



MFLC Deltek Costpoint Guide

TIME ENTRY FOR DESKTOP AND MAGELLAN-ISSUED PHONE

March 2021

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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

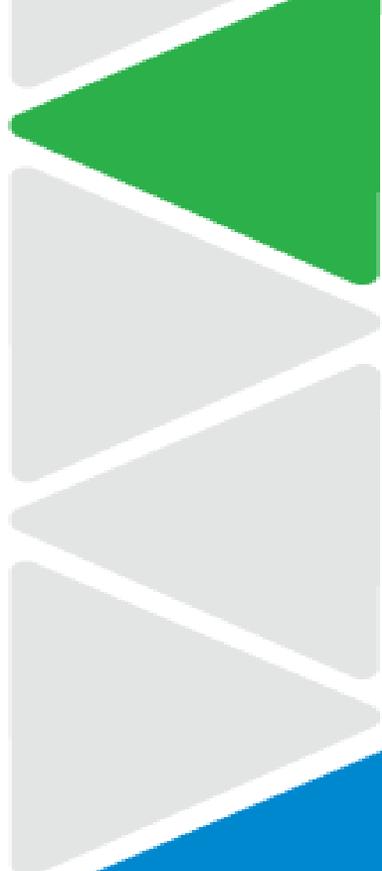


Deltek Resources are posted on the MFLC website:

www.magellanmflc.org > Home > MFLC Program Trainings > Deltek Training



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



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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. **BEGIN** entering time



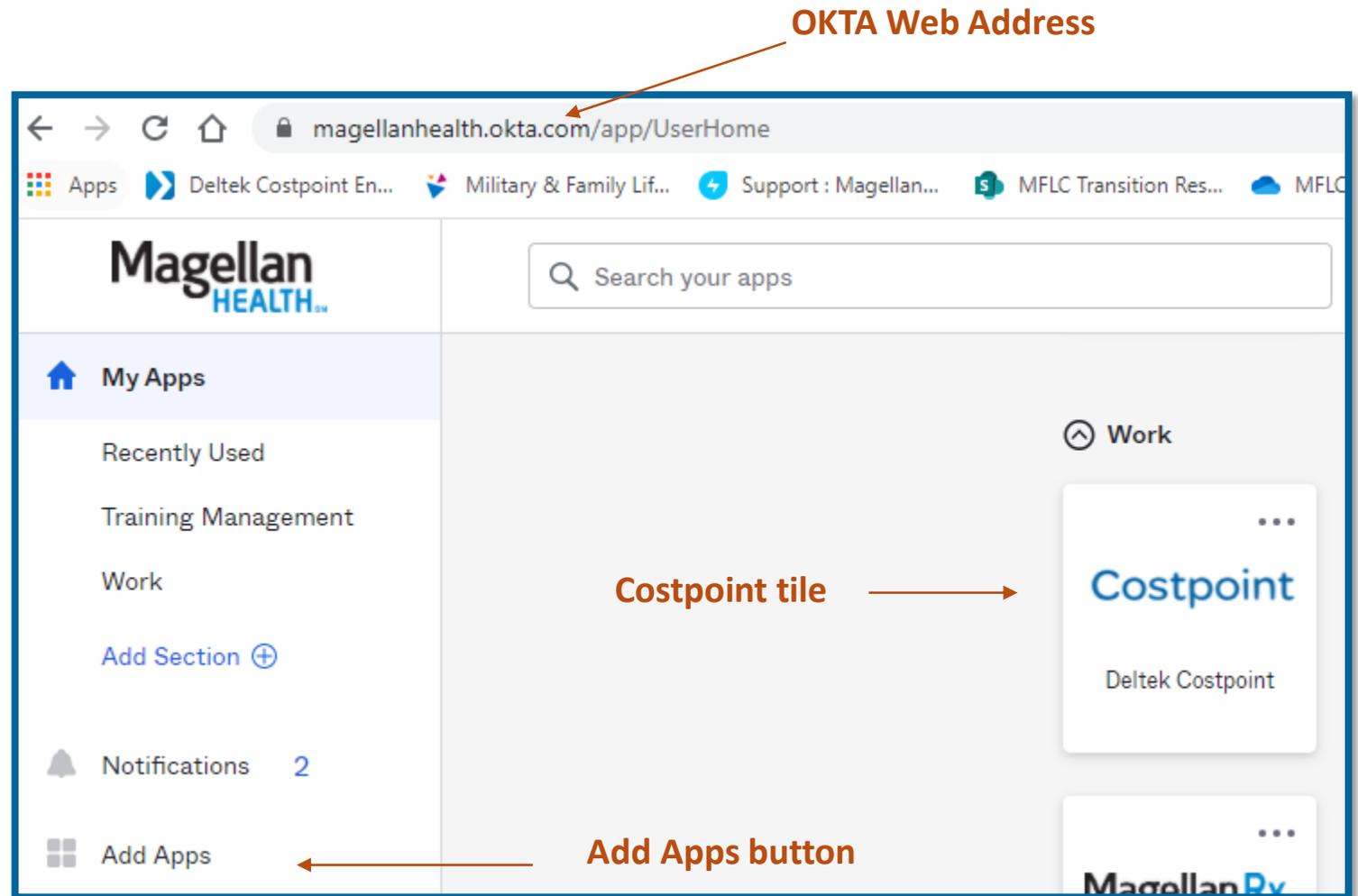
Logging into Deltek Costpoint: Quick Look

- There are two ways to log into Deltek Costpoint.
 - Single Sign On (SSO) via OKTA
 - Two-Factor Authentication (Deltek username and password)
- **IMPORTANT!!!** How a counselor logs into Deltek Costpoint depends on the MFLC assignment type and the counselor's physical location:
 - CONUS = Inside the Continental United States
 - OCONUS = Outside the Continental United States

Single Sign On (OKTA)	Two-Factor Authentication (Deltek username and password)
<ul style="list-style-type: none">• CONUS Counselors• OCONUS Counselors who are physically located in the United States (includes Hawaii and Puerto Rico)	<ul style="list-style-type: none">• OCONUS Counselors who are physically located outside the United States

Deltek Log In: Single Sign On (OKTA)

1. Go to the internet
2. Sign into the OKTA Dashboard:
<https://magellanhealth.okta.com>
3. Click the Costpoint tile
4. If you do not see the Costpoint tile, click the Add Apps button to add the tile

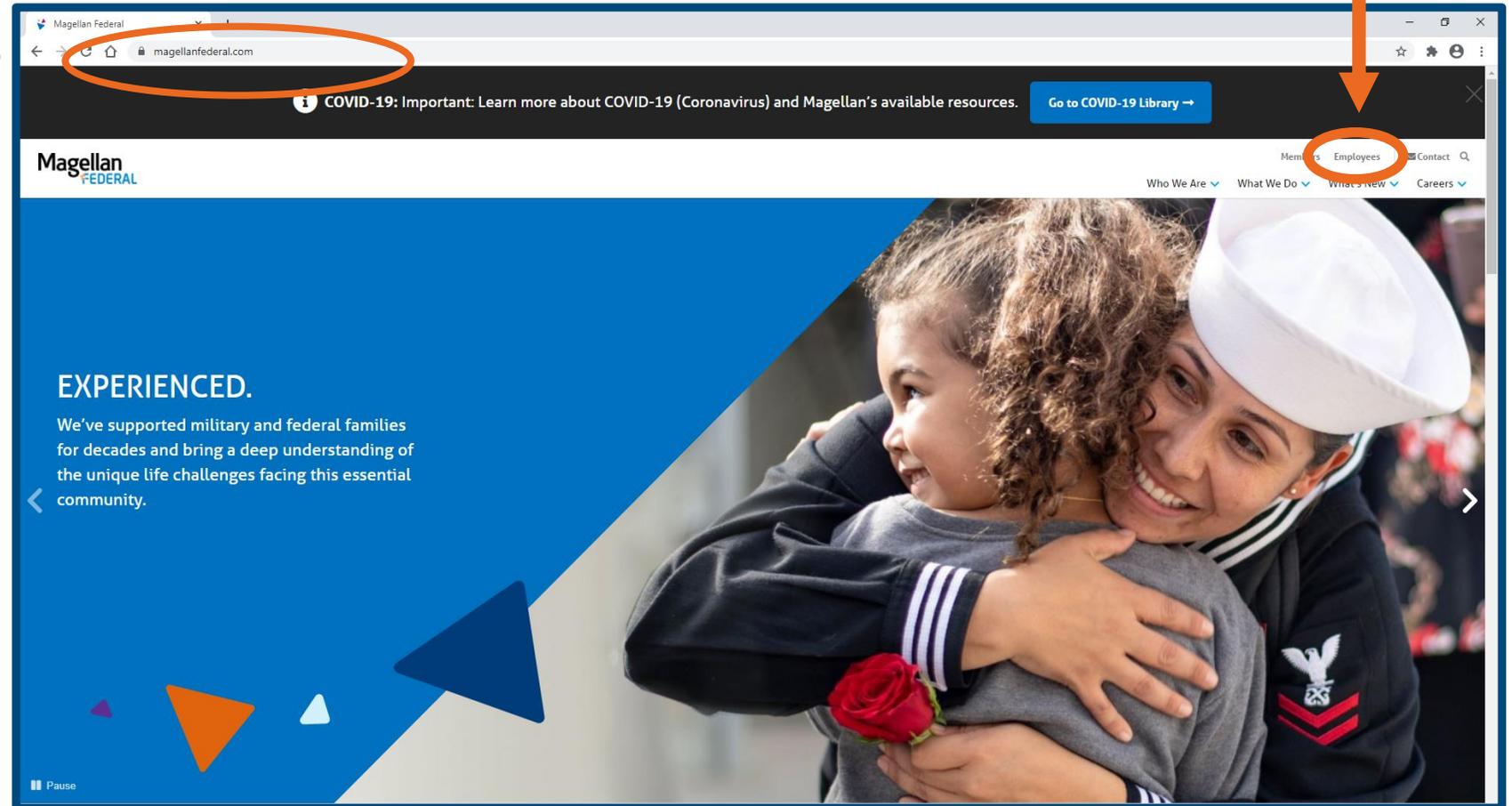


Deltek Log In: Two Factor Authentication

(Deltek username and password)

2. Employees

1.



1. Go to www.magellanfederal.com

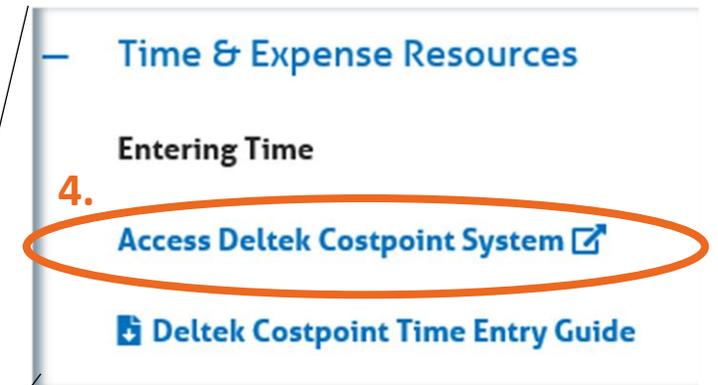
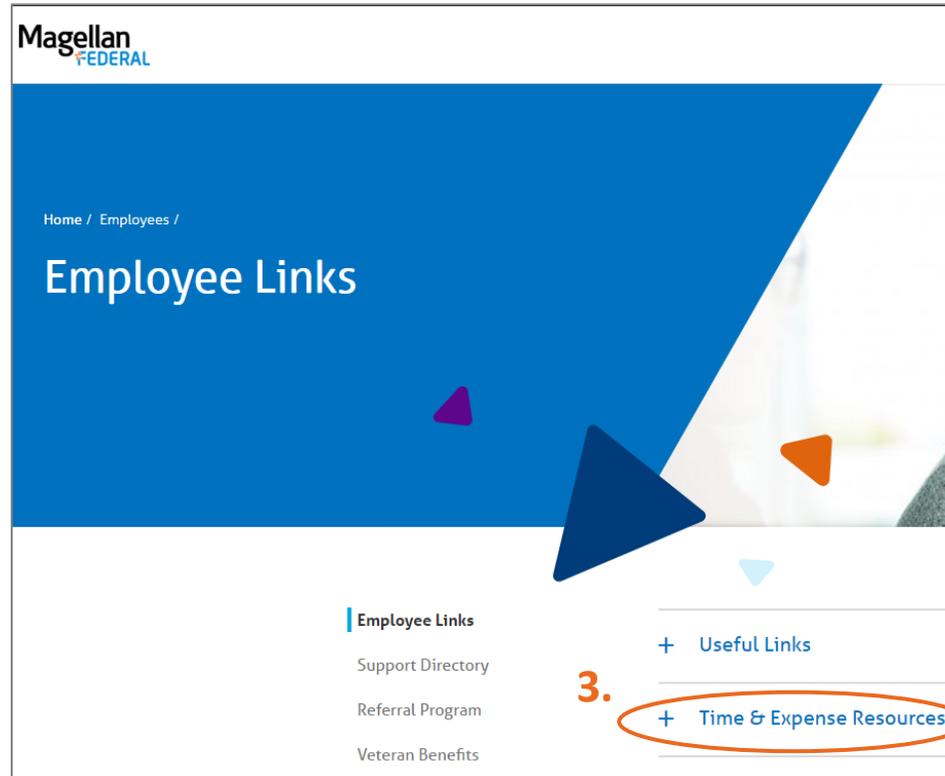
2. Click Employees tab

Deltek Log In: Two Factor Authentication

(Deltek username and password)

3. Click **Time & Expense Resources**

4. Click **Access Deltek Costpoint System**



Deltek Log In: Two Factor Authentication

(Deltek username and password)

5. 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](#)

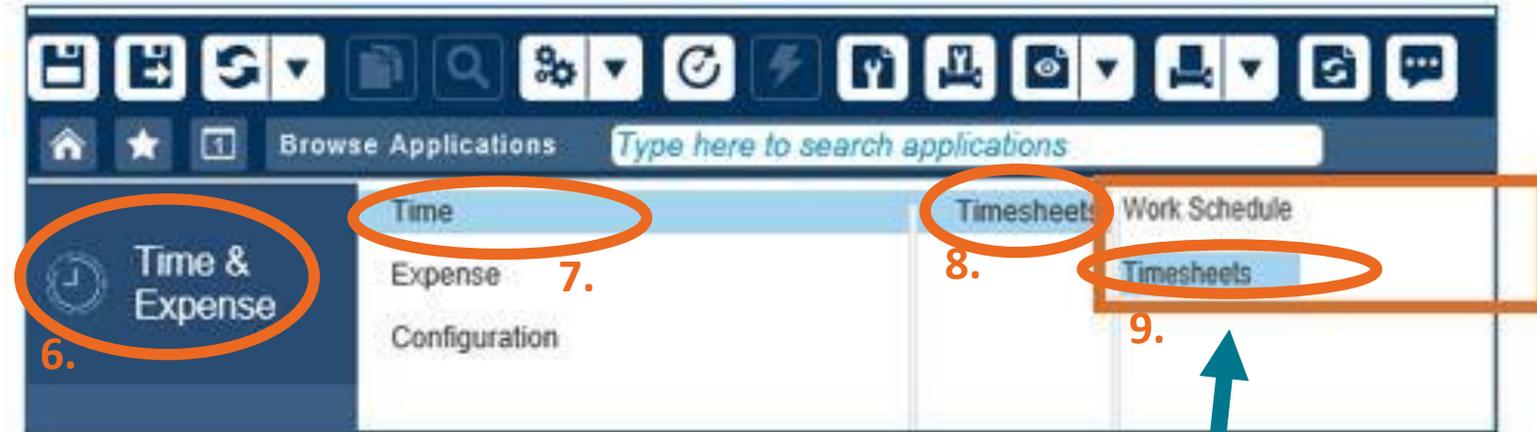
[+ SHOW ADDITIONAL CRITERIA](#)

Success! You are Now Logged In!

Access the Timesheet

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

6. Time & Expense
7. Time
8. Timesheets
9. Timesheets



NOTE: May be listed as "Manage Timesheets" on older Deltek versions

Getting to Know Your New Timesheet

The screenshot shows the 'Manage Timesheets' interface. The top toolbar contains various icons, with the save and refresh icons circled in orange. The breadcrumb trail is 'Browse Applications > Time & Expense > Time > Timesheets > Manage Timesheets'. The 'Timesheet' header includes buttons for 'New', 'Copy', 'Delete', 'Table', and 'Query'. The 'Basic Information' section contains the following fields:

- Employee * (with an orange arrow pointing to it)
- ID * (with an orange arrow pointing to it)
- SEMI MONTHLY
- Period Ending * 08/15/2019 (with an orange arrow pointing to it)
- Status Missing
- Class Hourly Non Exempt ot
- Signature (with an orange arrow pointing to it)
- Approval
- Sign (with an orange arrow pointing to it)
- Correct

At the bottom right of the 'Basic Information' section, there are links for 'Leave', 'PAY TYPE Summary', and 'Charge Favorites'. Below this is the 'Timesheet Lines' section, which includes a table with columns for days of the week and a 'Total' column.

