

Timekeeping Guidelines

2023



Rotary Wing Flight Training

Contract Personnel

This document should be maintained at each work location for employee reference to support compliance with timekeeping requirements.



Timekeeping Guidelines

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Instructions for Timesheet Entry

Rotary Wing Flight Training contract personnel will record time as indicated in this document. Each employee is responsible for recording their time at the end of each day and ensuring time has been charged to the appropriate job number. Time will be recorded IAW current Work Authorization Notice and Timesheet Codes Document.

Flight Instructors & Academic Instructors (Army):

This group of instructors will charge time to the Undergraduate Labor (UGRD) job number. Example: 3398.C.05.6001.UGRD

Flight Simulator Instructors & MOI Instructors:

This group of instructors will charge time to the Graduate (GRDX) job number. Example: 3398.C.05.6001.GRDX

Air Force Division:

Air Force Division Instructors will charge time to the Air Force (AFXX) job number. Example: 3398.C.05.6001.AFXX

Support:

This group of employees (All Management, Clerical, Custodial, Publications, Supply) will charge time to the Support (SPTX) job number. Example: 3398.C.05.6001.SPTX

Overtime (Army):

All employees authorized to work overtime will charge time to the Army Overtime (OTAR) job number. Example: 3398.C.05.6001.OTAR

Overtime (Air Force):

All employees authorized to work overtime will charge time to the Air Force Overtime (OTAF) job number. Example: 3398.C.05.6001.OTAF

Professional Study Time (PST):

PST will be charged to the job number the employee uses to charge their regular time ("R"). The first time that you charge the job number you may have to change the pay type from "R" to "PST". Example: 3398.C.05.6001.UGRD/R and 3398.C.05.6001.UGRD/PST (NOTE: Pay Type PST cannot be used when charging Overtime, Stand Ride, or Weather.)

Favorites:

Frequently used job numbers can be stored in "Favorites" and flagged to auto-load on your timesheet each week. Less frequently used job numbers can be stored in "Favorites" for ease of access when needed for a one-time use on a timesheet.


See [Work Authorization Notice](#) and [Timesheet Codes Job Numbers Document](#) for additional detail.

The terms Non-Exempt and Exempt will be used throughout this document. **Non-Exempt** personnel will include all employees covered by the CBA that would be eligible for hourly overtime. **Exempt** will personnel will include all management personnel not eligible for hourly overtime.



Rotary Wing Flight Training Contract Work Authorization Notice

Auth No.	Authorized Employees	Charge Code	Description	Open Date	Close Date
1	All employees assigned to perform <u>Army IERW</u> Training (Instructor Pilots).	3398.C.05.6001.UGRD	Undergraduate Labor	1/10/2023	1/9/2024
2	All employees assigned to perform <u>Army IERW</u> overtime training (Instructor Pilots).	3398.C.05.6001.OTAR	Overtime Labor Army	1/10/2023	1/9/2024
3	All employees assigned to support flight training (<u>All Management, Clerical, Custodial, Publications, Supply</u>).	3398.C.05.6001.SPTX	Support Labor	1/10/2023	1/9/2024
4	All employees assigned to support flight training overtime (<u>Management, Clerical, Custodial, Publications, Supply</u>).	3398.C.05.6001.OTAR	Overtime Labor Army	1/10/2023	1/9/2024
5	All <u>MOI and RWIFEC</u> employees, excluding management.	3398.C.05.6001.GRDX	Graduate Labor	1/10/2023	1/9/2024
6	All <u>Army Academic</u> employees, excluding management.	3398.C.05.6001.UGRD	Undergraduate Labor	1/10/2023	1/9/2024
7	All <u>Army Academic</u> employees recording overtime, excluding management.	3398.C.05.6001.OTAR	Overtime Labor Army	1/10/2023	1/9/2024
8	All <u>Air Force Division</u> employees, excluding management.	3398.C.05.6001.AFXX	Air Force Labor	1/10/2023	1/9/2024
9	All <u>Air Force Division</u> employees recording overtime, excluding management.	3398.C.05.6001.OTAF	Overtime Labor Air Force	1/10/2023	1/9/2024

Issued by: 

Date: 9 JAN 2023

This should be posted for the period the above Charge Codes/Project Numbers remain active.

