



MFLC Deltek Costpoint Guide

TIME ENTRY FOR DESKTOP AND MAGELLAN-ISSUED PHONE

December 2020

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[School MFLC Counselors: Deltek Time Entry During School Breaks](#)

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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!



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

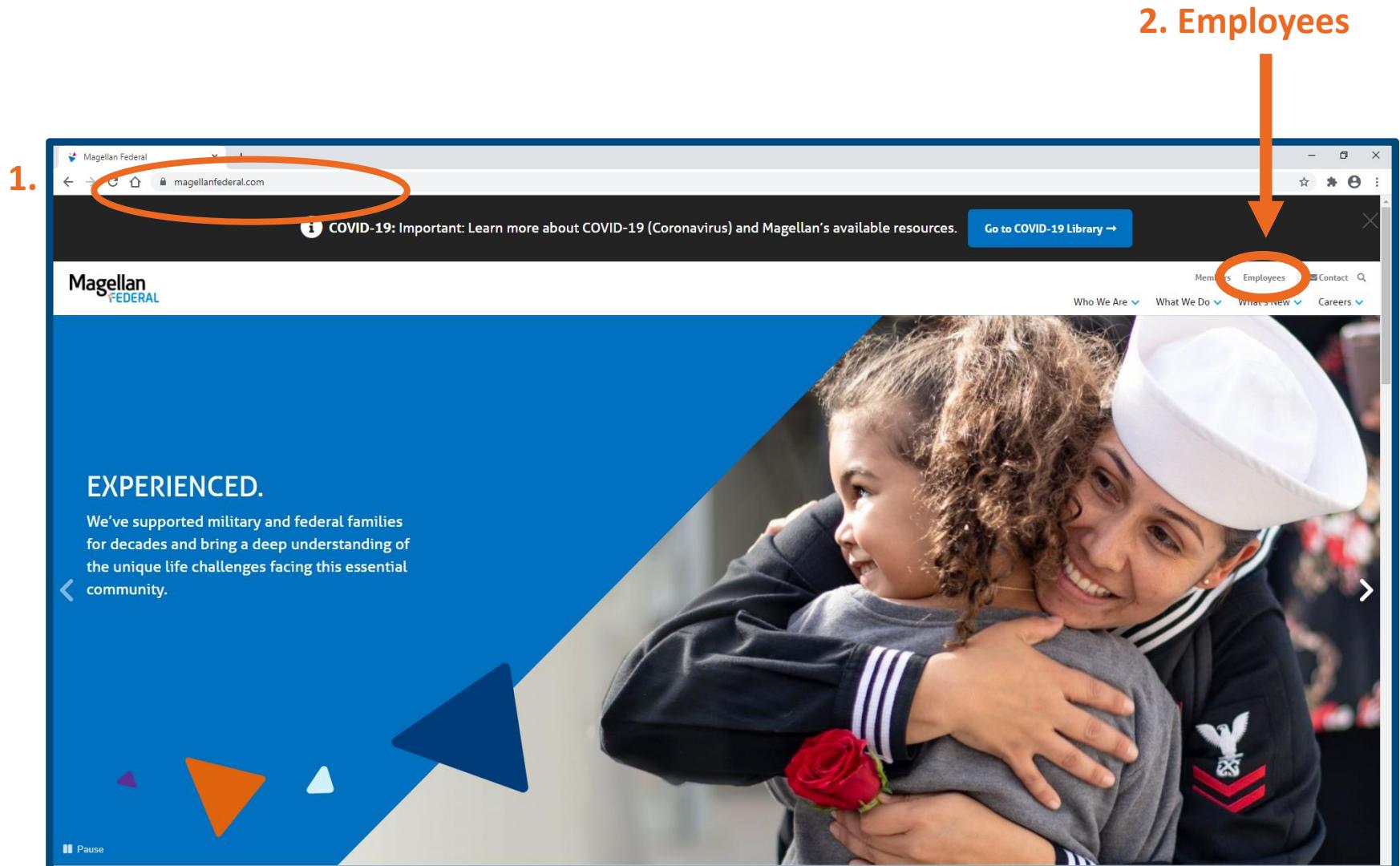


Log into Timesheet: Quick Look

- 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

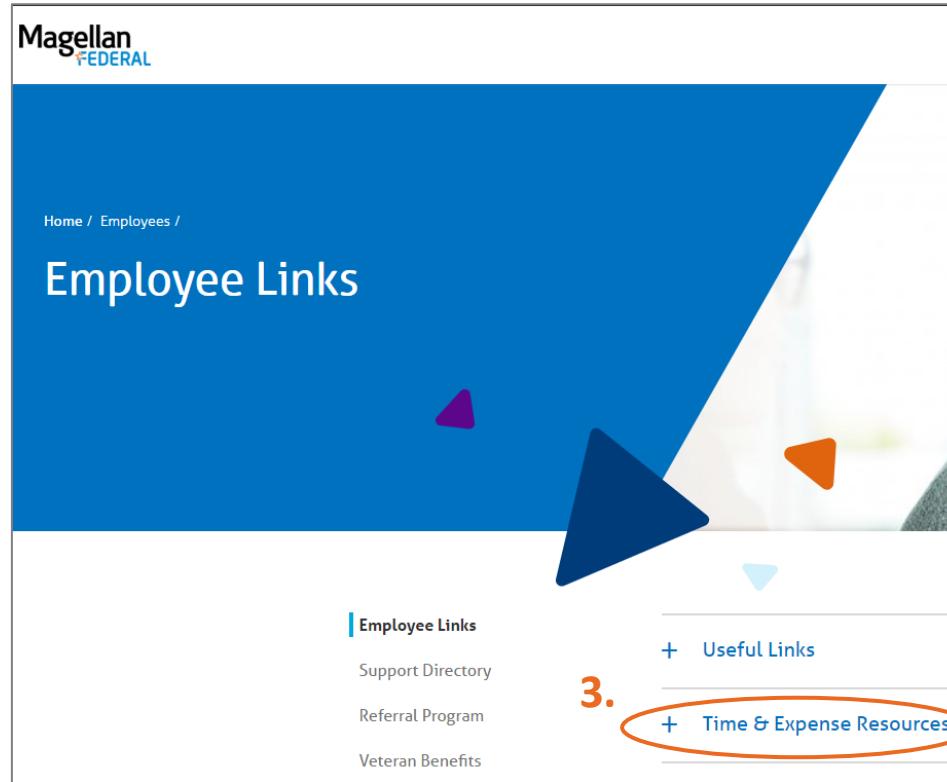
1. Go to
www.magellanfederal.com
2. Click Employees tab



How to Log Into Deltek Costpoint

3. Click Time & Expense Resources

4. Click Access Deltek Costpoint System



— Time & Expense Resources

Entering Time

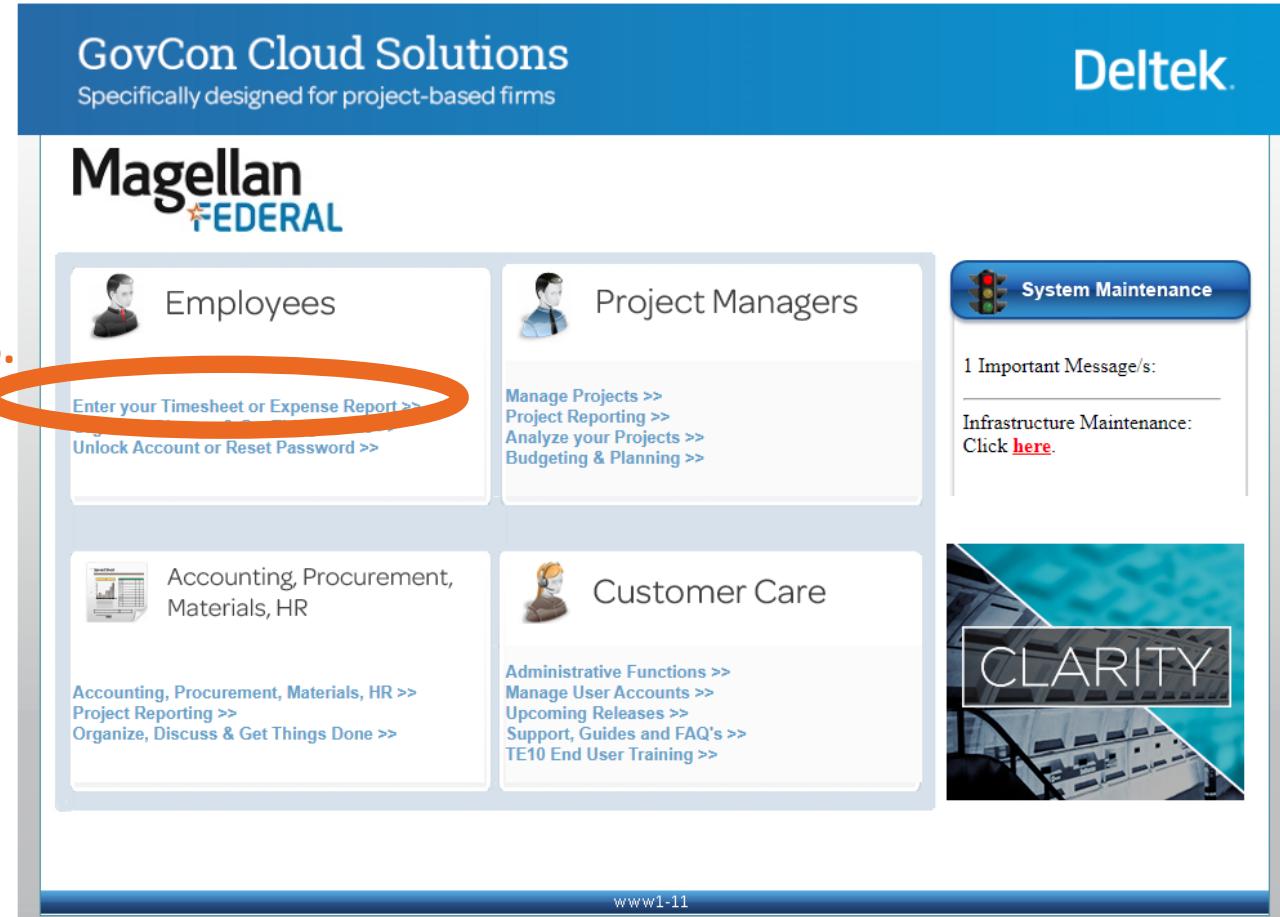
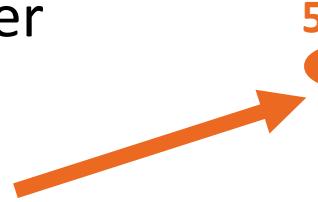
4.

Access Deltek Costpoint System

Deltek Costpoint Time Entry Guide

How to Log Into Deltek Costpoint

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



GovCon Cloud Solutions
Specifically designed for project-based firms

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5.

Employees

Enter your Timesheet or Expense Report >>
Unlock Account or Reset Password >>

Project Managers

Manage Projects >>
Project Reporting >>
Analyze your Projects >>
Budgeting & Planning >>

Accounting, Procurement, Materials, HR

Customer Care

System Maintenance

1 Important Message/s:

Infrastructure Maintenance:
Click [here](#).

CLARITY

www1-11

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)**

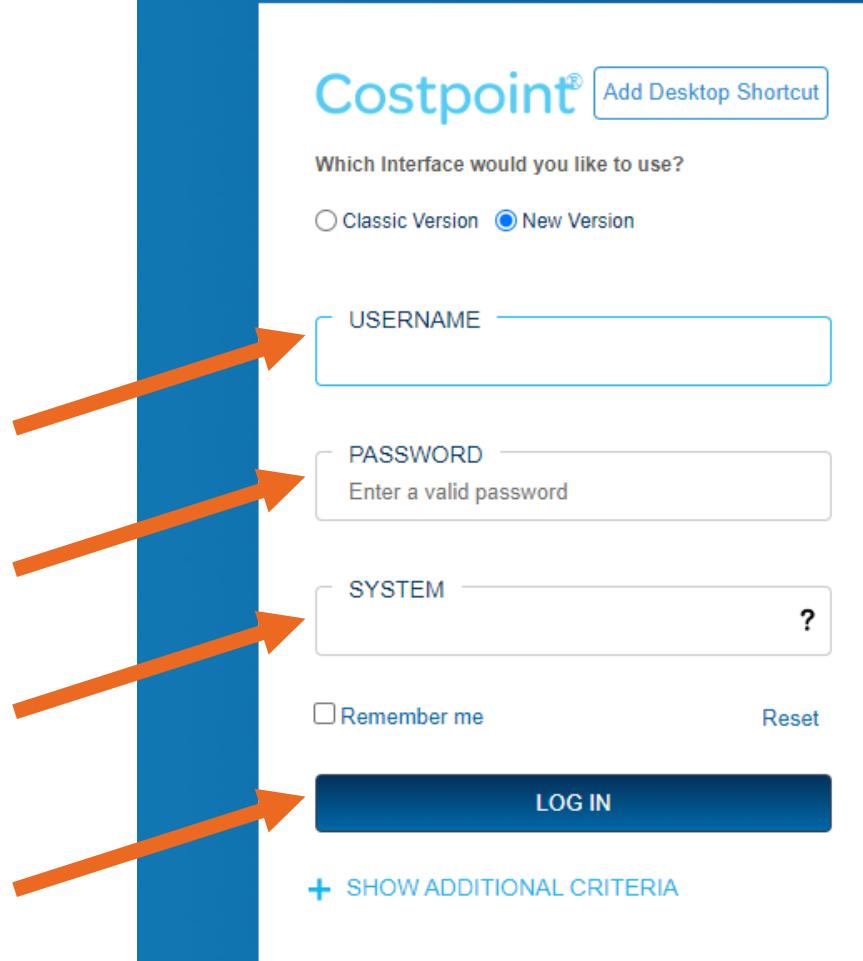
- Remember the System Field should say:

MAGELLANHEALTHCONFIG

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

- Click Login

Deltek.

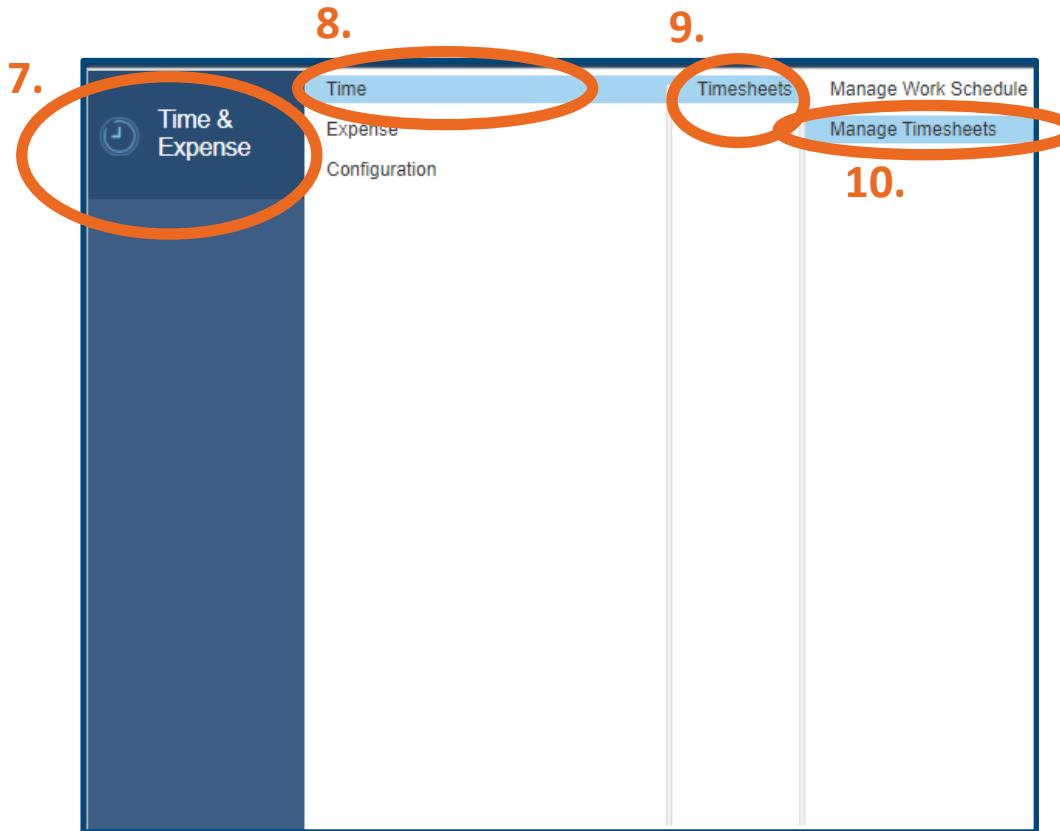


Success! You are Now Logged In!

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

Basic Information

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

Class Hourly Non Exempt

Signature Approval

Sign Correct

Leave PAY TYPE Summary Charge Favorites

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	Sun 8/11/19	Mon 8/12/19	Tue 8/13/19	Wed 8/14/19	Total
1																			

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

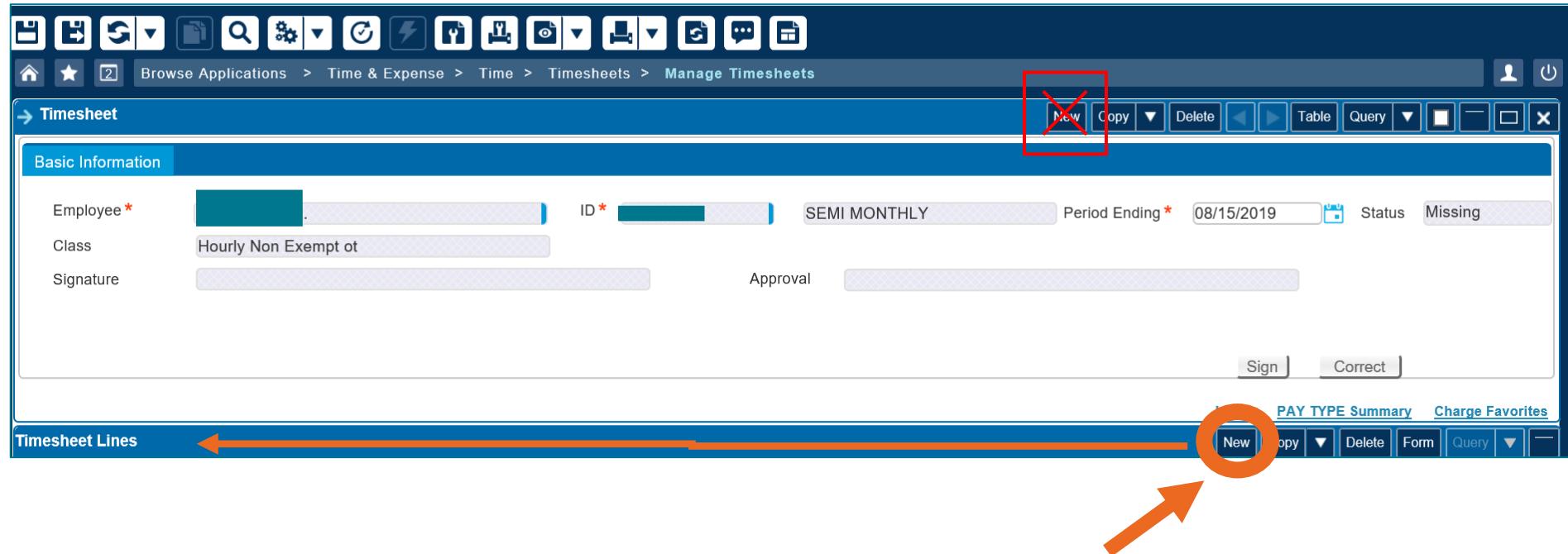


For Deltek Costpoint timesheets, Counselors must:

Add timesheet lines

Add charge codes

Adding a Timesheet Line

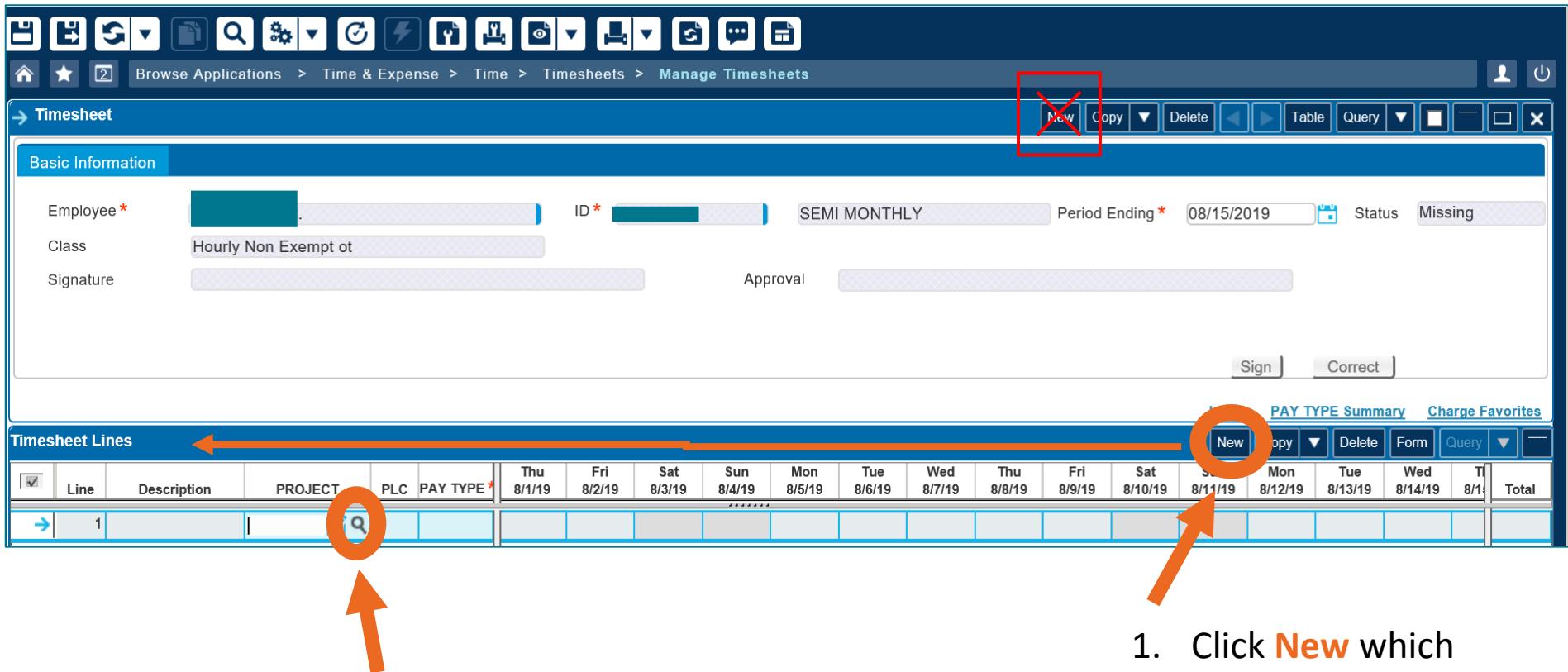


1. Click **New** which aligns with "Timesheet Lines"

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 Approval

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	Sun 8/11/19	Mon 8/12/19	Tue 8/13/19	Wed 8/14/19	Thu 8/15/19	Total
<input type="checkbox"/>	1																				

New | Copy | Delete | Form | Query |

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:

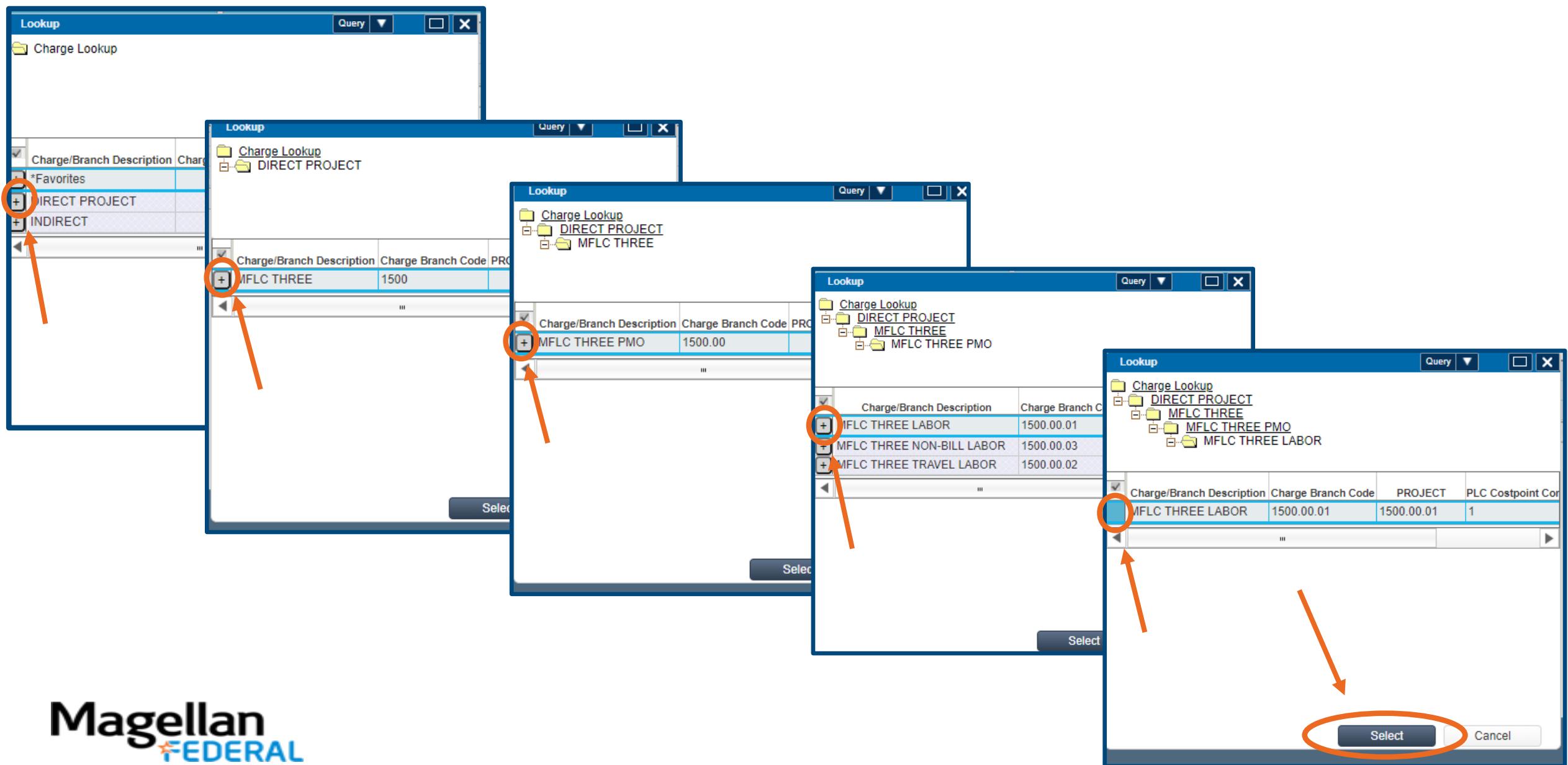
1500.01.01 – MFLC 3 COUNSELOR LBR

Deltek Costpoint Charge Codes

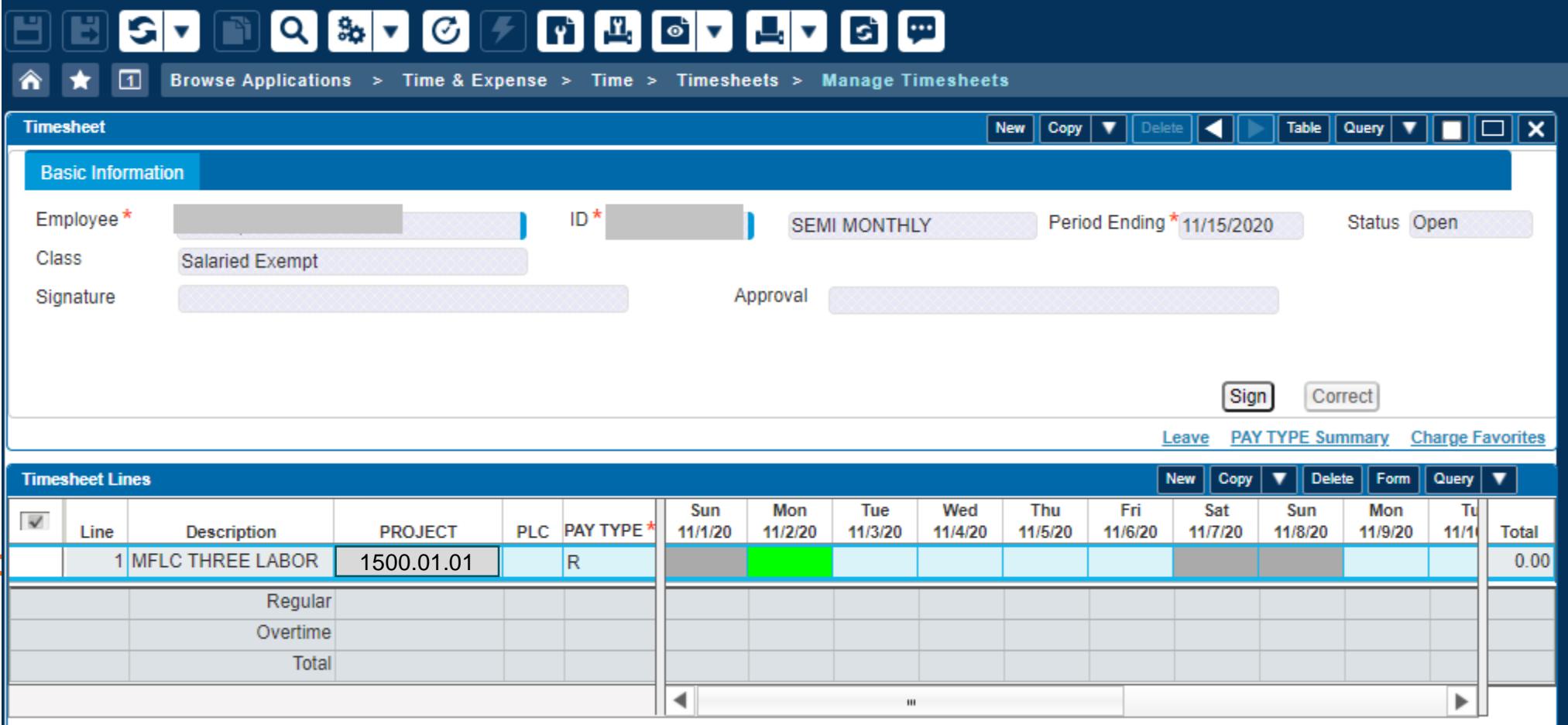
 1500.01.01 MFLC 3 COUNSELOR LBR	1500.01.02– MFLC 3 COUNS TRAVEL LBR	1500.01.03– MFLC 3 COUNS TRAINING LBR	1500.01.04-- MFLC 3 INSTALLATION CLOSE
Regular hours on MFLC Assignments for all activities including: <ul style="list-style-type: none">• face to face and virtual counseling• ancillary activities• supervision• outreach• activity form submission• administrative tasks	Travel time noted in a counselor's CTA.	This code is used by counselors for all formalized, organized trainings.	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.

Regional Supervisors must pre-approve the use of these codes.

Finding Your Charge Code: Labor



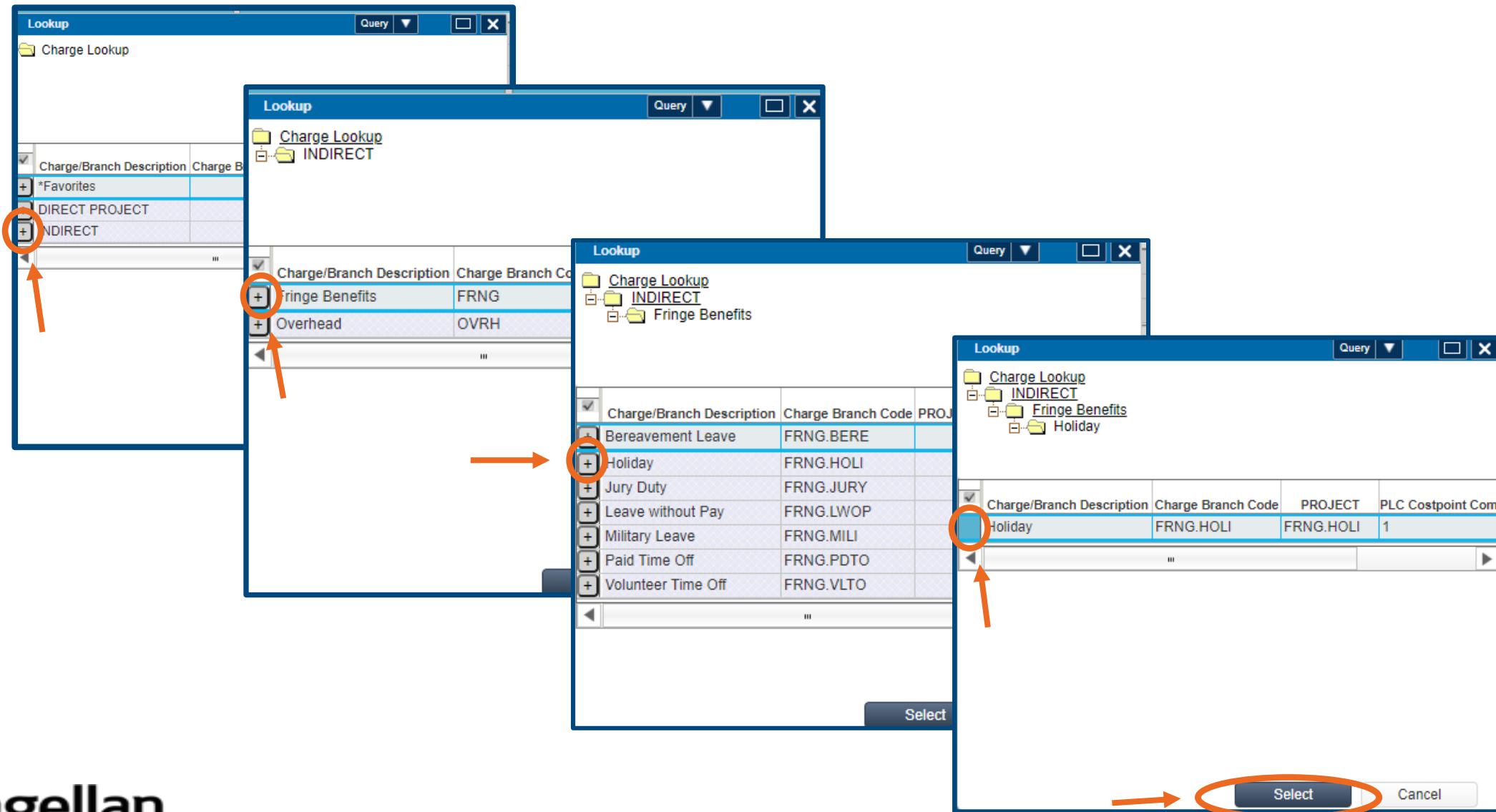
Timesheet with Labor Charge Code Added



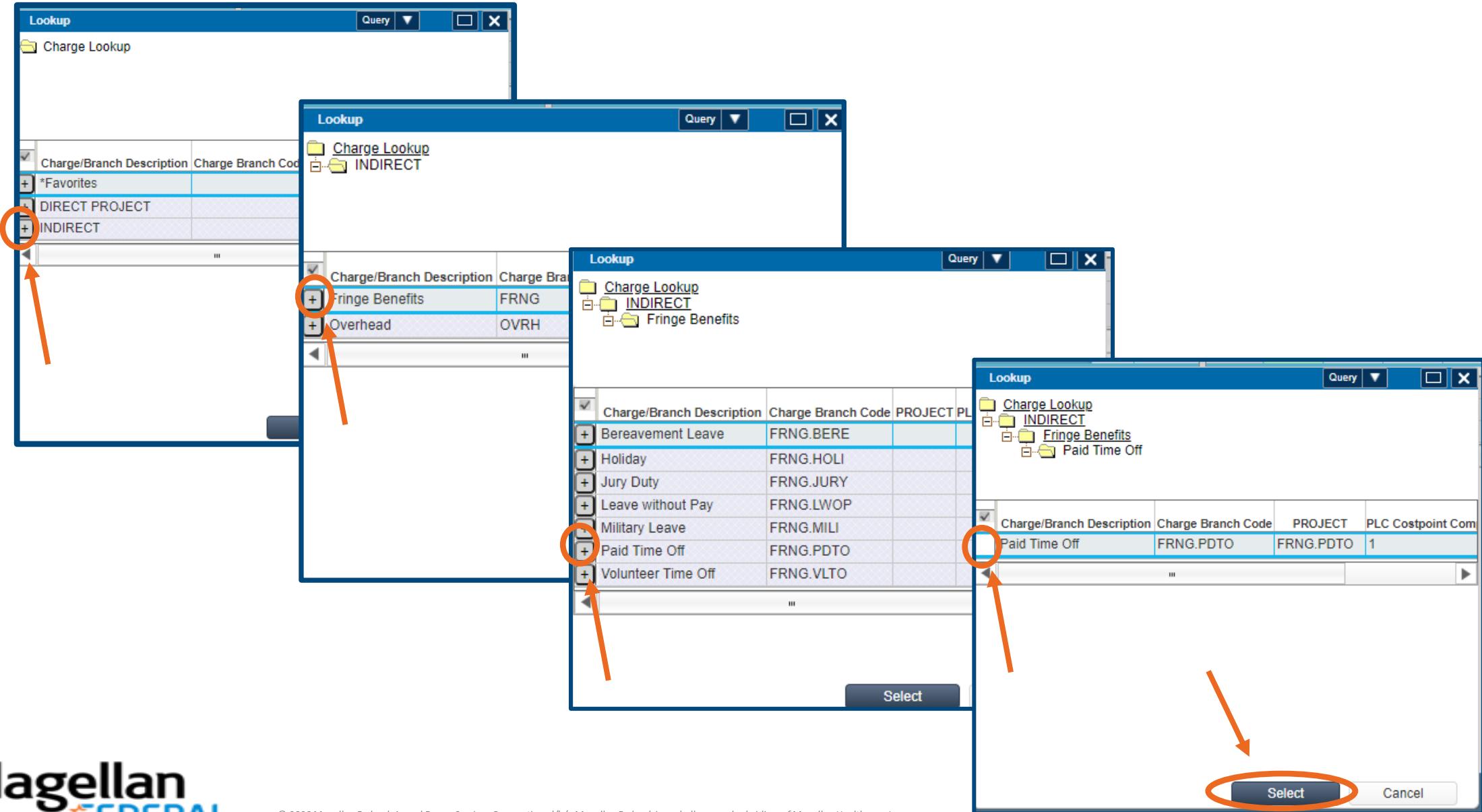
The screenshot shows a 'Timesheet' application interface. At the top, there is a toolbar with various icons. Below the toolbar, the navigation path is: Browse Applications > Time & Expense > Time > Timesheets > Manage Timesheets. The main window is titled 'Timesheet' and has a 'Basic Information' tab selected. Under 'Basic Information', the following fields are visible: Employee (red asterisk), ID (red asterisk), Pay Period (SEMI MONTHLY), Period Ending (11/15/2020), Status (Open), Class (Salaried Exempt), Signature, and Approval. There are 'Sign' and 'Correct' buttons at the bottom of this section. Below the basic information, there are buttons for Leave, PAY TYPE Summary, and Charge Favorites. The main content area is titled 'Timesheet Lines' and contains a table. The table has columns for Line, Description, PROJECT, PLC, PAY TYPE (with a red asterisk), and dates from Sun 11/1/20 to Tu 11/10/20. The total for the line is 0.00. The table also includes rows for Regular, Overtime, and Total. The entire application has a dark blue header and a light blue body. Orange arrows point to the 'Line' column header and the 'Total' cell in the table.

Line	Description	PROJECT	PLC	PAY TYPE*	Sun 11/1/20	Mon 11/2/20	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	Tu 11/10/20	Total
1	MFLC THREE LABOR	1500.01.01		R											0.00
	Regular														
	Overtime														
	Total														

Finding Your Charge Code: Holiday



Finding Your Charge Code: PTO



After You've Added Charge Codes on Lines

The screenshot shows the 'Timesheet' application interface. The top navigation bar includes icons for Save, Print, Refresh, and various search and filter functions. The breadcrumb navigation path is: Browse Applications > Time & Expense > Time > Timesheets > Manage Timesheets. Below the navigation is a toolbar with buttons for New, Copy, Delete, and navigation arrows, along with Table and Query dropdowns.

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

- Employee *: [Redacted]
- ID *: [Redacted]
- Period Ending *: 11/15/2020
- Status: Open
- Class: Salaried Exempt
- Signature: [Redacted]
- Approval: [Redacted]

At the bottom of the basic information section are 'Sign' and 'Correct' buttons.

Below the basic information is a navigation bar with buttons for Leave, PAY TYPE Summary, Charge Fa, and a grid of buttons for New, Copy, Delete, Form, and Query.

The main content area is titled 'Timesheet Lines' and displays a grid of time entries. The columns are:

	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	11	
	1	MFLC THREE LABOR	1500.00.01		R											
	2	Paid Time Off	FRNG.PDTO		PTO											
	3	Holiday	FRNG.HOLI		H											

Below the grid, there are summary rows for Regular, Overtime, and Total.

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.”



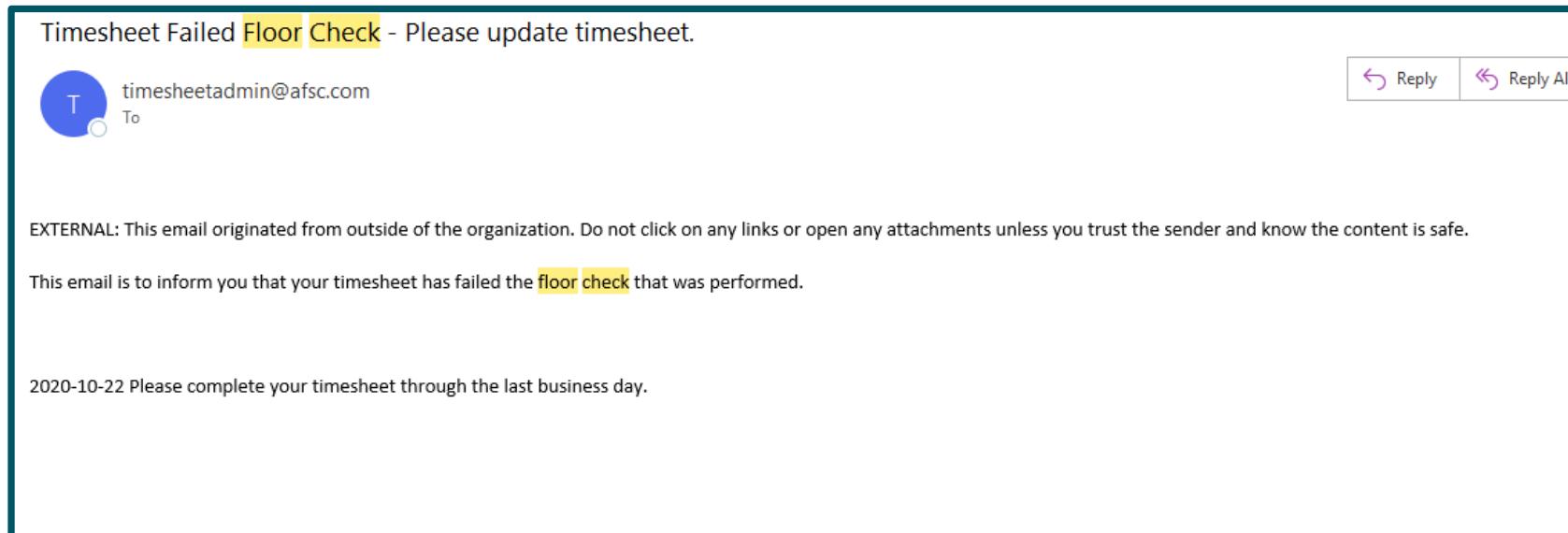
Deltek Costpoint Timesheet Steps

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:



Timesheet Failed Floor Check - Please update timesheet.

 timesheetadmin@afsc.com
To

EXTERNAL: This email originated from outside of the organization. Do not click on any links or open any attachments unless you trust the sender and know the content is safe.

This email is to inform you that your timesheet has failed the floor check that was performed.

2020-10-22 Please complete your timesheet through the last business day.

Enter Daily Hours

The screenshot shows the 'Basic Information' tab of the Magellan Federal Timesheets application. The interface includes a top navigation bar with various icons and a breadcrumb trail: Browse Applications > Time & Expense > Time > Timesheets > Manage Timesheets. Below the navigation is a toolbar with buttons for New, Copy, Delete, Table, Query, and other actions.

Form fields include:

- Employee*: [redacted]
- ID*: [redacted]
- Period Ending: 11/15/2020
- Status: Open
- Class: Salaried Exempt
- Signature: [redacted]
- Approval: [redacted]

Buttons at the bottom of the form area include Sign and Correct.

Below the form is a navigation bar with links: Leave, PAY TYPE Summary, Charge Favorites.

The main content area is a table titled "Timesheet Lines". The table has columns for Line, Description, PROJECT, PLC, PAY TYPE, and a grid for entering hours from Tuesday, November 3, 2020, to Wednesday, November 11, 2020. The table shows the following data:

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	11 Total	
1	MFLC THREE LABOR	1500.01.01	R		8										0.00
	Regular														
	Overtime														
	Total														

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

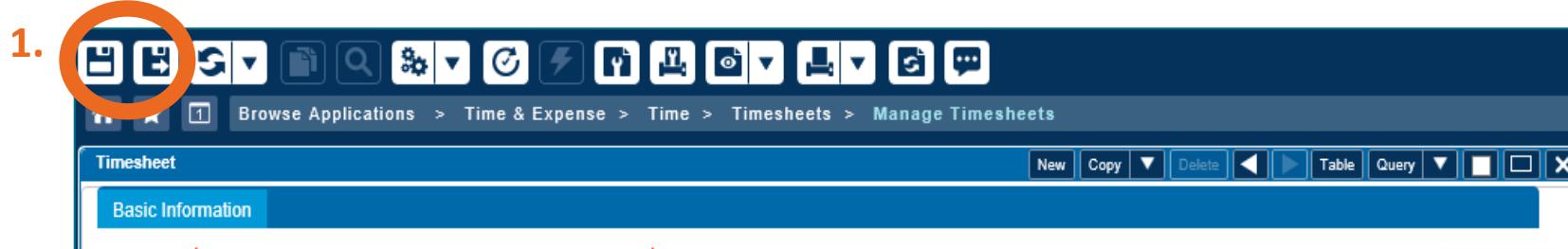
Deltek Costpoint Timesheet Steps

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!

