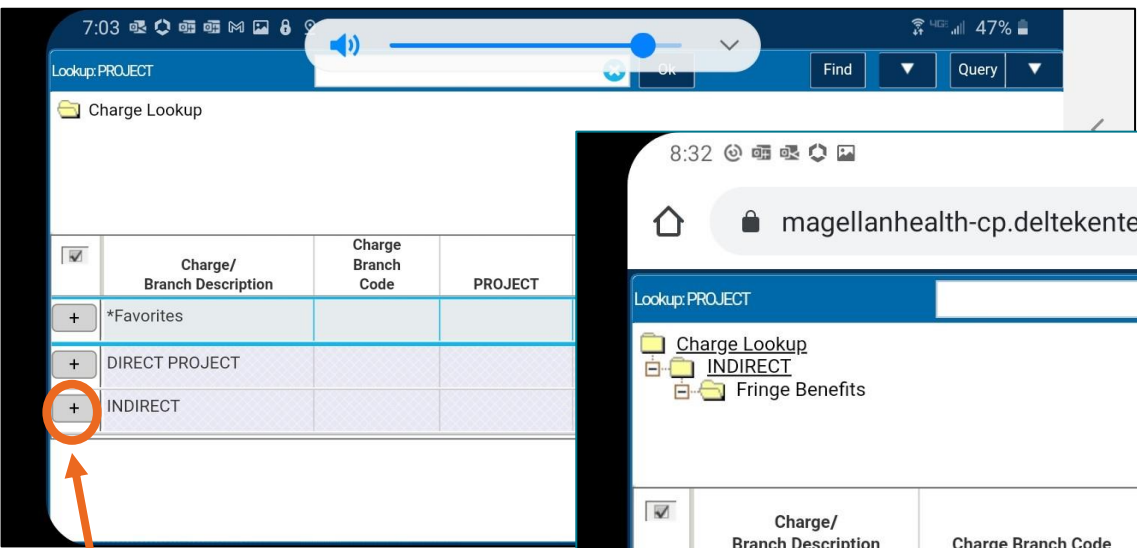
Charge/ Branch Description	Charge Branch Code	PROJECT	PLC Costpoint Company	PLC	PAY TYPE
MFLC THREE LABOR	1500.00.01	1500.00.01	1		

Magellan FEDERAL

Timesheet with Labor Charge Code Added

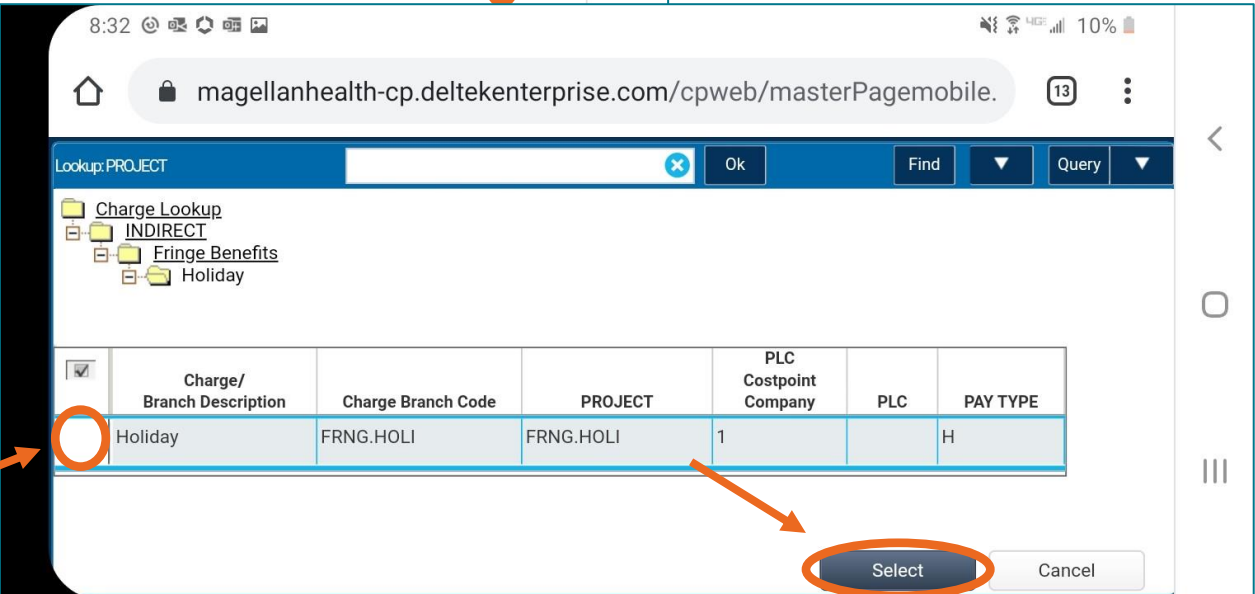
7:03 [Icons] 47%												
[Sign] [Add Line to Favorites] [Totals] [New] [Query] [Menu]												
<input checked="" type="checkbox"/>	Description	PROJECT	PLC	PAY TYPE*	Mon 11/16/20	Tue 11/17/20	Wed 11/18/20	Thu 11/19/20	Fri 11/20/20	Sat 11/21/20	Su 11/22/20	Total
→	MFLC THREE LABOR	1500.01.01		R								
	Regular											
	Overtime											
	Total											

Finding Your Charge Code: Holiday

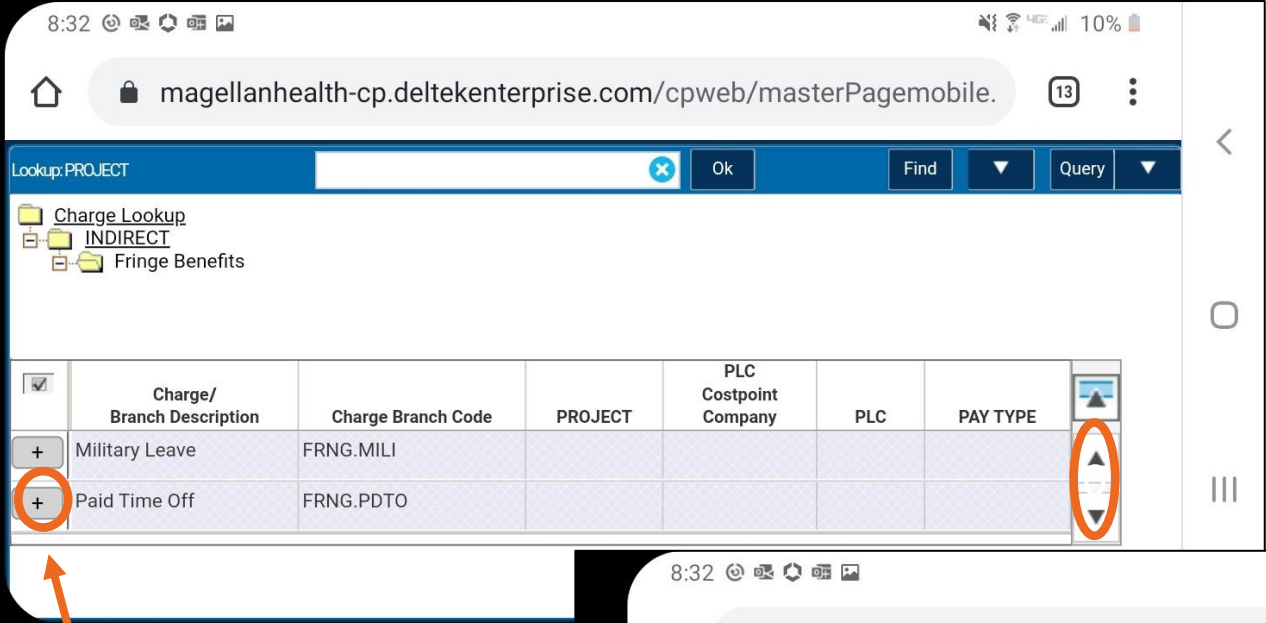
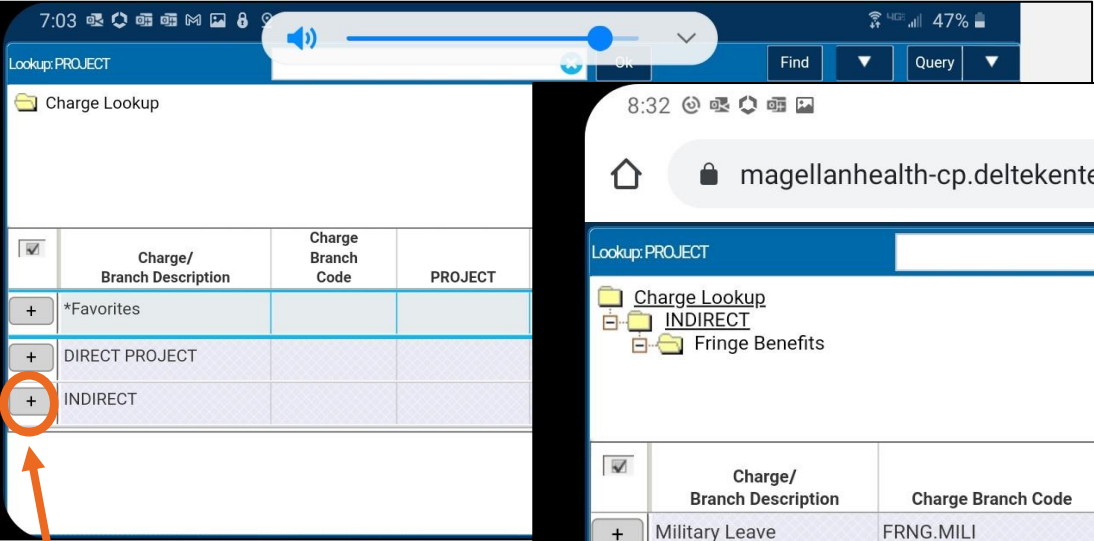


If Holiday is not visible at first, use the up and down arrows to scroll to find it.

Notice: there are no more + signs here. This means we are the end of the charge code lookup. Click Select.