Authorized Job Numbers - Rotary Wing Flight Training Contract	Rev 13	1/10/2023
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Charge Description	Job Number
Army IERW Training (Instructor Pilots)	3398.C.05.6001.UGRD
Army IERW Training Overtime	3398.C.05.6001.OTAR
Support Labor (All Mgt/Clerical/ Custodial/Pubs/Supply)	3398.C.05.6001.SPTX

Charge Description	Job Number
Army Academics	3398.C.05.6001.UGRD
Graduate Labor (RWIFEC, MOI)	3398.C.05.6001.GRDX
Air Force Labor (Excludes Management)	3398.C.05.6001.AFXX
Overtime Labor Air Force (Excl Mgmt)	3398.C.05.6001.OTAF

Authorized Pay Types -

Pay Type Labor	Description - Use Authorized Job Number
OT7	Double Time-Recording hours worked on a Sunday, holiday or Programmed Saturday .
FB9	IP instruct add'l Class (IP Only) insert "1" in time block.
ALK	Instruct add'l Class (Academics Only) insert "1" in time block.
ALN	Instruct add'l Class (Academics Only) insert "1" in block. Prog Sat Only . Replaces ISB.
ALK	Instructor Review (2nd Stand Ride Failure)
OT	Over Time
PST	Prep & Cert
PSD	Prep & Cert Programmed Saturday Only
R	Regular Hours
ALD	Stand-By Pay- insert "1" in time block
ALB	Shift Differential-insert "1" in time block (Sim Pd 4,5,6+7) B.6
FCB	Night Differential (N1 & N2) insert "1" in block
ALF	Shift Report-insert "1" in time block
STR	Annual Stand Ride
IWD	Weather
WXD	Weather- Programmed Saturday Only
	Weekend/Holiday Schedule Cancel
OT	Flight Overtime - Non-Rep
OT7	Flight Double Time- Non-Rep Prog. Saturday
ALB	Shift Differential-Non-Rep
FCB	Night Differential (N1 & N2) insert "1" in block

Authorized Leave Job Numbers -

Pay Type Labor	Job Number	Description
BER	FRNG.100353.BERXX	Bereavement (Rep)
VML	FRNG.100353.UMLXX	Vac/Military Leave - To use Vacation on short term ML.
MLS	Not Currently Functional	SKE/Military Leave - To use Sick Leave on short term ML.
VKE	FRNG.100353.VKEXX	Vacation
VDT	FRNG.100353.VKEXX	Vacation Double Time - Prog Saturday Only
H	FRNG.100353.HOLXX	Holiday Pay
HEX	FRNG.100353.HEXXX	Holiday Exodus
NSH	FRNG.100353.NSHXX	Non Standard Holiday (DONSA)
JD	FRNG.100353.JDYXX	Jury Duty Pay-Submit Jury Duty notice to HR
SKE	FRNG.100353.SKEXX	Sick Leave Pay
PKE	FRNG.100353.SKEXX	Personal Leave-Deducts from Sick Leave balance (previously PER)
UPF	FRNG.100353.FMLXX	Unpaid LOA - FMLA
UAP	FRNG.100353.UAPXX	Unpaid Authorized Personal Time
UML	FRNG.100353.UMLXX	Unpaid Military Leave
UNB	FRNG.100353.UNBXX	Unpaid Union Business
USP	FRNG.100353.USPXX	Unpaid Suspension
BER	FRNG.100354.BERXX	Bereavement Non-Rep
JD	FRNG.100354.JDYXX	Jury Duty Pay Submit Jury Duty notice to HR. Non-Rep
H	FRNG.100354.HOLXX	Holiday Pay Non-Rep
HEX	FRNG.100354.HEXXX	Holiday Exodus Non-Rep
NSH	FRNG.100354.NSHXX	Non Standard Holiday (DONSA)
VAC	FRNG.100354.VACXX	Paid Leave Time Non-Rep
VDT	FRNG.100354.VACXX	Vacation Double Time - Prog Saturday Only

CBA References to Timekeeping

1 October 2020 – 30 September 2023

ARTICLE V

WORK SHIFTS AND TIME RECORDS

5.1 Employee Time Records

a. All Personnel

Employee timekeeping records shall accurately reflect the hours worked each day.

b. Time Record Certification

Employees shall record accurate time worked and proper charge account number (if applicable) on their timekeeping record on a daily basis. The employee's time records will be certified and signed by the employee not later than his last work shift at the end of the pay period. Timekeeping records shall not be signed in advance of the pay period end with the exception of holidays and special payroll processing. In the event of early processing, employees shall estimate their time to be worked and complete the timekeeping record accordingly. Any deviations from the estimated time record shall be coordinated with the timekeeping coordinator in Human Resources.