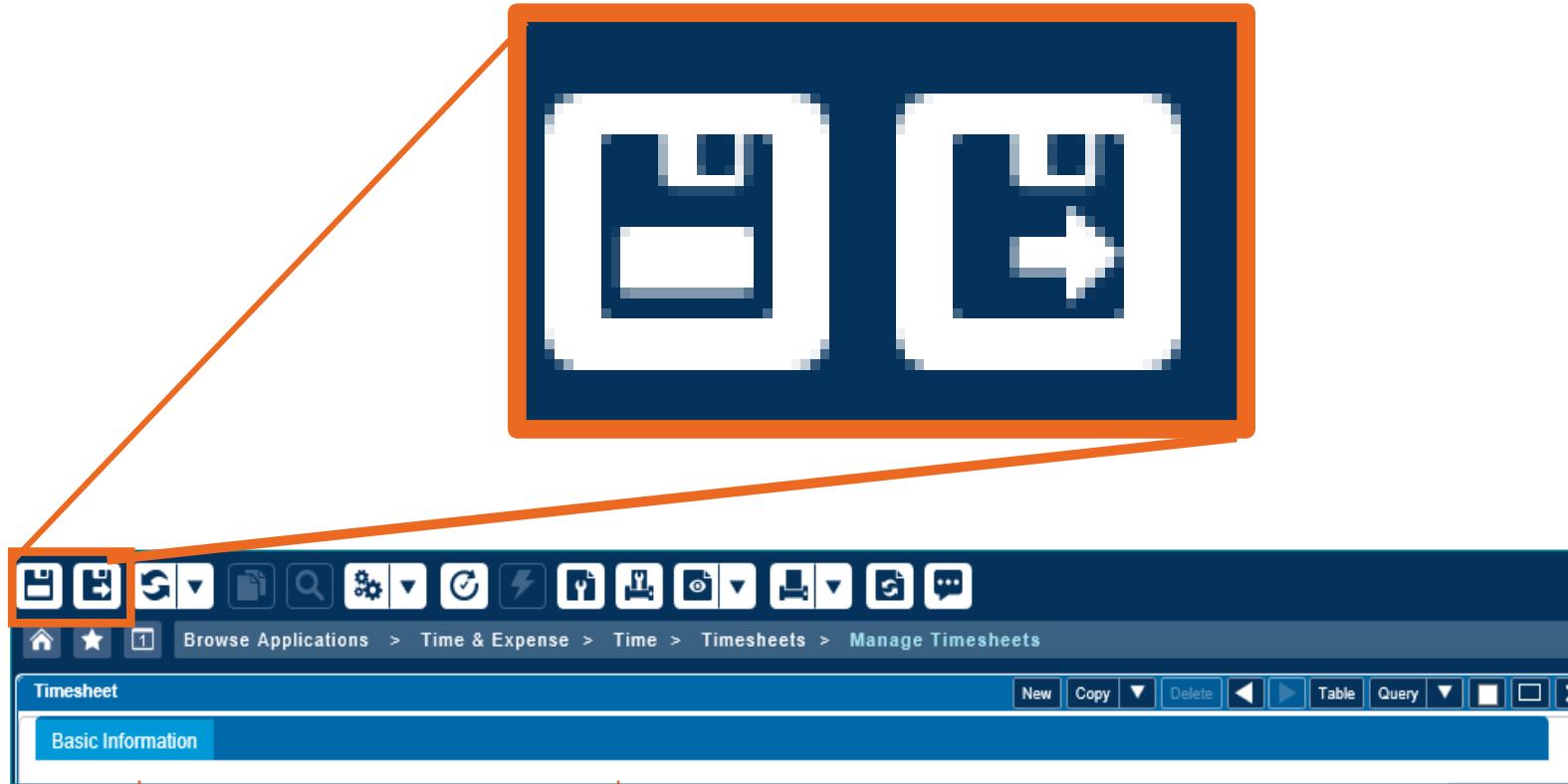


2. After saving, this window confirms that the timesheet is updated.



When to Save Your Hours

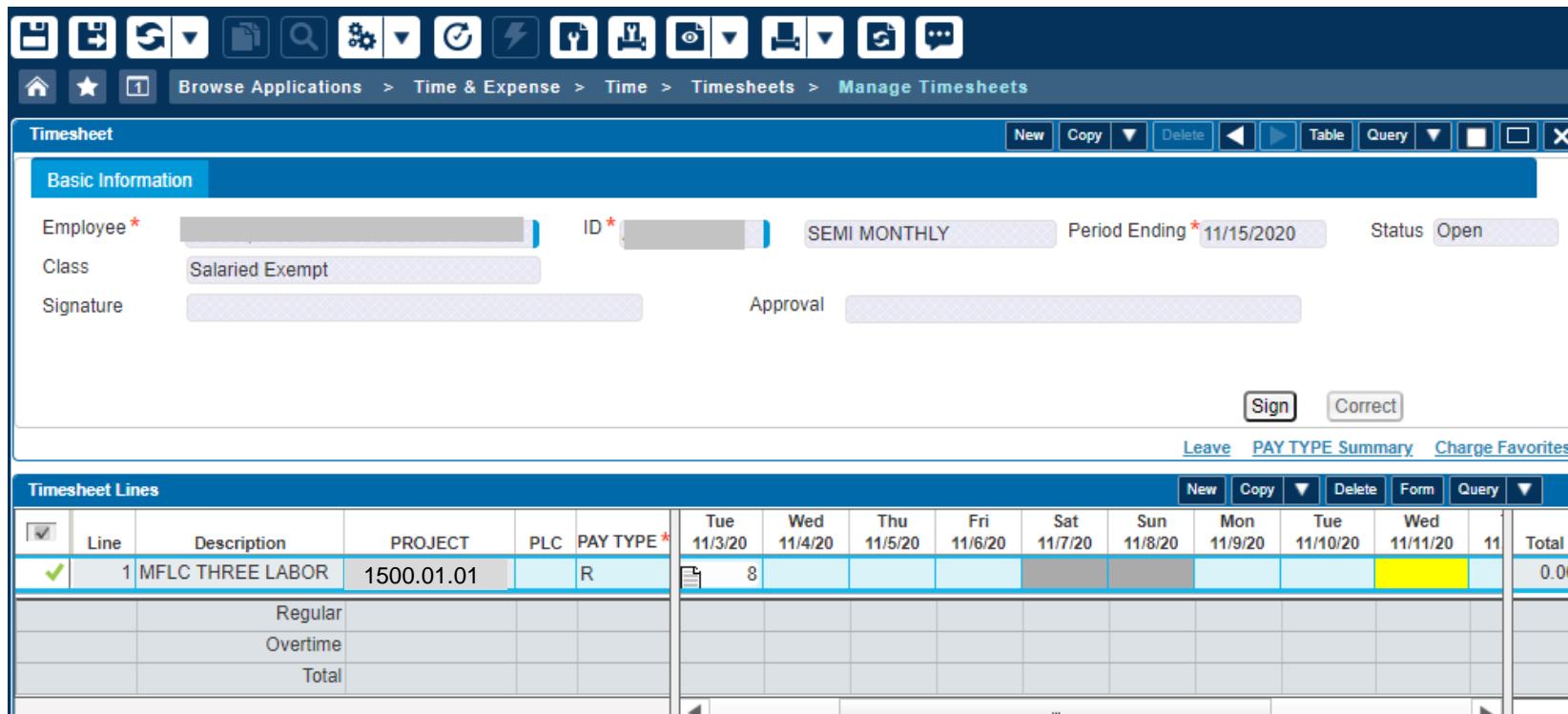
- Click **save** after every time you add hours to your timesheet!



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

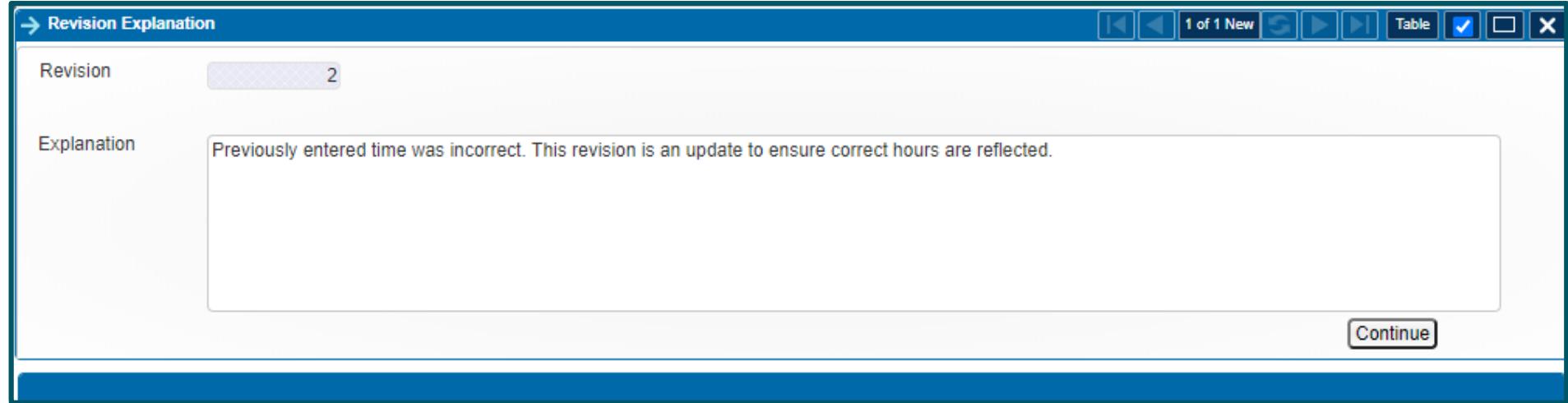
- There is an easy solution to this!

1. Simply delete the incorrect hours and type in the correct hours.
2. Click a save button.



The screenshot shows the 'Manage Timesheets' interface. At the top, there are various application icons. Below that is a breadcrumb navigation: Browse Applications > Time & Expense > Time > Timesheets > Manage Timesheets. The main area is titled 'Timesheet' and has a 'Basic Information' tab. It displays fields for Employee (with a red asterisk), ID (with a red asterisk), Pay Period (SEMI MONTHLY), Period Ending (11/15/2020), and Status (Open). There are also fields for Class (Salaried Exempt) and Signature. Below this is an 'Approval' section with a 'Sign' and 'Correct' button. At the bottom of the main area are buttons for Leave, PAY TYPE Summary, and Charge Favorites. The bottom section is titled 'Timesheet Lines' and contains a table with columns for Line, Description, Project, PLC, Pay Type, and a grid for tracking hours from Tuesday, 11/3/20, to Wednesday, 11/11/20. A specific line for 'MFLC THREE LABOR' is selected, showing regular, overtime, and total hours for the week.

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



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



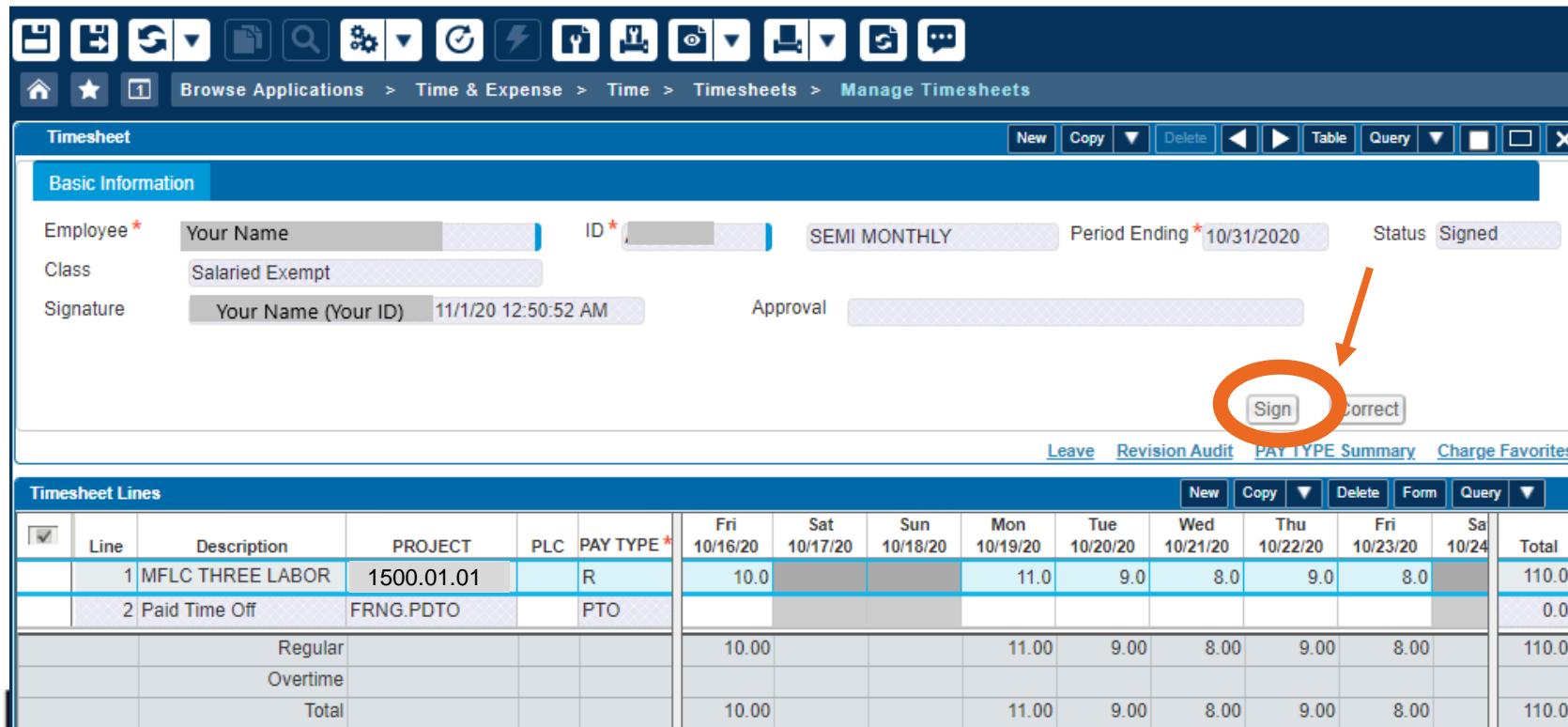
Timesheets are signed twice per month, at the end of the pay period.

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

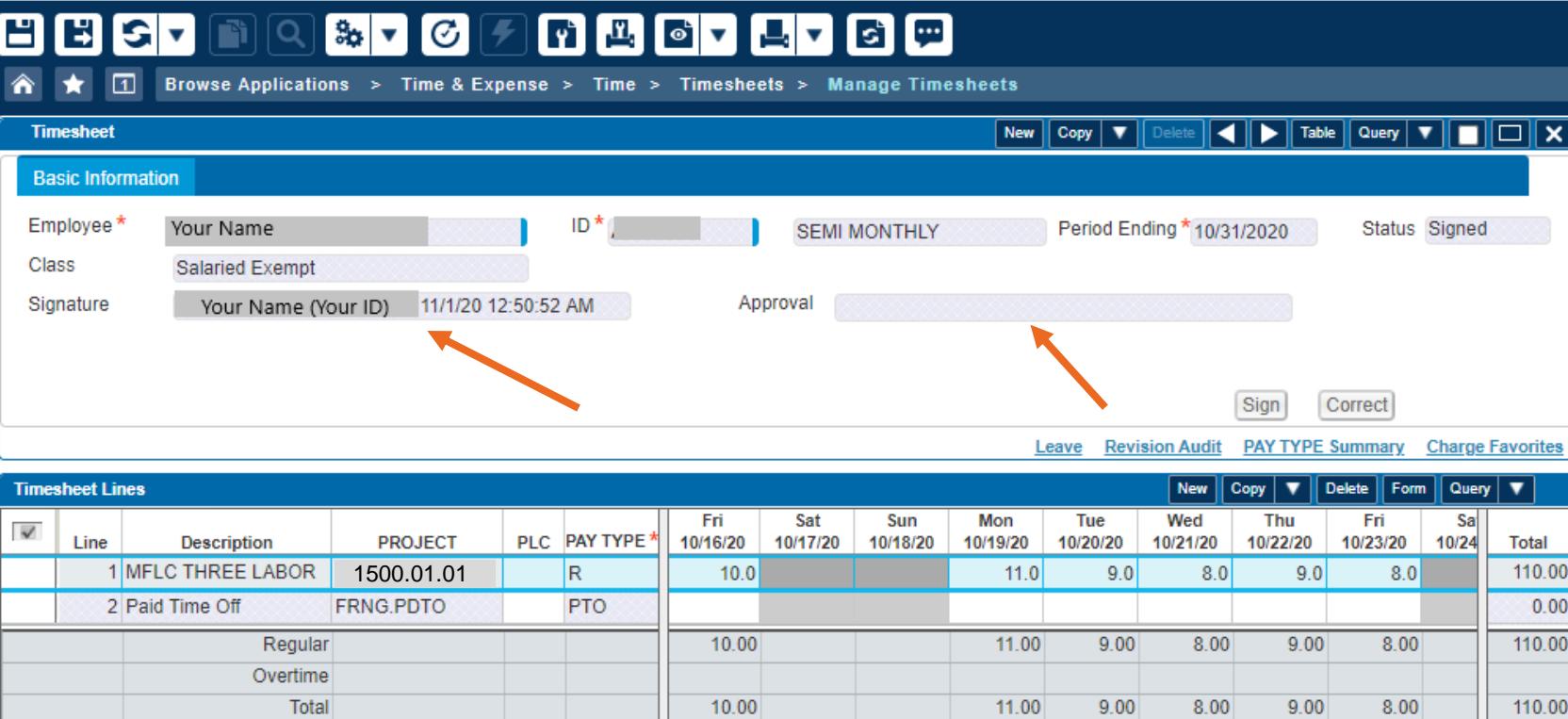
- This is similar to the submit process in Workday and is completed at the end of each pay period **twice monthly**.
- At the end of each pay period, remember to **sign** your timesheet to advance it to your supervisor for approval and payroll processing.



The screenshot shows the 'Manage Timesheets' screen in Workday. The 'Basic Information' section is visible, including fields for Employee (Your Name), ID (ID), Pay Period (SEMI MONTHLY), Period Ending (10/31/2020), and Status (Signed). A red arrow points to the 'Sign' button, which is highlighted with a red circle. Below the basic information is a 'Timesheet Lines' table showing work entries for MFLC THREE LABOR and Paid Time Off. The table includes columns for Line, Description, Project, PLC, Pay Type, and daily hours for the week of 10/16/20 to 10/24/20. The total for the week is 110.00.

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 10/24/20	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														110.00
	Total				10.00			11.00	9.00	8.00	9.00	8.00			110.00

After You Click Sign



The screenshot shows the 'Manage Timesheets' interface. In the 'Basic Information' section, the 'Signature' field contains 'Your Name (Your ID) 11/1/20 12:50:52 AM' and the 'Approval' field is empty. Two orange arrows point to these fields. In the 'Timesheet Lines' section, a table displays time entries for 'MFLC THREE LABOR' and 'Paid Time Off' across the days of the week. The table includes columns for Line, Description, Project, PLC, Pay Type, and hours worked.

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?

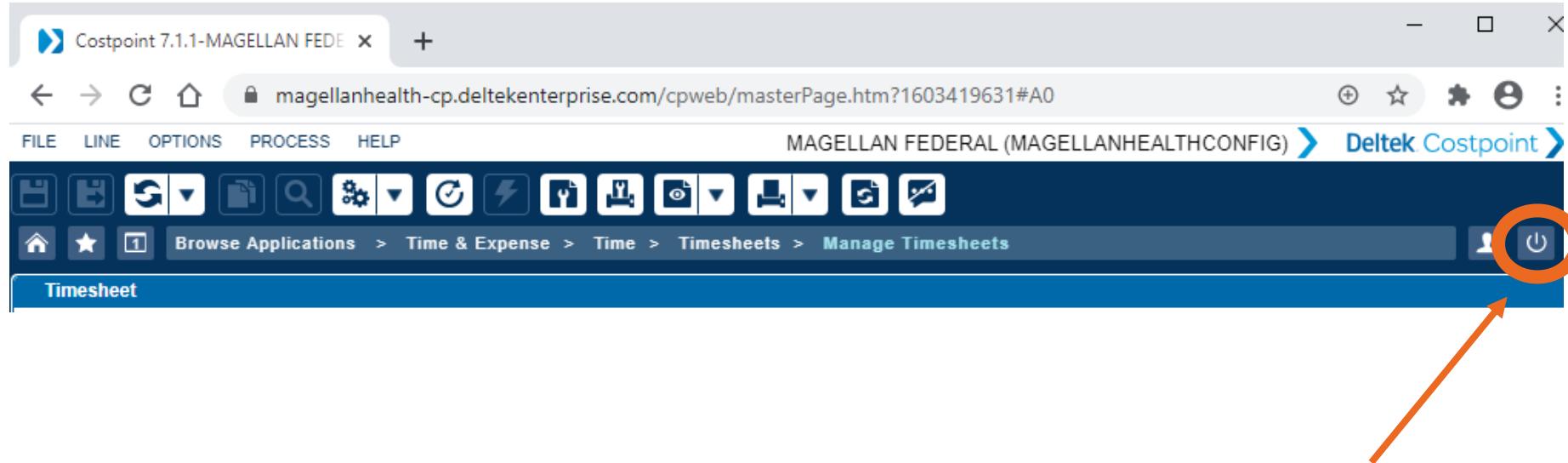
There is a simple solution for this!

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



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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.



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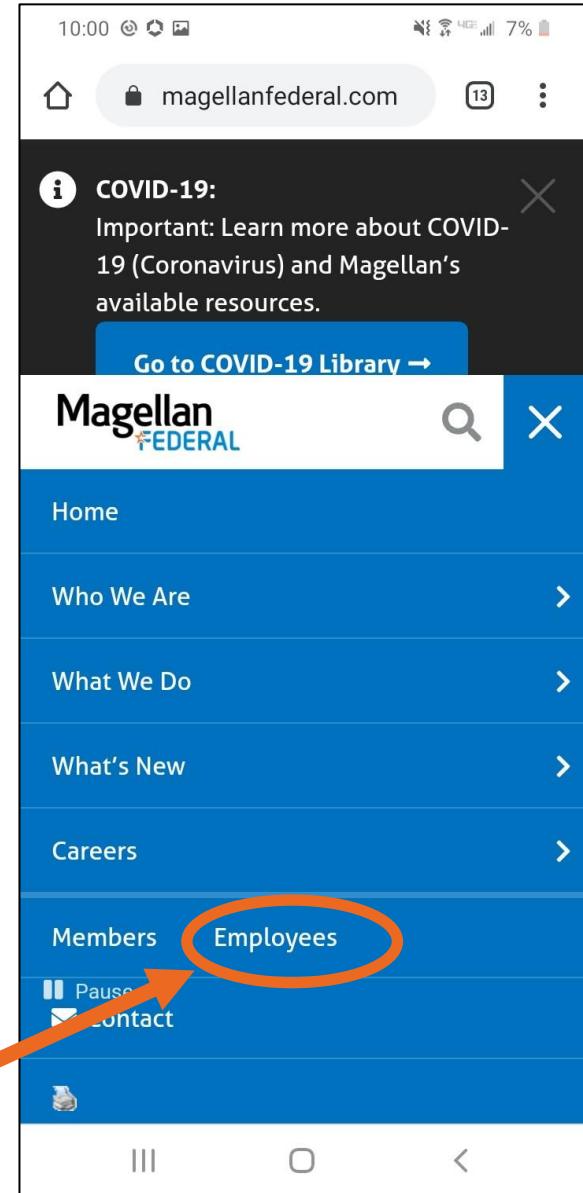
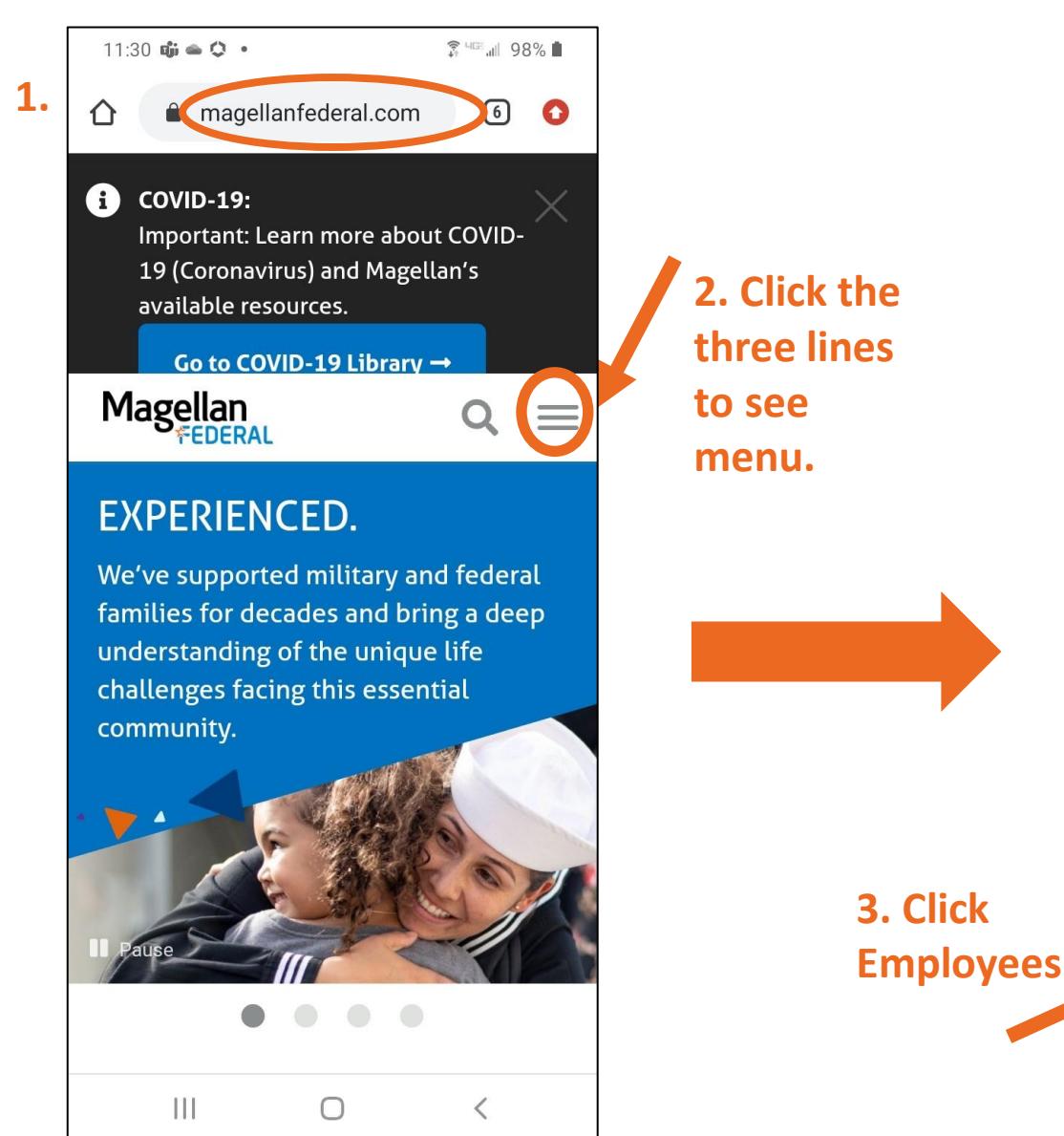


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- Counselors must log into their timesheet daily.
- There are multiple ways to access Deltek Costpoint, but we are providing steps for MFLC Counselors to access through the Magellan Federal website.