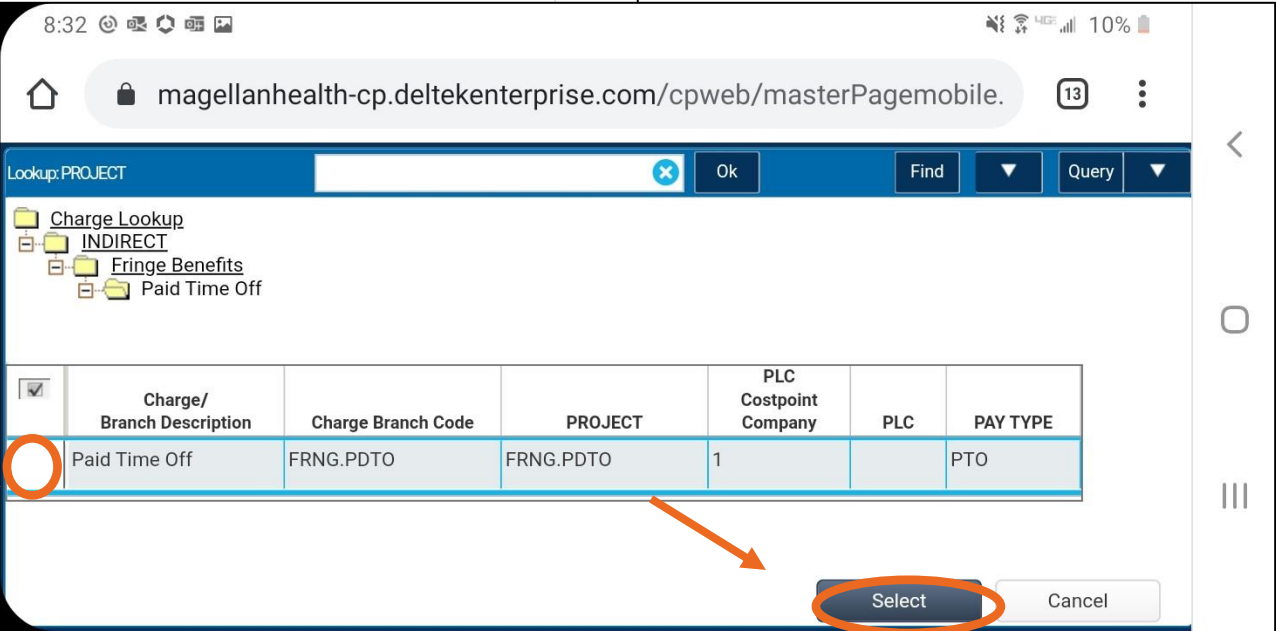


Finding Your Charge Code: PTO



If Paid Time Off is not visible at first, use the up and down arrows to scroll to find it.

Notice: there are no more + signs here. This means we are the end of the charge code lookup. Click Select.



Timesheet with Labor, Holiday and PTO Charge Codes Added

8:34 9%

[magellanhealth-cp.deltekenterprise.com/cpweb/masterPagemobile.](#) 13

Sign Add Line to Favorites Totals New Form Query

<input checked="" type="checkbox"/>	Description	PROJECT	PLC	PAY TYPE*	Mon 11/16/20	Tue 11/17/20	Wed 11/18/20	Thu 11/19/20	Fri 11/20/20	Sat 11/21/20	11/22/20	Total
	MFLC THREE LABOR	1500.01.01		R								0.00
	Holiday	FRNG.HOLI		H								0.00
	Paid Time Off	FRNG.PDTO		PTO								0.00
	Regular											
	Overtime											
	Total											

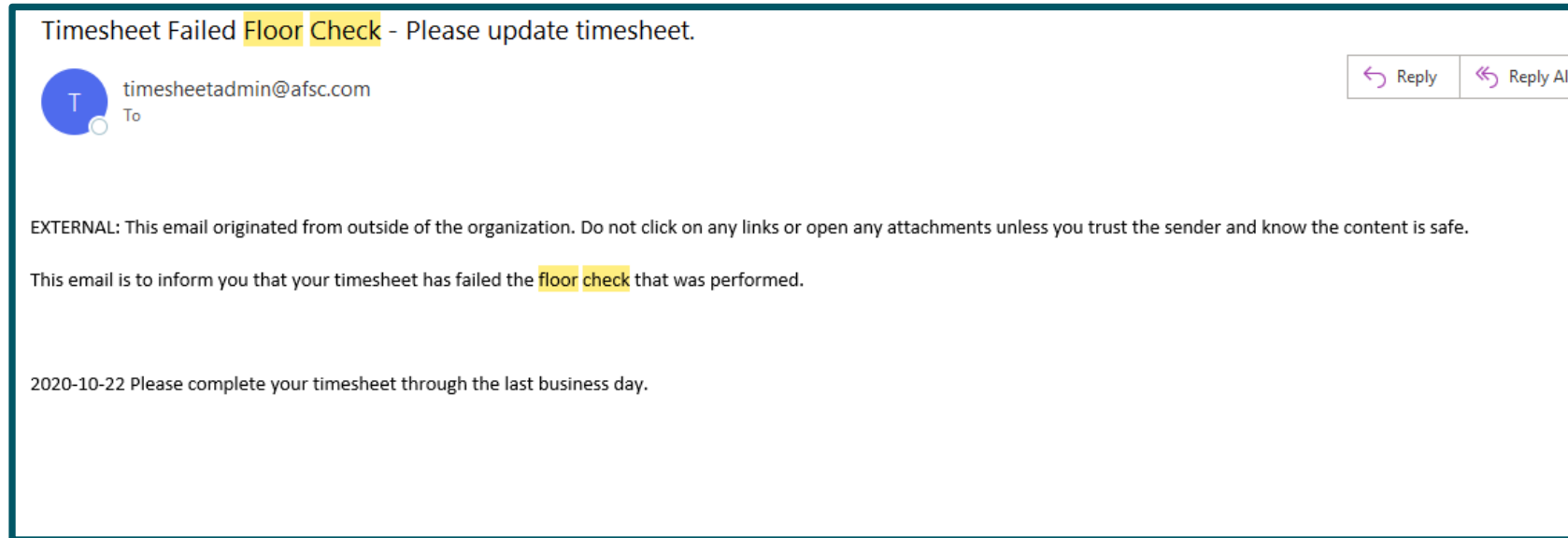
Deltek Costpoint Timesheet Steps

1. LOG INTO Deltek Costpoint
2. BUILD time sheet
3. ENTER hours daily
4. SAVE hours daily
5. SIGN at the end of pay period
6. PRACTICE entering time



Entering Daily Hours: Quick Look

- Daily number of hours worked must be entered **every day worked** to maintain **compliance**.
- At the end of each day worked, develop a routine to enter hours into Deltek Costpoint.
- Noncompliance of daily time entry results in a Deltek auto-alert to you and your supervisor.
 - Daily alerts are called floor checks
 - Example of floor check email:



Enter Daily Hours

The screenshot displays the Time Entry app interface. At the top, a status bar shows the time as 7:03 and a battery level of 47%. Below this is a navigation bar with icons for a folder, a green 'Sign' button, and a button labeled 'Add Line to Favorites'. To the right of these are icons for settings, a dropdown arrow, and buttons for 'Totals', 'New', another dropdown arrow, 'Query', another dropdown arrow, a hamburger menu, and a document icon.

The main area features a table with columns for 'Description', 'PROJECT', 'PLC', 'PAY TYPE*', and days of the week from 'Mon' to 'Sun', followed by a 'Total' column. The dates under the days are 11/16/20 through 11/22/20. The first row of data shows 'MFLC THREE LABOR' under Description, '1500.00.01' under PROJECT, and 'R' under PAY TYPE*. The value '8' is entered in the 'Mon' column. Below this, there are rows for 'Regular', 'Overtime', and 'Total' with corresponding input fields.

A numeric keypad overlay is visible in the foreground, showing digits 0-9, a decimal point, and a minus sign. The 'OK' button is highlighted with a red circle. The keypad also displays 'Mon 11/16/20' and the entered value '8'.

Time Entry: Partial Hours in Deltek Costpoint

Time entered in Deltek Costpoint may only be entered to the tenths decimal place:

Examples:

8.2 hours is acceptable

8.25 hours will not be accepted

When entering your time into Deltek Costpoint, round to the nearest tenth of the hour.

Tenths of an hour equate to:

.1=1/10 = 6 minutes

.2=2/10 = 12 minutes

.3= 3/10 = 18 minutes

.4= 4/10 = 24 minutes

.5= 5/10 = 30 minutes

.6=6/10 = 36 minutes

.7=7/10 = 42 minutes

.8=8/10 = 48 minutes

.9=9/10 = 54 minutes

1 hour = 60 minutes

Deltek Costpoint Timesheet Steps

1. LOG INTO Deltek Costpoint
2. BUILD time sheet
3. ENTER hours daily
4. **SAVE** hours daily
5. SIGN at the end of pay period
6. PRACTICE entering time



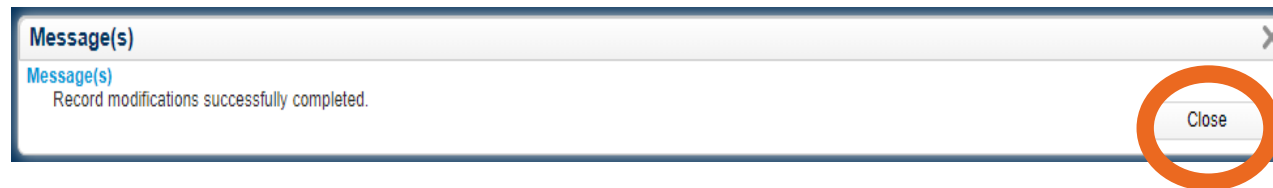
Save Your Hours Entered

1. Remember to hit the **save** button before leaving your timesheet each day; otherwise it will appear as though you did not record anything!

1.



2. After saving, this window confirms that the timesheet is updated.



2.