5.2 Employee Work Shifts/Schedules

a. Flight Personnel Work Shifts

The parties acknowledge that the work shift times are based on current Army/Air Force Training Schedules and may be subject to change if the Army/Air Force Training Schedules are altered. Shifts will not exceed eight hours, exclusive of meal breaks. Meal breaks shall not exceed one hour.

Work shift reporting time shall be 15 minutes prior to student scheduled arrival time; departure time shall be at the discretion of the Division Director and will normally be as soon as practical after student departure. This discretion may be delegated to the Flight Commander. Employees will not be required to remain in the work place beyond the reasonable time necessary to complete administrative requirements that are a normal part of their daily work performance unless IAW the provisions of Article XII. Employees will not be required to log any hourly leave for time remaining on their shift if they have completed the normal work and administrative functions associated with that work. Remaining time in this instance will be recorded as Professional Study Time (PST).

b. Academic Personnel Work Schedule

The hours shall depend on student training schedules and will be as directed by the Director of Academics. The portion of the workday that exceeds eight hours will be paid per B.4a Overtime Payments. Work reporting times shall be no earlier than

one (1) hour prior to student arrival time. Academic personnel meal breaks will be dependent on the student training schedules, but in no case exceed 1 hour. Employees will not be required to remain in the workplace beyond the reasonable time necessary to complete administrative requirements that are part of their daily work performances. Remaining time to complete eight (8) hours will be recorded as PST.

c. Air Force Personnel Work Schedules

Air Force Flight and Academic personnel shall be afforded at least 12 hours advance notice of their schedule. Air Force personnel shall notify the Company of pending appointments or commitments (i.e. doctor's appointments or similar) at least five (5) days in advance, and the Company shall make its best efforts to avoid scheduling the employee in conflict with such advanced notified appointment.

d. Other Non-Flight Personnel Work Schedule

Reporting and departure time will be as directed by the employee's supervisor. The normal workday will be eight hours, exclusive of meal breaks.

B.4 Overtime/Additional Class Section Payments

a. Overtime shall be paid at the rate of one and one-half (1½) times the normal hourly rate of pay. For Flight and Academic Instructor personnel, hourly overtime shall be paid for all hours worked over eight (8) hours. For non-instructor personnel (clerk, flight scheduler, publications specialist, supply, and custodial classifications) hourly overtime shall be paid for all hours worked over forty (40) in a work week. Overtime will be recorded and paid in tenths of an hour. The Flight Instructors who accept an additional flight period will have a minimum of 4 hours training with students.

Academic Instructors who instruct an additional class section will receive one hundred dollars (\$100.00) in addition to their regular and overtime pay as appropriate. Flight Instructors who instruct an additional flight period will receive three hundred dollars (\$300.00) in addition to their regular and overtime pay as appropriate.

b. Weekend **overtime** pay for Saturdays will be at one and one-half (1½) times the normal **hourly** rate of pay. Sundays and Federal holidays will be two (2) times the normal **hourly** rate of pay.

c. Programed training on Saturdays as part of USAACE's IERW Optimization Plan will result in the following compensation and benefits to affected employees.

1. Programmed training on Saturdays will be an eight (8) hour day conducted in the same manner as any other training day IAW article 5.2.a. Programmed training on Saturdays will be paid at two (2) times the normal hourly rate of pay. Employees will be provided specific timekeeping instructions to account for work shift time, Professional Study Time, and WX time or other appropriate pay codes to ensure appropriate compensation.

2. Scheduled annual leave for programmed training on a Saturday will be paid at two (2) times the normal hourly rate of pay. Sick leave will be paid at straight time as any other assigned work day.
3. Employees will be granted 1 hour of additional sick leave for each programmed training day on a Saturday in which they worked or were on scheduled annual leave. This additional time will be determined after the final programmed Saturday of the fiscal year and will be added to the sick leave balances of active employees. The additional sick leave will be added to the balances of employees terminating prior to the end of the fiscal year and processed with final pay.
4. Academic Instructors who instruct an additional class section on a programmed Saturday will receive two hundred twenty-five dollars (\$225.00) in addition to their overtime pay.