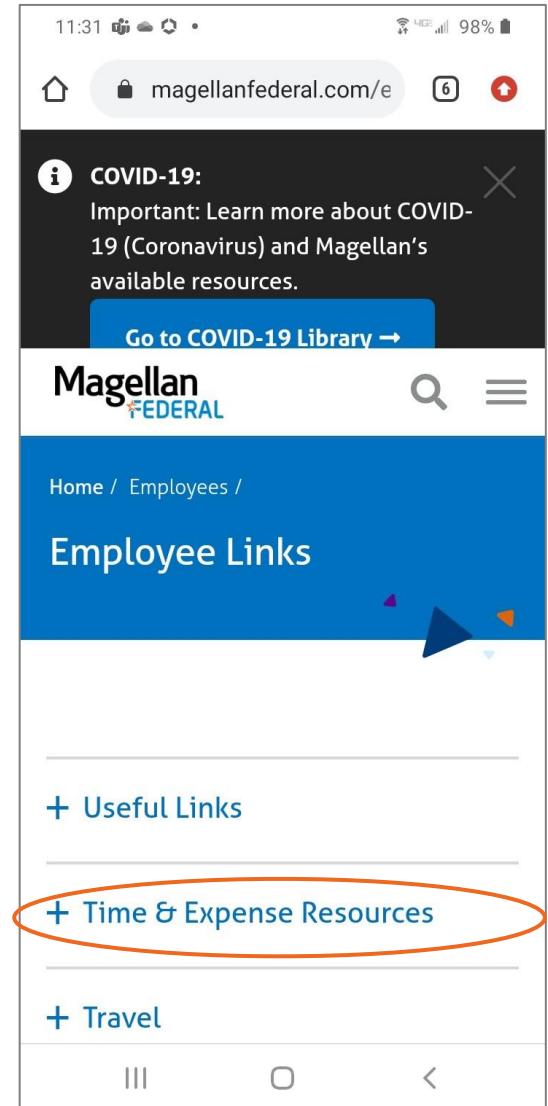
How to Log Into Deltek Costpoint

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

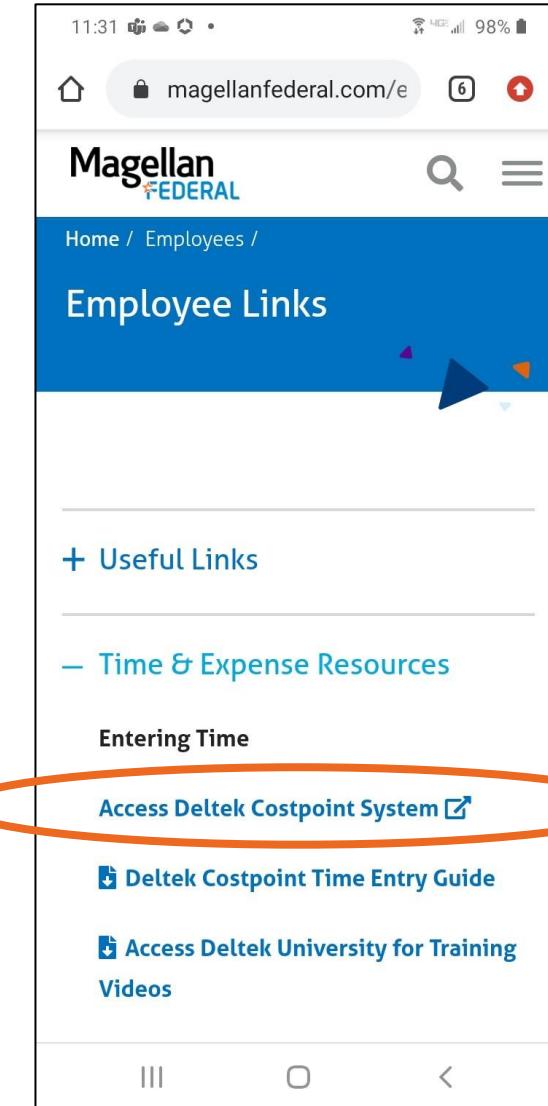


How to Log Into Deltek Costpoint

3. Click Time & Expense Resources

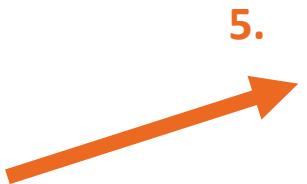


4. Click Access Deltek Costpoint System

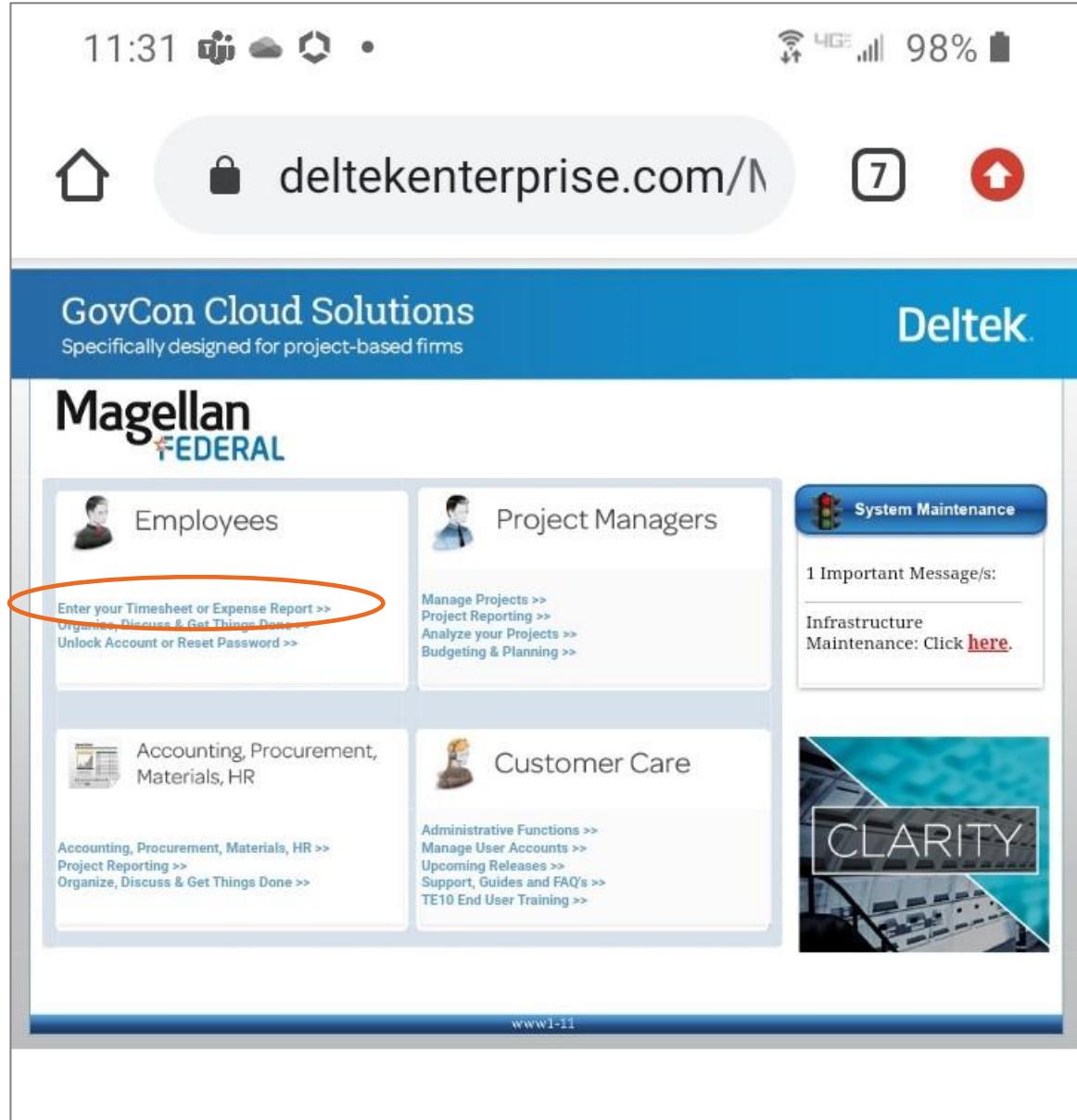


How to Log Into Deltek Costpoint

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



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



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***

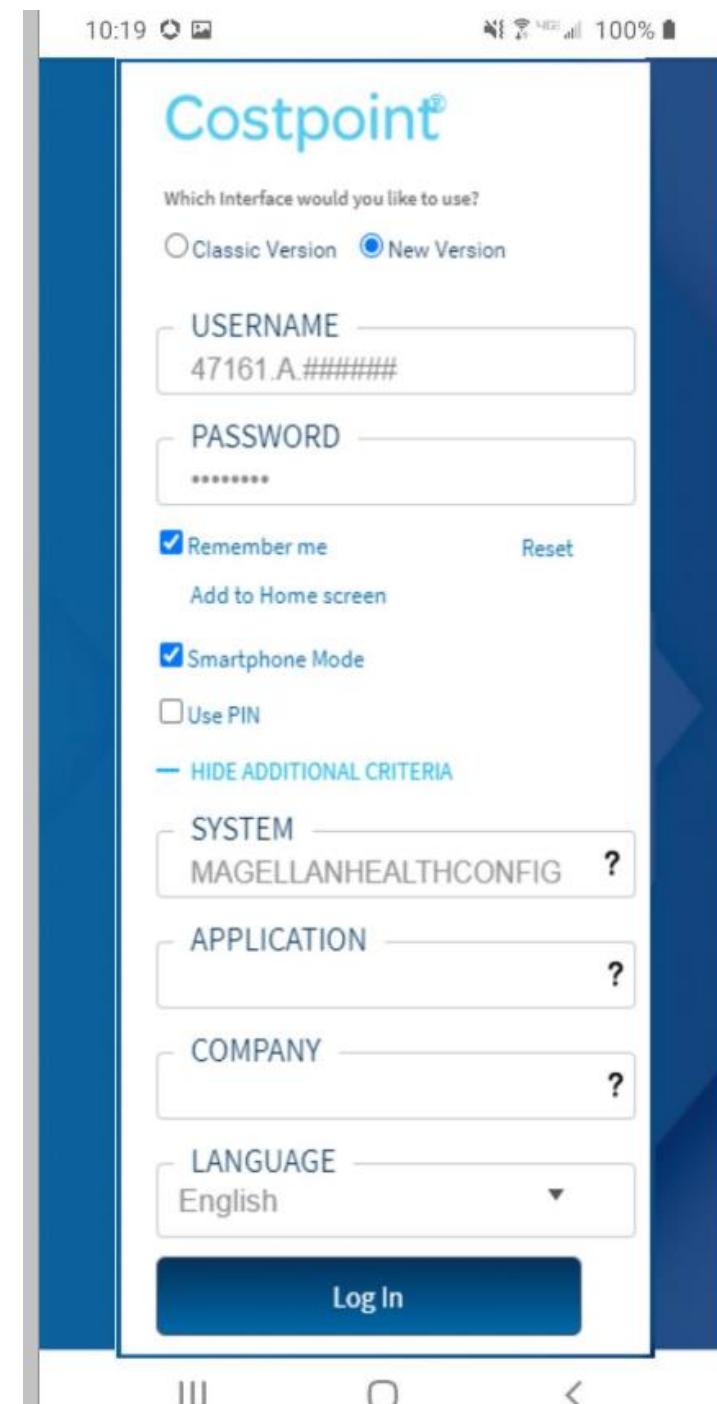
- Do not click Use PIN

- Remember the System Field should say:

MAGELLANHEALTHCONFIG

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

- Click Login

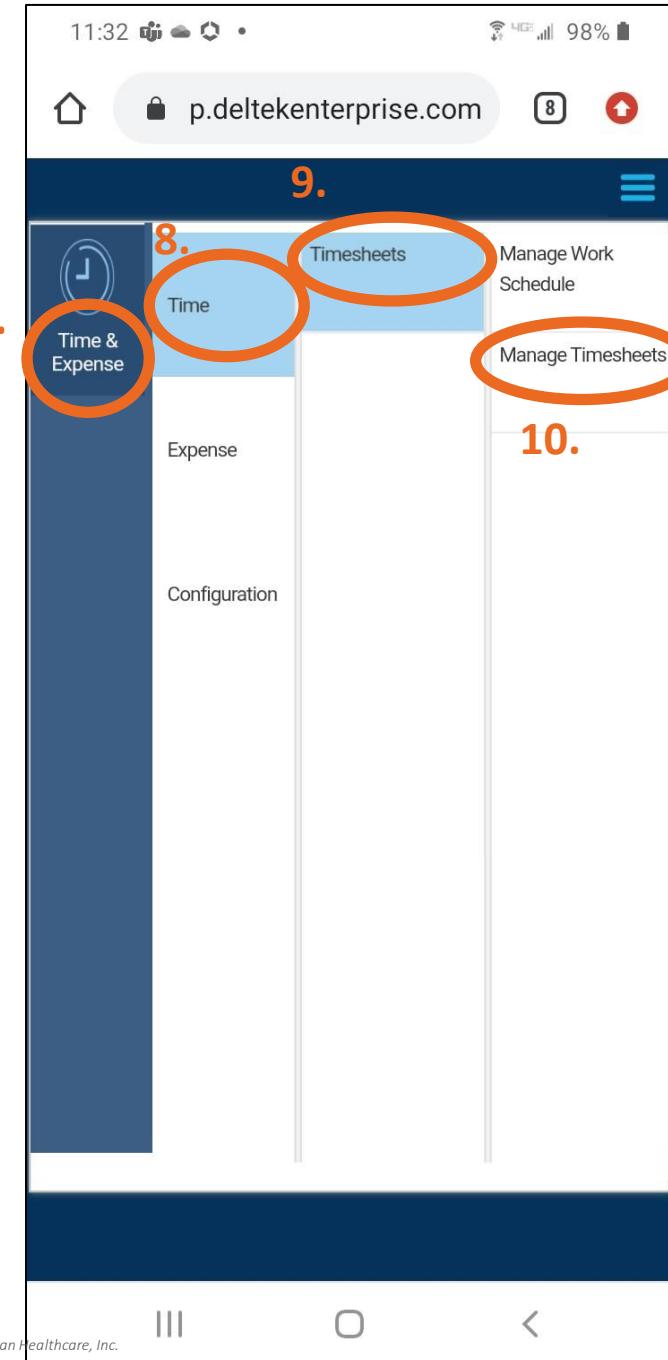


Success! You are Now Logged In!

Access the Timesheet

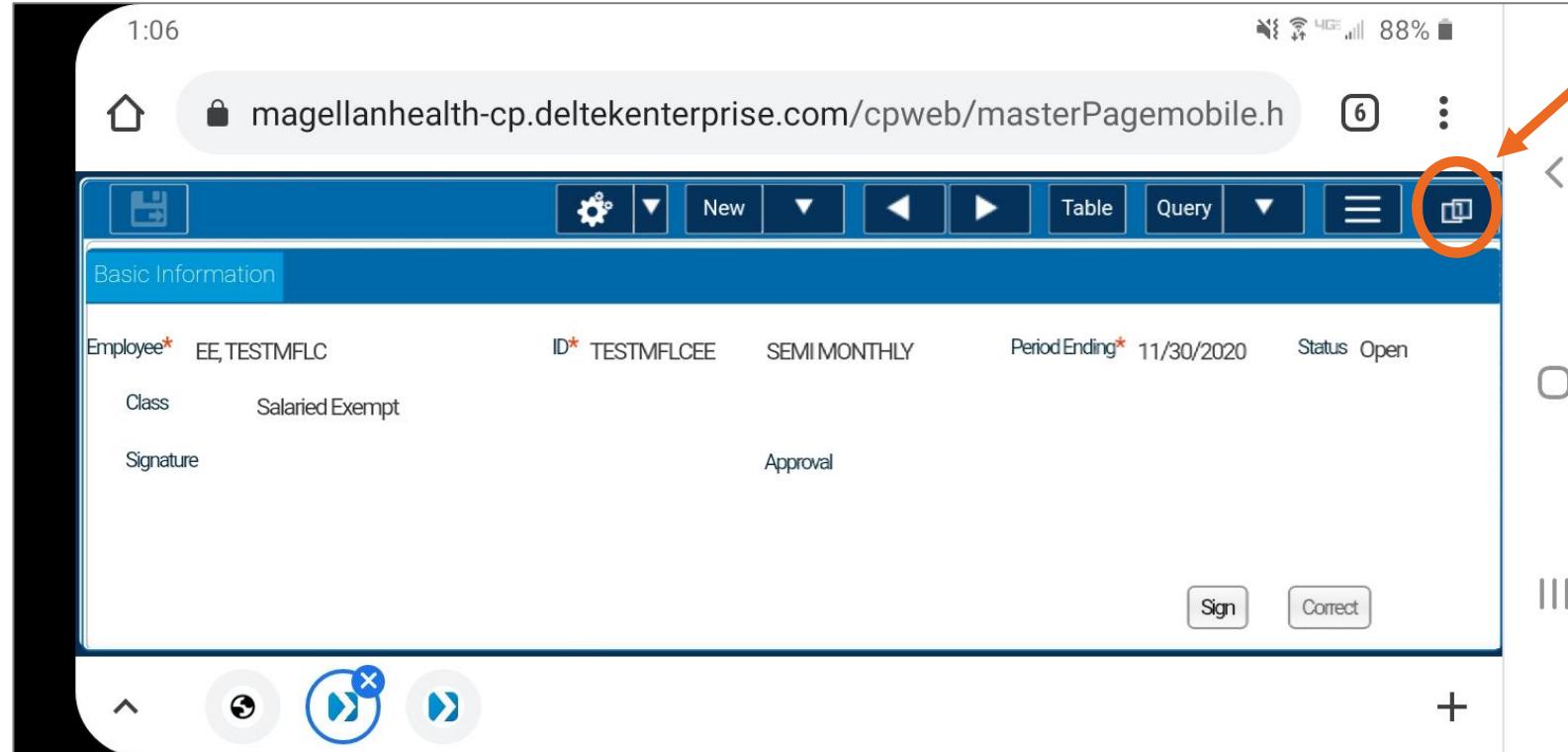
After successfully logging into Deltek, click selections in this pattern:

7. Time & Expense
8. Time
9. Timesheets
10. Manage Time Sheets



Accessing Your Timesheet

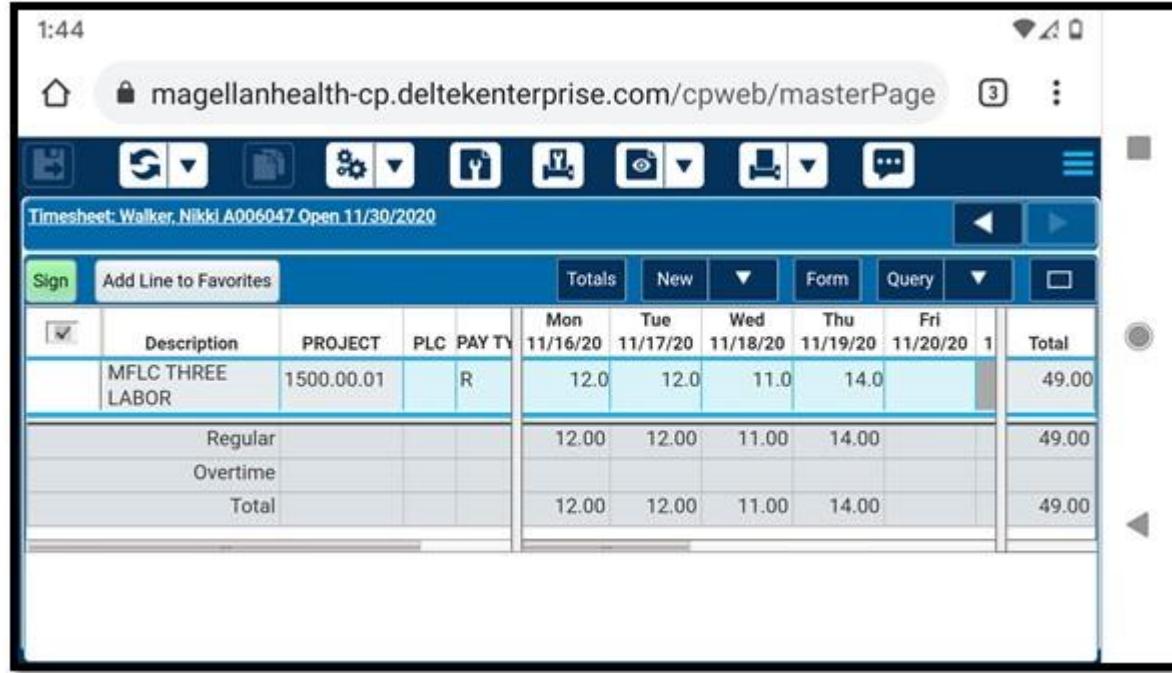
Turn phone to landscape position



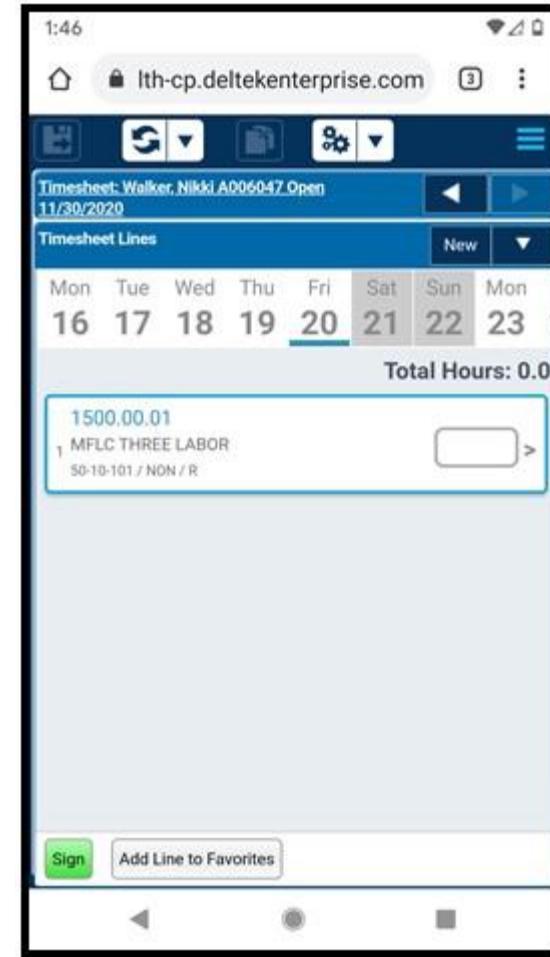
This page may be visible before accessing your timesheet.