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
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. BEGIN entering time



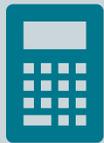
Building a Timesheet



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

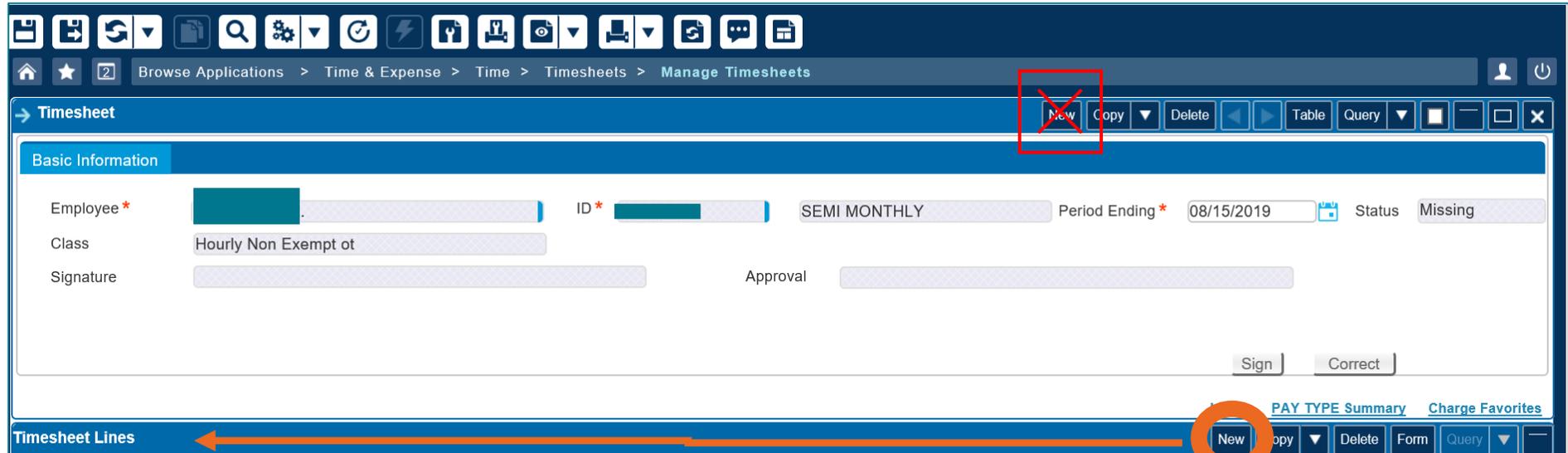


For Deltek Costpoint timesheets, Counselors must:

Add timesheet lines

Add charge codes

Adding a Timesheet Line

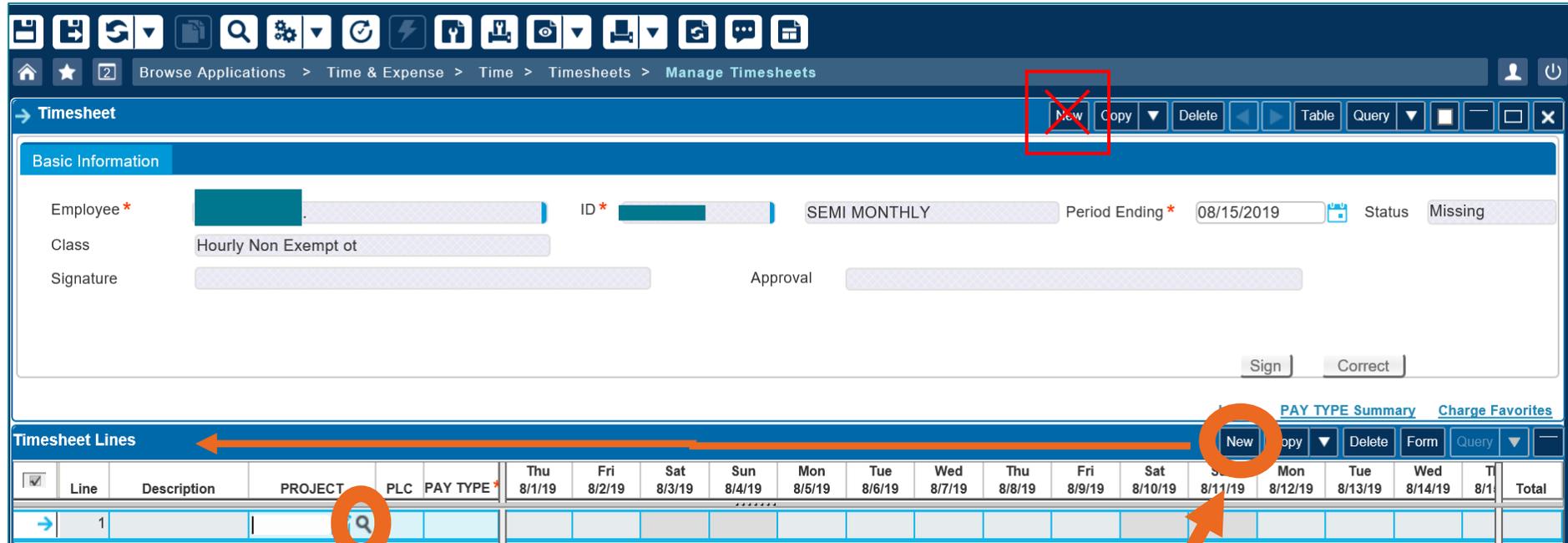


1. Click **New** which aligns with “Timesheet Lines”

This begins a new line for a charge code.

Building Your Timesheet

Adding Charge Codes.



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>

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

Finding Your Charge Code: Labor

The image illustrates the process of finding a charge code for labor through a series of five overlapping 'Lookup' dialog boxes. Each dialog box shows a tree view of folders and a table of results. Orange circles and arrows highlight the '+' icons used to expand folders and the 'Select' button at the bottom.

Dialog 1: Shows the 'Charge Lookup' folder expanded. The tree view includes 'DIRECT PROJECT' and 'INDIRECT'. The table below shows:

Charge/Branch Description	Charge Branch Code	PROJECT	PLC Costpoint Cor
MFLC THREE	1500		

Dialog 2: Shows 'DIRECT PROJECT' expanded. The table below shows:

Charge/Branch Description	Charge Branch Code	PROJECT	PLC Costpoint Cor
MFLC THREE PMO	1500.00		

Dialog 3: Shows 'MFLC THREE' expanded. The table below shows:

Charge/Branch Description	Charge Branch Code	PROJECT	PLC Costpoint Cor
MFLC THREE LABOR	1500.00.01		
MFLC THREE NON-BILL LABOR	1500.00.03		
MFLC THREE TRAVEL LABOR	1500.00.02		

Dialog 4: Shows 'MFLC THREE LABOR' expanded. The table below shows:

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

Dialog 5: Shows the final selection. The 'Select' button is highlighted.

Timesheet with Labor Charge Code Added

Home Star 1 Browse Applications > Time & Expense > Time > Timesheets > Manage Timesheets

Timesheet New Copy Delete Table Query

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 New Copy Delete Form Query

<input checked="" type="checkbox"/>	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 11/11/20	Total
	1	MFLC THREE LABOR	1500.01.01		R											0.00
		Regular														
		Overtime														
		Total														

Finding Your Charge Code: Holiday

The image illustrates a four-step process to find a charge code for a holiday in a software application. Each step is shown in a separate 'Lookup' window, with orange arrows and circles highlighting the actions.

Step 1: The first window shows the 'Charge Lookup' folder expanded. The 'Charge/Branch Description' column contains 'DIRECT PROJECT' and 'INDIRECT'. The '+' icon next to 'INDIRECT' is circled in orange, with an arrow pointing to it.

Step 2: The second window shows the 'INDIRECT' folder expanded. The 'Charge/Branch Description' column contains 'Fringe Benefits' and 'Overhead'. The '+' icon next to 'Fringe Benefits' is circled in orange, with an arrow pointing to it.

Step 3: The third window shows the 'Fringe Benefits' folder expanded. The 'Charge/Branch Description' column contains 'Bereavement Leave', 'Holiday', 'Jury Duty', 'Leave without Pay', 'Military Leave', 'Paid Time Off', and 'Volunteer Time Off'. The '+' icon next to 'Holiday' is circled in orange, with an arrow pointing to it.

Step 4: The fourth window shows the 'Holiday' folder expanded. The 'Charge/Branch Description' column contains 'Holiday'. The 'Holiday' row is selected, and the 'Select' button at the bottom of the window is circled in orange, with an arrow pointing to it.

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

Finding Your Charge Code: PTO

The image shows four overlapping screenshots of a 'Lookup' window, illustrating the steps to find the charge code for Paid Time Off (PTO). Red circles and arrows highlight the expansion of folders and the selection of the 'Paid Time Off' row.

Step 1: The 'Lookup' window shows the 'Charge Lookup' folder expanded. The 'INDIRECT' folder is selected, and its expansion button (+) is circled in red. An arrow points to this button.

Step 2: The 'Lookup' window shows the 'Charge Lookup' folder expanded. The 'Fringe Benefits' folder is selected, and its expansion button (+) is circled in red. An arrow points to this button.

Step 3: The 'Lookup' window shows the 'Charge Lookup' folder expanded. The 'Fringe Benefits' folder is expanded, and the 'Paid Time Off' row is selected. The expansion button (+) for 'Fringe Benefits' is circled in red. An arrow points to this button.

Step 4: The 'Lookup' window shows the 'Charge Lookup' folder expanded. The 'Fringe Benefits' folder is expanded, and the 'Paid Time Off' row is selected. The 'Paid Time Off' row is circled in red. An arrow points to this row. The 'Select' button at the bottom right is also circled in red. An arrow points to this button.

Charge/Branch Description	Charge Branch Code	PROJECT	PLC Costpoint Com
*Favorites			
DIRECT PROJECT			
INDIRECT			
Fringe Benefits	FRNG		
Overhead	OVRH		
Bereavement Leave	FRNG.BERE		
Holiday	FRNG.HOLI		
Jury Duty	FRNG.JURY		
Leave without Pay	FRNG.LWOP		
Military Leave	FRNG.MILI		
Paid Time Off	FRNG.PDTO	FRNG.PDTO	1
Volunteer Time Off	FRNG.VLTO		

After You've Added Charge Codes on Lines

Home Star 1 Browse Applications > Time & Expense > Time > Timesheets > Manage Timesheets

Timesheet New Copy Delete Table Query

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 Fe](#)

Timesheet Lines New Copy Delete Form Query

<input checked="" type="checkbox"/>	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	11/12/20
	1	MFLC THREE LABOR	1500.00.01		R										
	2	Paid Time Off	FRNG.PDTO		PTO										
	3	Holiday	FRNG.HOLI		H										
		Regular													
		Overtime													
		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.**
- Leave may also be requested directly in Deltek. For instructions on requesting leave in Deltek, see the Deltek Leave Request instructional video on our Moodle training site.
- 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.”



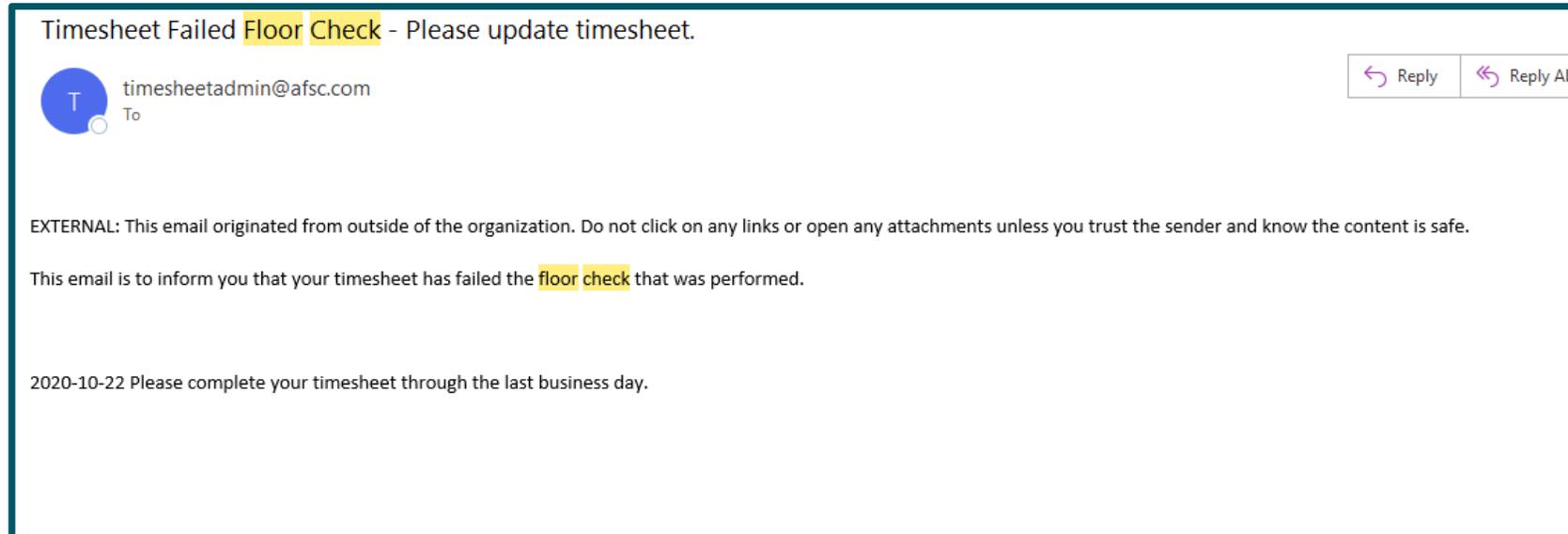
Deltek Costpoint Timesheet Steps

1. LOG INTO Deltek Costpoint
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3. **ENTER** hours daily
4. SAVE hours daily
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6. BEGIN 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

Home Star 1 Browse Applications > Time & Expense > Time > Timesheets > Manage Timesheets

Timesheet New Copy Delete Table Query

Basic Information

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

Class

Signature Approval

Sign Correct

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

Timesheet Lines New Copy Delete Form Query

<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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:

$$.1 = 1/10 = 6 \text{ minutes}$$

$$.2 = 2/10 = 12 \text{ minutes}$$

$$.3 = 3/10 = 18 \text{ minutes}$$

$$.4 = 4/10 = 24 \text{ minutes}$$

$$.5 = 5/10 = 30 \text{ minutes}$$

$$.6 = 6/10 = 36 \text{ minutes}$$

$$.7 = 7/10 = 42 \text{ minutes}$$

$$.8 = 8/10 = 48 \text{ minutes}$$

$$.9 = 9/10 = 54 \text{ minutes}$$

$$1 \text{ hour} = 60 \text{ minutes}$$

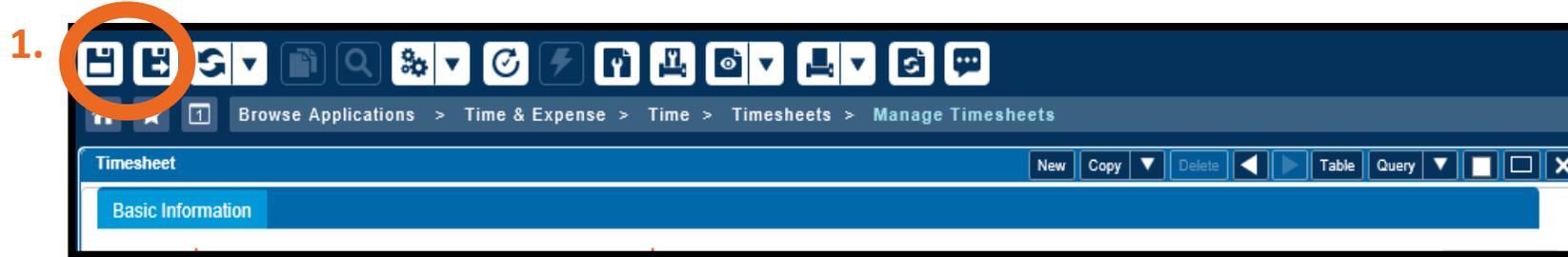
Deltek Costpoint Timesheet Steps

1. LOG INTO Deltek Costpoint
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3. ENTER hours daily
4. **SAVE** hours daily
5. SIGN at the end of pay period
6. BEGIN 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!



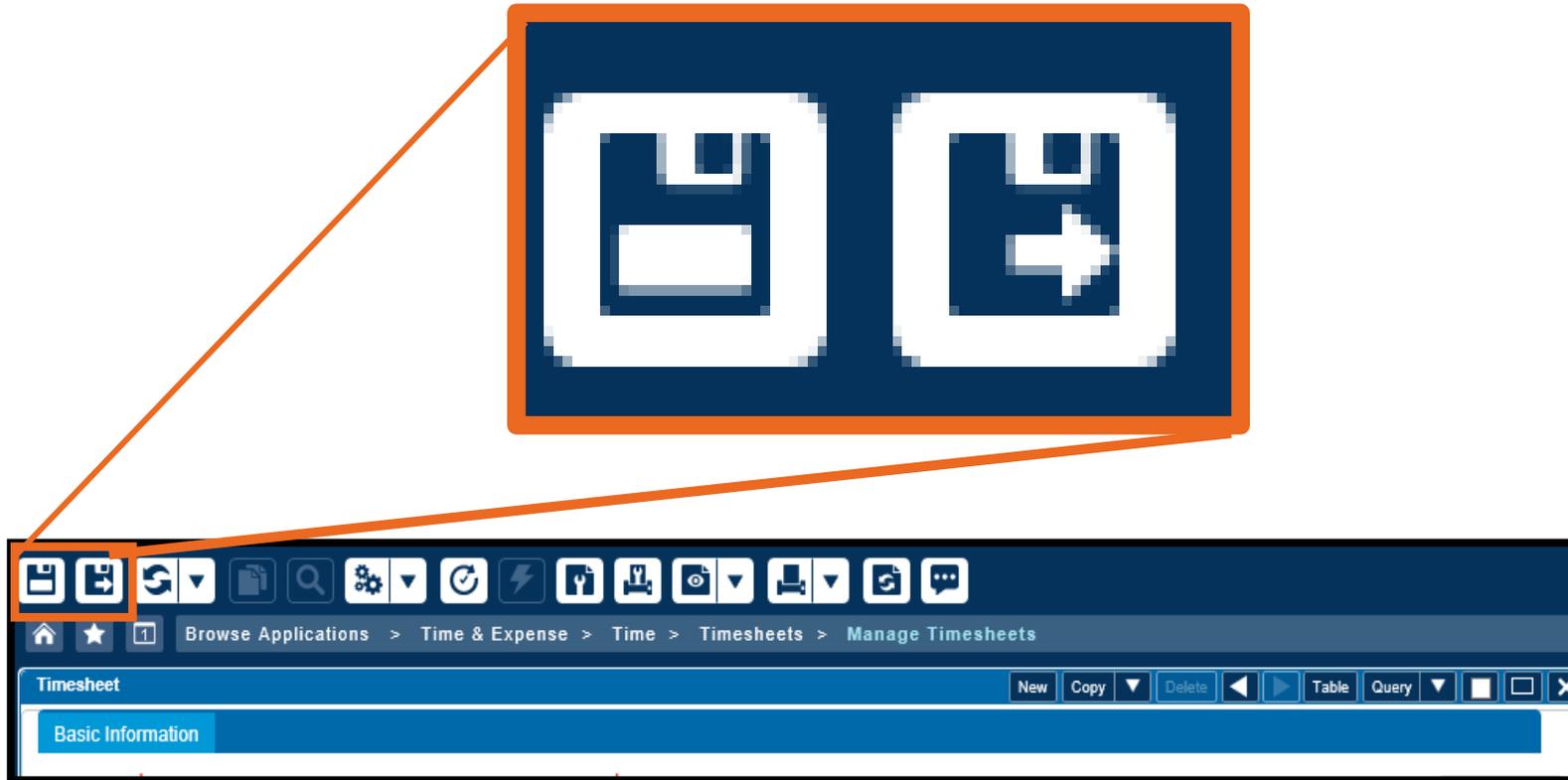
2. After saving, this window confirms that the timesheet is updated.



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.