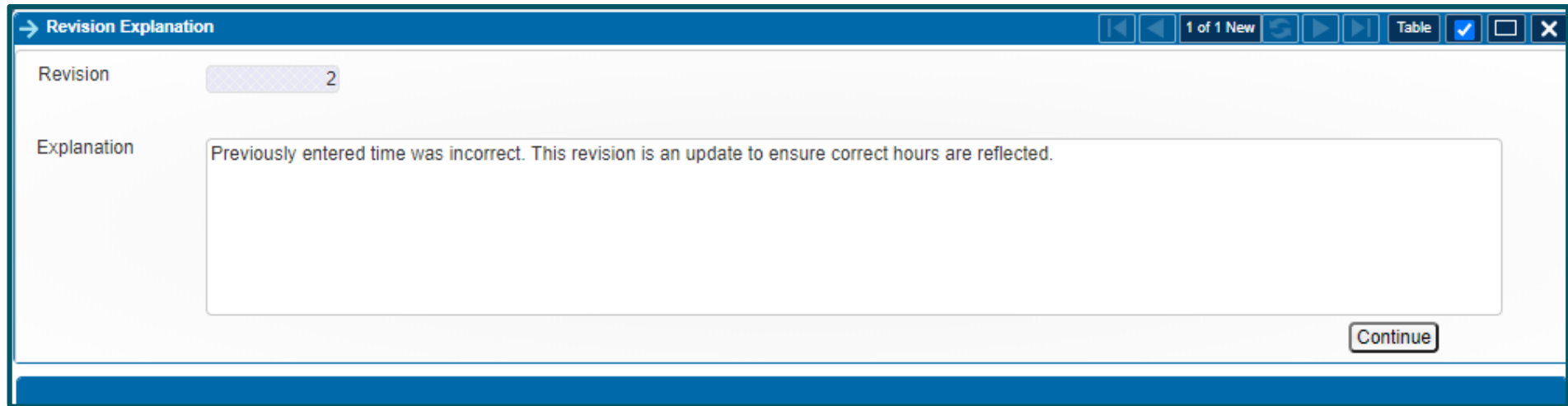
What if I have to change the time I entered and saved?

- There is an easy solution to this!
1. Simply tap into the box of time to edit.
 2. Delete the incorrect hours and type in the correct hours using the number pad that appears.
 3. Click the OK button
 4. Click Save.

The screenshot shows the Magellan Federal mobile app interface. At the top, the status bar displays the time 7:03, signal strength, and battery level at 47%. The app's header includes a 'Sign' button, 'Add Line to Favorites', and navigation tabs for 'Totals', 'New', 'Query', and a menu icon. The main table has columns for Description, PROJECT, PLC, PAY TYPE, and days of the week from Monday to Sunday, followed by a Total column. The first row shows 'MFLC THREE LABOR' with project '1500.00.01' and pay type 'R'. The Monday column (11/16/20) contains the number '8'. A numeric keypad overlay is visible in the bottom right, showing the date 'Mon 11/16/20' and the number '8' entered. The keypad includes buttons for digits 0-9, a decimal point, a backspace arrow, and an 'OK' button.

Description	PROJECT	PLC	PAY TYPE*	Mon 11/16/20	Tue 11/17/20	Wed 11/18/20	Thu 11/19/20	Fri 11/20/20	Sat 11/21/20	Su 11/22/20	Total
MFLC THREE LABOR	1500.00.01		R	8							
Regular											
Overtime											
Total											

What if I have to change the time I entered and saved?



The screenshot shows a software window titled "Revision Explanation". At the top right of the window is a toolbar with navigation buttons (back, forward, search, etc.), a status indicator "1 of 1 New", and a "Table" button. Below the title bar, there are two main input areas. The first is labeled "Revision" and contains a text box with the number "2". The second is labeled "Explanation" and contains a larger text box with the text "Previously entered time was incorrect. This revision is an update to ensure correct hours are reflected." At the bottom right of the window, there is a "Continue" button.

3. This box will appear. Type in an explanation for the change in hours that you are adding to your timesheet.

What if I added an incorrect charge code by mistake?

If a charge code was added by mistake and the timesheet has not been saved, it can be deleted from the timesheet.

Follow the directions on the next slides to delete the line from the timesheet.

If a charge code was added by mistake and the timesheet has been saved, it cannot be deleted.

Simply do not add any hours to the incorrect charge code. It is not a problem for the incorrect charge code to remain on the timesheet if no hours are added to the charge code.

What if I added an incorrect charge code by mistake?

1. If the timesheet as not been saved click on the arrow on the left hand side of the screen to highlight that charge code line.

Description	PROJECT	PLC	PAY TYPE*	Mon 11/16/20	Tue 11/17/20	Wed 11/18/20	Thu 11/19/20	Fri 11/20/20	Sat 11/21/20	Su 11/22/20	Total
MFLC THREE LABOR	1500.00.01		R	13.5	9.0	10.0	8.0	9.0			62.50
MFLC THREE LABOR	1500.00.01		R								
Regular				13.50	9.00	10.00	8.00	9.00			62.50
Overtime											
Total				13.50	9.00	10.00	8.00	9.00			62.50

What if I added an incorrect charge code by mistake?

2. Click the arrow button beside New

3. Then click Delete Record

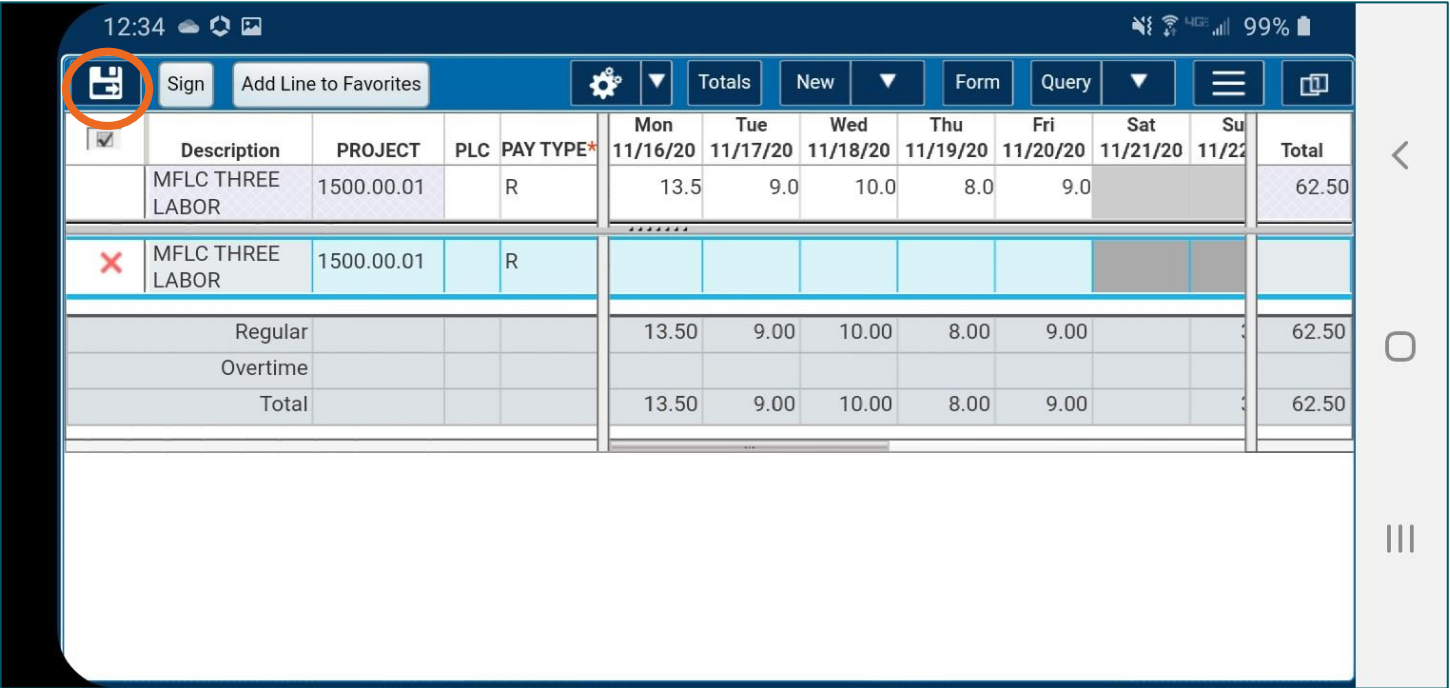
The screenshot shows a mobile application interface for data entry. At the top, there's a status bar with the time 12:34 and battery level 99%. Below that is a navigation bar with buttons: Sign, Add Line to Favorites, Totals, New, Form, and Query. The 'New' button has a dropdown arrow next to it, which is circled in orange. A context menu is open, showing options: Copy Record, Copy Data to Paste into New Record(s), Paste Data, and Delete Record. The 'Delete Record' option is also circled in orange. The main screen displays a table with columns: Description, PROJECT, PLC, PAY TYPE*, and dates (Mon 11/16/20, Tue 11/17/20, Wed 11/18/20). The table contains two rows of data for 'MFLC THREE LABOR' with project '1500.00.01' and pay type 'R'. The first row shows 13.5 hours on Monday and 9.0 hours on Tuesday. The second row shows 13.50 hours on Monday, 9.00 hours on Tuesday, 10.00 hours on Wednesday, 8.00 hours on Thursday, and 9.00 hours on Friday, totaling 62.50 hours. Below the table, there are sections for 'Regular', 'Overtime', and 'Total'.

Description	PROJECT	PLC	PAY TYPE*	Mon 11/16/20	Tue 11/17/20	Wed 11/18/20	Thu 11/19/20	Fri 11/20/20	Sat 11/21/20	Sun 11/22/20	Total
MFLC THREE LABOR	1500.00.01		R	13.5	9.0						22.5
MFLC THREE LABOR	1500.00.01		R								
Regular				13.50	9.00						22.50
Overtime											
Total				13.50	9.00	10.00	8.00	9.00			62.50

What if I added an incorrect charge code by mistake?

A red X will appear beside the deleted charge code.

4. The charge code will not erase from the timesheet until clicking the save button.



The screenshot shows a mobile application interface for a timesheet. At the top, there is a status bar with the time 12:34, signal strength, and battery level at 99%. Below the status bar is a navigation bar with a save button (a floppy disk icon) circled in orange, and buttons for 'Sign', 'Add Line to Favorites', 'Totals', 'New', 'Form', and 'Query'. The main area displays a table with columns for Description, PROJECT, PLC, PAY TYPE*, and days of the week (Mon 11/16/20, Tue 11/17/20, Wed 11/18/20, Thu 11/19/20, Fri 11/20/20, Sat 11/21/20, Su 11/22/20), and a Total column. The first row shows 'MFLC THREE LABOR' with a value of 13.5 on Monday, 9.0 on Tuesday, 10.0 on Wednesday, 8.0 on Thursday, and 9.0 on Friday, totaling 62.50. The second row shows the same 'MFLC THREE LABOR' entry with a red 'X' in the Description column, indicating it has been deleted. Below this, there are rows for 'Regular', 'Overtime', and 'Total' with their respective values and totals. The 'Total' row shows 13.50 for Monday, 9.00 for Tuesday, 10.00 for Wednesday, 8.00 for Thursday, 9.00 for Friday, and a total of 62.50.