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

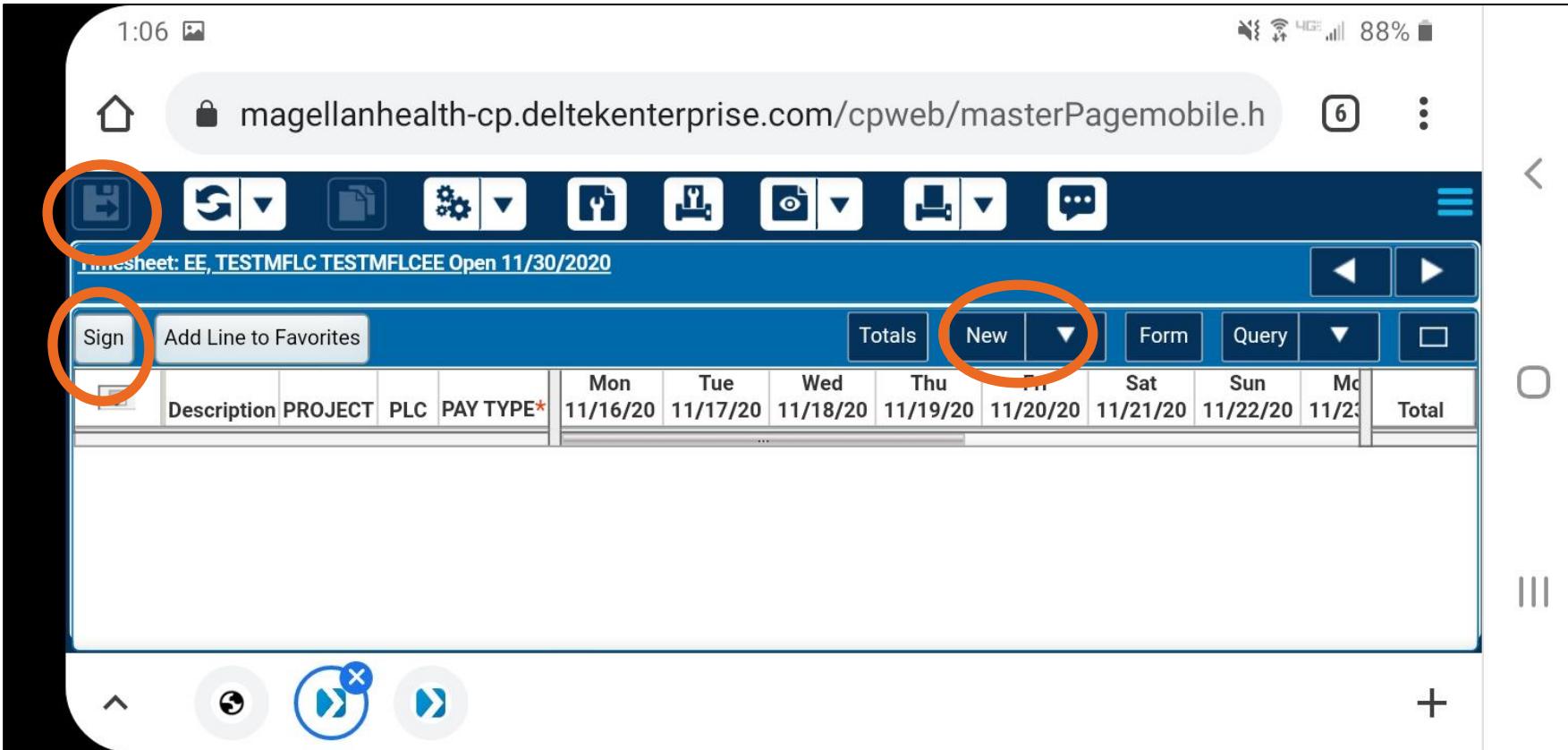


Landscape Orientation



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

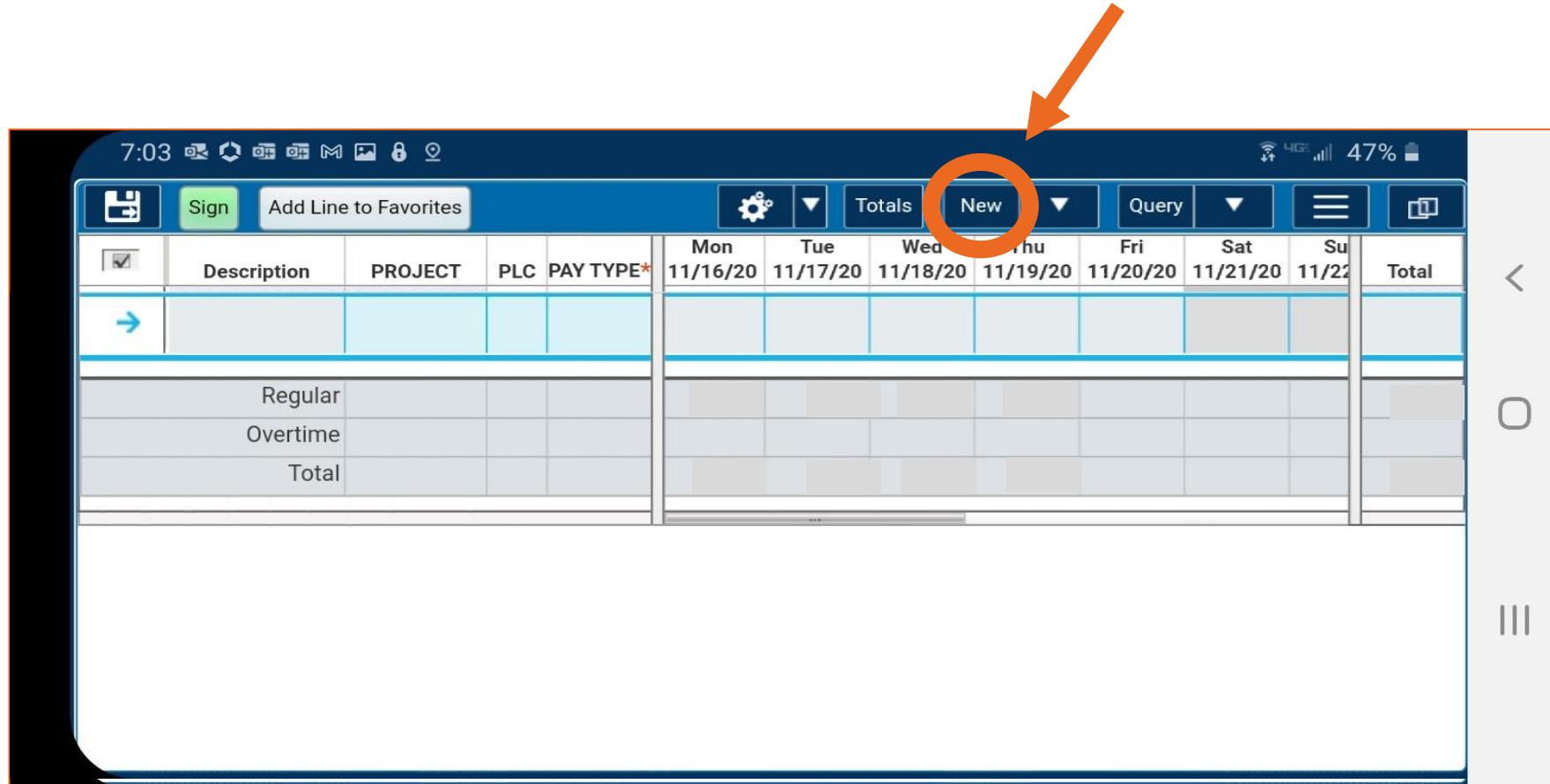


For Deltek Costpoint timesheets, Counselors must:

Add timesheet lines

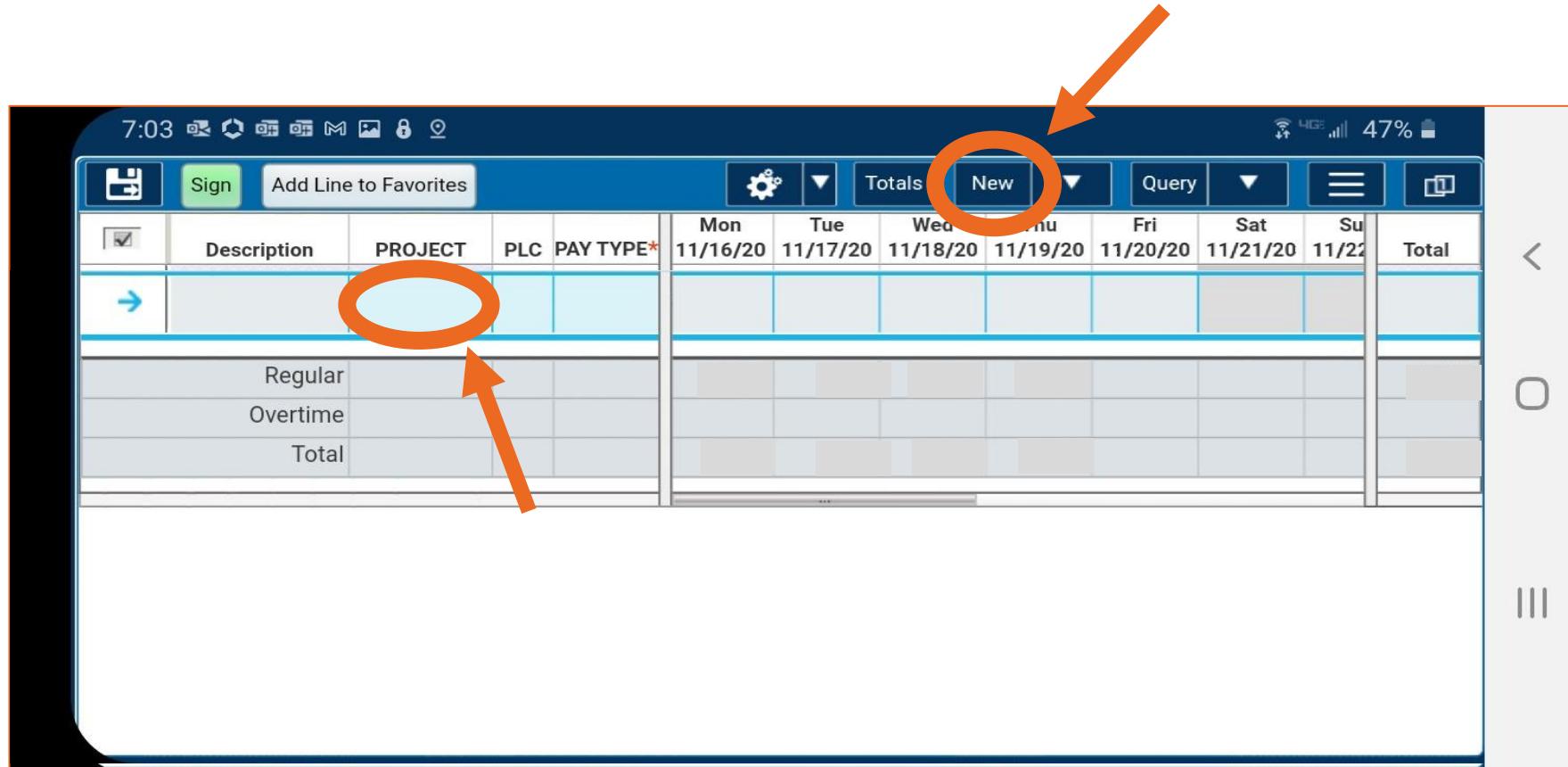
Add charge codes

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:

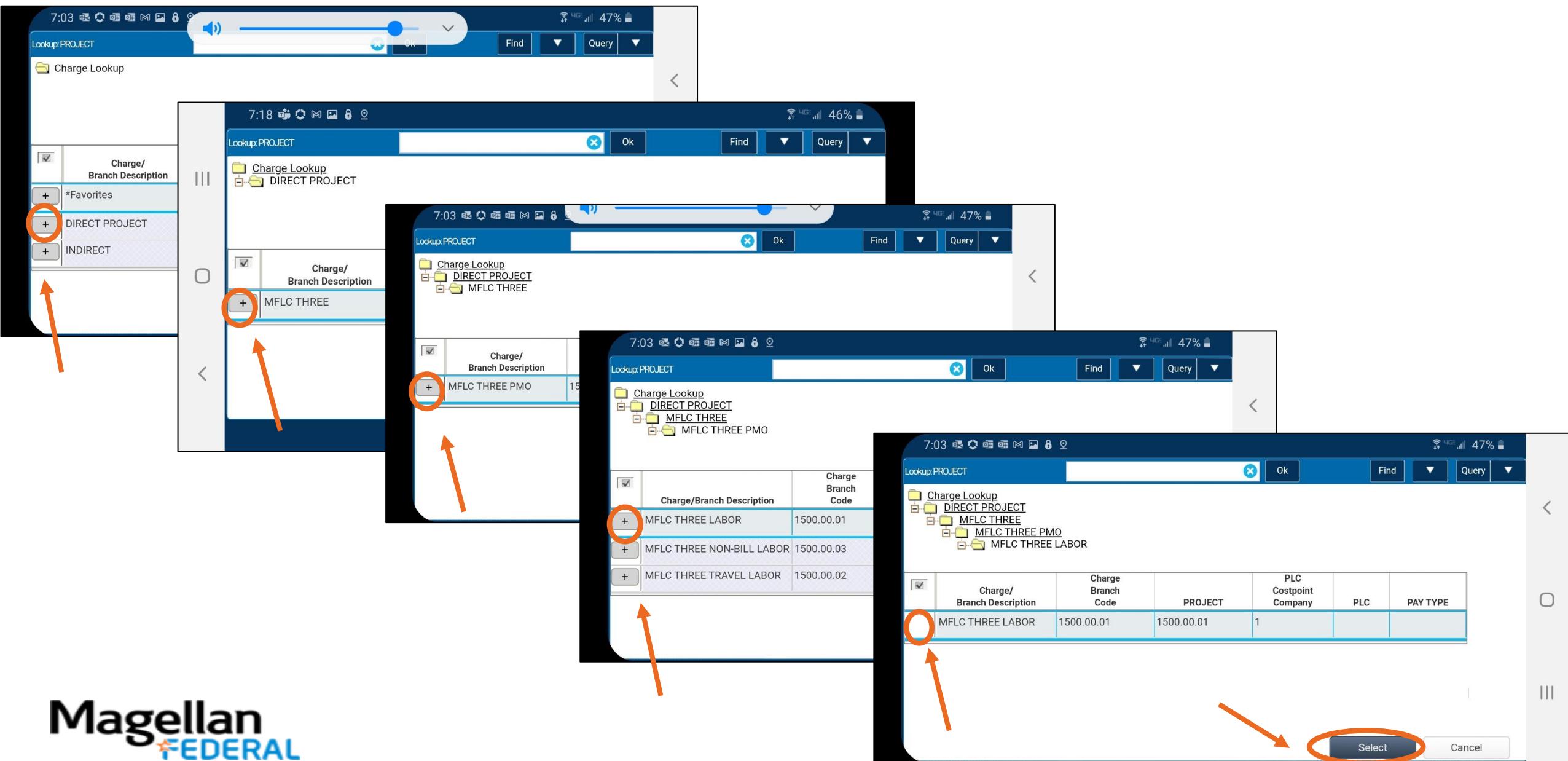
1500.01.01 – MFLC 3 COUNSELOR LBR

Deltek Costpoint Charge Codes

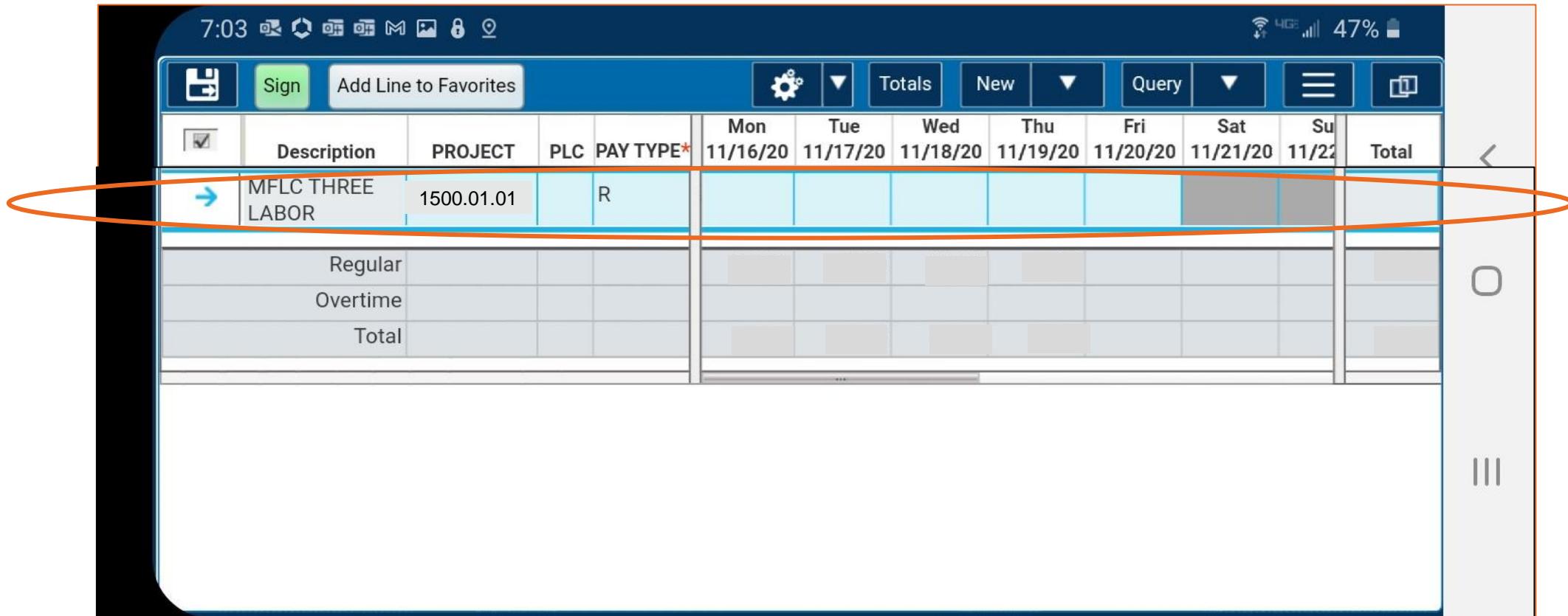
 1500.01.01 MFLC 3 COUNSELOR LBR	1500.01.02– MFLC 3 COUNS TRAVEL LBR	1500.01.03– MFLC 3 COUNS TRAINING LBR	1500.01.04-- MFLC 3 INSTALLATION CLOSE
Regular hours on MFLC Assignments for all activities including: <ul style="list-style-type: none">• face to face and virtual counseling• ancillary activities• supervision• outreach• activity form submission• administrative tasks	Travel time noted in a counselor's CTA.	This code is used by counselors for all formalized, organized trainings.	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.

Regional Supervisors must pre-approve the use of these codes.

Finding Your Charge Code: Labor



Timesheet with Labor Charge Code Added



7:03 4G 47%

Sign Add Line to Favorites

Totals New Query

Description PROJECT PLC PAY TYPE* 11/16/20 11/17/20 11/18/20 11/19/20 11/20/20 11/21/20 11/22/20 Total

MFLC THREE LABOR 1500.01.01 R

Regular

Overtime

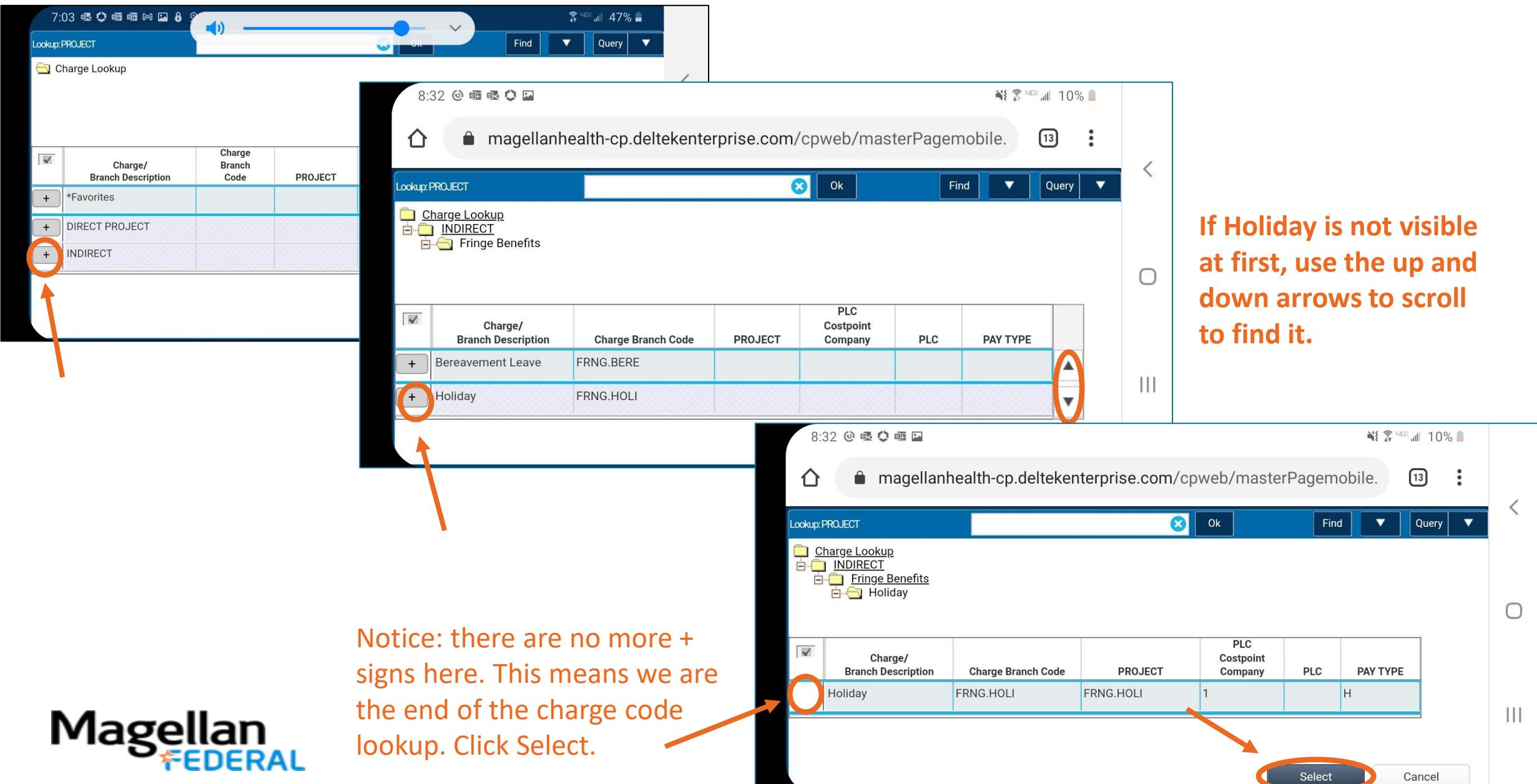
Total

☰

☰

	Description	PROJECT	PLC	PAY TYPE*	Mon	Tue	Wed	Thu	Fri	Sat	Su	Total
<input checked="" type="checkbox"/>	MFLC THREE LABOR	1500.01.01		R								
	Regular											
	Overtime											
	Total											

Finding Your Charge Code: Holiday



7:03 47% Lookup: PROJECT Charge Lookup

8:32 10% magellanhealth-cp.deltekenterprise.com/cpweb/masterPagemobile. [13] :

Lookup: PROJECT Ok Find Query

Charge Lookup INDIRECT Fringe Benefits

Charge/ Branch Description	Charge Branch Code	PROJECT	PLC Costpoint Company	PLC	PAY TYPE
*Favorites					
DIRECT PROJECT					
INDIRECT					
Bereavement Leave	FRNG.BERE				
Holiday	FRNG.HOLI				

8:32 10% magellanhealth-cp.deltekenterprise.com/cpweb/masterPagemobile. [13] :

Lookup: PROJECT Ok Find Query

Charge Lookup INDIRECT Fringe Benefits Holiday

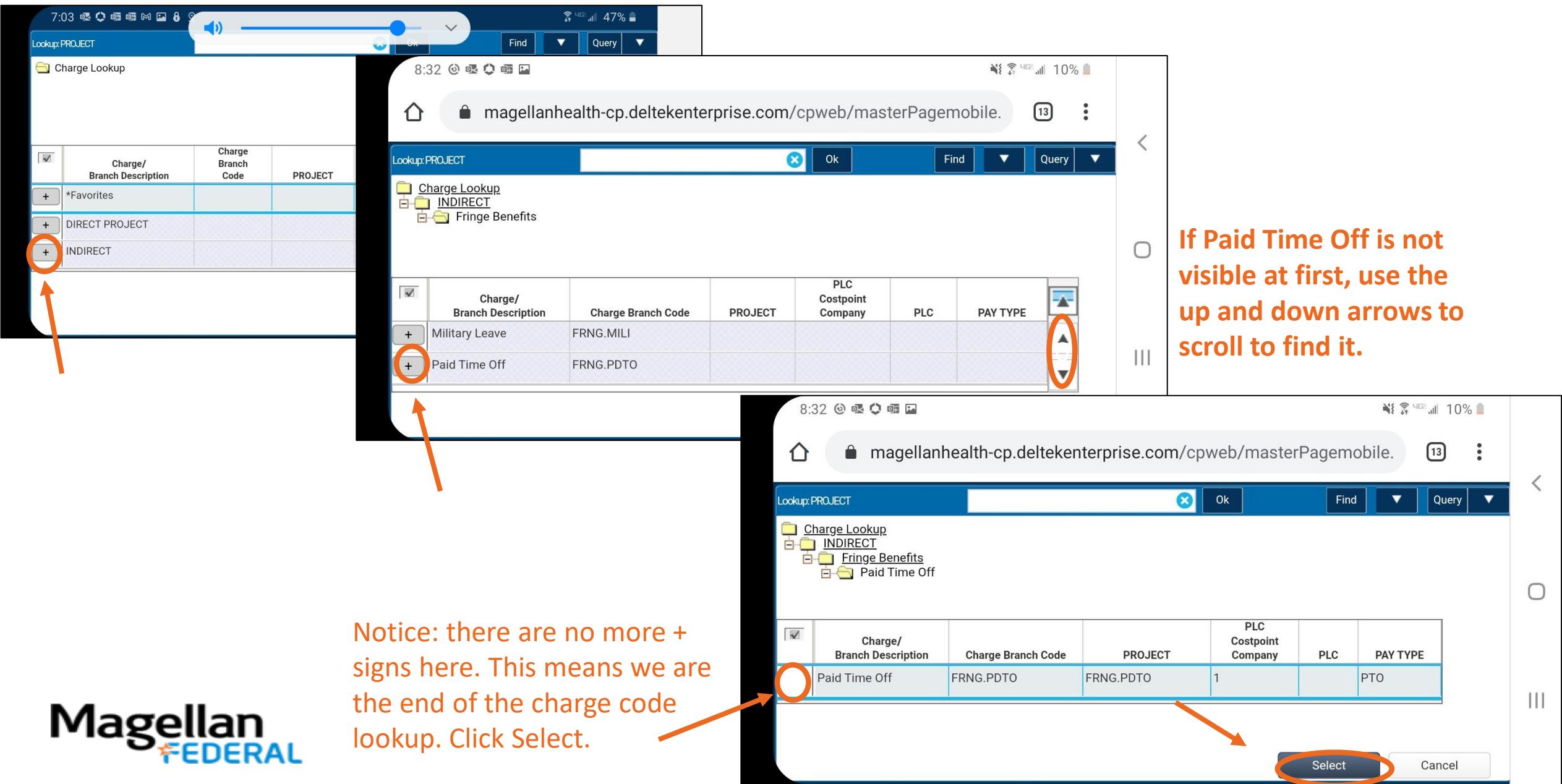
Charge/ Branch Description	Charge Branch Code	PROJECT	PLC Costpoint Company	PLC	PAY TYPE
Holiday	FRNG.HOLI	FRNG.HOLI	1		H