B.6 Night Differential

Night differential shall be paid at the rate of thirty five (\$35.00) per night in addition to the normal daily pay for Simulator periods 4, 5, 6, and 7. Night differential shall be paid at the rate of forty-five dollars (\$45) per night in addition to the normal daily pay for Night 1 and Night 2 flight line shifts. **Employees** on afternoon flight periods that terminate after official sunset shall not receive night differential pay for such flights.

B.7 Additional Instructor Training

Employees who are selected for change of aircraft training may be required to continue training students and to perform additional **train-up** during other flight training periods. **Employees** who are required to continue training students will receive regular pay for training students and time and one-half pay beyond eight (8) hours for all additional time expended on personal **train-up** on the same day that they fly students, as outlined in Article IX paragraph 9.7 d.

B.8 Shift Reporting

Employees who report for a scheduled work shift and:

- a. are dismissed in less than one and one-half (1 ½) hours from scheduled reporting time and required to report for a later shift, or stand by the phone, that same day shall receive seventy dollars (\$70.00) plus normal pay for the shift worked.
- b. are dismissed and not required to report to work on an additional shift that same day shall receive normal pay for that shift.
- c. are dismissed in more than one and one-half (1 ½) hours from scheduled reporting time and are required to report for a later shift the same day shall receive the normal daily pay for the first shift work period reported to and will be paid at a rate of one and one-half (1½) times the normal rate of pay for the additional hours worked.

Timekeeping Policy



Rotary Wing Flight Training
Contract Personnel

TITLE:	Instructor Daily Shift/Schedule	POLICY NO.:	05.300-054.018
RESPONSIBILITY:	Human Resources Manager	REVISION:	00
APPROVED BY:	Contract Manager	EFFECTIVE:	February 03, 2020

1.0 Purpose:

The purpose of this Policy is to establish Guidelines for maintaining hourly time keeping as required by the current Rotary Wing Flight Training contract, appropriate regulations, and in accordance with the Collective Bargaining Agreement (CBA).

2.0 Applicability:

Applicable to all Amentum Instructors of the Rotary Wing Flight Training Contract.

3.0 Authority:

None

4.0 Policy:

- 4.1 In accordance with the current Rotary Wing Flight Training and Training Support Services Contract and CBA, our Instructors' normal work shift/schedule is defined as an eight (8) hour shift/schedule. Due to lack of available office space in some facilities to accommodate Instructors who complete their student contact time and administrative duties, the Government/Company agrees to allow these Instructors to depart these facilities in order to conduct self-study in support of contract requirements. This Policy is to be used to account for the other duties required to safely and effectively train the students regardless of the Instructor's physical location. This also allows for Instructors to be available for any further training which could be accomplished during the 8 hour shift/schedule.
- 4.2 To ensure safe, effective and efficient flight training to the United States Army Aviation Center of Excellence (USAACE), Instructors must remain current on changes in Course Management Plans (CMP) and Programs of Instruction (POI) materials to include courseware. Those Instructors without available office space must conduct self-study in order to maintain the proficiency required for their annual flight proficiency evaluation, as well as the Government and/or Company directed no-notice evaluation program.
 - 4.2.1 Self-study for the purpose of this instruction is defined as “the study of something by oneself, as through books, records, etc., without direct supervision or attendance in a class.”
- 4.3 As the company enters into this new extension of the Rotary Wing Flight Training Contract beginning 1 April 2017, we must account for the time required to perform Instructor duties. We will continue training our Instructors with attendance in the UH-72 Lakota Qualification Course and Instructor Pilot Course. The UH-72 AQC/IP Schedule being used by the Government directs self-study hours that are required to ensure successful course completion.
- 4.4 Effective 1 April 2017, Instructors without available office space will log the residual time required to meet their eight hour day under the appropriate assigned Job Number for self-study. Those Instructors with available office space are expected to log their productive work time in the government furnished facilities as required by the contract. The company

fully understands the levels of self-study and preparation that is required by our Instructors to execute their mission of training the USAACE students. Since there are locations without available space provided to our Instructors, it is in the best interest of the USAACE to allow IPs to conduct these required duties at a location, including their home, which is conducive to a learning environment. This does not imply that Instructors log time that is not in the preparation for, and conditions of, their employment as an Instructor. This time will be logged under a separate assigned job number IAW CBA article 5.2. Examples of productive work performed by Instructors outside of the flight line, classroom and simulator facilities include, but are not limited to:

- 4.4.1 Self-study required for UH-72 Qualification and Instructor Pilot Courses.
 - 4.4.2 Self-study to maintain the level of proficiency required for no-notice flight and oral evaluations.
 - 4.4.3 Work performed to prepare for their assigned students flight instruction.
 - 4.4.4 Work performed to develop, write or provide remedial instruction for students who are experiencing difficulty or learning deficiencies.
 - 4.4.5 Work performed from home in maintaining all Government and Amentum directed training certifications and mandatory training.
- 4.5 Instructors will not log time in excess of 8.0 hours without the approval of their supervisor. Supervisors will only direct optional overtime when approved by the KO except as directed by contract (e.g. PL, weather, etc). This policy is IAW today's standard processes and directed by Contract language.
- 4.6 Questions pertaining to the applicability of this Policy will be directed to the Instructor's immediate supervisor who will elevate the issue to the appropriate level for guidance.

5.0 Responsibilities:

- 5.1 Human Resource Manager shall:
 - 5.1.1 Make changes as needed to this policy.

6.0 References:

- 6.1 Current Contract
- 6.2 Collective Bargaining Agreement

7.0 Definitions:

- 7.1 Employee – The term employee applies to all represented and non-represented employees
- 7.2 CBA – Collective Bargaining Agreement

8.0 Attachments

- 8.1 Attachment 1: Change History

9.0 Distribution

- 9.1 Professional Helicopter Pilots Association
- 9.2 Division Directors
- 9.3 Human Resources

Title	Payroll Procedure		
Document Type	Procedure	Doc. No.	06.100-500.000
Department	Finance & Accounting	Effective Dt.	2/25/2022
Authorization	Chief Financial Officer	Revision No.	02
Owner	VP/Controller		

1.0 Purpose

The purpose of this Procedure is to accurately record and report employee time.

2.0 Applicability

This Procedure applies to employees of all Amentum Strategic Business Units (SBUs), including the employees of all legal entities under **Amentum's** exclusive control.

3.0 Authority

[Principal Policy 06.000-000.000 Finance and Accounting](#)

4.0 Procedure

The process flow for this Procedure is at [Attachment 2](#). Each subparagraph below corresponds to a process step. Locations using time clocks will develop location-specific instructions consistent with this procedure.

4.1 Generate [Timesheet](#)

4.1.1 Electronic Timesheets. Electronic time reporting systems will automatically generate electronic timesheets.

4.1.2 Paper Timesheets

4.1.2.1 If electronic time reporting is not available, employees shall use paper timesheets to record and report time. The timesheet coordinator shall provide a paper timesheet in such circumstances.

4.1.2.2 The timesheet coordinator shall provide paper timesheets for all employees (that do not use electronic time reporting) prior to the start of each time reporting period. The Approved paper timesheet (Ref: 6.10 and 6.11) is only available from the intranet Policies & Forms page.

4.2 Distribute Timesheet (paper timesheets only). The timesheet coordinator shall **distribute timesheets to employees prior to the end of the employee's first workday of the time reporting period.** Timesheets may be distributed directly to employees or **through the employee's supervisor or administrative support staff, as long as it is in the employee's possession prior to the end of the employee's first work day of the time reporting period.** (Ref: 6.10 and 6.11 Timesheet-Manual)

4.3 Provide Charging Guidance. (Ref: 6.2 Work Authorization) Supervisors or their designee shall provide in writing:

4.3.1 Notify employees of authorized [charge codes](#). Electronic notifications are acceptable. (Ref: 6.3 Work Authorization Form)

4.3.2 Provide employees a reasonable basis for relating their daily activities to the proper charge code. Procedure 06.100-502.000 Work Authorizations provides guidance for notifying employees.