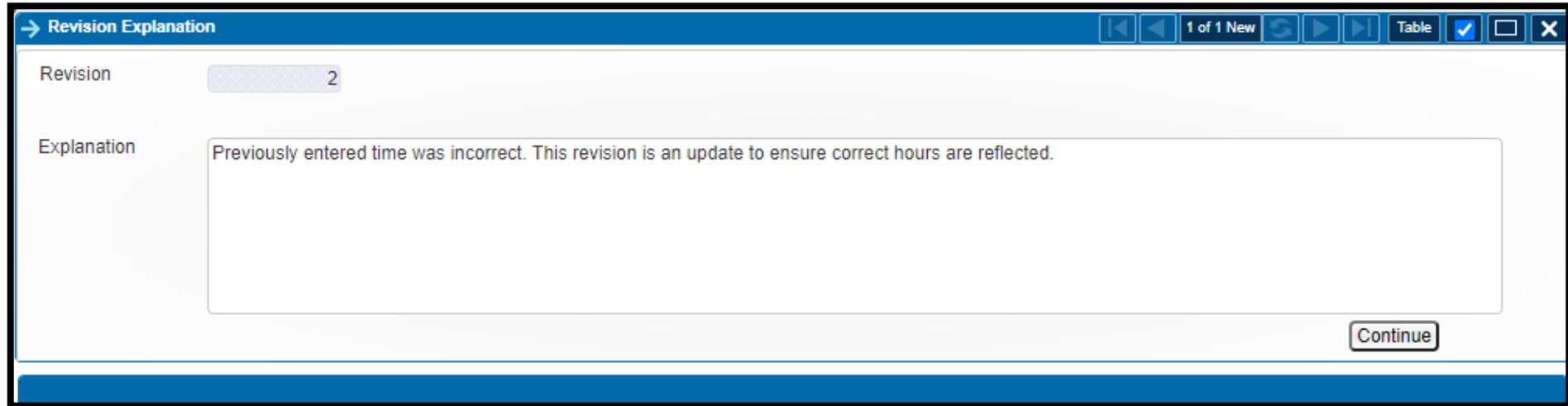
The screenshot displays the 'Manage Timesheets' interface. The 'Basic Information' section includes the following fields:

- Employee * (redacted)
- ID * (redacted)
- SEMI MONTHLY
- Period Ending * 11/15/2020
- Status Open
- Class Salaried Exempt
- Signature (redacted)
- Approval (redacted)

Buttons for 'Sign' and 'Correct' are located at the bottom right of the form. Below the form is the 'Timesheet Lines' table:

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														

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



→ Revision Explanation

Revision

Explanation

Continue

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



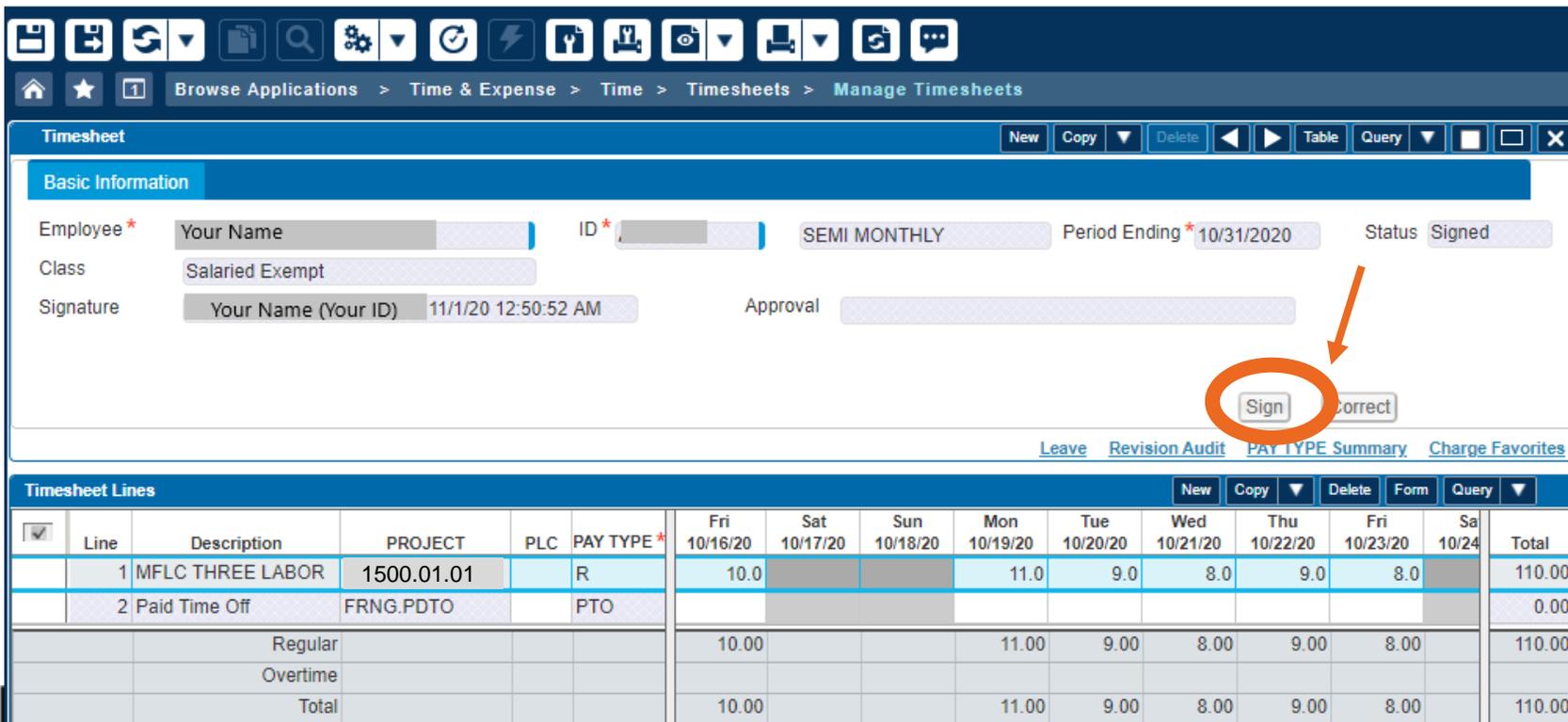
Timesheets are signed twice per month, at the end of the pay period.

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 displays the 'Manage Timesheets' interface in Workday. The 'Basic Information' section shows the following details:

- Employee: Your Name
- ID: [Redacted]
- 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: [Redacted]

The 'Sign' button is highlighted with a red circle and an arrow pointing to it. Below the 'Basic Information' section, there are links for 'Leave', 'Revision Audit', 'PAY TYPE Summary', and 'Charge Favorites'.

The 'Timesheet Lines' section contains a table with the following data:

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

The screenshot displays the 'Manage Timesheets' interface. The 'Basic Information' section shows the following details:

- Employee: Your Name
- ID: [Redacted]
- 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: [Redacted]

Two orange arrows point to the signature and approval fields. Below the signature field are 'Sign' and 'Correct' buttons. At the bottom of the form are links for 'Leave', 'Revision Audit', 'PAY TYPE Summary', and 'Charge Favorites'.

The 'Timesheet Lines' table below shows the following data:

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?

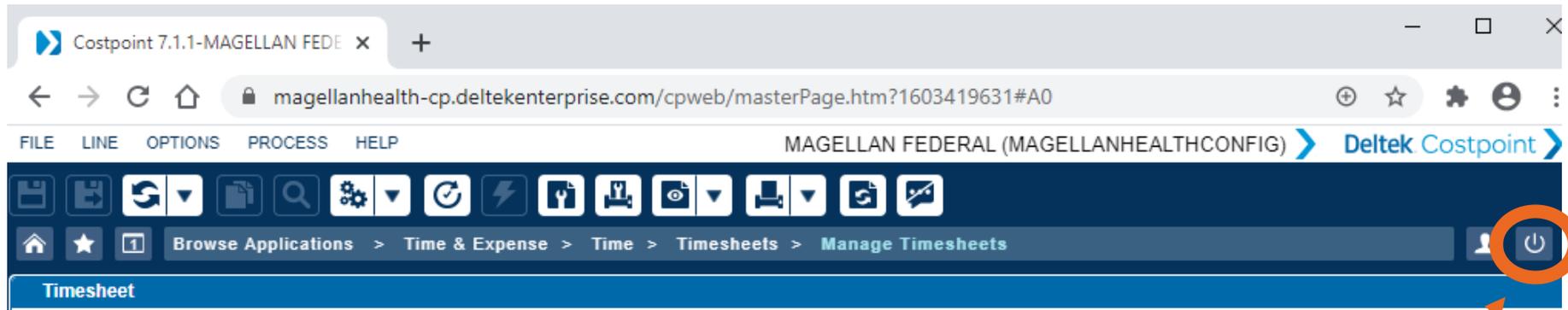
There is a simple solution for this!

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)



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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1. **LOG INTO** Deltek Costpoint
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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.

Deltek Log In: Single Sign On - Mobile

(OKTA)

1. Log into the MFLC phone
2. Click the OKTA Mobile App
3. Complete the OKTA log in process

OKTA Mobile App →

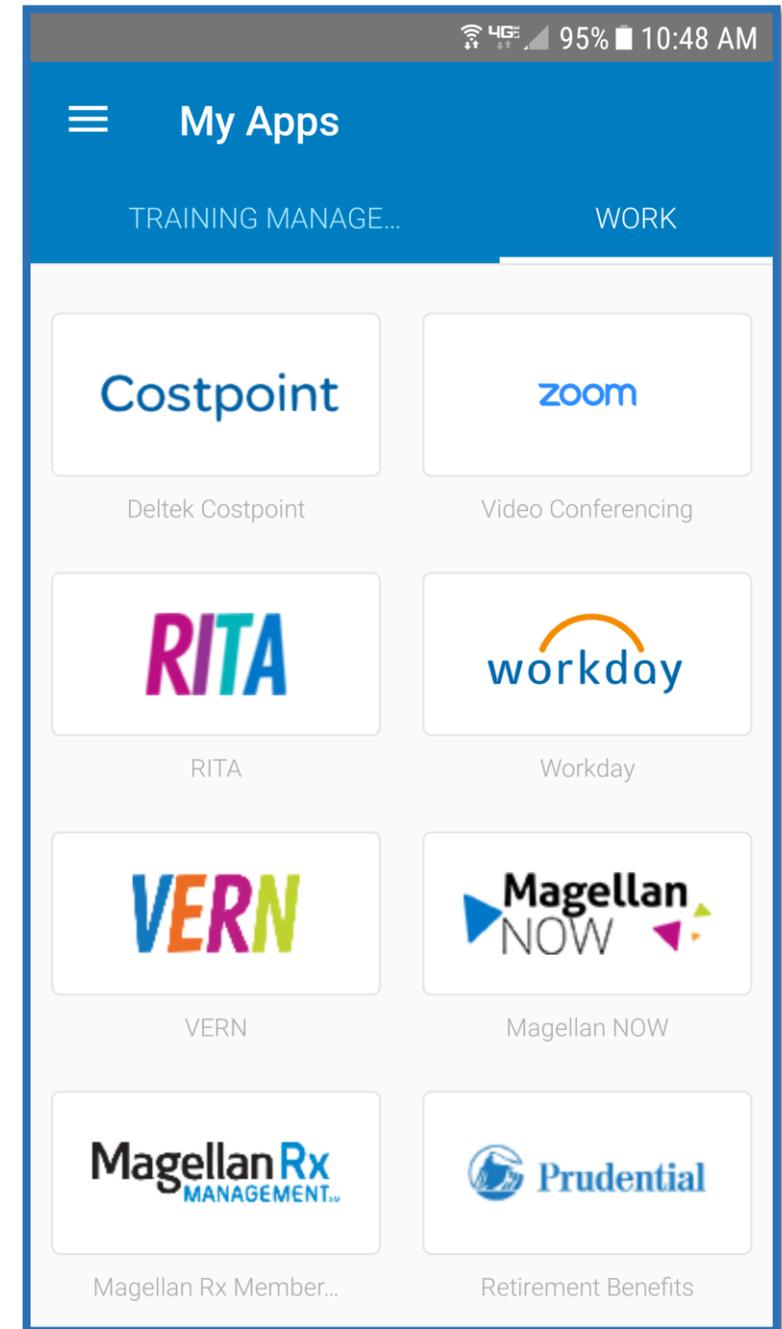


Deltek Log In: Single Sign On -Mobile

(OKTA)

1. Click the Costpoint app
2. If you do not see the Costpoint app, you will have to add it.
3. NOTE: OKTA apps can only be added via desktop or laptop. They cannot be added via mobile phone.
4. For assistance in adding the Costpoint app, contact the MFLC Service Center: 855-653-6352.

Costpoint app →

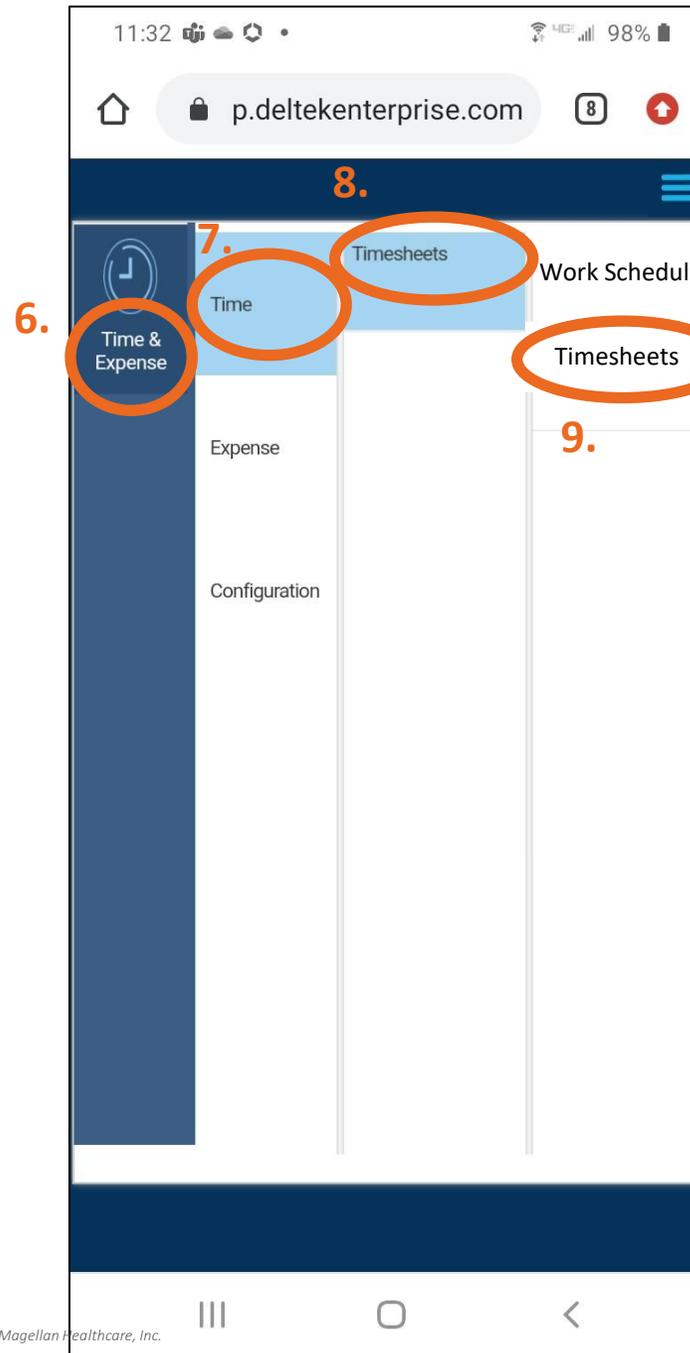


Success! You are Now Logged In!

Access the Timesheet

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

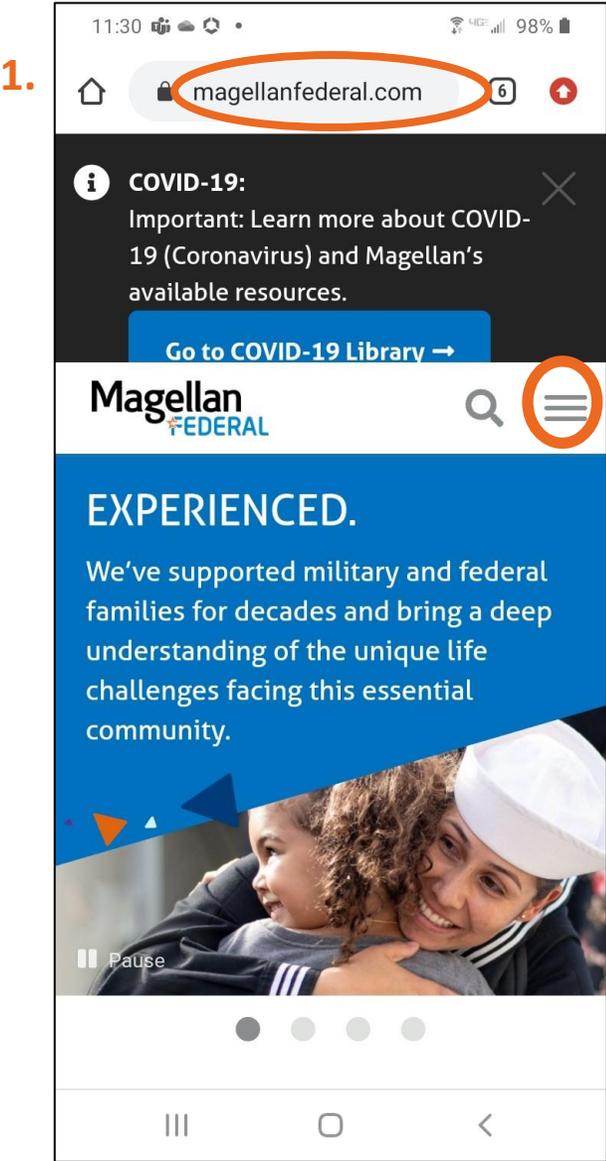
6. Time & Expense
7. Time
8. Timesheets
9. Timesheets



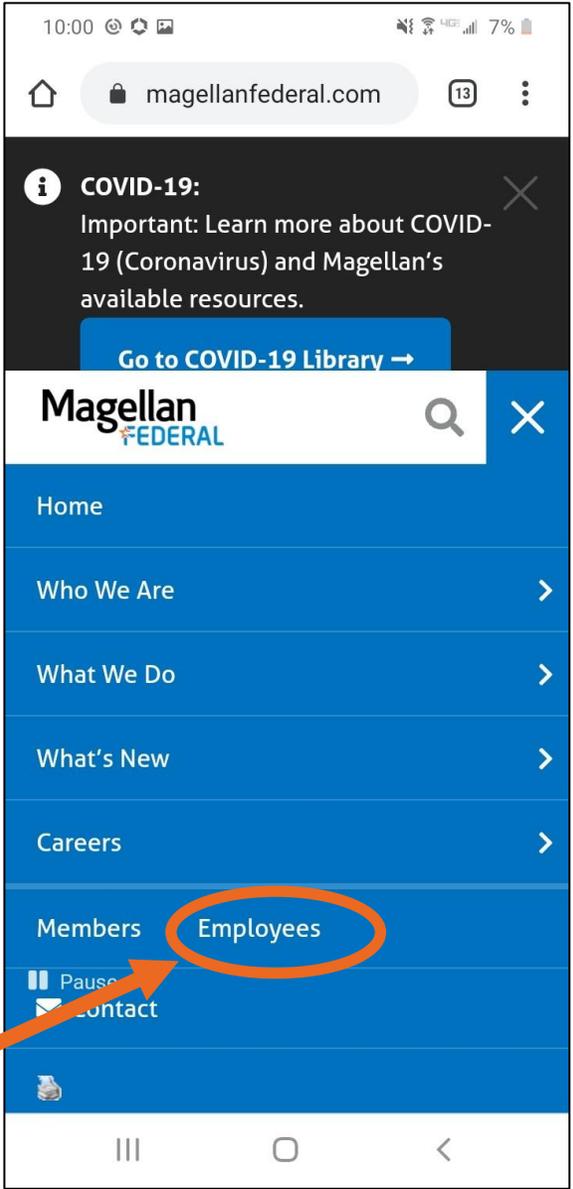
NOTE: May be listed as "Manage Timesheets" on older Deltek versions