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

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

Magellan FEDERAL

Finding Your Charge Code: PTO



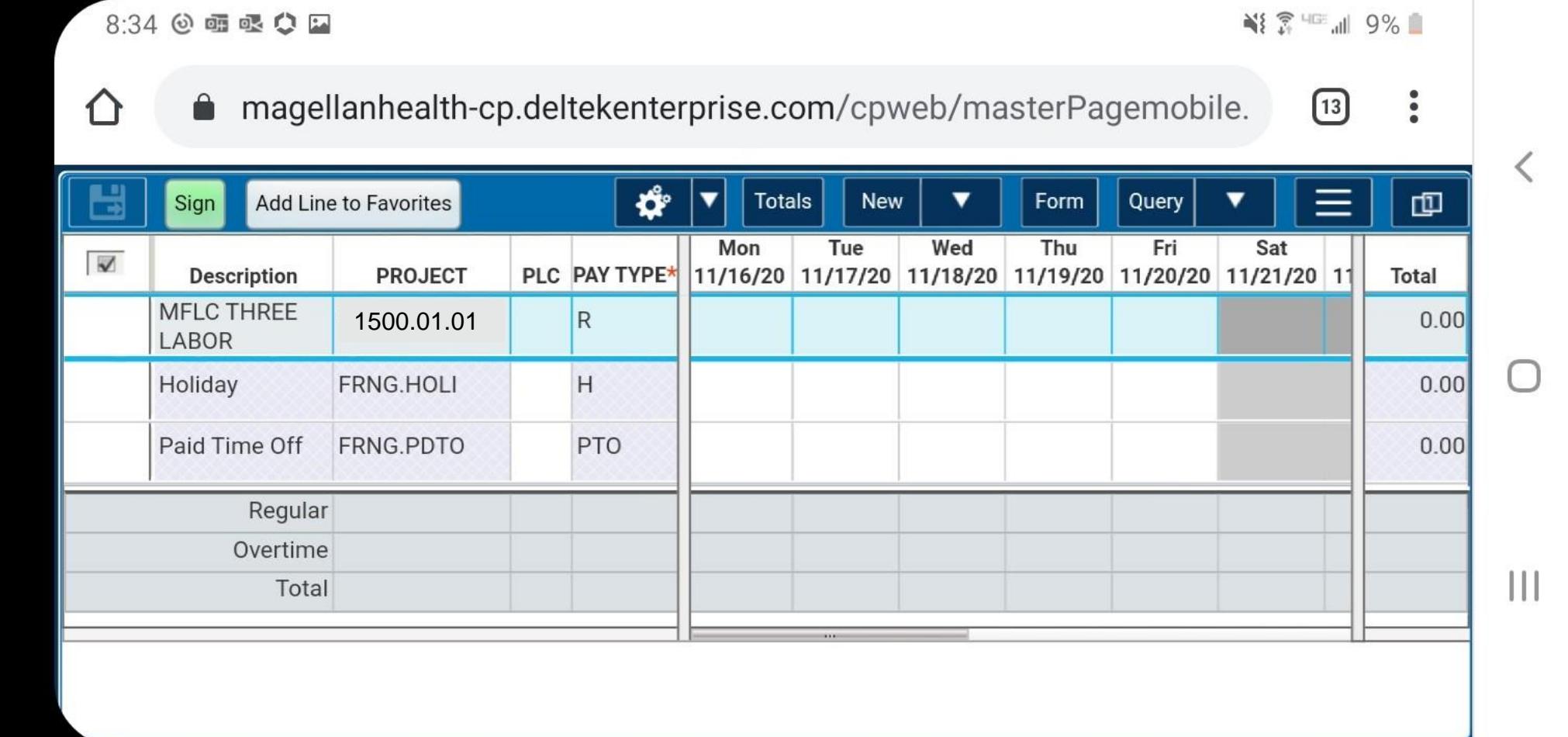
If Paid Time Off is not visible at first, use the up and down arrows to scroll to find it.

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

Charge/ Branch Description	Charge Branch Code	PROJECT	PLC Costpoint Company	PLC	PAY TYPE
Paid Time Off	FRNG.PDTO	FRNG.PDTO	1		PTO

Magellan
FEDERAL

Timesheet with Labor, Holiday and PTO Charge Codes Added



The screenshot shows a mobile application interface for managing a timesheet. The top status bar indicates the time (8:34), battery level (9%), and signal strength. The URL in the browser is magellanhealth-cp.deltekenterprise.com/cpweb/masterPagemobile. The application has a blue header bar with various buttons for saving, adding to favorites, and navigating. The main data area is a grid table with the following data:

	Description	PROJECT	PLC	PAY TYPE*	Mon	Tue	Wed	Thu	Fri	Sat	Total
<input checked="" type="checkbox"/>	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										

Below the table, there are three summary rows: "Regular", "Overtime", and "Total". The application interface includes a sidebar with icons for back, forward, and other navigation functions.

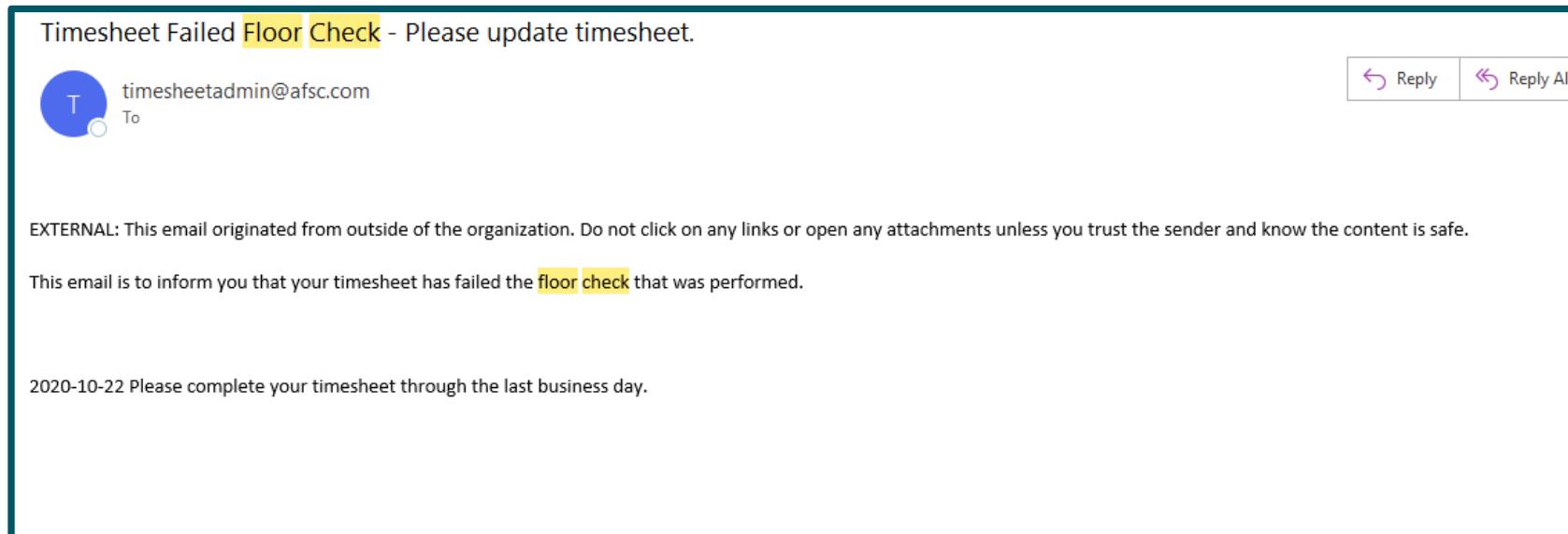
Deltek Costpoint Timesheet Steps

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:



Timesheet Failed Floor Check - Please update timesheet.

 timesheetadmin@afsc.com
To

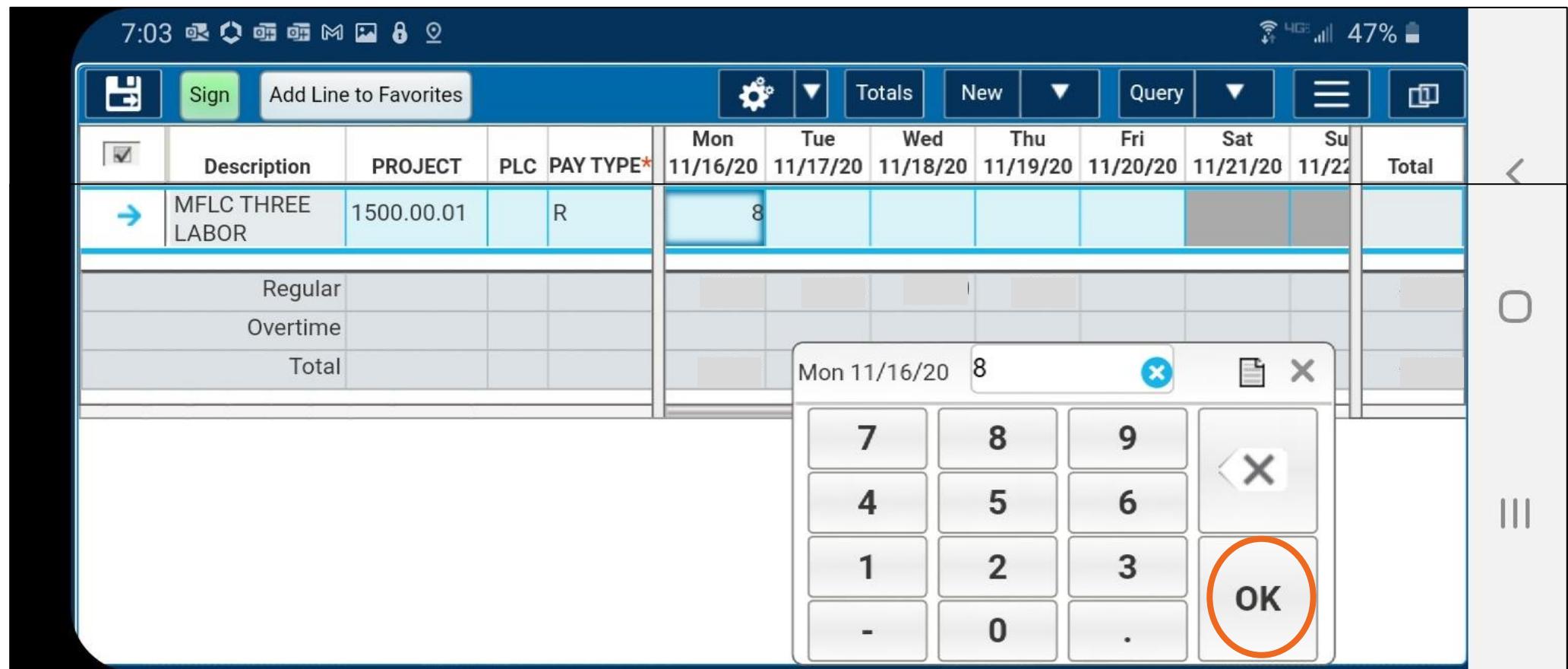
 Reply  Reply All

EXTERNAL: This email originated from outside of the organization. Do not click on any links or open any attachments unless you trust the sender and know the content is safe.

This email is to inform you that your timesheet has failed the floor check that was performed.

2020-10-22 Please complete your timesheet through the last business day.

Enter Daily Hours



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.

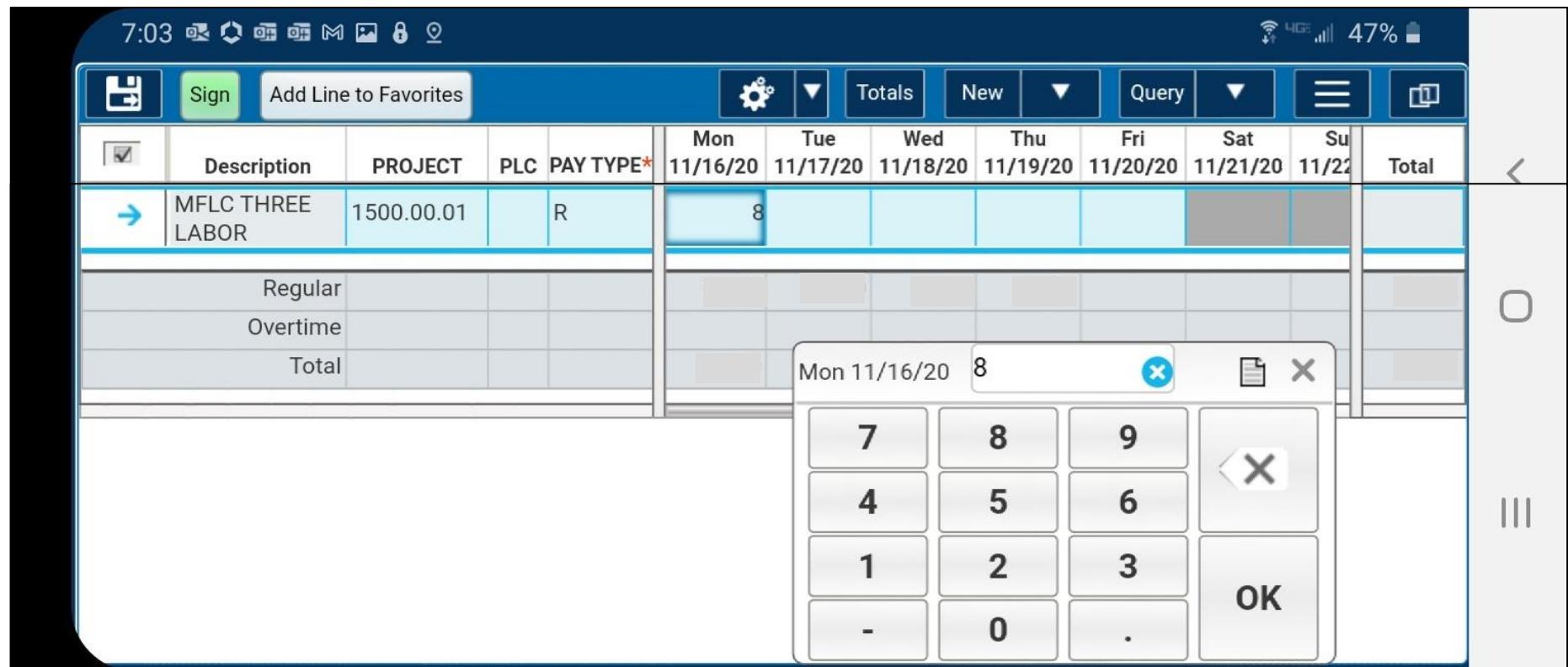
2.



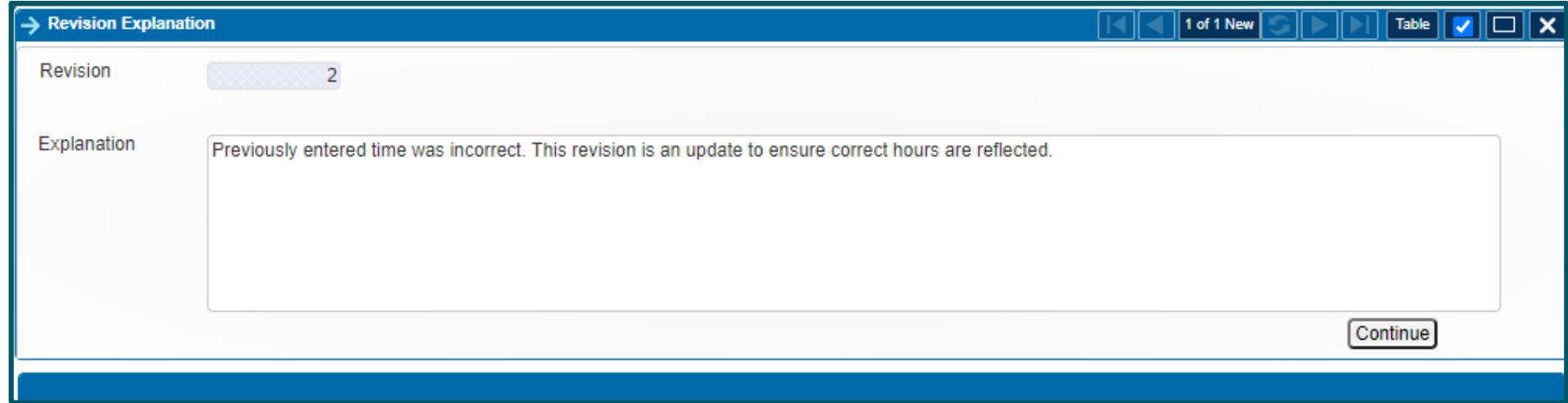
What if I have to change the time I entered and saved?

- 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.



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



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.

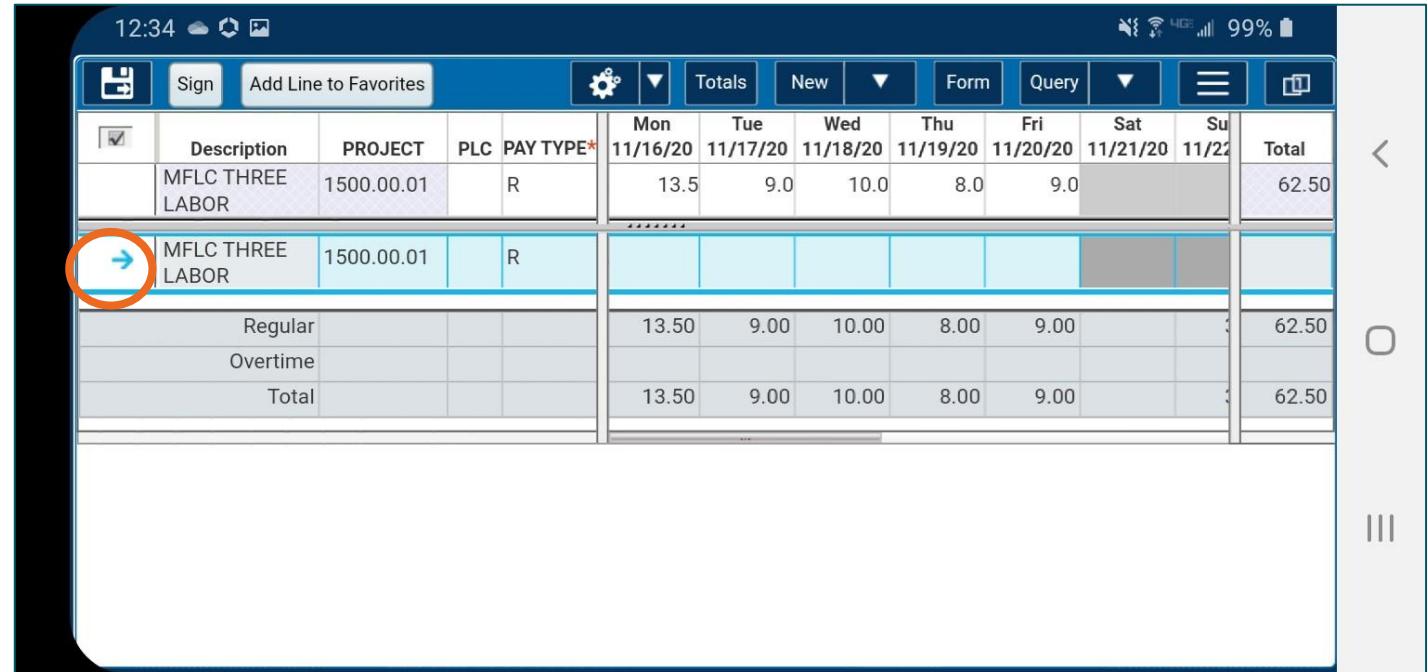
Follow the directions on the next slides to delete the line from the timesheet.

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 has not been saved click on the arrow on the left hand side of the screen to highlight that charge code line.



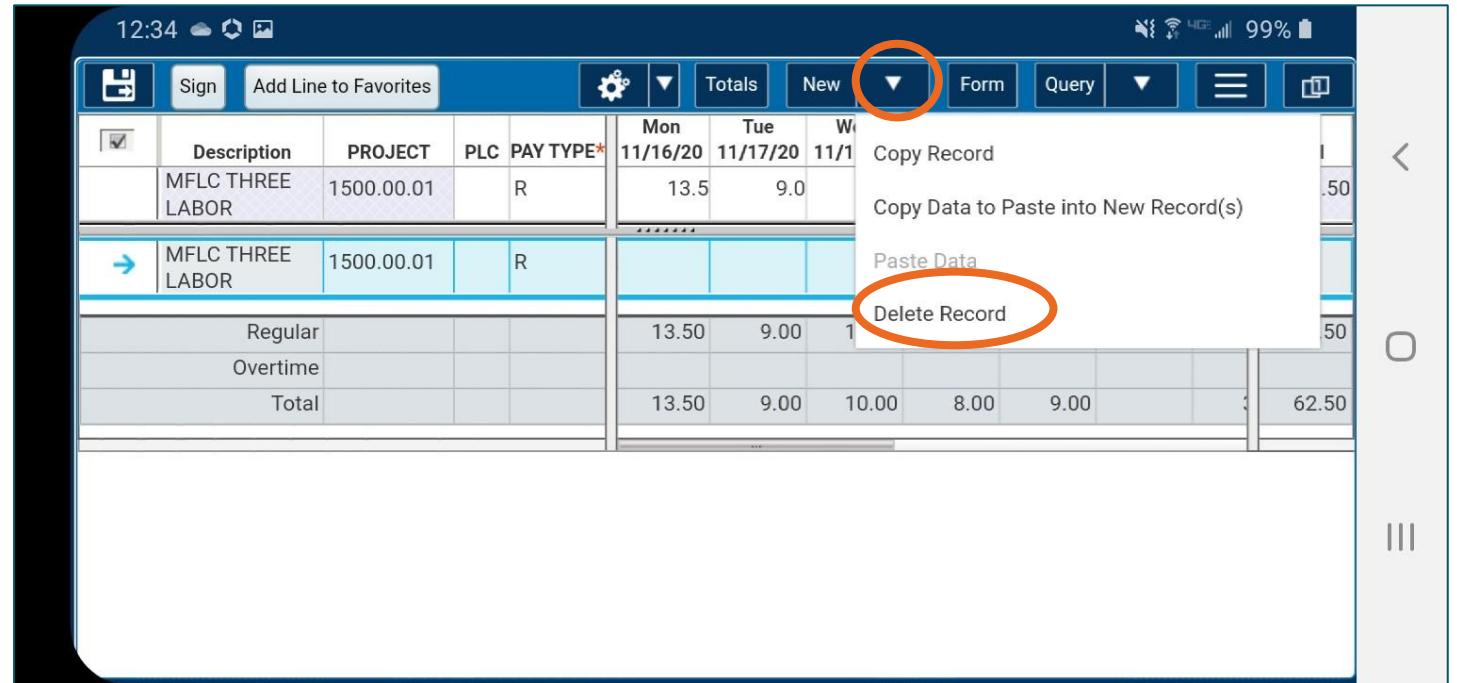
The screenshot shows a mobile application interface for managing a timesheet. The top status bar indicates the time as 12:34, signal strength, and battery level at 99%. The main screen is a grid-based timesheet. The first row contains headers: Description, PROJECT, PLC, PAY TYPE*, and days of the week from Mon to Sun, followed by a Total column. The second row shows a charge entry: 'MFLC THREE LABOR', '1500.00.01', 'R', and hours worked for each day. The third row is identical to the second. The fourth row is labeled 'Regular' and the fifth row is labeled 'Overtime'. The sixth row is labeled 'Total'. An orange circle highlights the arrow icon on the left side of the third row, which is the row for the 'MFLC THREE LABOR' entry. The application has a dark theme with light-colored text and icons.