Description	PROJECT	PLC	PAY TYPE*	Mon 11/16/20	Tue 11/17/20	Wed 11/18/20	Thu 11/19/20	Fri 11/20/20	Sat 11/21/20	Su 11/22/20	Total
MFLC THREE LABOR	1500.00.01		R	13.5	9.0	10.0	8.0	9.0			62.50
X MFLC THREE LABOR	1500.00.01		R								
Regular				13.50	9.00	10.00	8.00	9.00			62.50
Overtime											
Total				13.50	9.00	10.00	8.00	9.00			62.50

What if I added an incorrect charge code by mistake?

Description	PROJECT	PLC	PAY TYPE*	Mon 11/16/20	Tue 11/17/20	Wed 11/18/20	Thu 11/19/20	Fri 11/20/20	Sat 11/21/20	Su 11/22/20	Total
MFLC THREE LABOR	1500.00.01		R	13.5	9.0	10.0	8.0	9.0			62.50
Regular				13.50	9.00	10.00	8.00	9.00			62.50
Overtime											
Total				13.50	9.00	10.00	8.00	9.00			62.50

5. After clicking the save button the charge code will no longer be visible on the timesheet.

Remember that this only applies to timesheets that have not been saved after adding the charge code.

Deltek Costpoint Timesheet Steps

1. LOG INTO Deltek Costpoint
2. BUILD time sheet
3. ENTER hours daily
4. SAVE hours daily
5. **SIGN** at the end of pay period
6. PRACTICE entering time



Signing Timesheets: Quick Look



Signing timesheets is like the “submit” function on Workday



After you sign your timesheet by clicking a button, your supervisor will review your timesheet, and your supervisor will also click to sign your timesheet



Timesheets are signed twice per month, at the end of the pay period.

Timesheet Sign Due Dates:

- Last day worked on or before the 15th of the month
- Last day worked on or before the last day of the month

Signing Your Timesheet

- This is similar to the submit process in Workday and is completed at the end of each pay period **twice monthly**.
- At the end of each pay period, remember to **sign** your timesheet to advance it to your supervisor for approval and payroll processing.

7:33 4G 45%

Sign Add Line to Favorites Totals New Form Query

Description	PROJECT	PLC	PAY TYPE*	Wed 11/25/20	Thu 11/26/20	Fri 11/27/20	Sat 11/28/20	Sun 11/29/20	Mon 11/30/20	Total
MFLC THREE LABOR	1500.00.01		R	8.0		8.0			8.0	72.00
Regular				8.00		8.00			8.00	112.50
Overtime				0.00		0.00			0.00	0.00
Total				8.00		8.00			8.00	112.50

What if I accidentally sign my timesheet in error?

There is a simple solution for this!

1. Go back to the timesheet.
2. Correct and save more time to the timesheet.
3. This places the timesheet back in open (unsigned) status.
4. Counselors and supervisor will still need to sign their timesheet again at the end of the pay period.



Differences in the Mobile Version

Desktop Version	Mobile Version
Two save buttons visible	Only one save button visible
One orientation for view	Timesheets can be viewed in both landscape and portrait orientations
To add charge code: click magnifying glass visible when hovering mouse over project column	Tap in project column begins process to add charge code
Sign button is at the bottom of screen	Sign button is at top of screen

Resetting Your Password in Deltek Costpoint

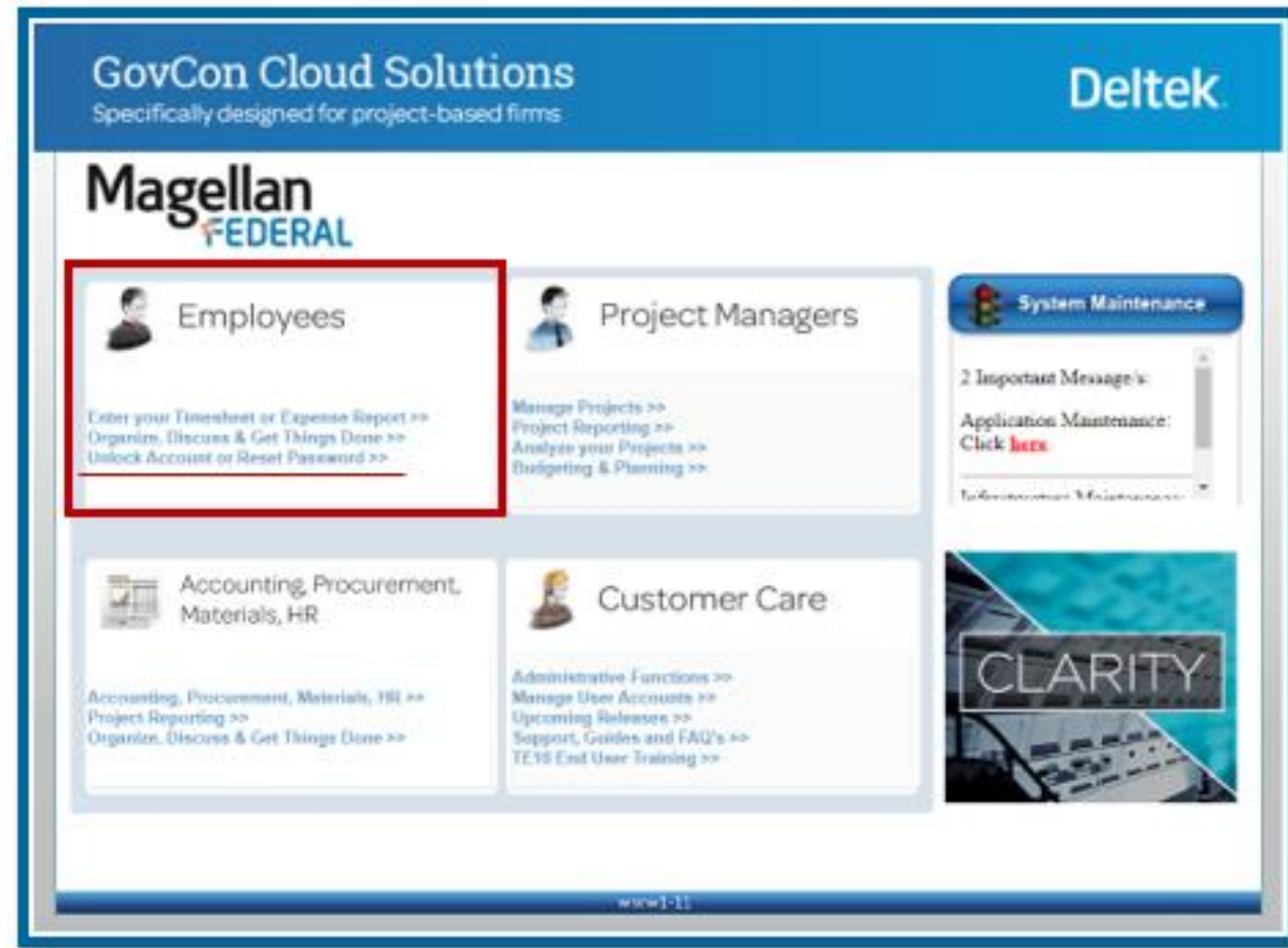
Step 1: Open your web browser and go to the Deltek Portal:

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



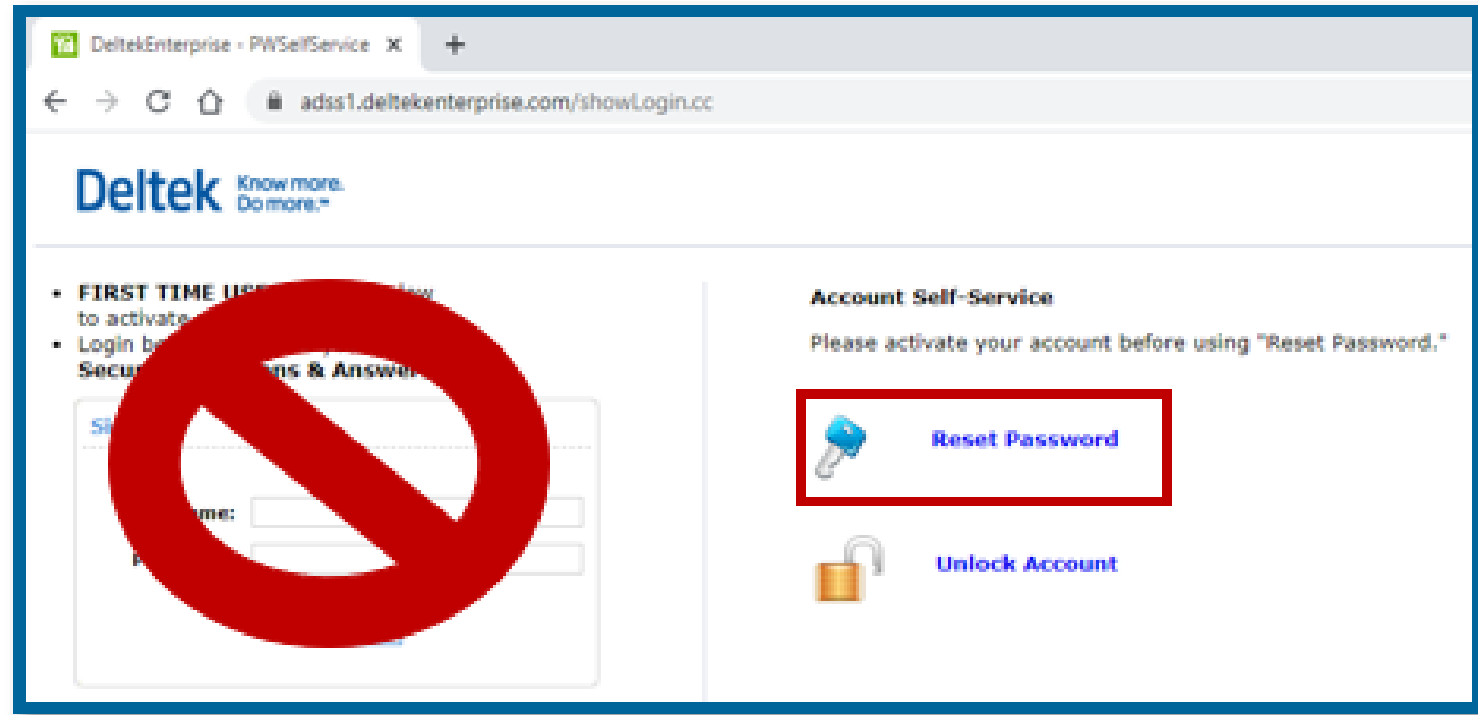
Resetting Your Password in Deltek Costpoint