Deltek Log In Two-Factor Authentication - Mobile

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



2. Click the three lines to see menu.



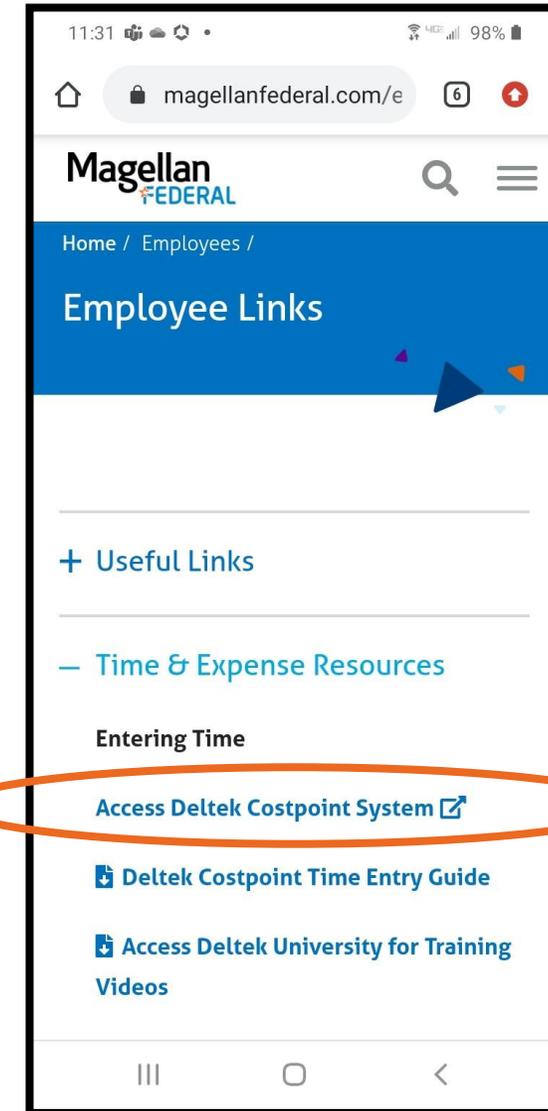
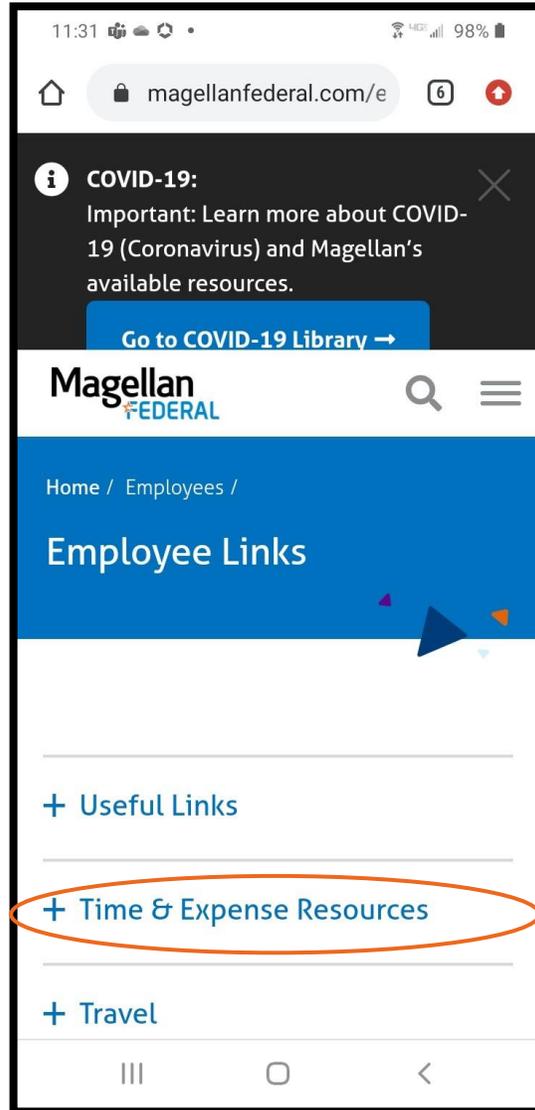
3. Click Employees



Deltek Log In Two-Factor Authentication - Mobile

3. Click **Time & Expense Resources**

4. Click **Access Deltek Costpoint System**



Deltek Log In Two-Factor Authentication - Mobile

5. 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

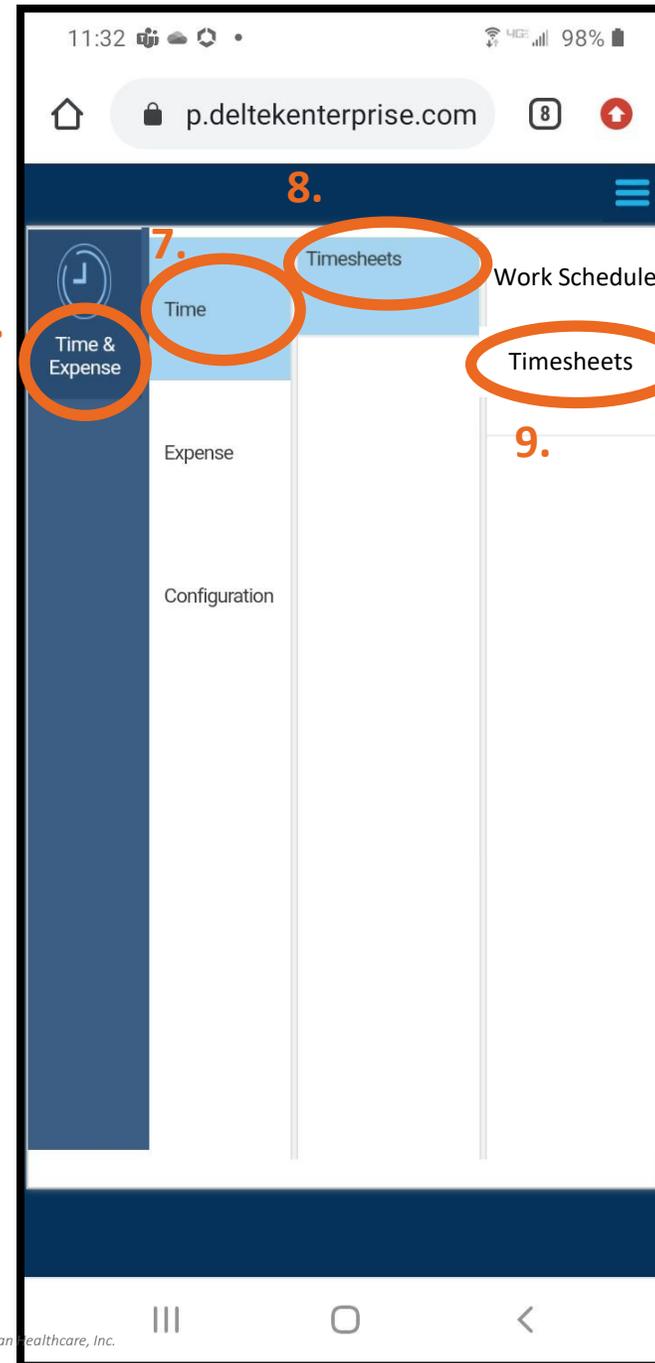
The screenshot shows the Costpoint mobile login screen. At the top, the Costpoint logo is displayed. Below it, a question asks "Which interface would you like to use?" with two radio button options: "Classic Version" and "New Version". The "New Version" option is selected. There are two input fields: "USERNAME" containing "47161.A.#####", and "PASSWORD" containing "*****". Below the password field are three checkboxes: "Remember me" (checked), "Smartphone Mode" (checked), and "Use PIN" (unchecked). A "Reset" link is next to the "Remember me" checkbox. Below the checkboxes is a link that says "Add to Home screen". A blue arrow points to the right, and below it is a link that says "HIDE ADDITIONAL CRITERIA". There are three more input fields: "SYSTEM" containing "MAGELLANHEALTHCONFIG", "APPLICATION" (empty), and "COMPANY" (empty). Below these is a "LANGUAGE" dropdown menu set to "English". At the bottom is a blue "Log In" button. The status bar at the top shows the time as 10:19 and 100% battery.

Success! You are Now Logged In!

Access the Timesheet

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

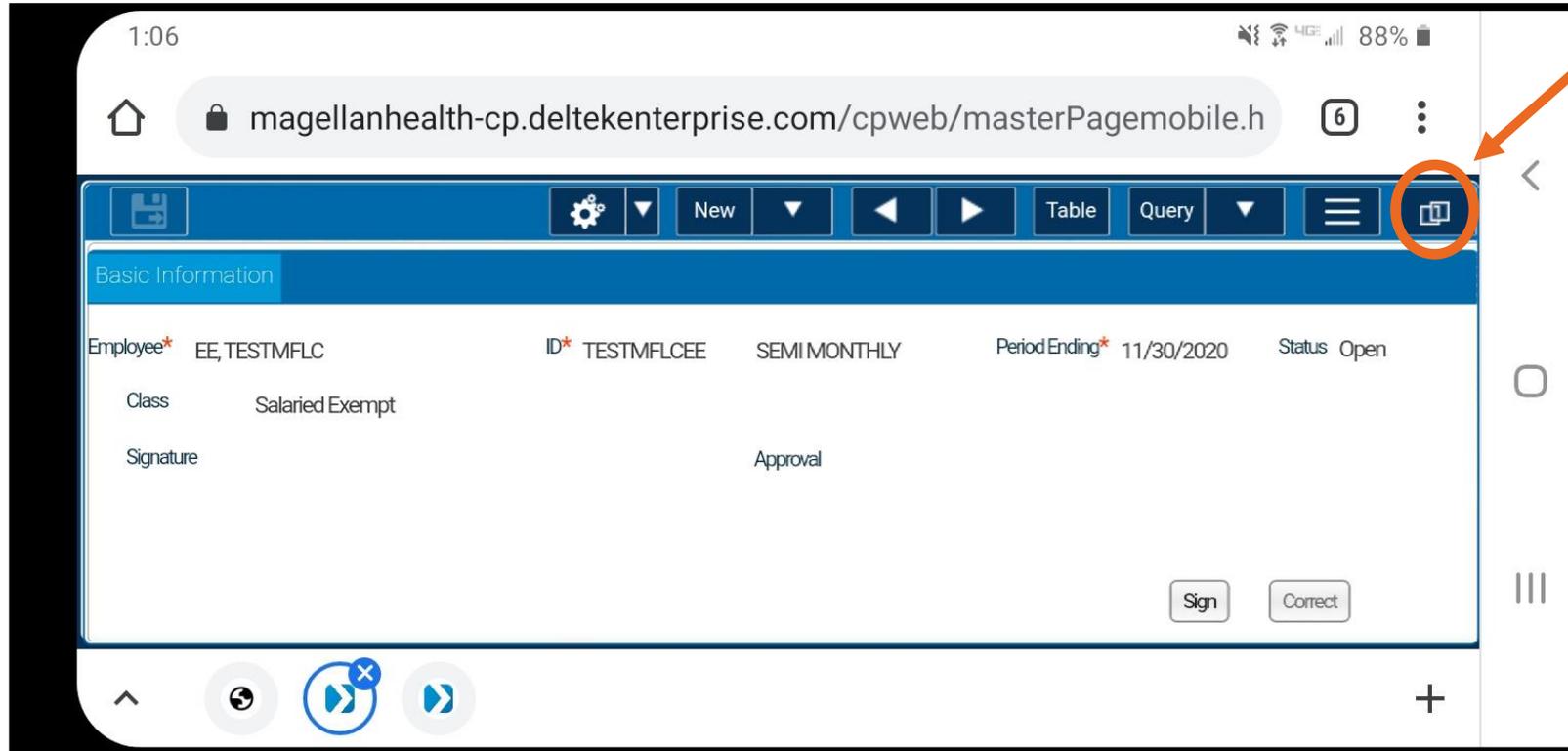
6. Time & Expense
7. Time
8. Timesheets
9. Timesheets



NOTE: May be listed as "Manage Timesheets" on older Deltek versions

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

Description	PROJECT	PLC	PAY TY	Mon 11/16/20	Tue 11/17/20	Wed 11/18/20	Thu 11/19/20	Fri 11/20/20	1	Total
MFLC THREE LABOR	1500.00.01		R	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

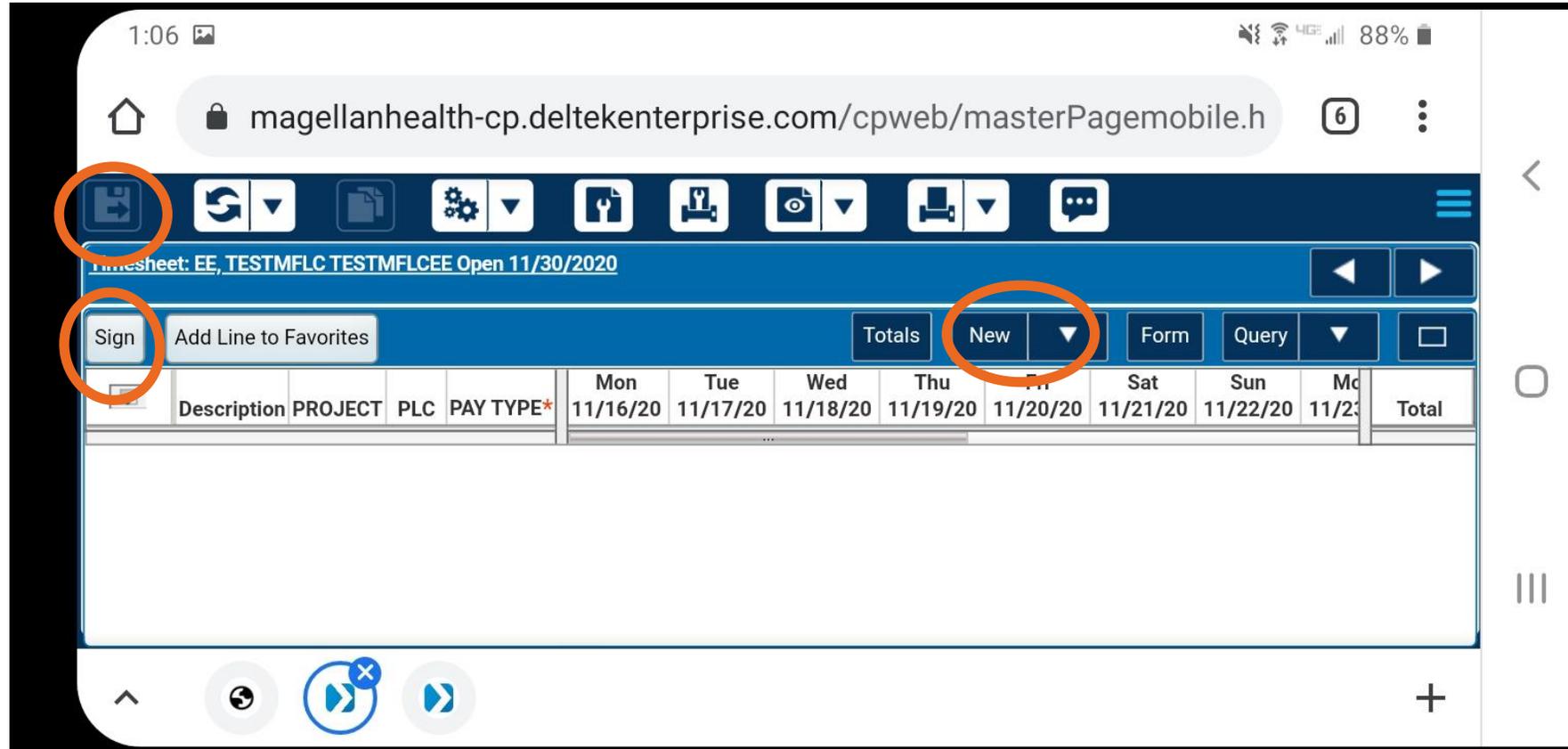
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon
16	17	18	19	20	21	22	23

Total Hours: 0.0

1500.00.01	MFLC THREE LABOR	50-10-101 / NON / R
------------	------------------	---------------------

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. BEGIN entering time

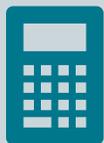


Building a Timesheet



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

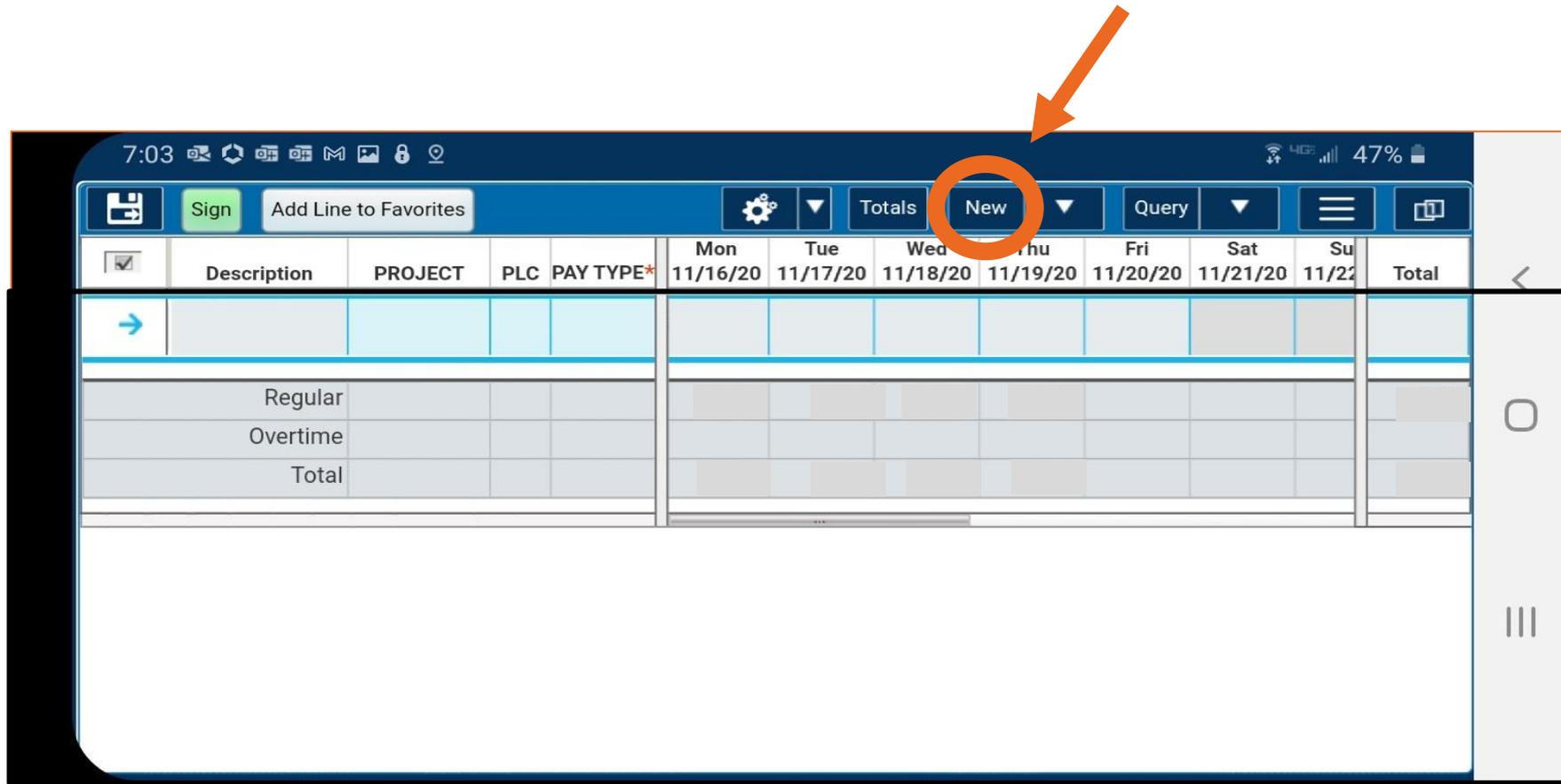
Charge codes represent different types of time (work time, leave time, holiday time).
Timesheet lines for each charge code