	Description	PROJECT	PLC	PAY TYPE*	Mon	Tue	Wed	Thu	Fri	Sat	Su	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

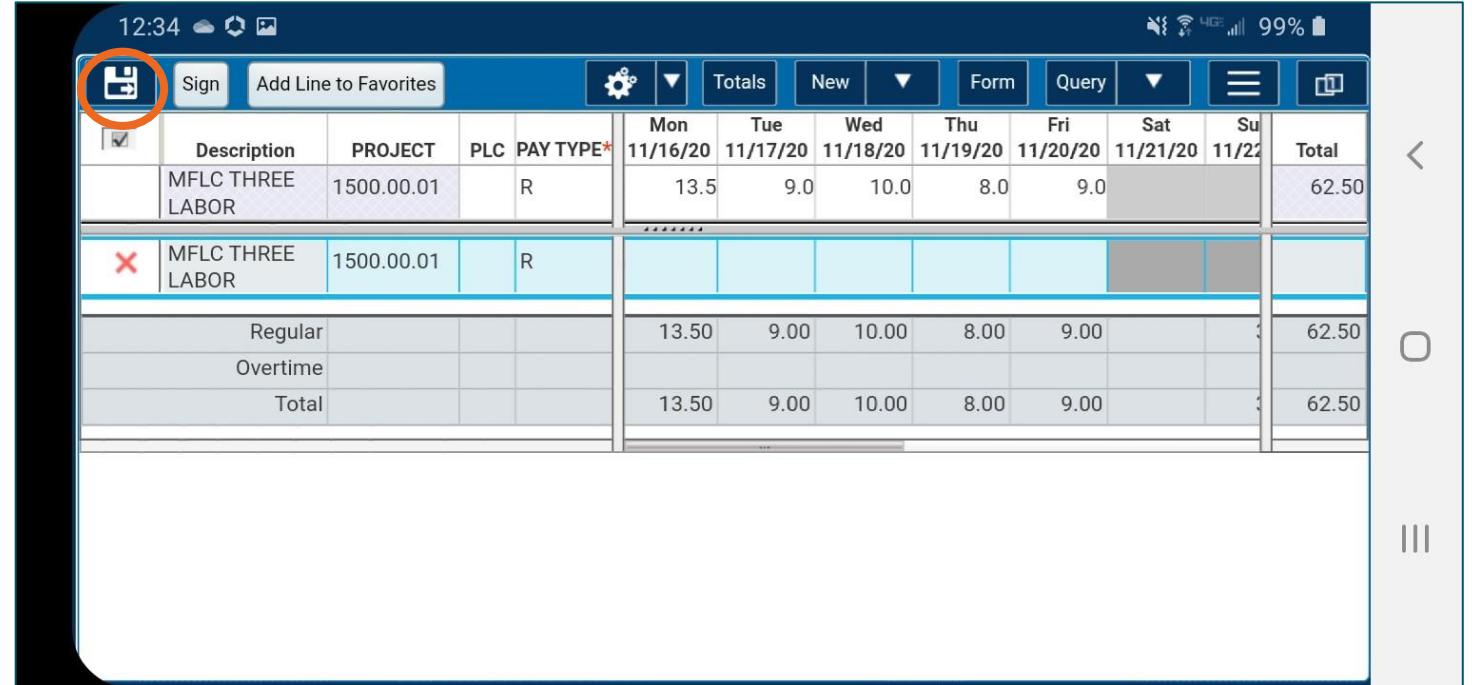
3. Then click Delete Record



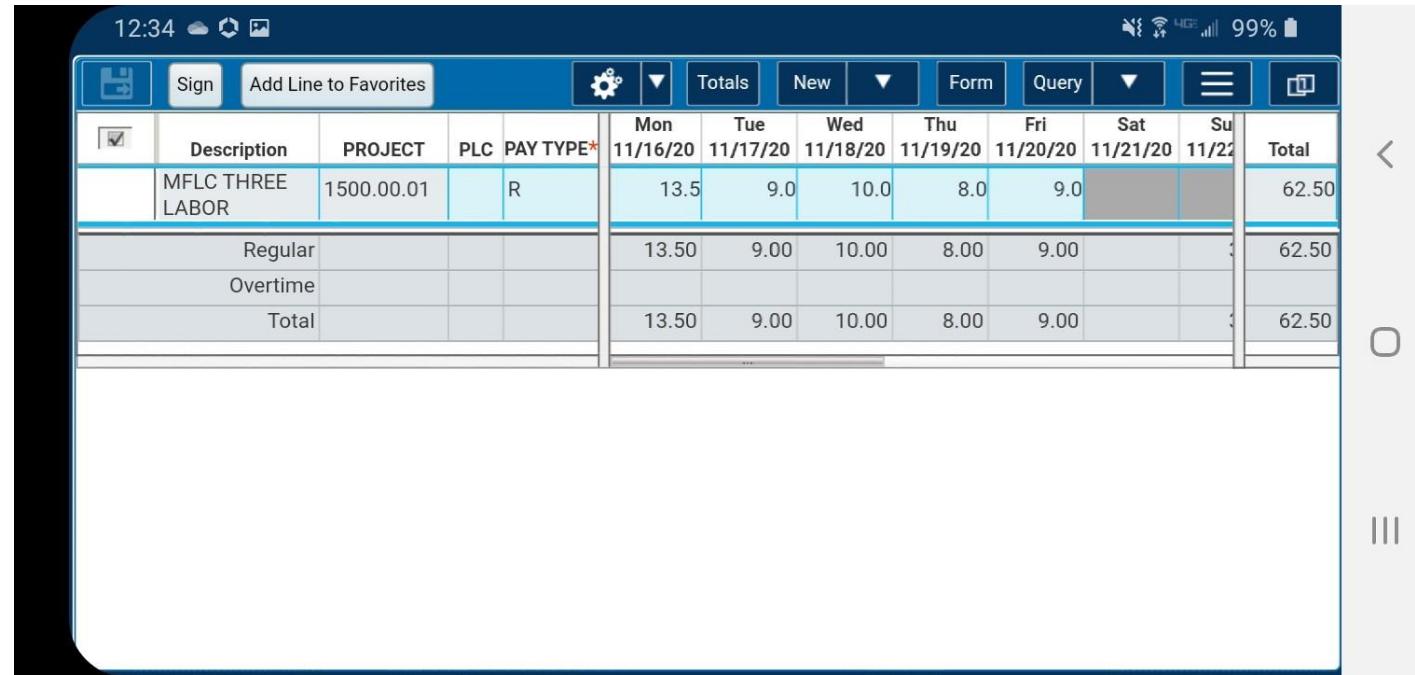
What if I added an incorrect charge code by mistake?

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.



What if I added an incorrect charge code by mistake?



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



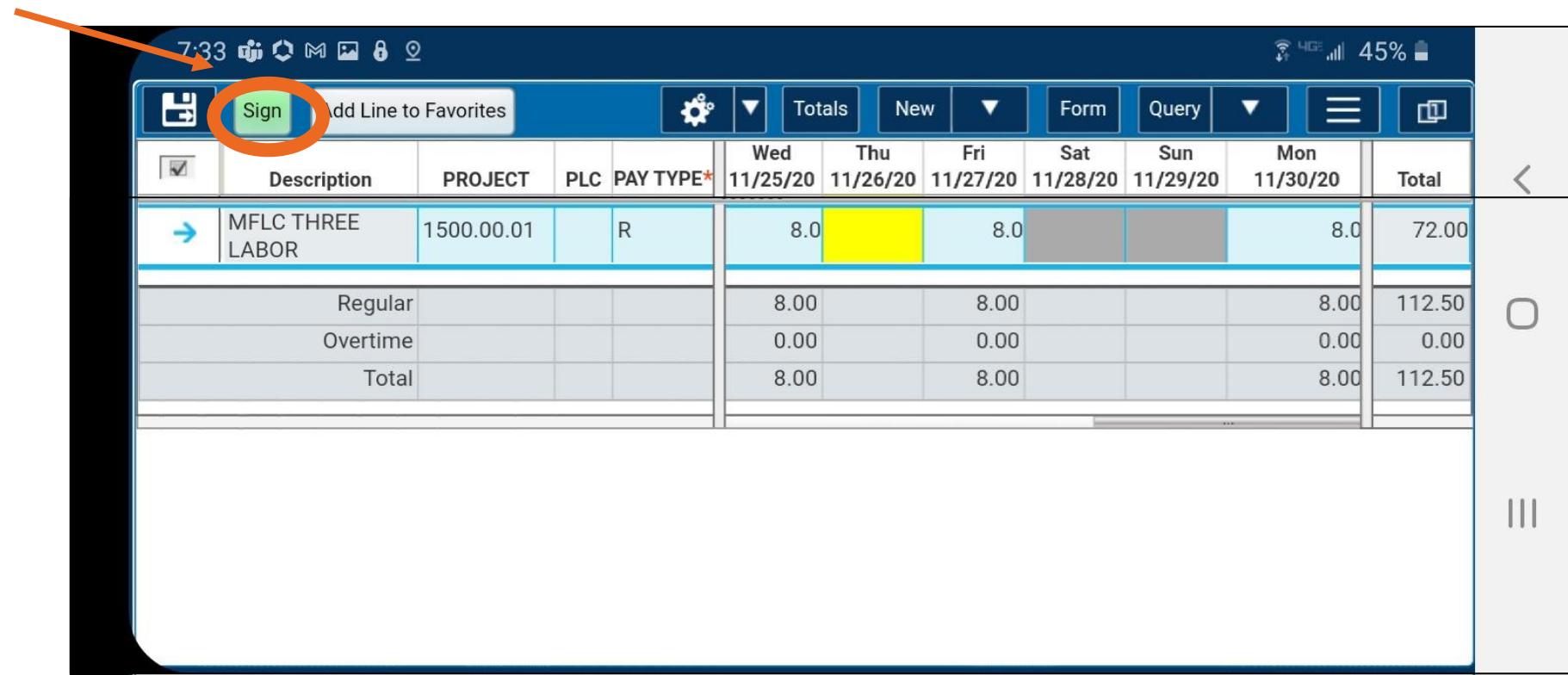
Timesheets are signed twice per month, at the end of the pay period.

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.



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>



GovCon Cloud Solutions
Specifically designed for project-based firms

Deltek.

Magellan FEDERAL

Employees

Enter your Timesheet or Expense Report >>
Organize, Discuss & Get Things Done >>
Unlock Account or Reset Password >>

Project Managers

Manage Projects >>
Project Reporting >>
Analyze your Projects >>
Budgeting & Planning >>

Accounting, Procurement, Materials, HR

Accounting, Procurement, Materials, HR >>
Project Reporting >>
Organize, Discuss & Get Things Done >>

Customer Care

Administrative Functions >>
Manage User Accounts >>
Upcoming Releases >>
Support, Guides and FAQ's >>
TE10 End User Training >>

System Maintenance

2 Important Message/s:

Application Maintenance:
Click [here](#).

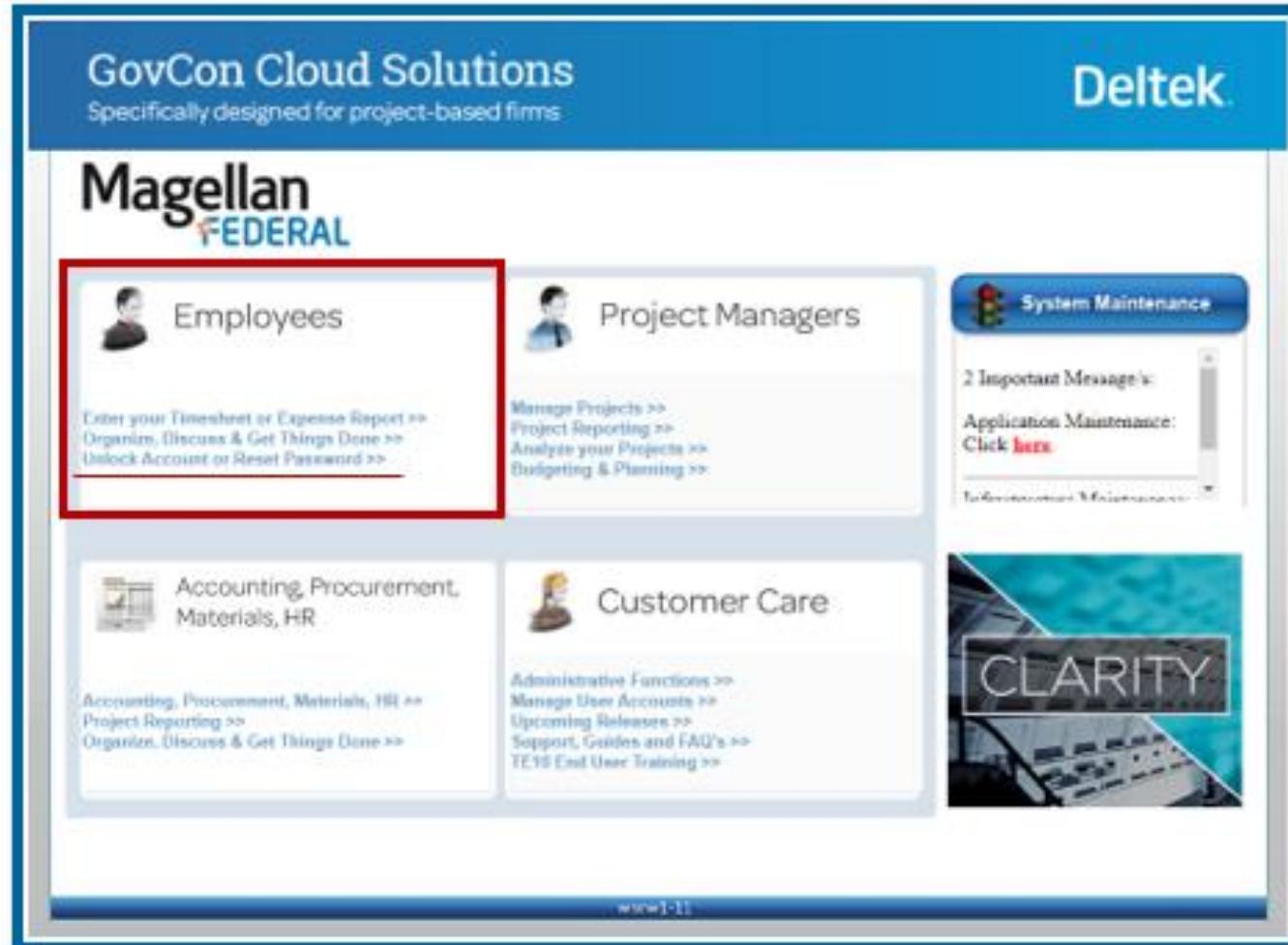
Infrastructure Maintenance...

CLARITY

www1-11

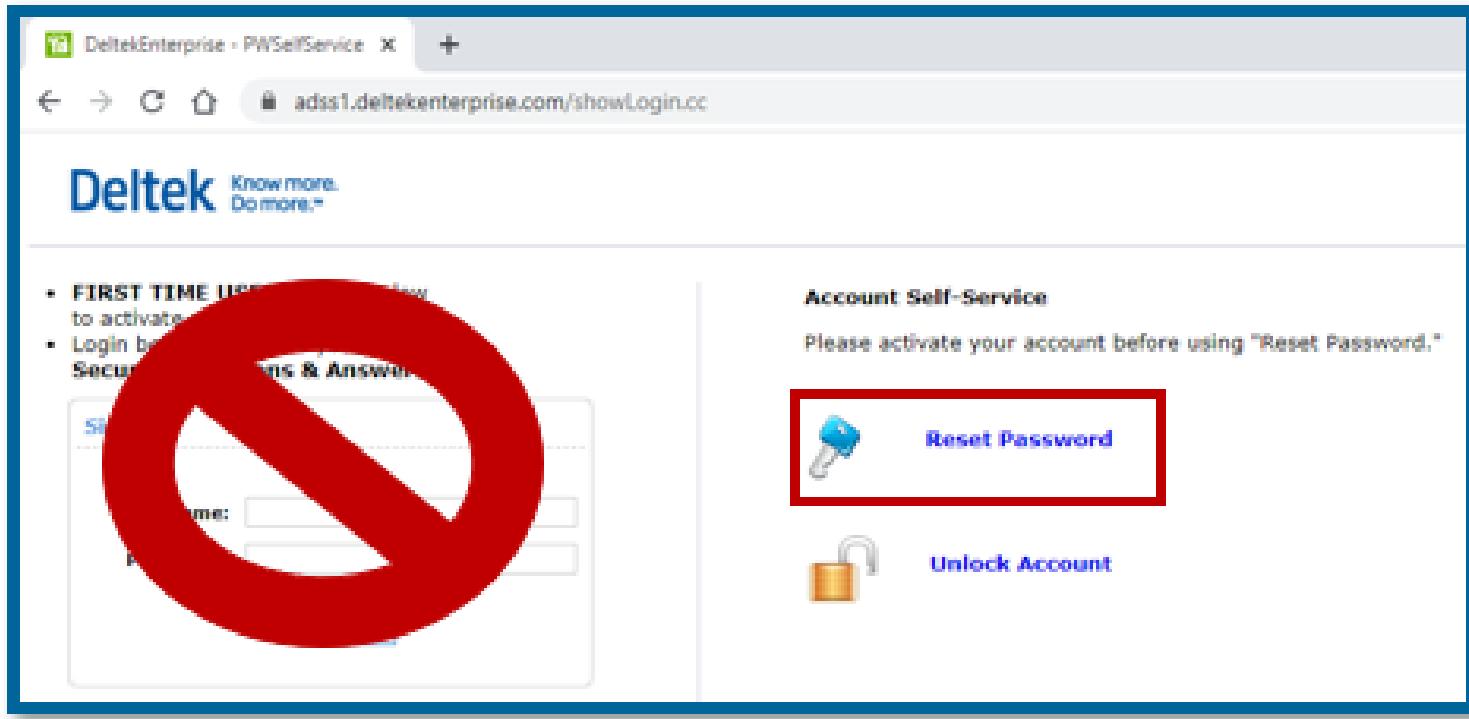
Resetting Your Password in Deltek Costpoint

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



Resetting Your Password in Deltek Costpoint

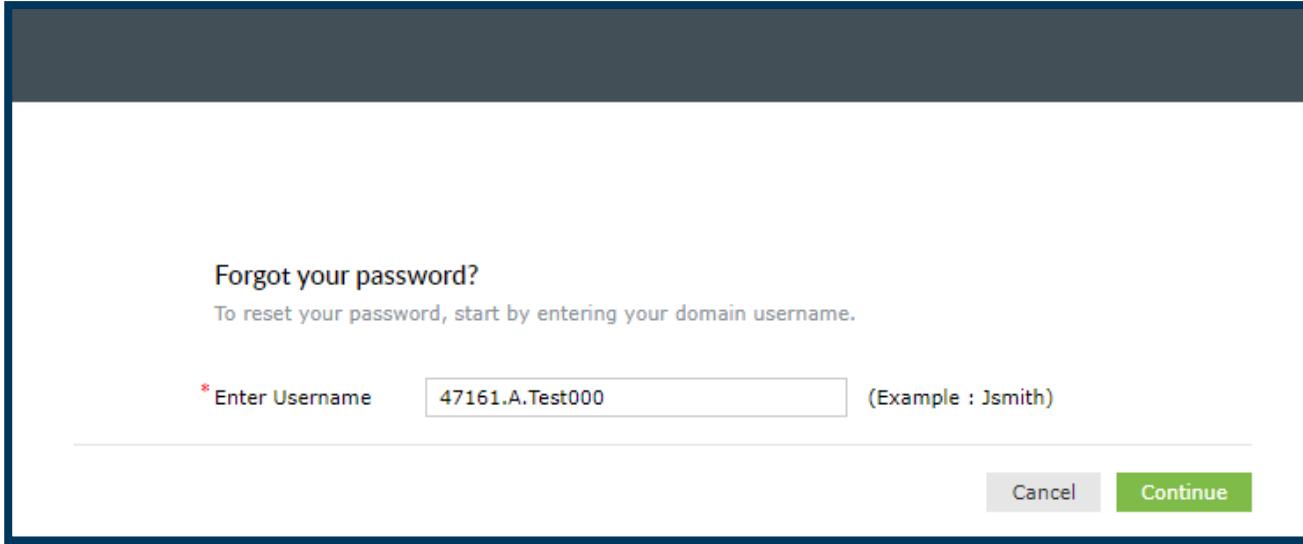
Step 3: Arrive at the Deltek Self Service page. Click Reset Password.



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.

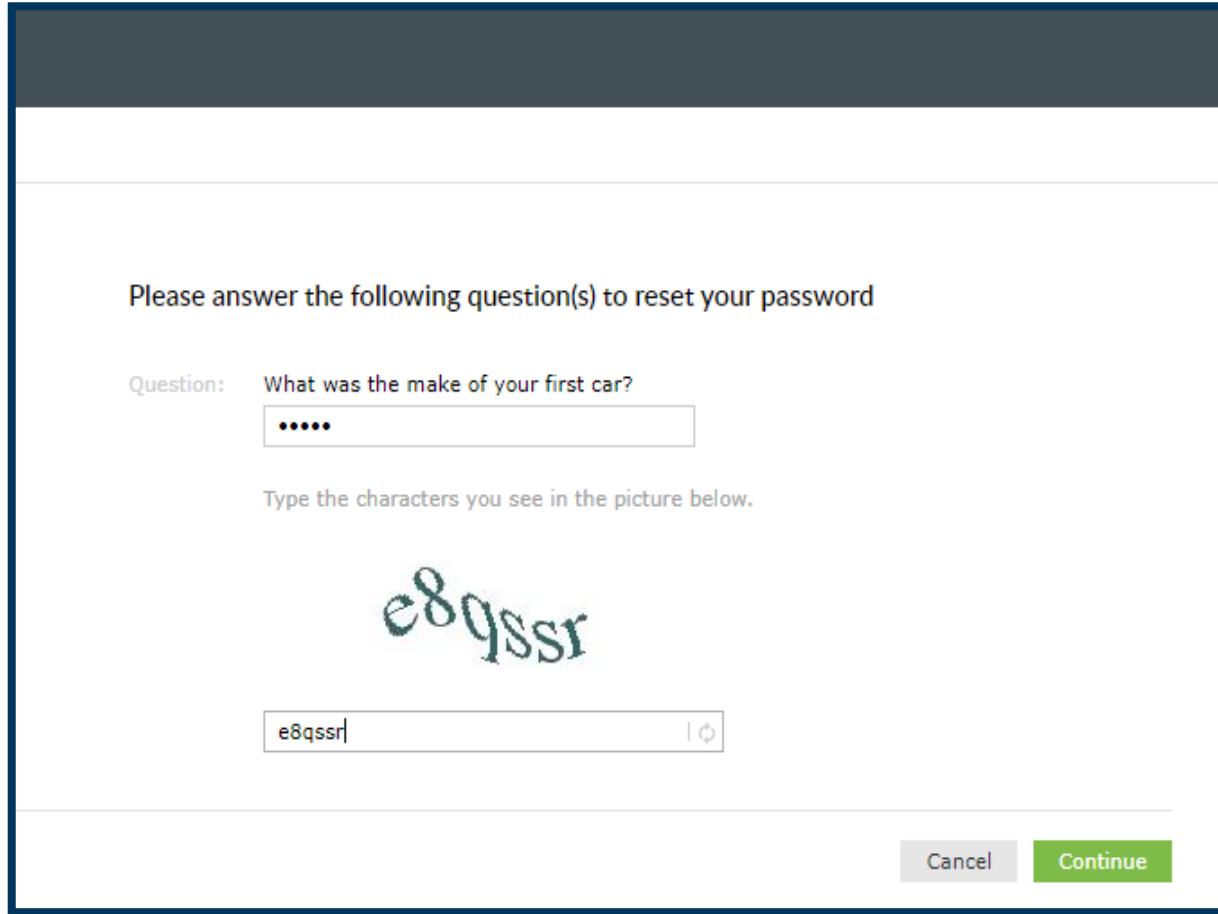
Then Click Continue



The screenshot shows a password reset interface. At the top, a dark grey header bar is visible. Below it, the main content area has a white background. In the center, there is a link labeled "Forgot your password?". Below this link, a sub-instruction reads "To reset your password, start by entering your domain username." A text input field is present, with a label "Enter Username" and a placeholder "47161.A.Test000". To the right of the input field, a note in parentheses says "(Example : Jsmith)". At the bottom of the form, there are two buttons: "Cancel" on the left and "Continue" on the right, with the "Continue" button being green.

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.