Step 2: In the Employees section, click Unlock Account or Reset Password



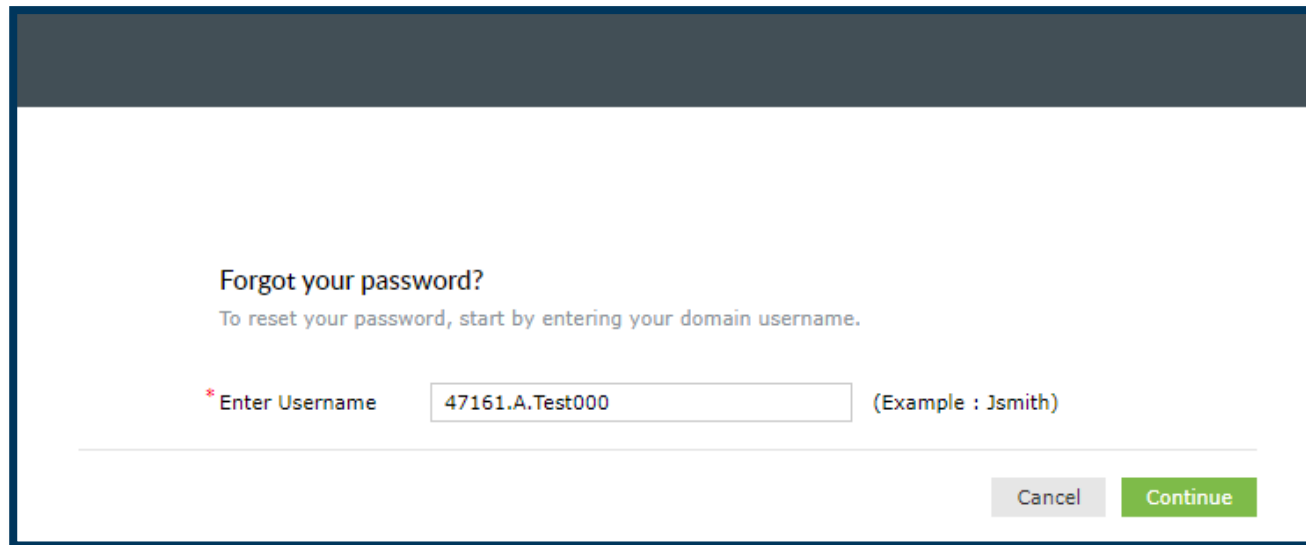
Resetting Your Password in Deltek Costpoint

Step 3: Arrive at the Deltek Self Service page. Click Reset Password.



Resetting Your Password in Deltek Costpoint

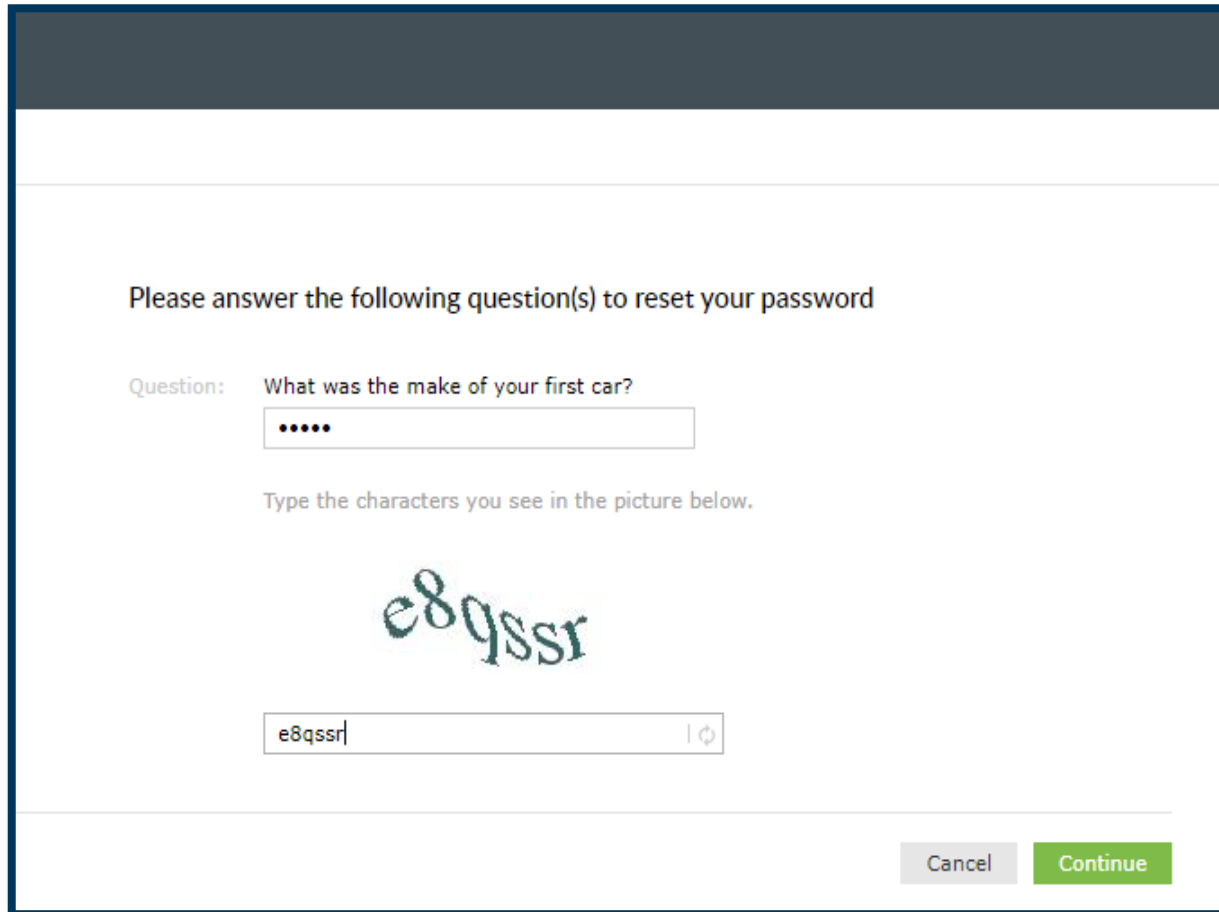
Step 4: In the Enter Username field, slowly type in your Deltek Costpoint username that starts with 47161.A.
Then Click Continue



The screenshot shows a web interface for password reset. At the top, there is a dark grey header bar. Below it, the text "Forgot your password?" is displayed in a bold, dark font. Underneath this, a smaller line of text reads "To reset your password, start by entering your domain username." Below the text is a form field labeled "* Enter Username" in red. The text "47161.A.Test000" is entered into this field. To the right of the field, there is an example text "(Example : Jsmith)". At the bottom right of the form, there are two buttons: a grey "Cancel" button and a green "Continue" button.

Resetting Your Password in Deltek Costpoint

Step 5: You will now be prompted to answer one of your security questions. Answer the security question and enter the verification characters exactly as they appear on the screen. Click Continue.

A screenshot of a web form for resetting a password. The form has a dark blue header bar. Below it, the text "Please answer the following question(s) to reset your password" is centered. The question is "Question: What was the make of your first car?". Below the question is a text input field containing five black dots. Below that is the instruction "Type the characters you see in the picture below." followed by a CAPTCHA image showing the characters "e8qssr" in a stylized, green, handwritten font. Below the CAPTCHA is a text input field containing the characters "e8qssr" and a small circular refresh icon. At the bottom right of the form are two buttons: "Cancel" (grey) and "Continue" (green).


Please answer the following question(s) to reset your password

Question: What was the make of your first car?

.....

Type the characters you see in the picture below.

e8qssr

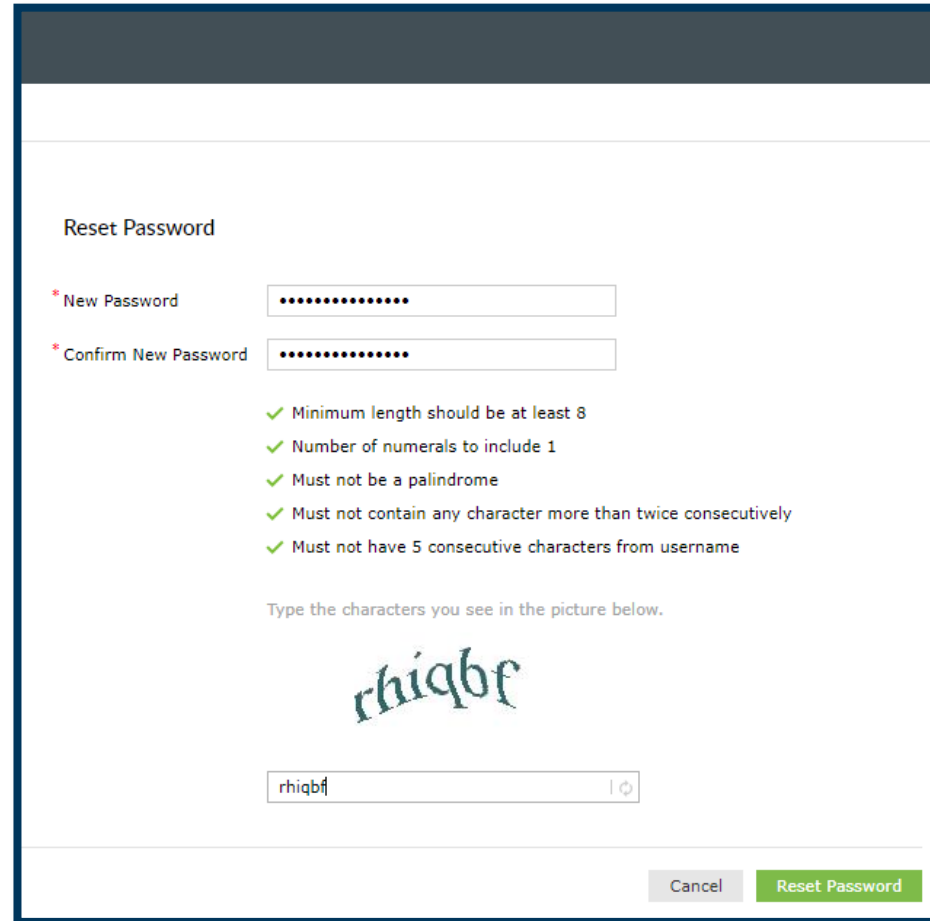
e8qssr | 

[Cancel](#) [Continue](#)