For Deltek Costpoint timesheets, Counselors must:

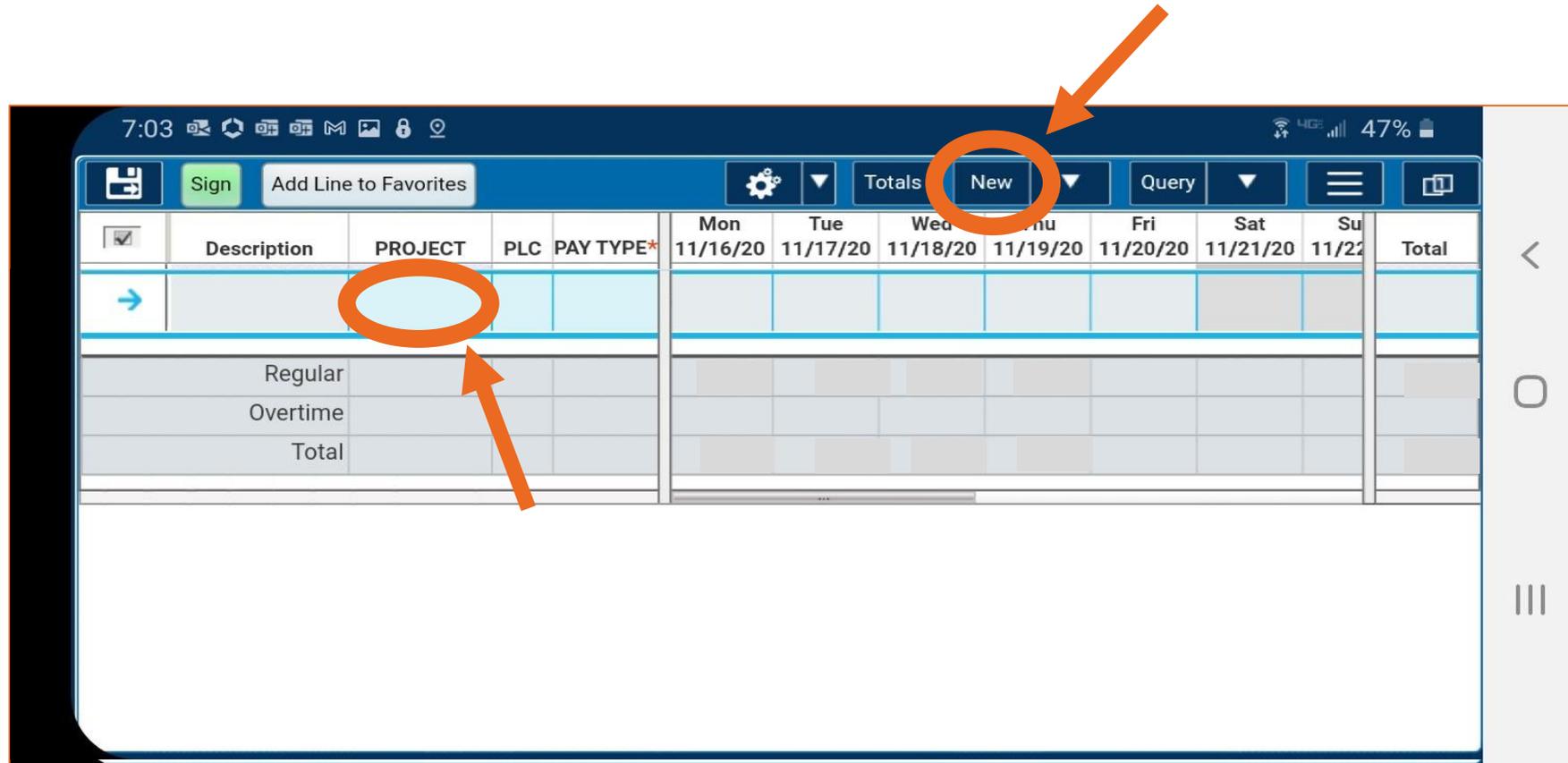
Add timesheet lines
Add charge codes

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>

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

Finding Your Charge Code: Labor

The screenshots illustrate the following steps:

- Initial screen showing the 'Charge Lookup' folder.
- Clicking the '+' icon to expand the 'DIRECT PROJECT' folder.
- Clicking the '+' icon to expand the 'MFLC THREE' folder.
- Clicking the '+' icon to expand the 'MFLC THREE PMO' folder.
- Clicking the '+' icon to expand the 'MFLC THREE LABOR' folder, revealing a table of charge codes.
- Clicking the 'Select' button at the bottom of the screen.

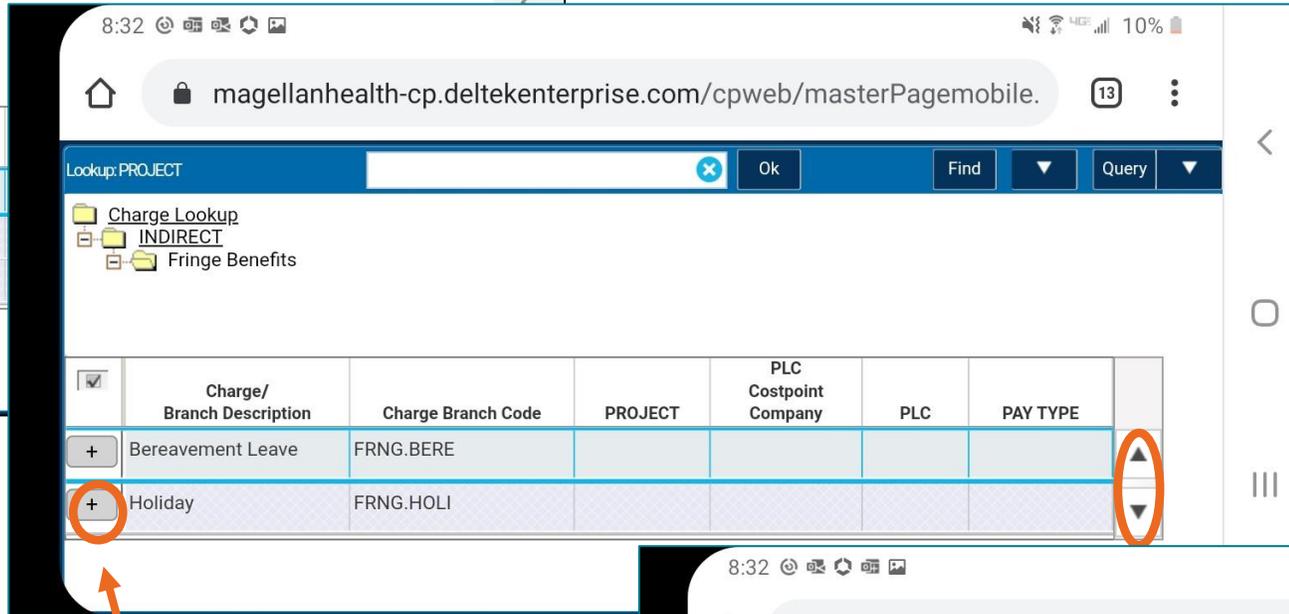
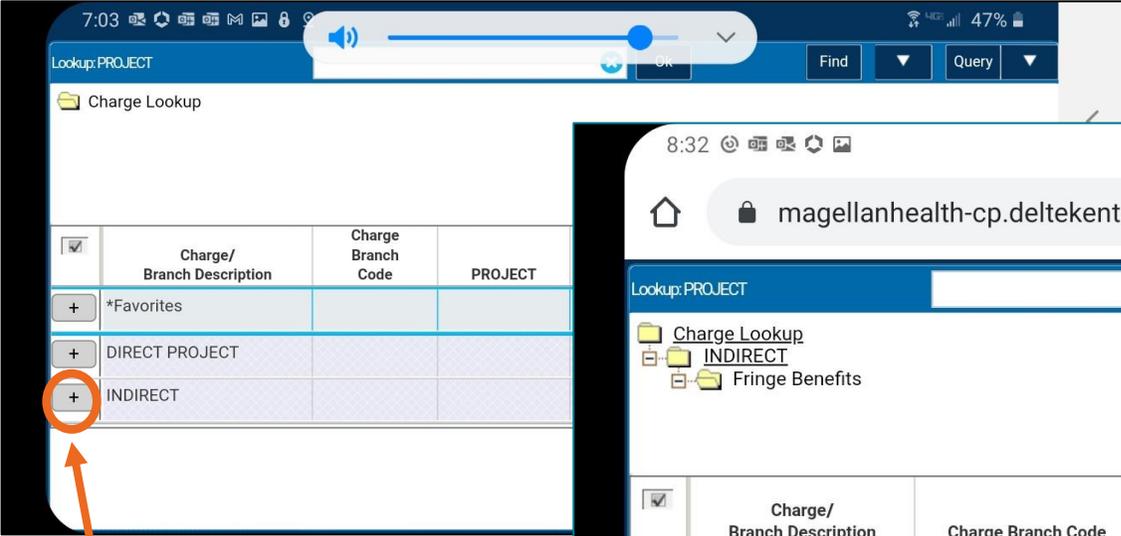
Charge/Branch Description	Charge Branch Code
+ MFLC THREE LABOR	1500.00.01
+ MFLC THREE NON-BILL LABOR	1500.00.03
+ MFLC THREE TRAVEL LABOR	1500.00.02

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

Timesheet with Labor Charge Code Added

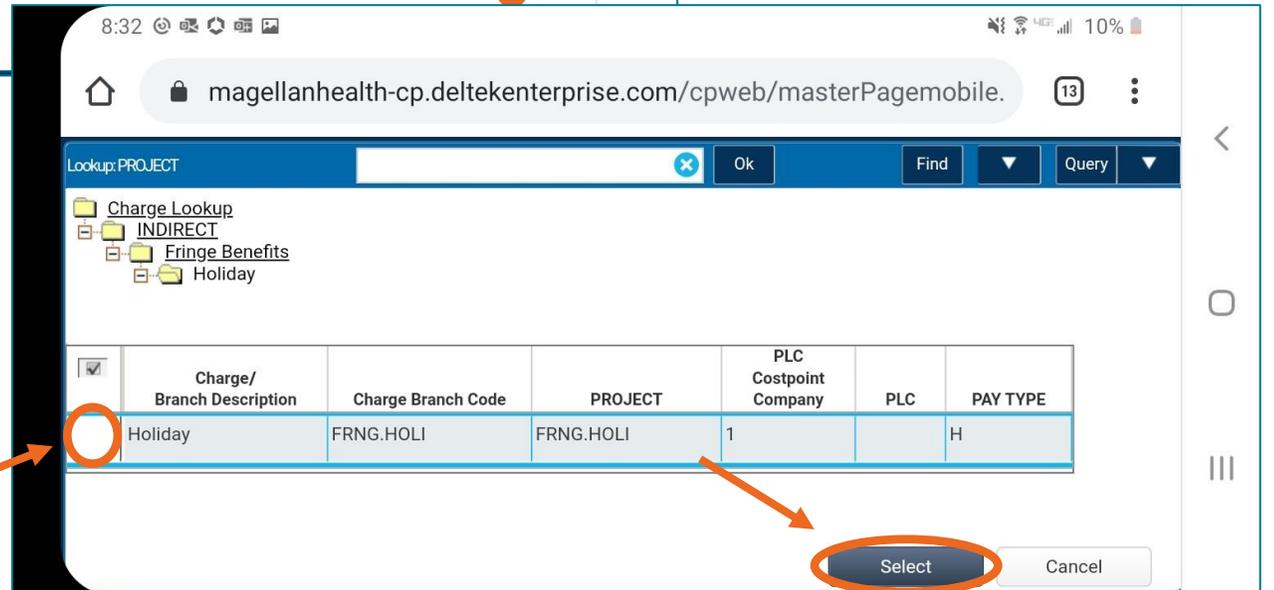
Description	PROJECT	PLC	PAY TYPE*	Mon 11/16/20	Tue 11/17/20	Wed 11/18/20	Thu 11/19/20	Fri 11/20/20	Sat 11/21/20	Su 11/22/20	Total
MFLC THREE LABOR	1500.01.01		R								
Regular											
Overtime											
Total											

Finding Your Charge Code: Holiday

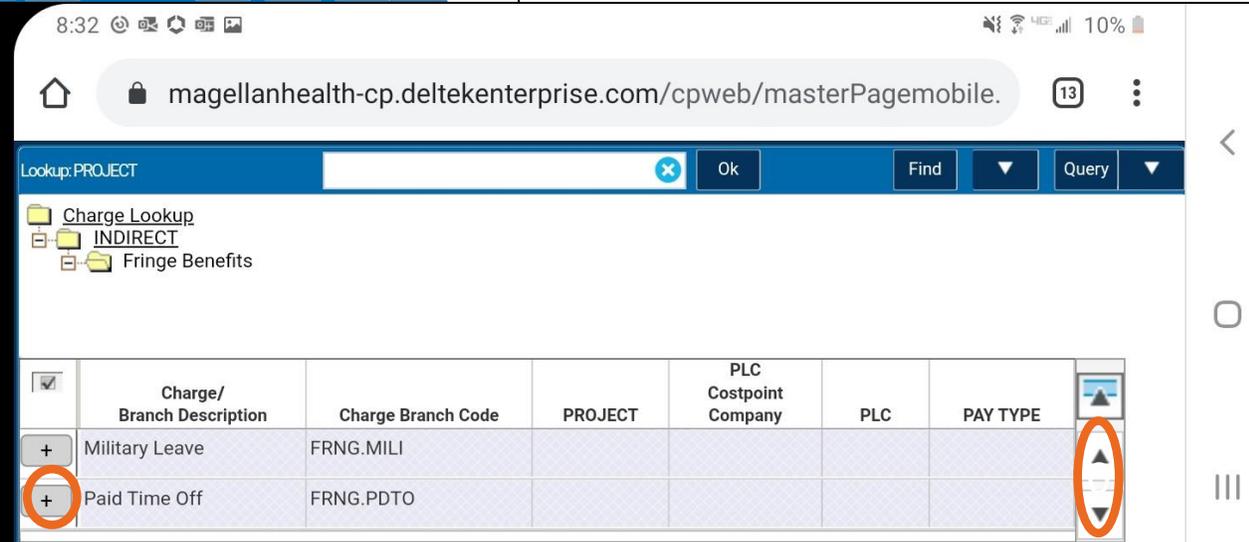
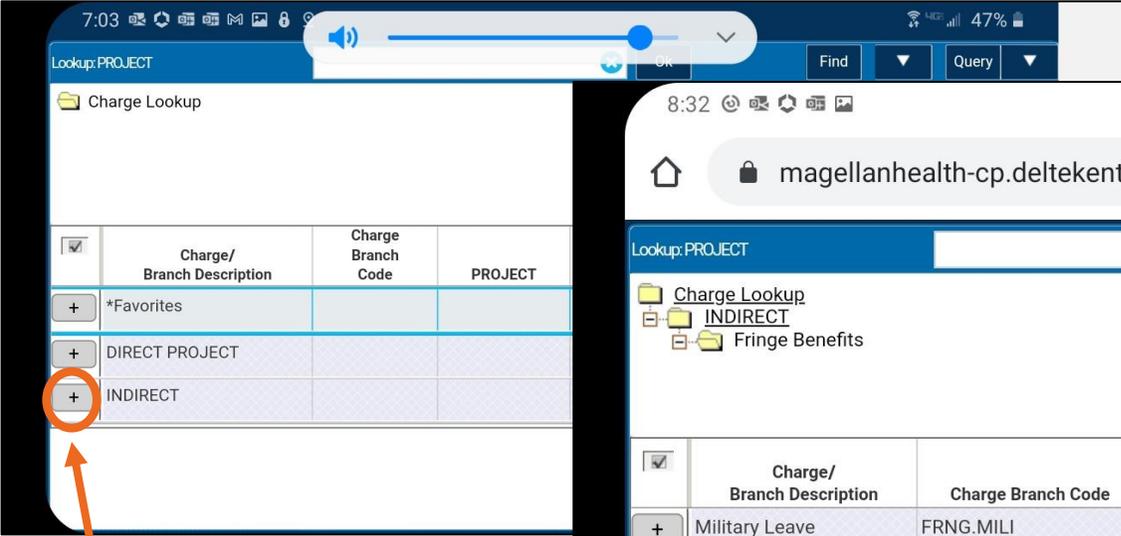


If Holiday is not visible at first, use the up and down arrows to scroll to find it.