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

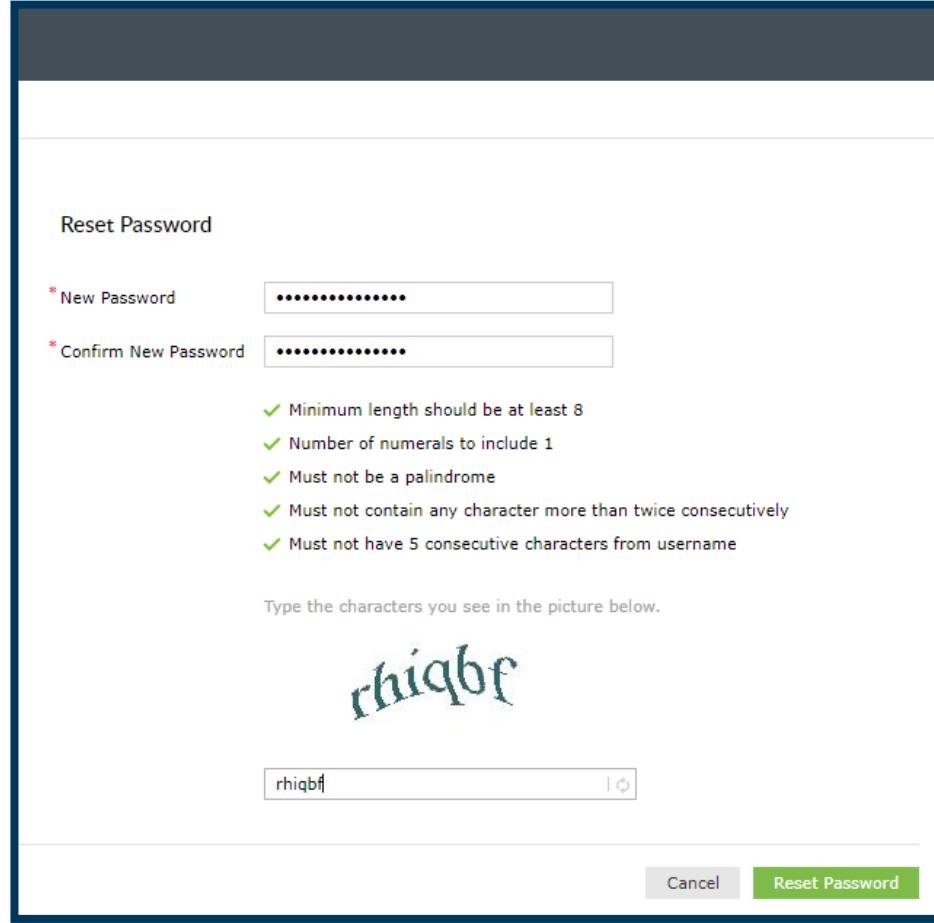
e8qssr

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

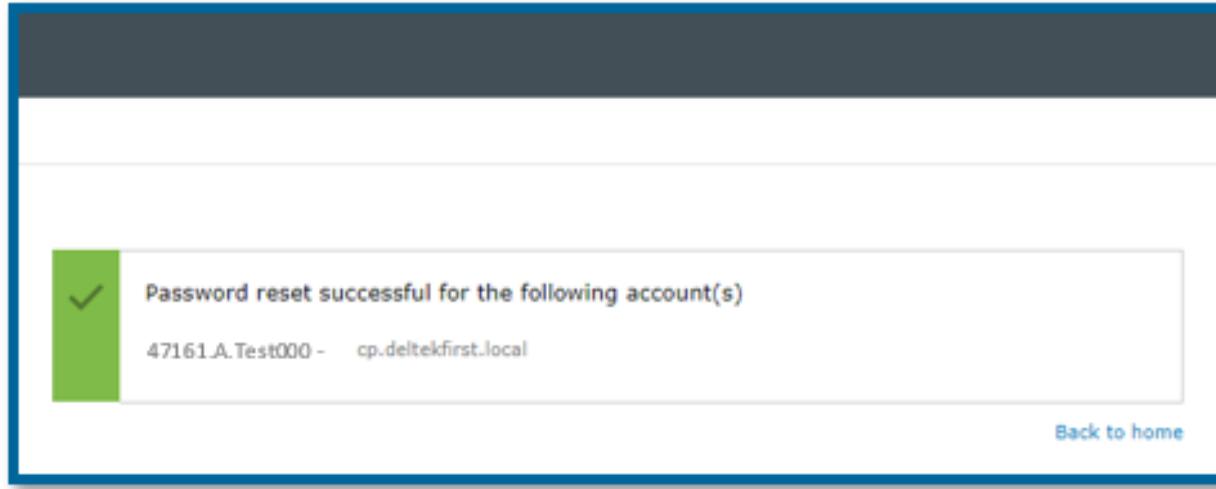


The screenshot shows the 'Reset Password' page. It has two input fields: 'New Password' and 'Confirm New Password', both containing masked text. Below these are five green checkmarks with password requirements: 'Minimum length should be at least 8', 'Number of numerals to include 1', 'Must not be a palindrome', 'Must not contain any character more than twice consecutively', and 'Must not have 5 consecutive characters from username'. A CAPTCHA image shows the text 'rhiqbſ' in a distorted font. A text input field below it contains 'rhiqbſ'. At the bottom 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>



GovCon Cloud Solutions
Specifically designed for project-based firms

Deltek.

Magellan FEDERAL

Employees

Enter your Timesheet or Expense Report >>
Organize, Discuss & Get Things Done >>
Unlock Account or Reset Password >>

Project Managers

Manage Projects >>
Project Reporting >>
Analyze your Projects >>
Budgeting & Planning >>

System Maintenance

2 Important Message/s:

Application Maintenance:
Click [here](#).

Accounting, Procurement, Materials, HR

Customer Care

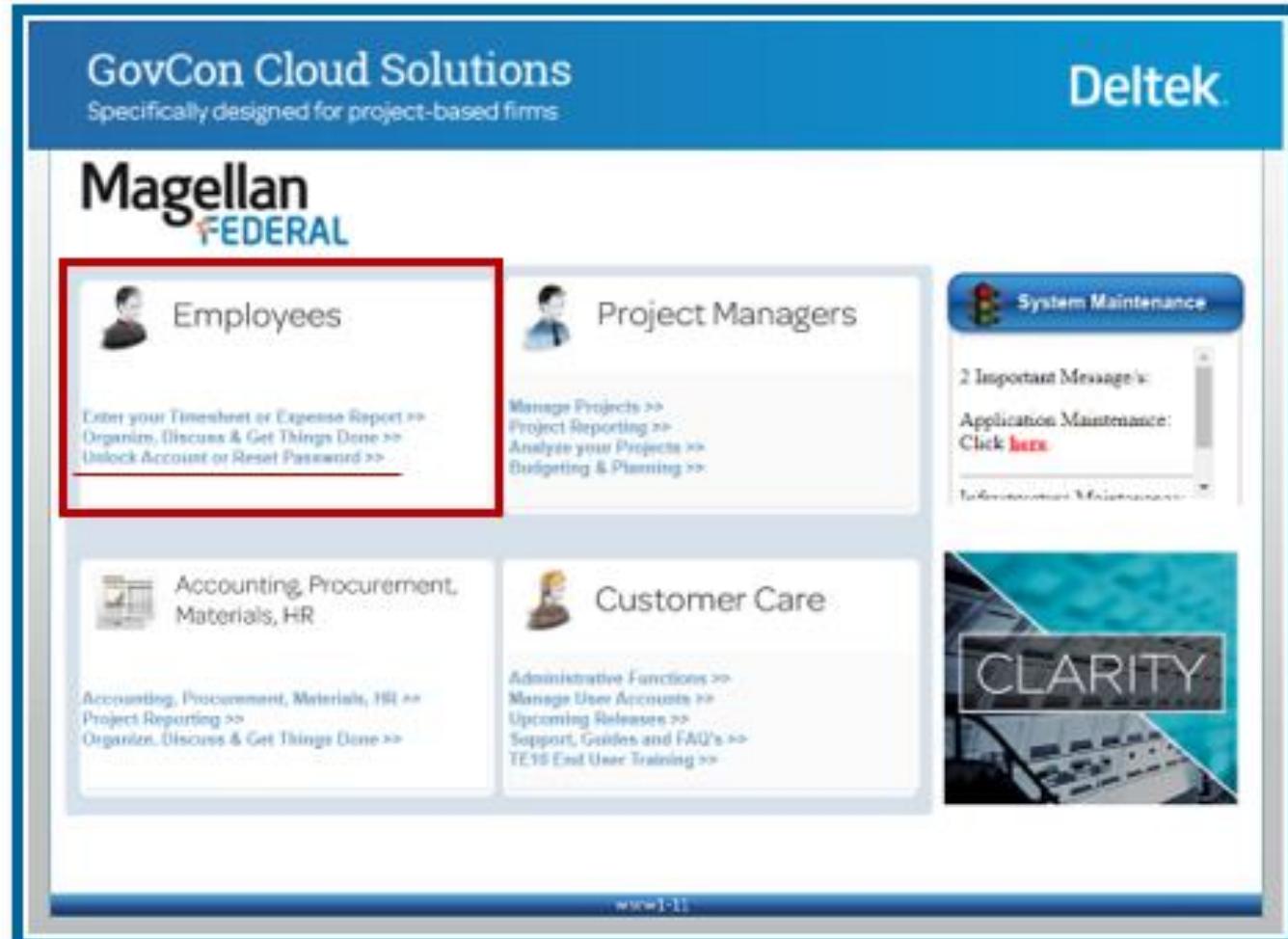
Administrative Functions >>
Manage User Accounts >>
Upcoming Releases >>
Support, Guides and FAQ's >>
TE10 End User Training >>

CLARITY

www1-11

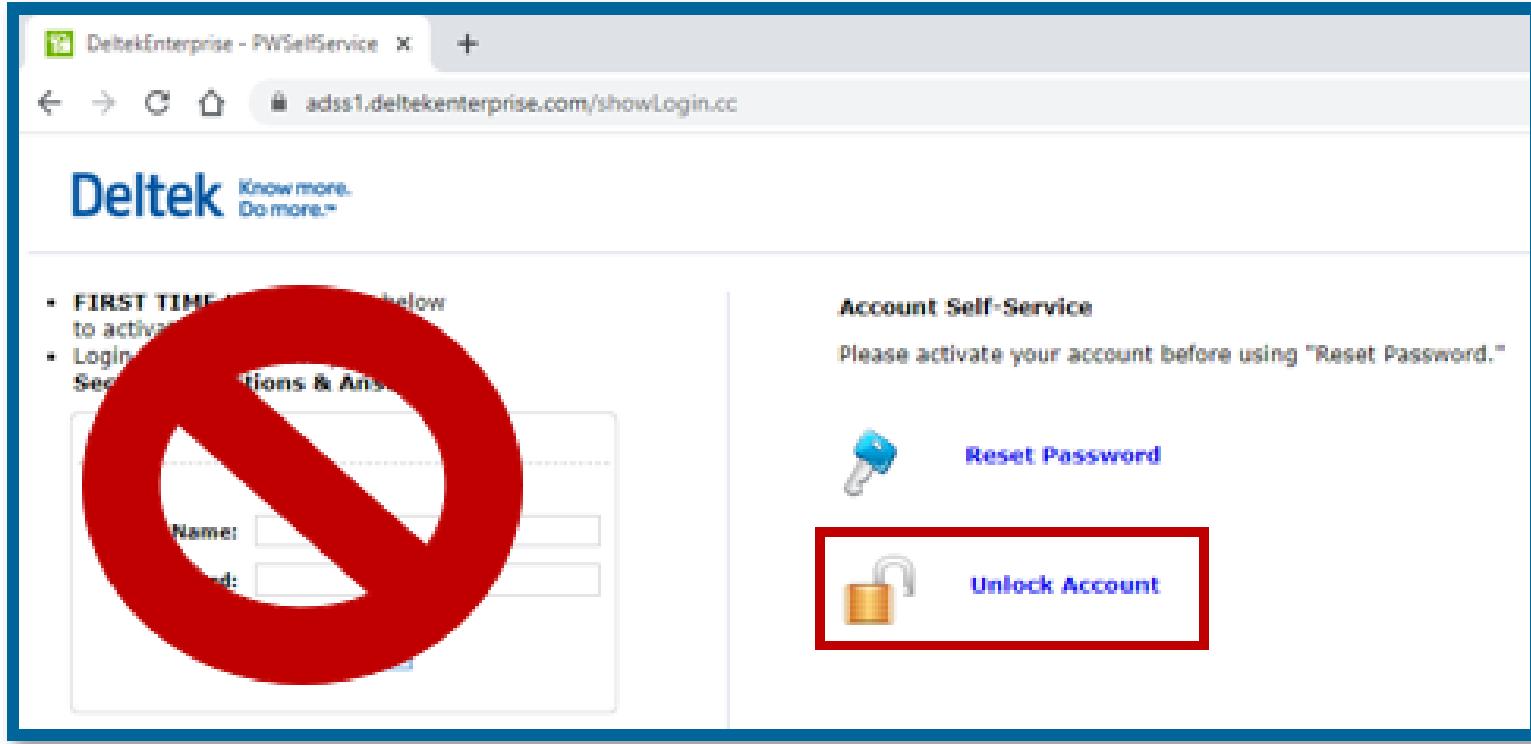
Unlocking Your Account in Deltek Costpoint

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



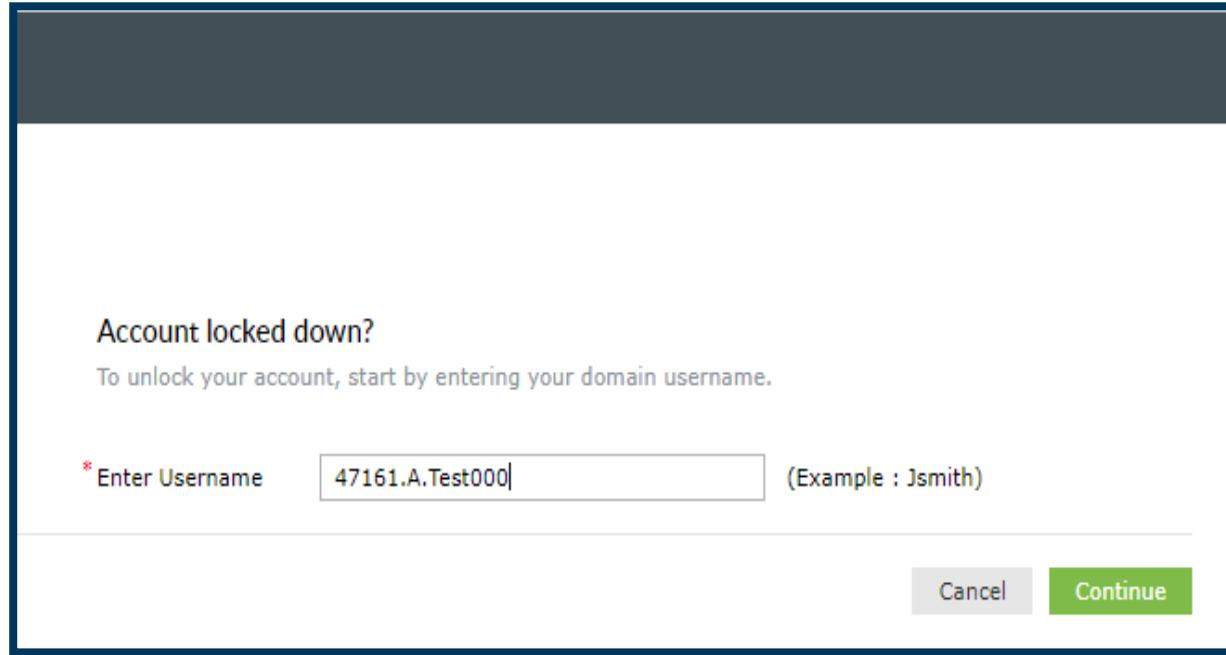
Resetting Your Password in Deltek Costpoint

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



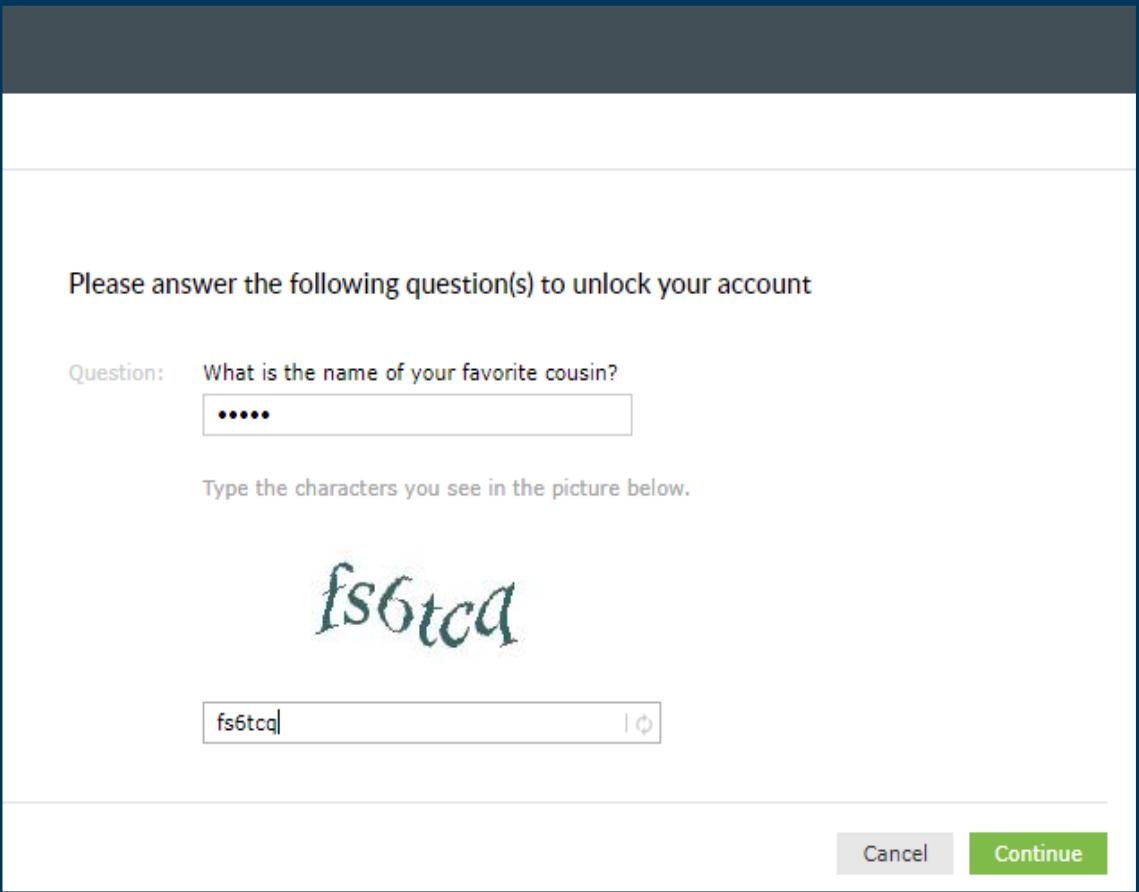
Resetting Your Password in Deltek Costpoint

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



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.

fs6tca

fs6tca|

Cancel Continue

in 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.

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.](#)

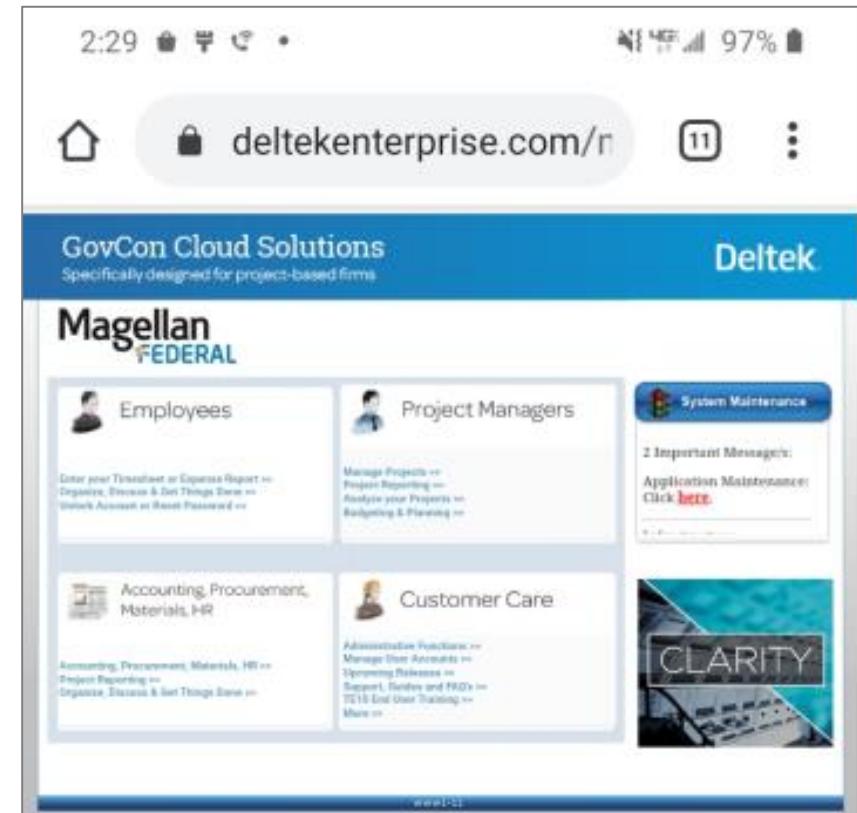
Creating a Deltek Costpoint Shortcut on Your MFLC Phone

Using the Chrome browser on Magellan-issued MFLC Phone

- It is recommended that counselors bookmark this page:

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

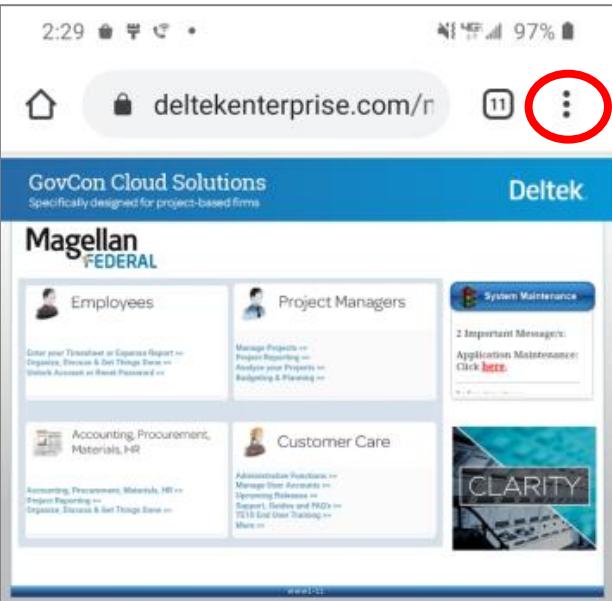
- Access to Deltek Costpoint can be accessed by clicking “Enter Your Timesheet or Expense Report”
- Access to password reset and unlocking of accounts is available by clicking “Unlock Account to Reset Password”



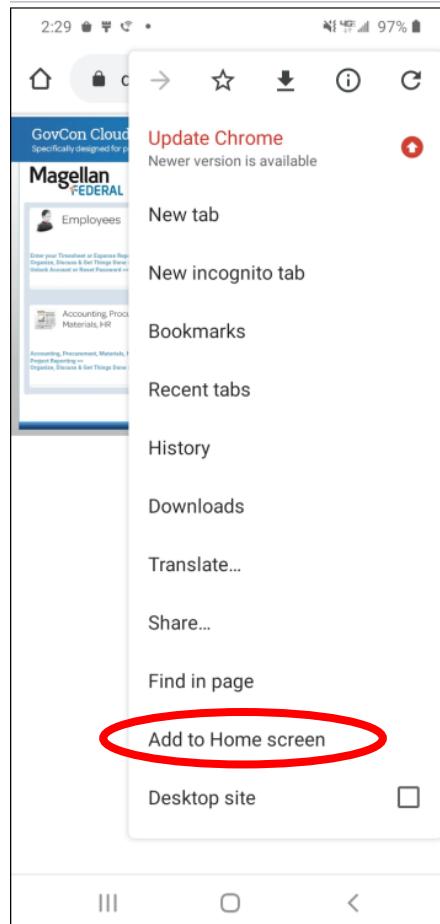
Creating a Deltek Costpoint Shortcut for Your Phone

Using the Chrome browser on Magellan-issued MFLC Phone

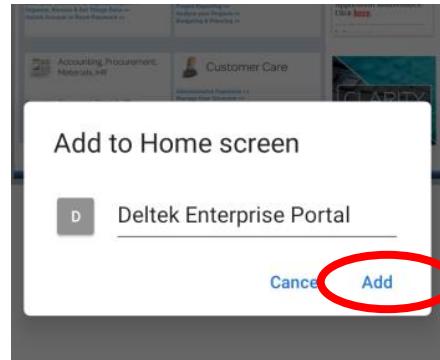
1. Tap the Menu icon
(three stacked dots in the upper right corner)



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.

Basic Information

Employee *	EE, TESTMFLC	ID *	TESTMFLCEE	SEMI MONTHLY	Period Ending *	12/31/2020	Status	Open
Class	Salaried Exempt	Approval						
Signature								

Sign Correct

Timesheet Lines

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.