Resetting Your Password in Deltek Costpoint

Step 6: Reset your password:

- 1) In the New Password field type a new password of your choice
- 2) In the Confirm New Password field, retype your new password
- 3) Type the verification characters exactly how they appear on your screen.
- 4) Click Reset Password

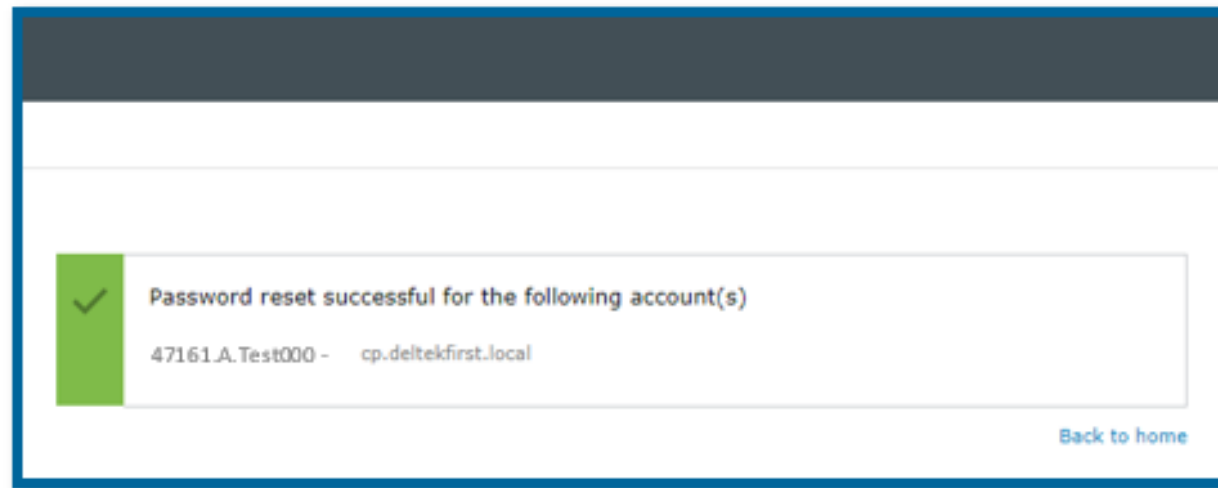


The screenshot shows a web form titled "Reset Password". It contains two required password fields: "* New Password" and "* Confirm New Password", both masked with dots. Below these fields are five green checkmarks indicating password requirements: minimum length of 8, inclusion of at least one numeral, not being a palindrome, not containing any character more than twice consecutively, and not having 5 consecutive characters from the username. A CAPTCHA instruction "Type the characters you see in the picture below." is followed by a distorted image of the characters "rhiqbtf". Below the image is a text input field containing "rhiqbtf" and a refresh icon. At the bottom right are "Cancel" and "Reset Password" buttons.

Resetting Your Password in Deltek Costpoint

Step 7: You should now see an alert that the password is successfully changed. Congratulations! You've reset your password.

Click Back to Home to close out the page.



After completing the password reset, return to the portal to log into the system.

[Click here for log in instructions on desktop.](#)

[Click here for log in instructions on MFLC Magellan-issued phones.](#)

Unlocking Your Account in Deltek Costpoint

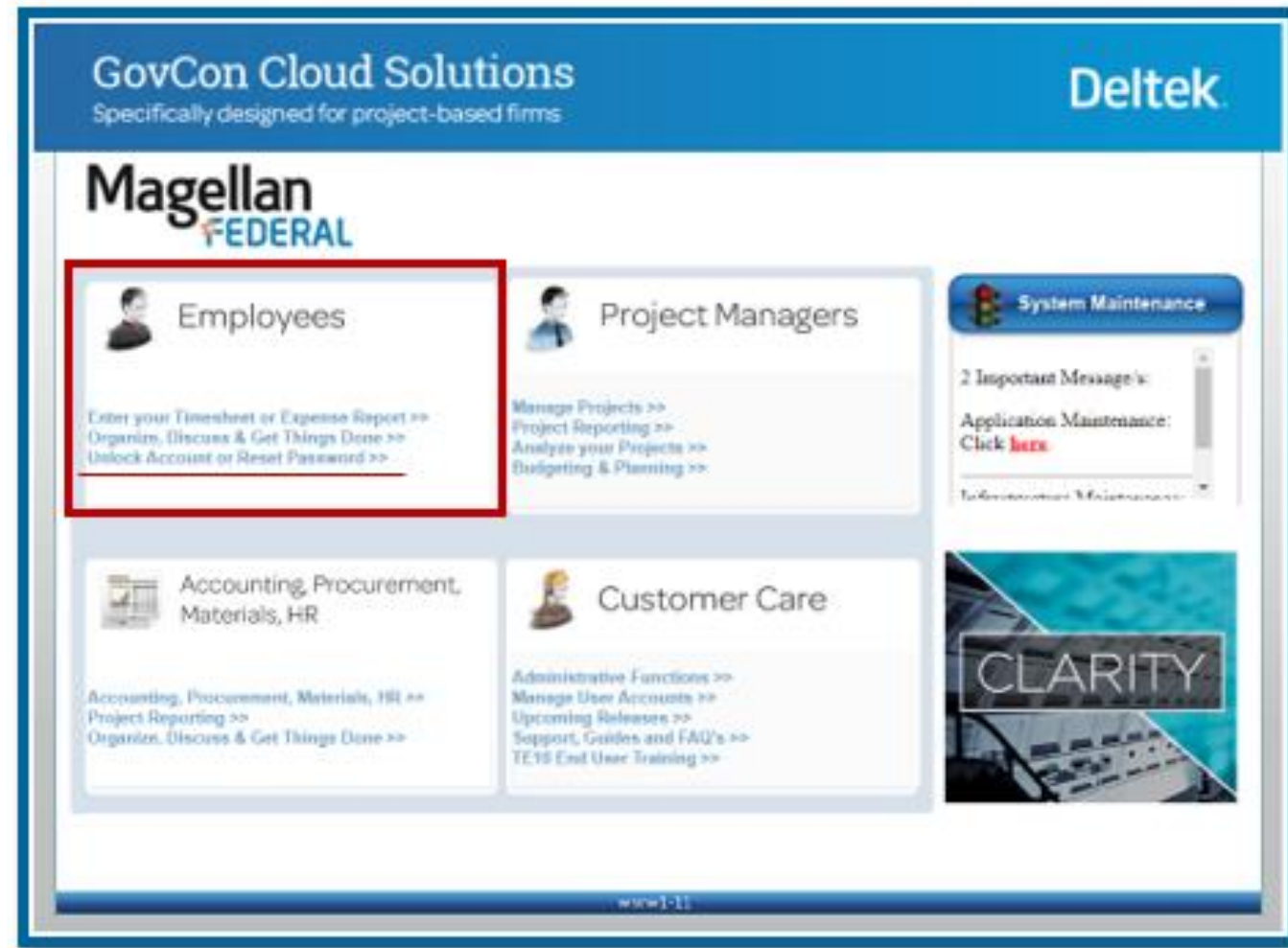
Step 1: Open your web browser and go to the Deltek Portal:

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



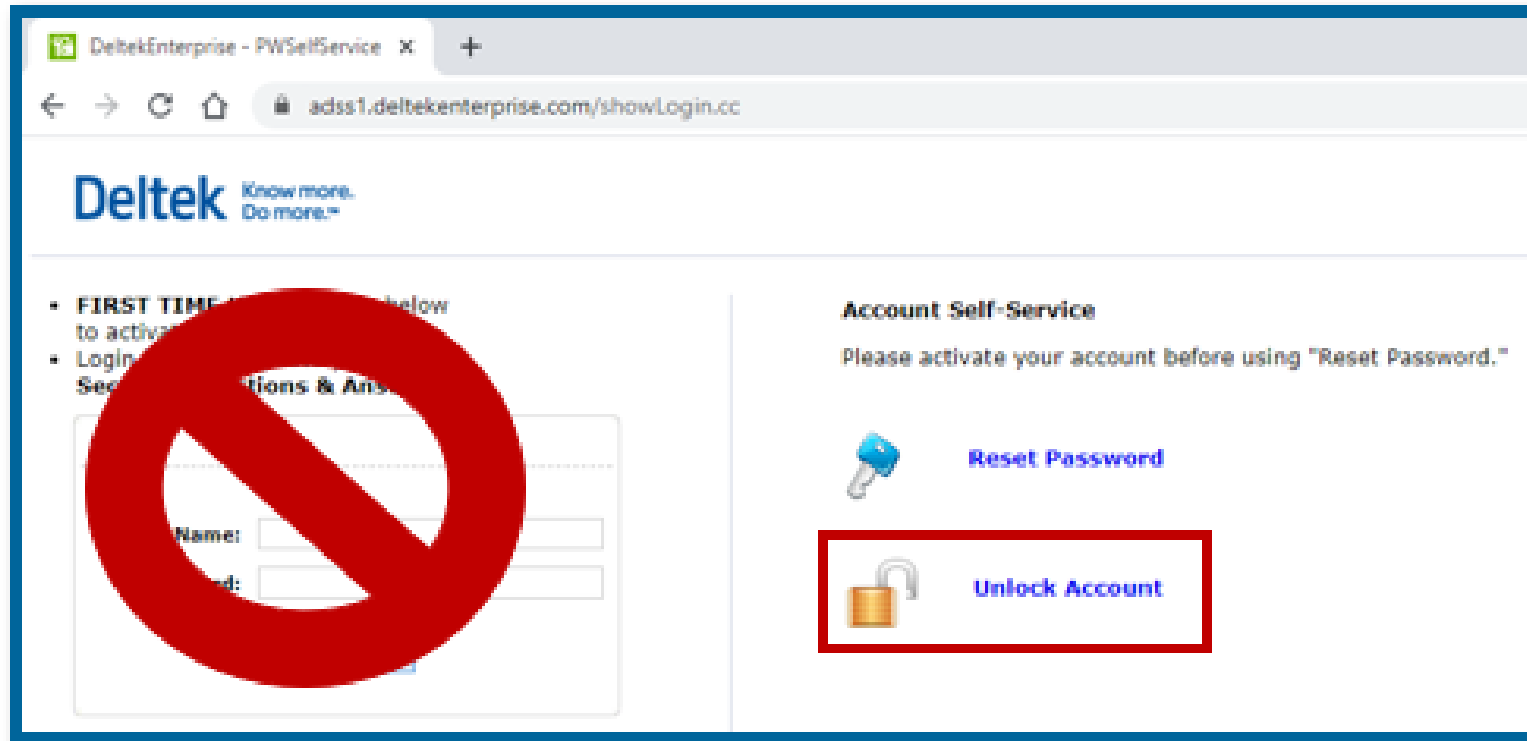
Unlocking Your Account in Deltek Costpoint