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

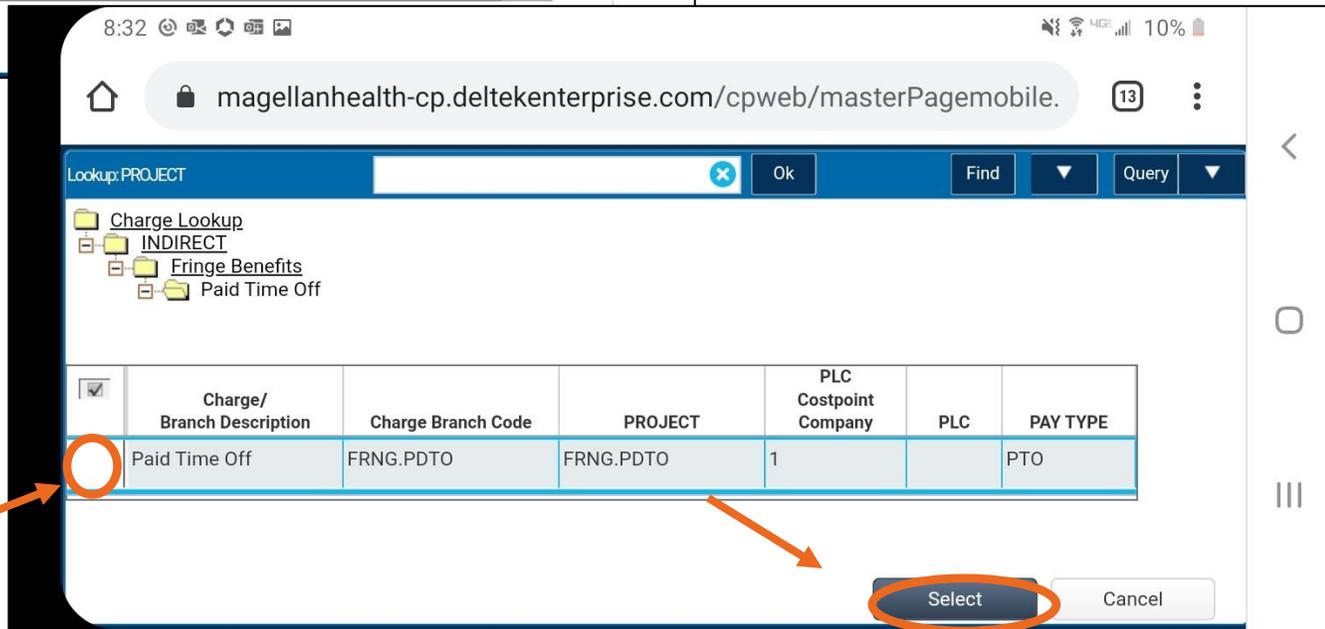


Finding Your Charge Code: PTO



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

<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											

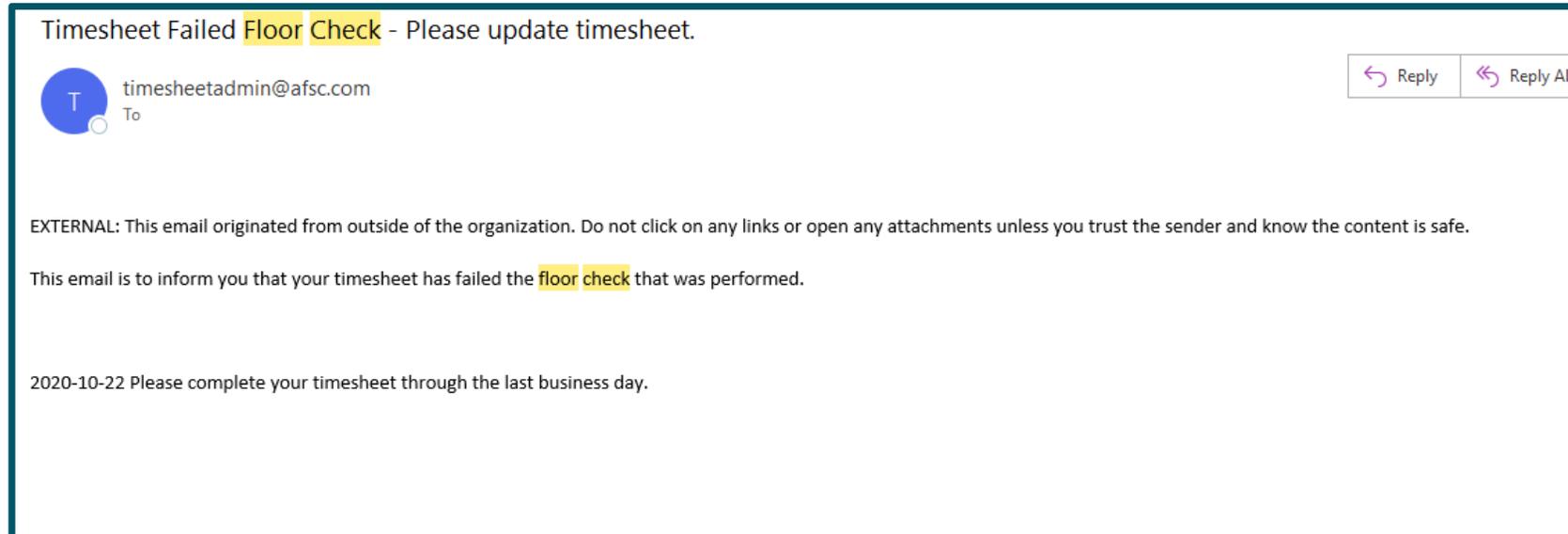
Deltek Costpoint Timesheet Steps

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. BEGIN 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 shows a mobile application interface for entering daily hours. At the top, the status bar displays the time 7:03, signal strength, 4G LTE, and 47% battery. The app's navigation bar includes a 'Sign' button, 'Add Line to Favorites', a settings gear, and buttons for 'Totals', 'New', 'Query', and a menu icon. Below the navigation bar is a table with columns for 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 is selected and contains the following data: Description: MFLC THREE LABOR, PROJECT: 1500.00.01, PLC: (blank), PAY TYPE*: R, Mon 11/16/20: 8, Tue 11/17/20: (blank), Wed 11/18/20: (blank), Thu 11/19/20: (blank), Fri 11/20/20: (blank), Sat 11/21/20: (blank), Su 11/22/20: (blank), Total: (blank). Below the table, there are rows for 'Regular', 'Overtime', and 'Total'. A numeric keypad is overlaid on the screen, showing the date 'Mon 11/16/20' and the value '8' in the input field. The keypad has buttons for digits 0-9, a decimal point, a backspace key, and an 'OK' button which is circled in orange.

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											

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:

$$.1 = 1/10 = 6 \text{ minutes}$$

$$.2 = 2/10 = 12 \text{ minutes}$$

$$.3 = 3/10 = 18 \text{ minutes}$$

$$.4 = 4/10 = 24 \text{ minutes}$$

$$.5 = 5/10 = 30 \text{ minutes}$$

$$.6 = 6/10 = 36 \text{ minutes}$$

$$.7 = 7/10 = 42 \text{ minutes}$$

$$.8 = 8/10 = 48 \text{ minutes}$$

$$.9 = 9/10 = 54 \text{ minutes}$$

$$1 \text{ hour} = 60 \text{ minutes}$$

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. BEGIN entering time



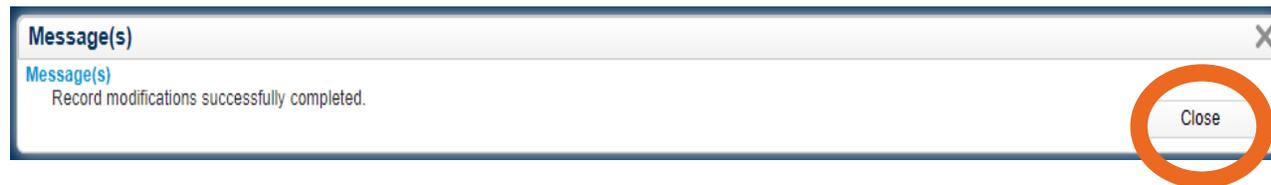
Save Your Hours Entered

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.



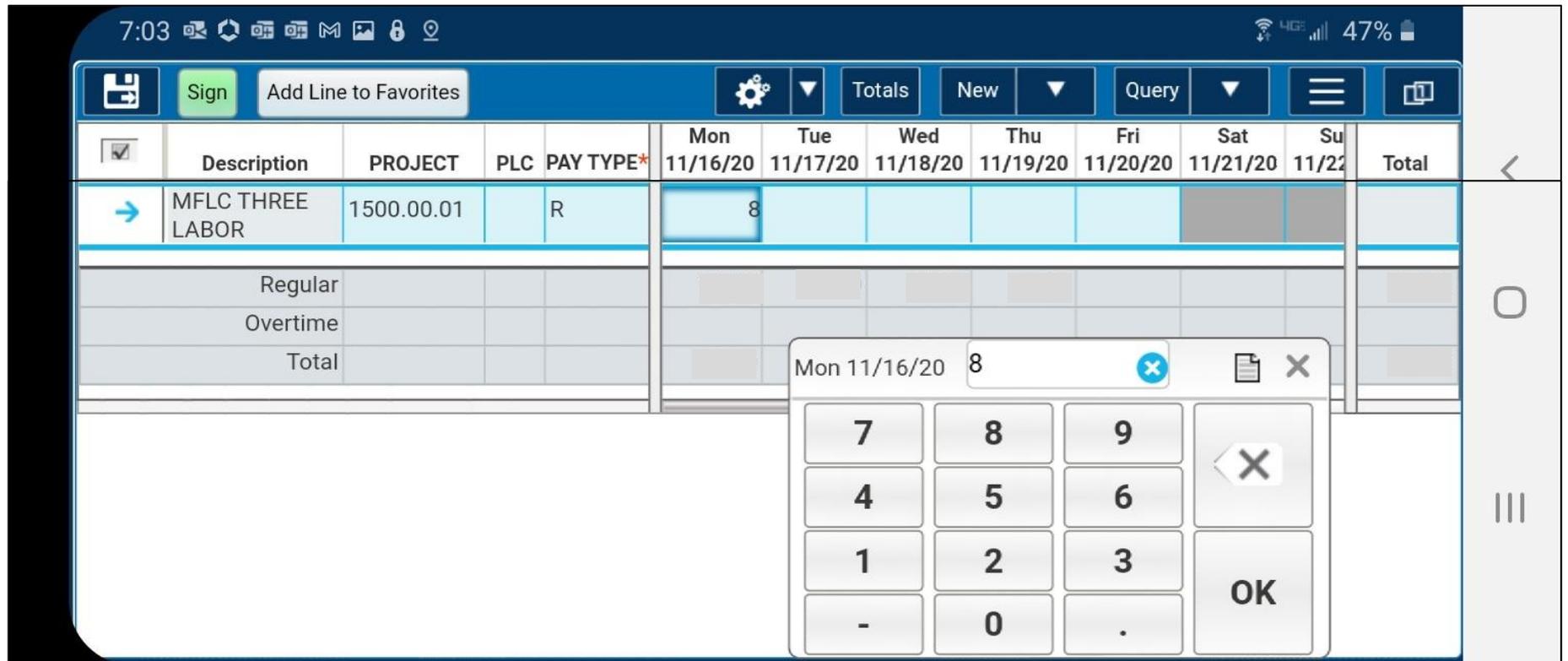
2. After saving, this window confirms that the timesheet is updated.



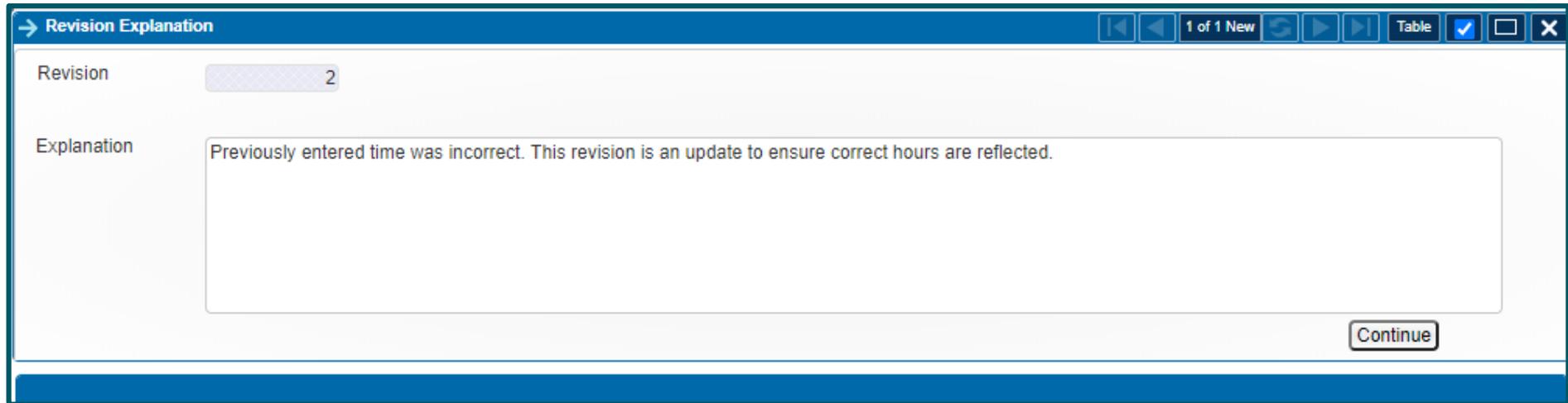
2.

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?



→ Revision Explanation

1 of 1 New

Table

Revision: 2

Explanation: Previously entered time was incorrect. This revision is an update to ensure correct hours are reflected.

Continue

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?

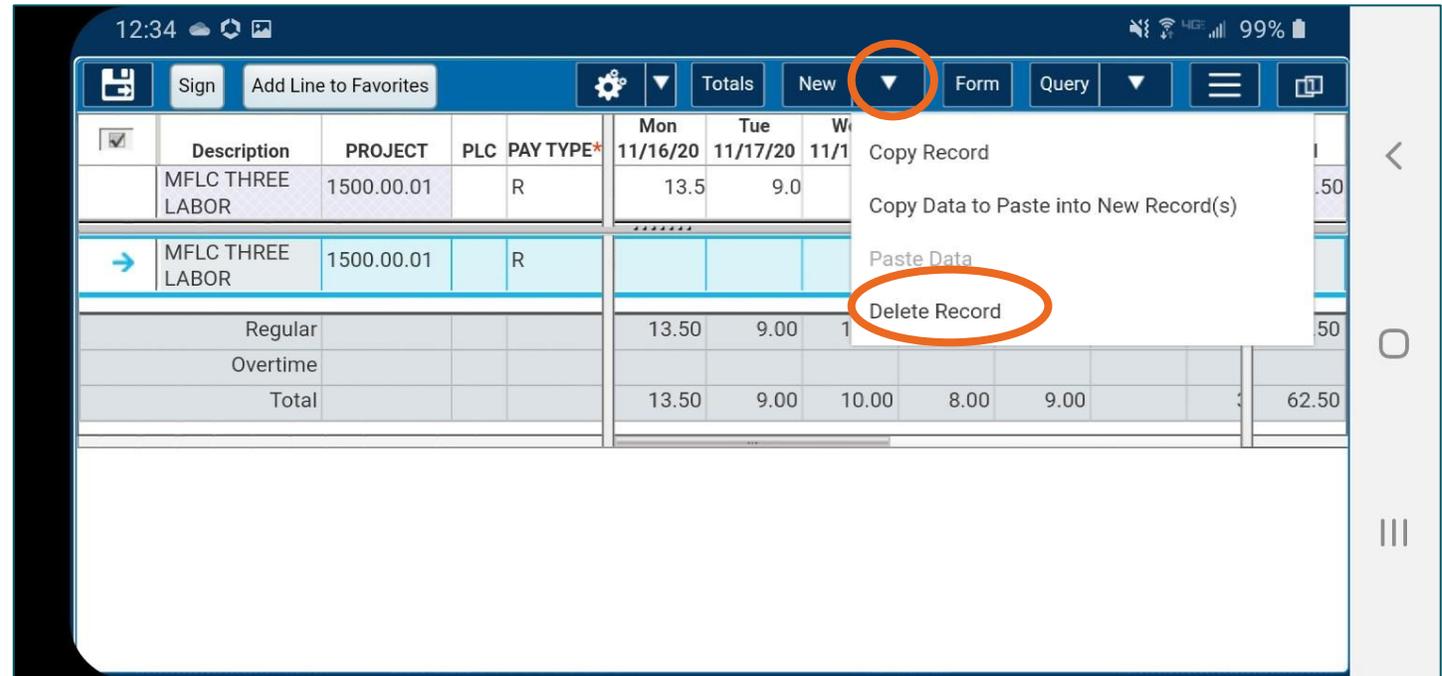
1. If the timesheet as not been saved click on the arrow on the left hand side of the screen to highlight that charge code line.

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

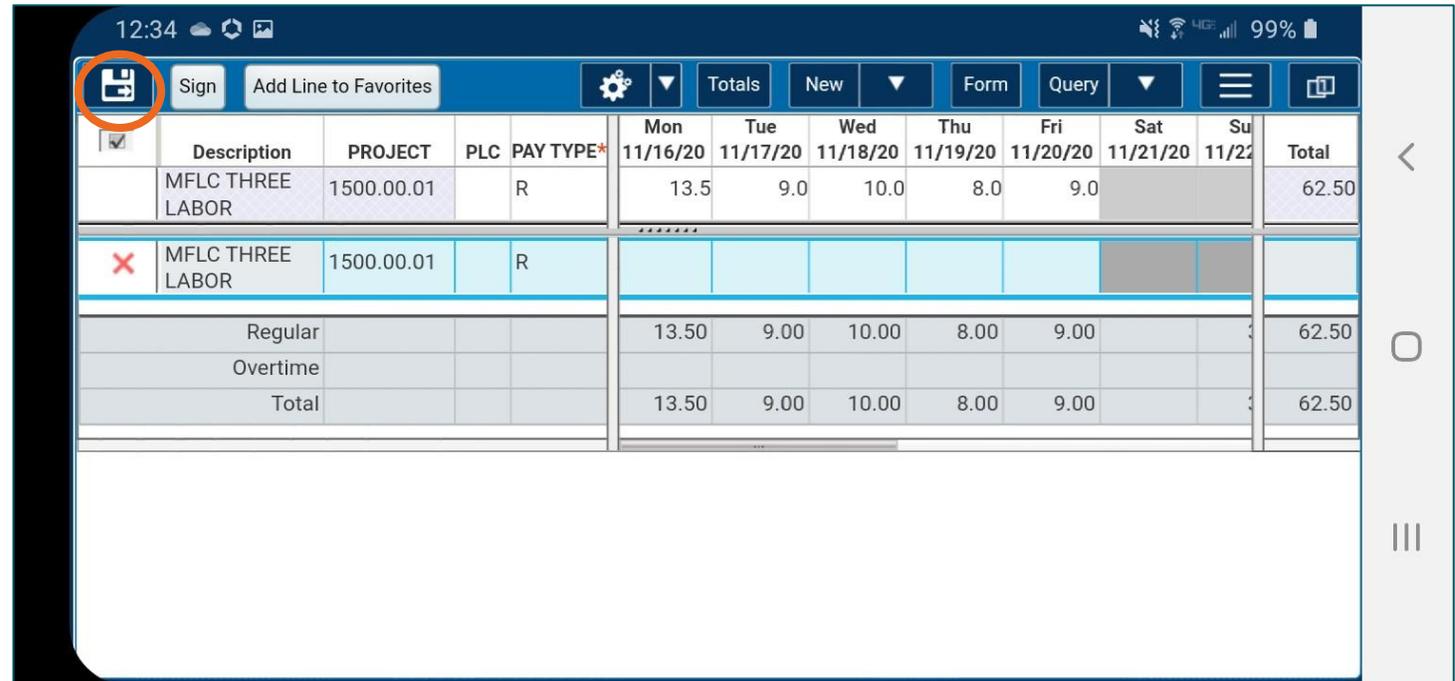
3. Then click Delete Record



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 and battery level 99%. Below the status bar is a navigation bar with a save button (a document icon) circled in red, and buttons for 'Sign', 'Add Line to Favorites', 'Totals', 'New', 'Form', and 'Query'. The main content is 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 total of 62.50. The second row shows the same entry with a red 'X' in the Description column, indicating it has been deleted. Below the table, there are rows for 'Regular', 'Overtime', and 'Total' with their respective values.

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. BEGIN 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



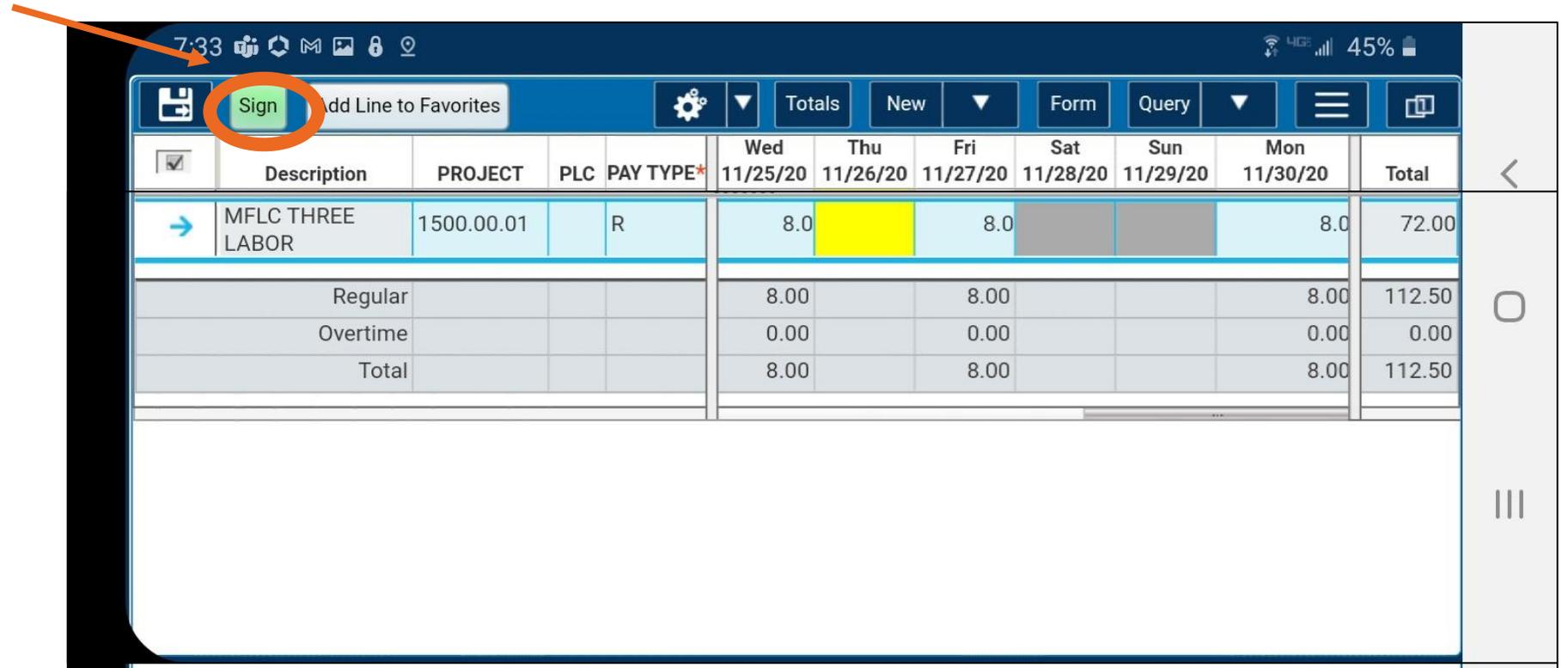
Timesheets are signed twice per month, at the end of the pay period.

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.



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 a Password in Deltek Costpoint

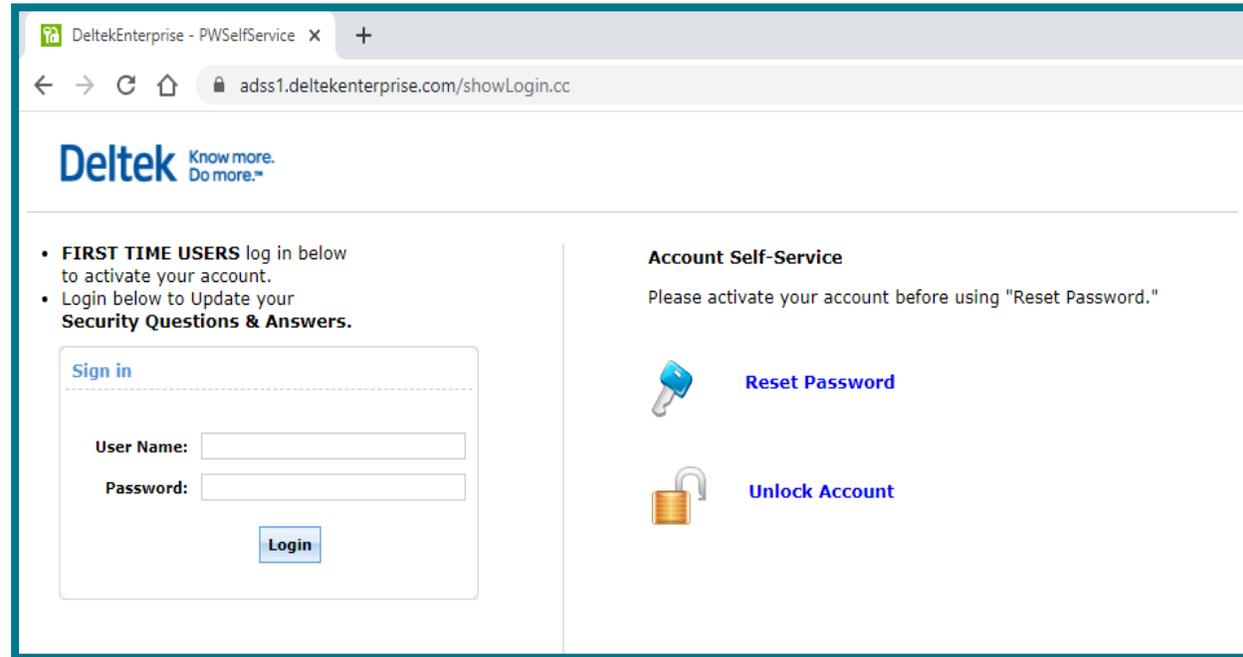
Follow these steps to Reset your Deltek Costpoint password.
Take your time. Read carefully.

NOTE: If you have not yet activated your Deltek Costpoint account, you will be unable to reset your password. Contact Magellan Federal IT to request assistance for account activation.

Resetting Your Password in Deltek Costpoint

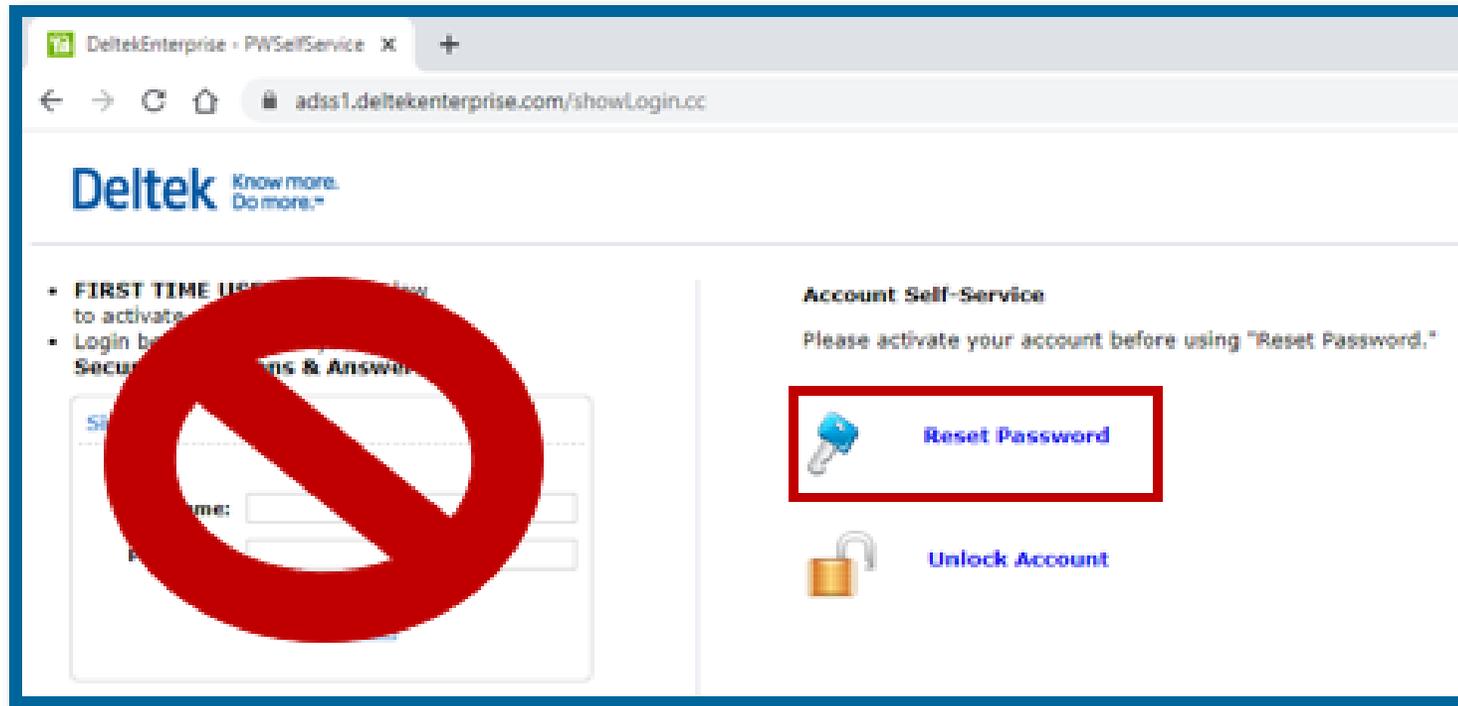
Step 1: Open your web browser and go to the Deltek Account Self-Service page:

<https://adss1.deltekenterprise.com/showLogin.cc>



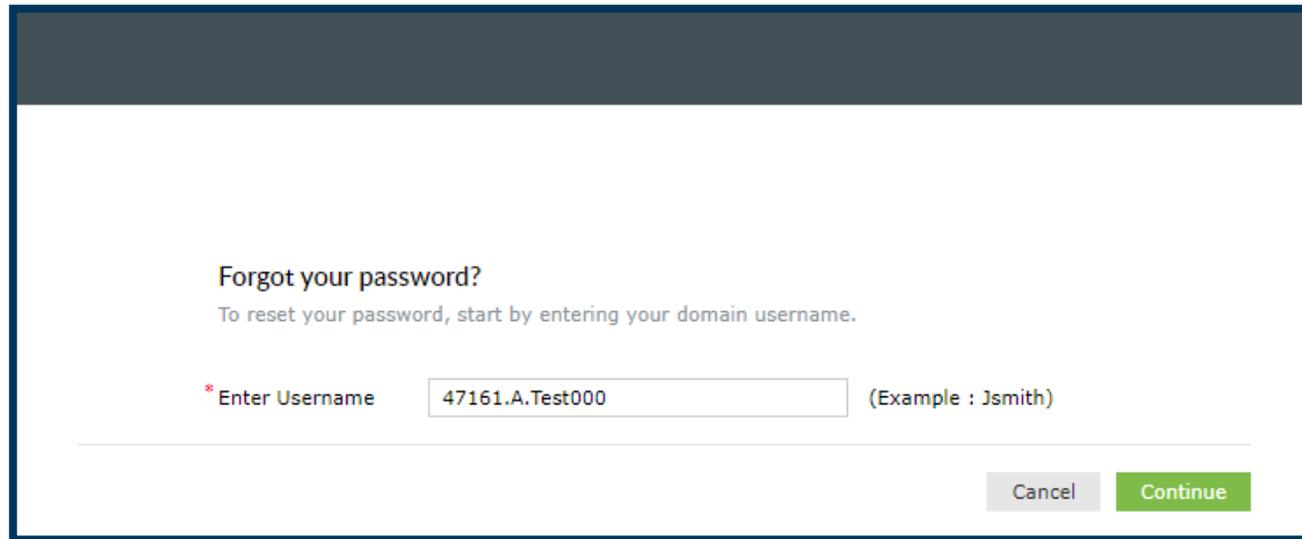
Resetting Your Password in Deltek Costpoint

Step 2: On the Deltek Self Service page. Click Reset Password.



Resetting Your Password in Deltek Costpoint

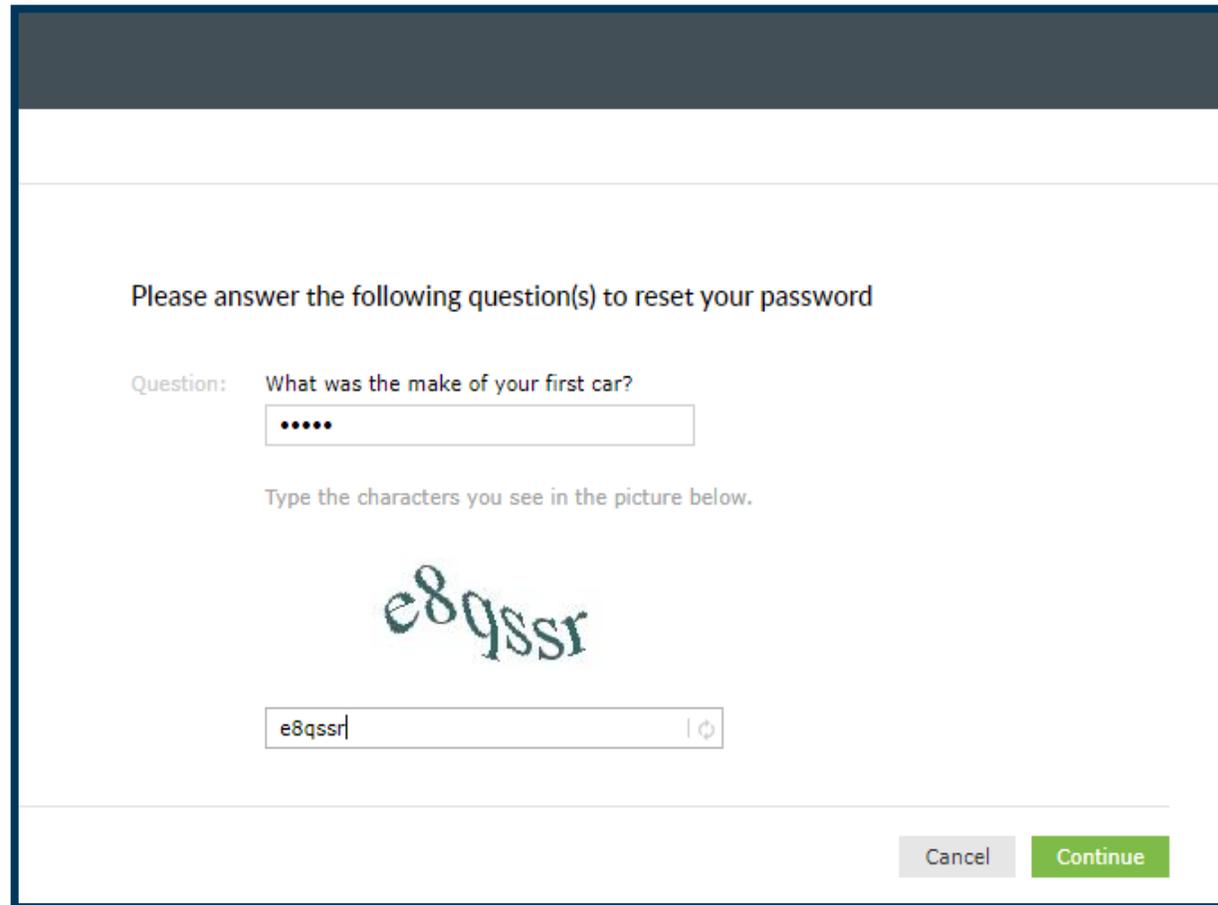
Step 4: In the Enter Username field, slowly type in your Deltek Costpoint username that starts with 47161.A.
Then Click Continue.