Step 2: In the Employees section, click Unlock Account or Reset Password



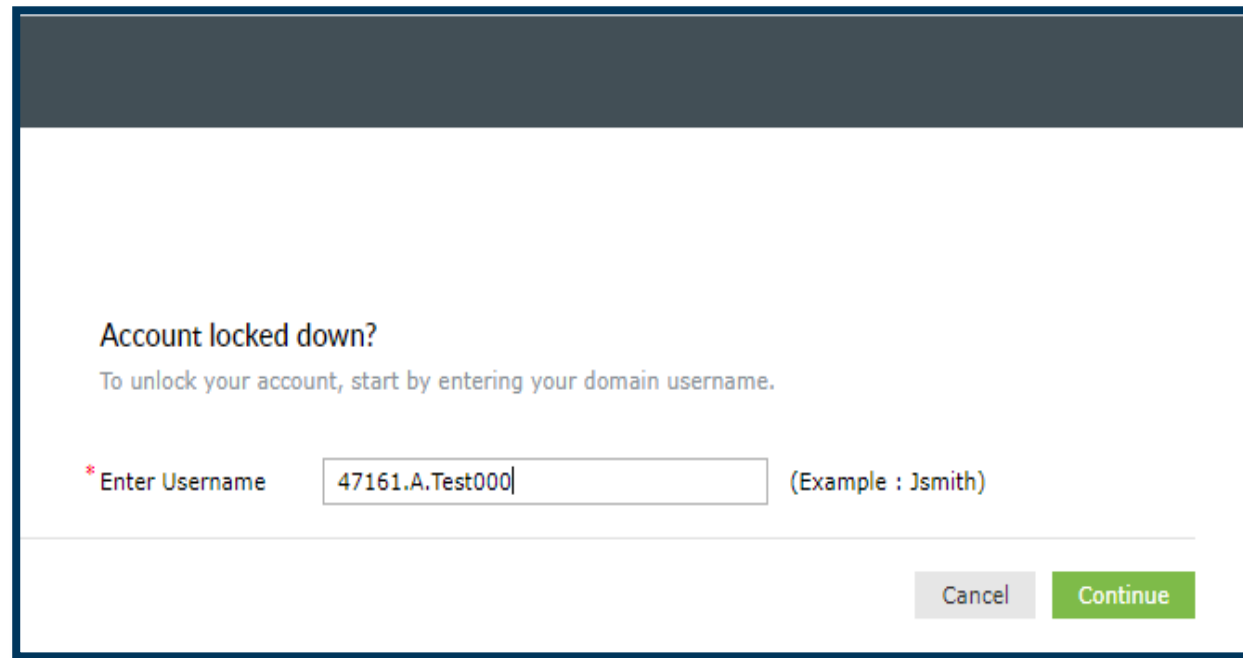
Resetting Your Password in Deltek Costpoint

Step 3: You should now be at the Deltek Self Service page. Click Unlock Account.



Resetting Your Password in Deltek Costpoint

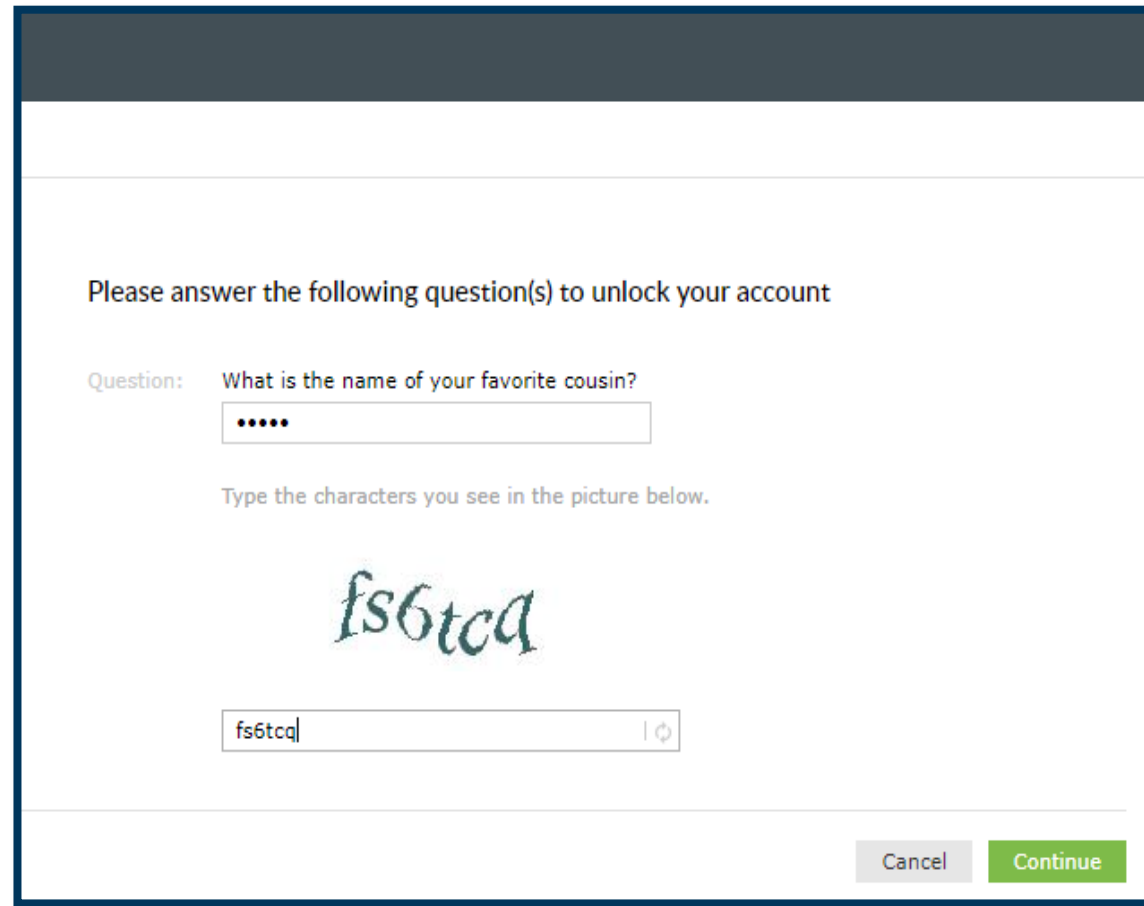
Step 4: In the Enter Username field, slowly type in your Deltek Costpoint username that starts with 47161.A. Click Continue.



The screenshot shows a login interface with a dark header bar. Below the header, the text "Account locked down?" is displayed in a bold, dark font. Underneath this, a smaller line of text reads "To unlock your account, start by entering your domain username." Below this text is a label "* Enter Username" followed by a text input field containing the text "47161.A.Test000". To the right of the input field is the text "(Example : Jsmith)". At the bottom right of the form, there are two buttons: a grey "Cancel" button and a green "Continue" button.

Resetting Your Password in Deltek Costpoint

Step 5: You will now be prompted to answer one of your security questions. Answer the security question and enter the verification characters exactly how they appear on your screen. Click Continue.



Please answer the following question(s) to unlock your account

Question: What is the name of your favorite cousin?

.....

Type the characters you see in the picture below.

fs6tcq

fs6tcq | 🔊

Cancel Continue

on Deltek Costpoint

Unlock Account

Your identity has been verified successfully. Please proceed with the self service action.

Type the characters you see in the picture below.

tqr2jg

Cancel

Unlock Account

identity has been verified, and you will receive a

they appear on your screen. Click Unlock Account.

urn to the portal to log into the system.

op.