The screenshot shows a web interface for password reset. At the top, it says "Forgot your password?" followed by the instruction "To reset your password, start by entering your domain username." Below this is a form with a label "*Enter Username" and a text input field containing "47161.A.Test000". To the right of the input field is the text "(Example : Jsmith)". At the bottom right of the form are two buttons: "Cancel" and "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 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

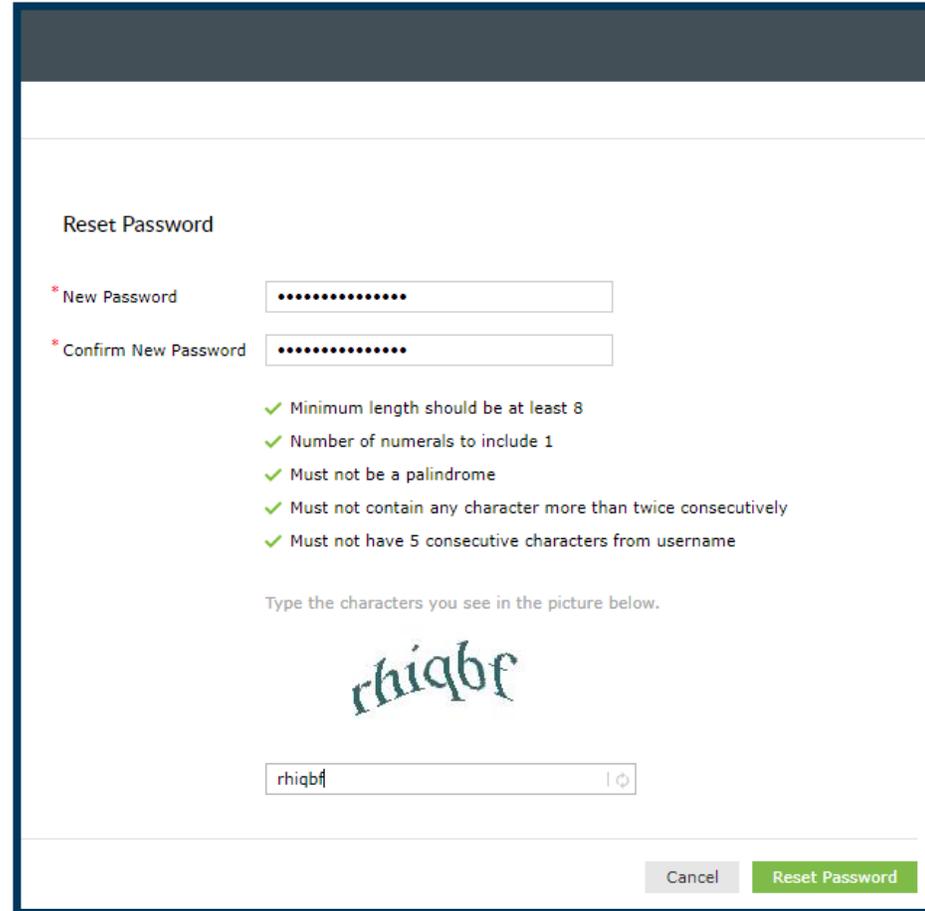
e8qssr | ↻

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

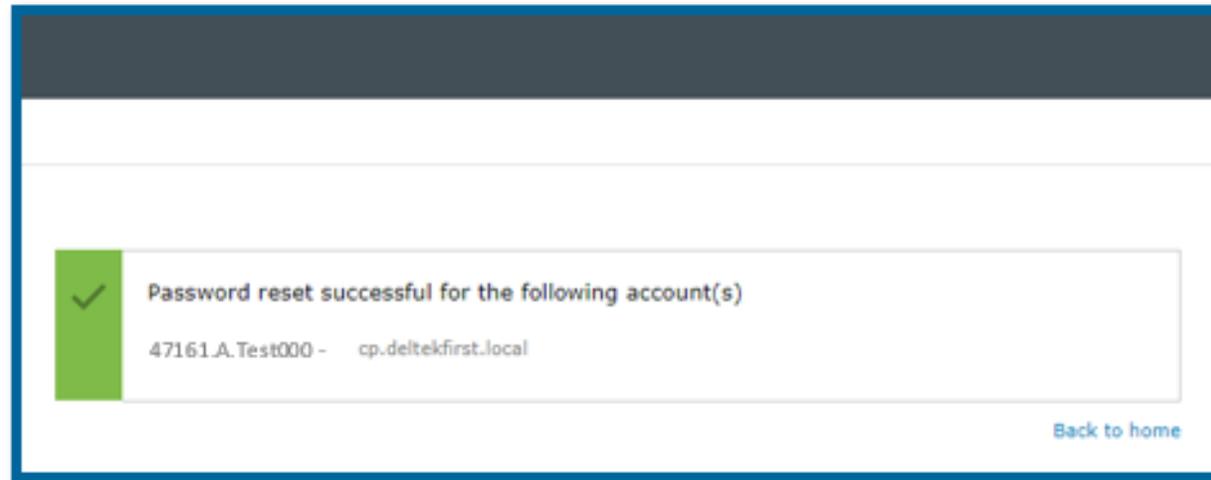


The screenshot shows a web form titled "Reset Password". It contains two input fields: "* New Password" and "* Confirm New Password", both filled with black dots. Below these fields are five green checkmarks indicating password requirements: "Minimum length should be at least 8", "Number of numerals 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 instruction reads "Type the characters you see in the picture below." Below this is a CAPTCHA image showing the characters "rhiqbtf" in a stylized, green, cursive font. A text input field below the CAPTCHA contains the characters "rhiqbtf" and a refresh icon. At the bottom right, there are two buttons: "Cancel" and "Reset Password".

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

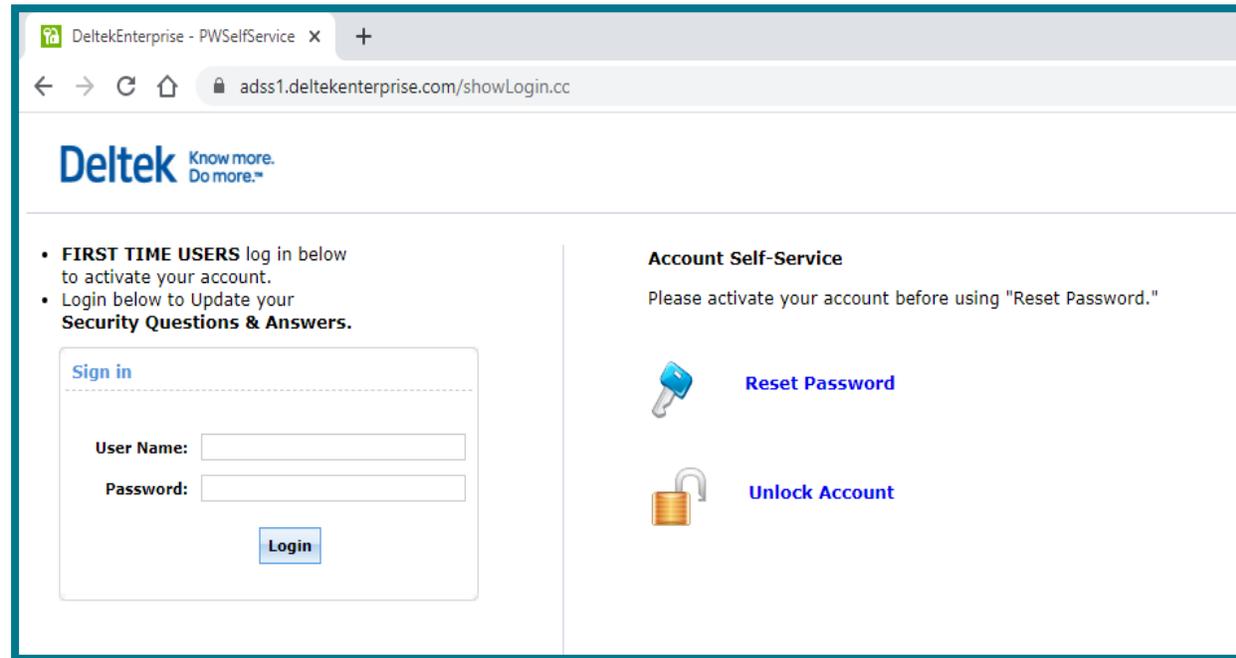
Follow these steps to Unlock your Deltek Costpoint account. **Take your time. Read carefully.**

**NOTE: If you have not yet activated your Deltek Costpoint account, you will be unable to unlock your account.
Contact Magellan Federal IT to request assistance for account activation.**

Resetting Your Password in Deltek Costpoint

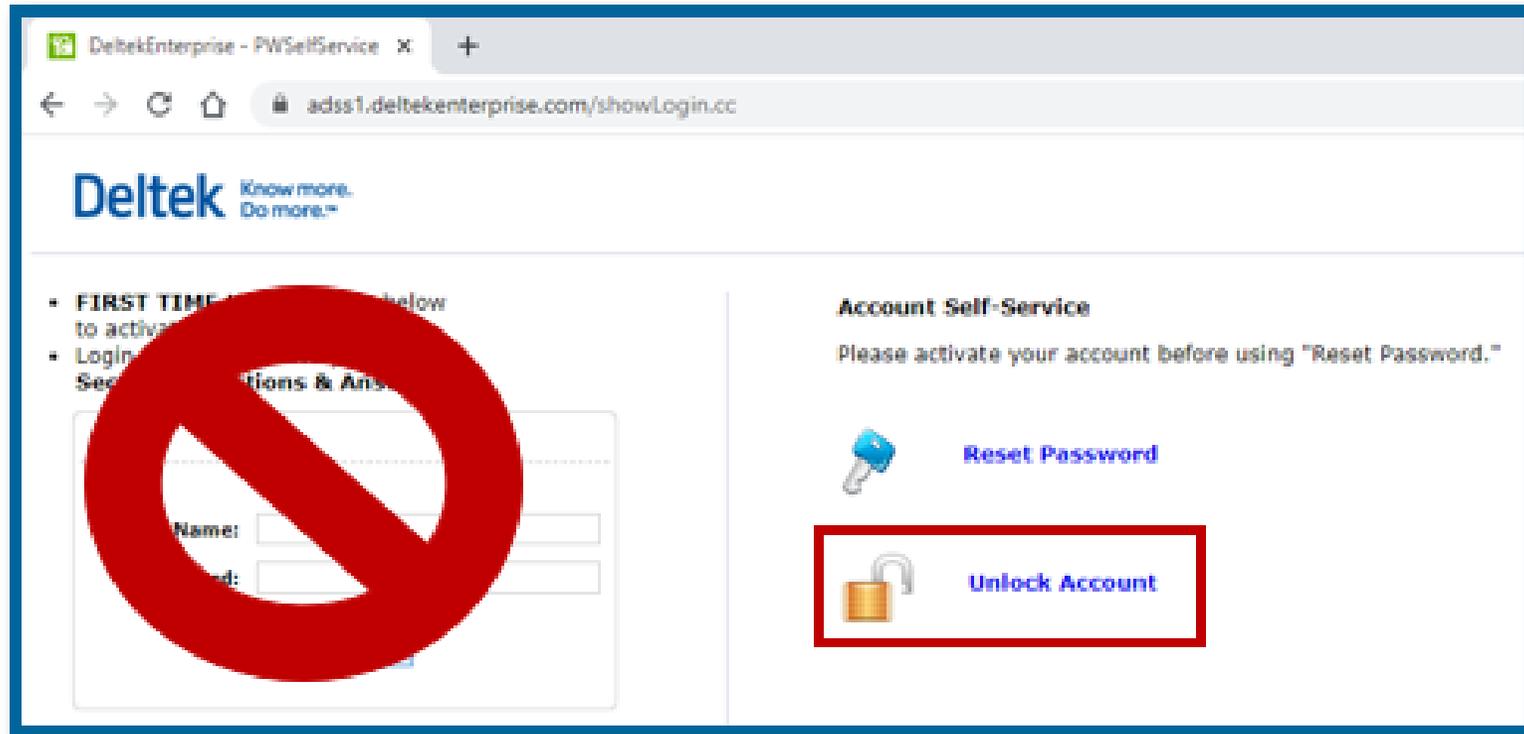
Step 1: Open your web browser and go to the Deltek Account Self-Service page:

<https://adss1.deltekenterprise.com/showLogin.cc>



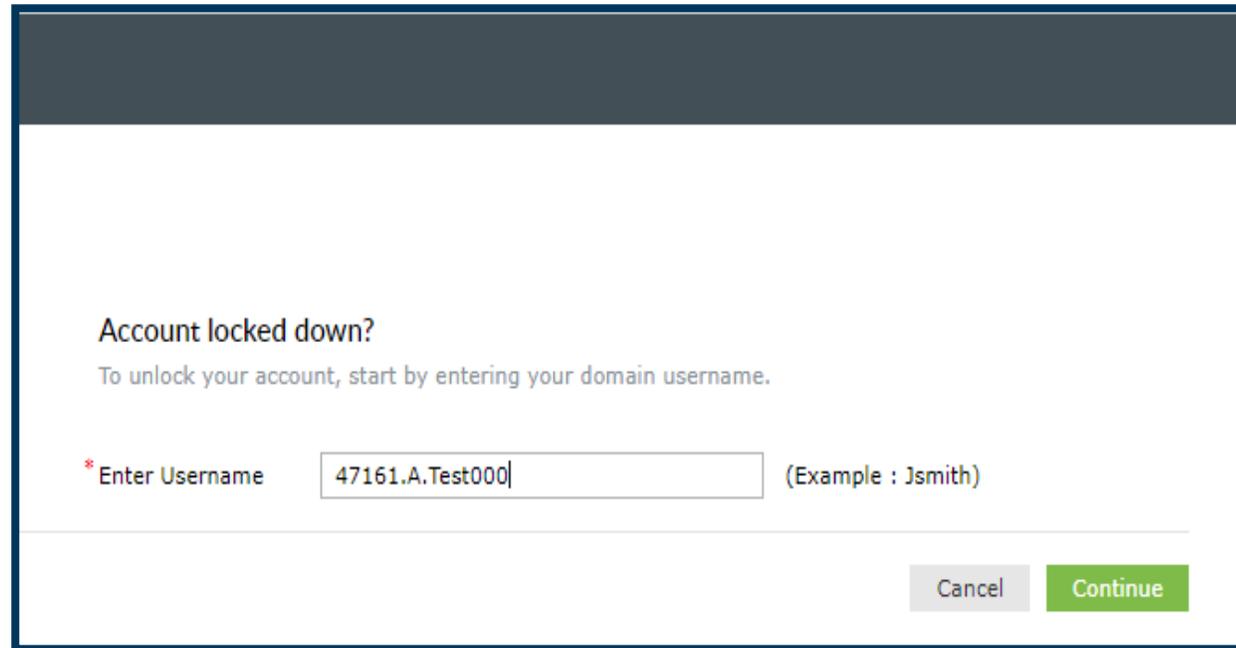
Resetting Your Password in Deltek Costpoint

Step 2: You should now be at the Deltek Self Service page. Click Unlock Account.



Resetting Your Password in Deltek Costpoint

Step 3: In the Enter Username field, slowly type in your Deltek Costpoint username that starts with 47161.A. Click Continue.



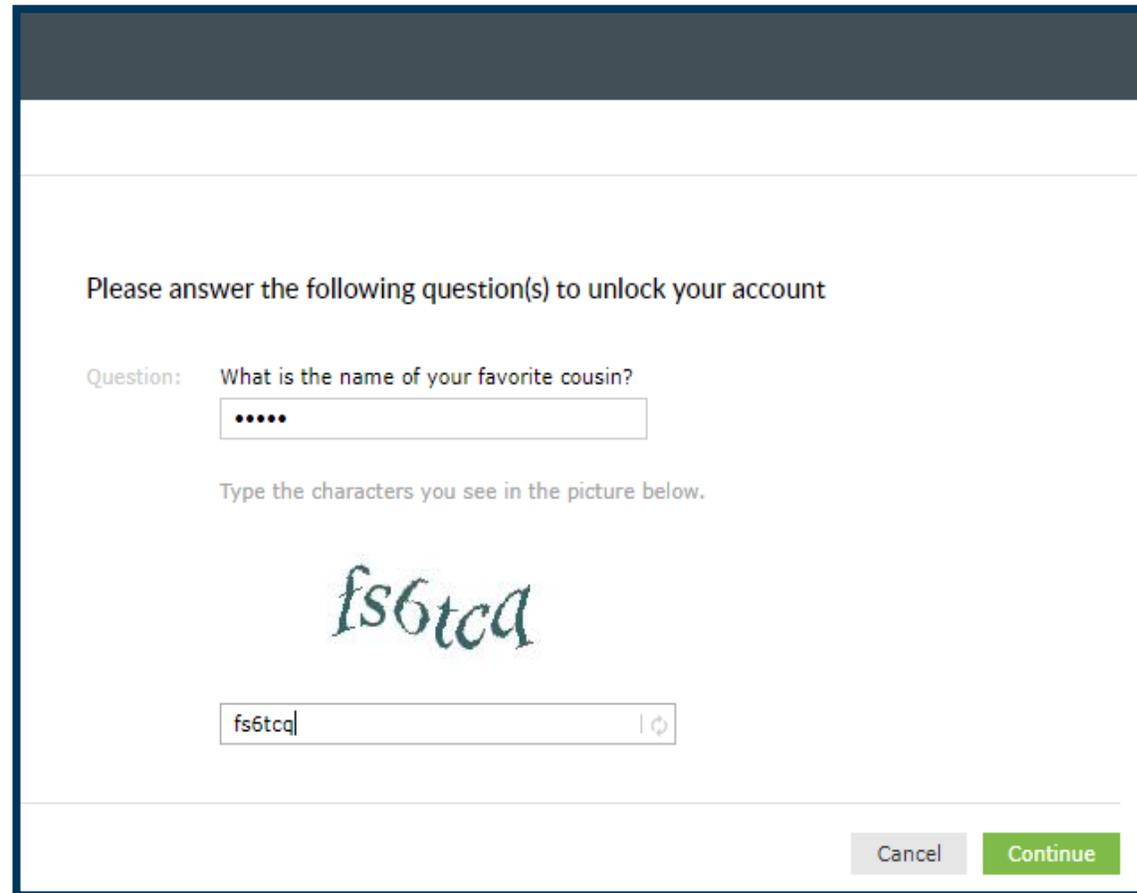
Account locked down?
To unlock your account, start by entering your domain username.

* Enter Username (Example : Jsmith)

Cancel Continue

Resetting Your Password in Deltek Costpoint

Step 4: 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

Resetting Your Password in Deltek Costpoint

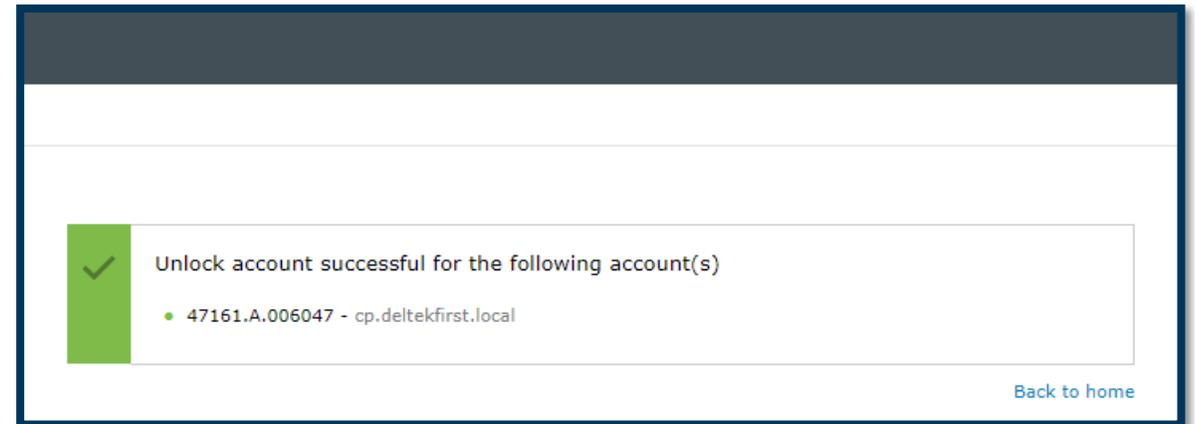
Step 6. You should now see an alert that the account is successfully unlocked. **Congratulations! You may now retry logging into Deltek Costpoint using your existing password.**

Click **Back to Home** to close out the page.

After completing the account unlock, 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.](#)



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 break procedures are not applicable to Adult, SOCOM, Embedded, CYB, or Healthy Steps MFLCs.

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 a web-based timesheet application. The breadcrumb trail is: Browse Applications > Time & Expense > Time > Timesheets > Manage Timesheets. The 'Timesheet' title bar includes buttons for New, Copy, Delete, Table, Query, and window controls. The 'Basic Information' section contains the following fields:

- Employee*: EE, TESTMFLC
- ID*: TESTMFLCEE
- SEMI MONTHLY
- Period Ending*: 12/31/2020
- Status: Open
- Class: Salaried Exempt
- Signature: [Empty field]
- Approval: [Empty field]

Buttons for 'Sign' and 'Correct' are located below the signature and approval fields. Links for 'Leave', 'PAY TYPE Summary', and 'Charge Favorites' are at the bottom right of the basic information section.

The 'Timesheet Lines' section features a table with columns for days of the week from Mon 12/21/20 to Thu 12/31/20, and a 'Total' column. The table contains the following data:

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	0.0	0.0
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.