[Click here for log in instructions on MFLC Magellan-issued phones.](#)

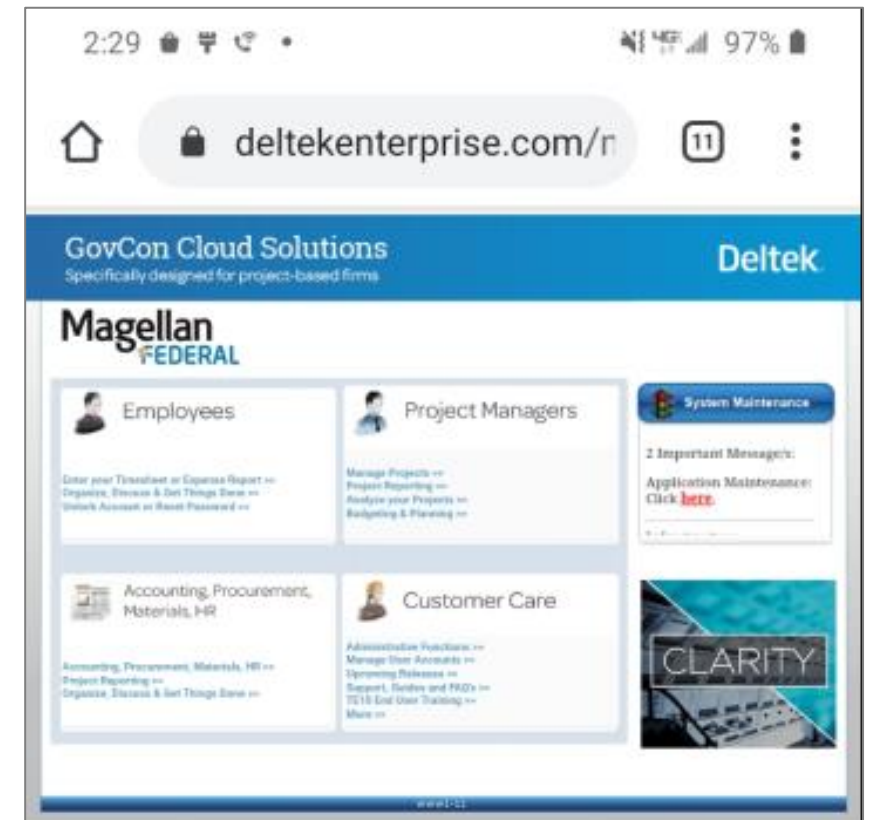
Creating a Deltek Costpoint Shortcut on Your MFLC Phone

Using the Chrome browser on Magellan-issued MFLC Phone

- It is recommended that counselors bookmark this page:

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

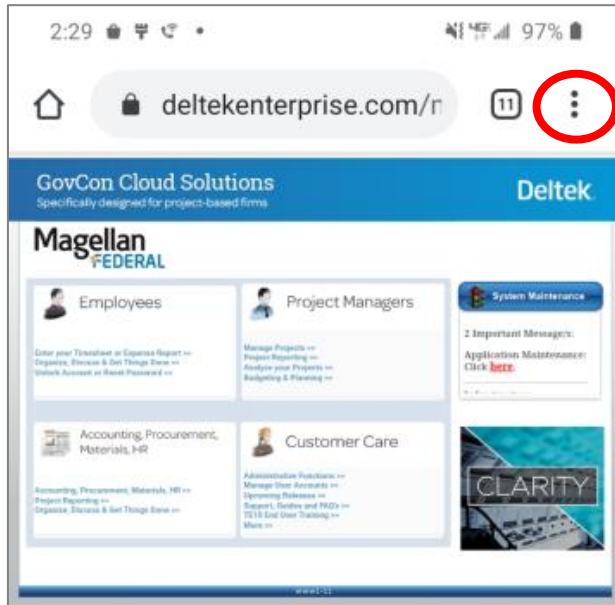
- Access to Deltek Costpoint can be accessed by clicking “Enter Your Timesheet or Expense Report”
- Access to password reset and unlocking of accounts is available by clicking “Unlock Account to Reset Password”



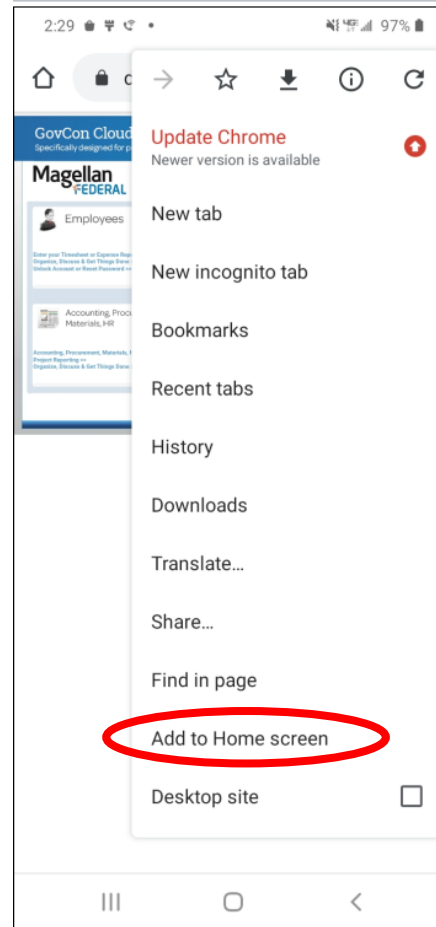
Creating a Deltek Costpoint Shortcut for Your Phone

Using the Chrome browser on Magellan-issued MFLC Phone

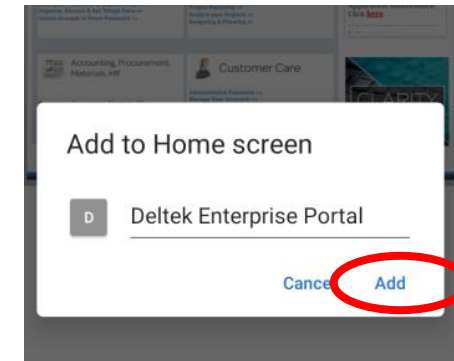
1. Tap the Menu icon
(three stacked dots in the
upper right corner)



2. Tap “Add to Home
Screen”

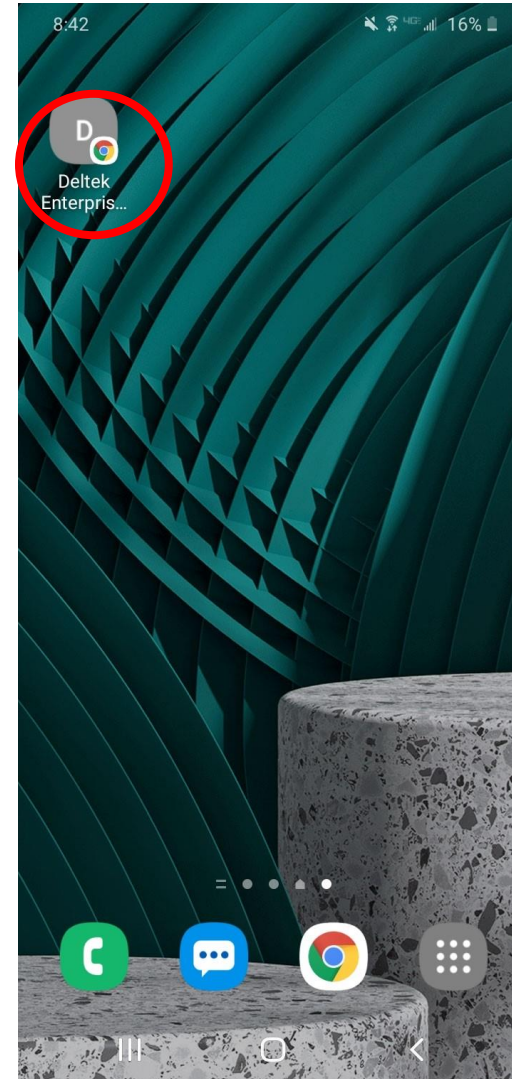


3. Tap “Add”



Viewing the Deltek Costpoint Shortcut on Home Screen

- After adding the shortcut to the home screen MFLC Counselors may quickly access Deltek Costpoint by tapping the icon circled in red on this screenshot.



School MFLC Counselors: School Holiday Breaks

What time should be entered into Deltek Costpoint?

- During winter holiday break, spring break, and other scheduled breaks for which MFLC Counselors will not be working, document 0 (zero) hours in the 1500.01.01 Labor charge code for each weekday of the break.

When should this time be entered?

- This time may be entered in advance of the actual dates. Counselors can enter the zero hours and sign the timesheet after the last day worked for the pay period.

Please note: This guidance is only intended for School MFLC Counselors.

School MFLC Counselors: School Breaks

1. Enter zeros for the days of school breaks that will not be worked.
2. Enter 8 hours for holidays highlighted in yellow
3. Click the save button after each change to timesheet.
4. Click the sign button on the last day worked in the pay period.

The screenshot displays the 'Timesheet' application interface. The top navigation bar includes icons for various functions and a breadcrumb trail: 'Browse Applications > Time & Expense > Time > Timesheets > Manage Timesheets'. The 'Timesheet' header has buttons for 'New', 'Copy', 'Delete', 'Table', 'Query', and a close button. Below this is the 'Basic Information' section with fields for Employee (EE, TESTMFLC), ID (TESTMFLCEE), Pay Frequency (SEMI MONTHLY), Period Ending (12/31/2020), Status (Open), Class (Salaried Exempt), Signature, and Approval. 'Sign' and 'Correct' buttons are at the bottom right of this section. Below the basic information is the 'Timesheet Lines' section, which includes a table with columns for days of the week and hours. The table shows two lines: Line 1 for 'MFLC 3 COUNSELOR LBR' and Line 2 for 'Holiday'. Line 2 has a value of 8.0 for Friday (12/25/20). The table also includes a 'Total' column. At the bottom of the table, there are buttons for 'Leave', 'PAY TYPE Summary', and 'Charge Favorites'.

Line	Description	PROJECT	PLC	PAY TYP	Mon 12/21/20	Tue 12/22/20	Wed 12/23/20	Thu 12/24/20	Fri 12/25/20	Sat 12/26/20	Sun 12/27/20	Mon 12/28/20	Tue 12/29/20	Wed 12/30/20	Thu 12/31/20	Total
1	MFLC 3 COUNSELOR LBR	1500.01.01		R	0.0	0.0	0.0	0.0				0.0	0.0	0.0	0.0	0.00
2	Holiday	FRNG.HOLI		H					8.0							8.00
	Regular				0.00	0.00	0.00	0.00	8.00			0.00	0.00	0.00	0.00	8.00
	Overtime															
	Total				0.00	0.00	0.00	0.00	8.00			0.00	0.00	0.00	0.00	8.00

OCONUS Counselors' Time Zones and Deltek Costpoint

- The Deltek time zone of each MFLC Counselor should reflect the the time zone of their physical location.
- OCONUS in-country Counselors should be set to their in-country time zone.
 - If this is not the case, contact MFLC Service Center for assistance with account set up.
- Counselors physically located stateside while supporting an OCONUS assignment site will enter work hours for that day by midnight daily.