4.3.3 Provide overtime charging guidance, if necessary.

- 4.4 Provide Timesheet Training.
 - 4.4.1 The Amentum Financial Controller shall develop employee time reporting training.
 - 4.4.2 Human Resources (HR) shall annually deliver training and track employee training status.
 - 4.4.3 Employees will complete initial time reporting training promptly after their date of hire and annually thereafter.
- 4.5 Record Time Daily. Employees shall:
 - 4.5.1 Promptly notify their supervisor if they do not have either a timesheet or charge code that relates to their daily activities.
 - 4.5.2 Record and total their time by charge code(s) each day electronically, or in ink for paper timesheets, not later than the beginning of the next work day. Record time only after the fact except as provided for elsewhere in this procedure.
 - 4.5.3 Record their time using the charge code(s) that relate(s) to their activities using [total time accounting](#). (Ref: 6.4) Procedure 06.100-503.000 Total Time Accounting – Exempt provides guidance for exempt employees.
 - 4.5.4 Record time to the nearest tenth-hour using one decimal place (i.e., .0, .1, .2,..., .9) **unless the local time recording system is limited to quarter-hour increments (i.e., .00, .25, .50, .75).**
 - 4.5.5 Record all work and leave time, including hours over 8 in a day and 40 in a week and, in the case of Fair Labor Standards Act (FLSA)-exempt employees, whether additional compensation is paid or not. (Ref: 6.5) HR [Procedure 07.100-206.000 Work Time](#), provides guidance regarding which employee activities the Amentum considers to be work time. Other procedures define the various leave times.
 - 4.5.6 **Not change one day's time after it has been totaled for the day except as permitted under the timesheet correction process in [paragraph 4.8](#).**
 - 4.5.7 Not pre-record time except as follows:
 - 4.5.7.1 Amentum Financial Controller-Directed Early Submission. At certain times (e.g., holiday weekends, inclement weather, accounting period closings) the Amentum Financial Controller may direct or approve the early submission of timesheets to meet payroll cycles. In such cases, the Payroll Department shall provide written notification to employees/supervisors, via email. In this situation, employees shall estimate and pre-record time for the remaining timesheet period only as necessary to submit the timesheet early. The employee should follow the procedures outlined in [paragraph 4.8, Correct Timesheet](#), if the hours worked or the work performed is different than the estimate.
 Leave/Holiday. Employees may pre-record authorized leave or holiday time.
 - 4.5.7.2 If estimated time ultimately differs from actual time, employees shall submit a timesheet correction on the next work day.
 - 4.5.8 Maintain an informal interim record of time and associated charge codes, electronic or paper, if the timesheet is not accessible, such as when

traveling. Promptly transfer the informal record to the timesheet as soon as it is accessible. Examples of an informal interim record include calendar entries, emails to timesheet coordinators, electronic spreadsheets, or a sheet of paper.

- 4.5.9 [Attachment 3](#) is a job aid that provides sample guidance for completing paper timesheets. However, employees shall use the specific paper timesheet indicated by their timesheet coordinator.

4.6 Complete Timesheet. At the end of the time reporting period (or immediately prior to early submission, if applicable), employees shall:

- 4.6.1 Review timesheet entries for accuracy and make any necessary corrections.
- 4.6.2 Total hours horizontally for each charge code (paper timesheets only). Verify that daily (vertical) and charge code (horizontal) totals sum to the same number.
- 4.6.3 Sign (electronically or in ink) timesheets at the end of the final day of the time reporting period, or immediately prior to submission if there is an authorized exception.
- 4.6.4 Never sign or submit an incomplete or inaccurate timesheet.
- 4.6.5 Submit the paper timesheet to their supervisor. (Ref: 6.10 and 6.11)
Timesheet-Manual
- 4.6.6 Employee Unavailability: In situations where an employee is unavailable to complete and/or sign their timesheet, it may be completed by an individual with direct knowledge of the work performed for the days the employee was not available.
 - 4.6.6.1 Individual completing the timesheet shall note on the timesheet that the employee was unavailable to complete.
 - 4.6.6.2 (Paper timesheets only) Individual completing the timesheet shall submit a copy of the completed timesheet. Supervisor shall sign copy.
 - 4.6.6.3 The employee shall sign and submit the original timesheet upon their return.
- 4.6.7 Supervisor Unavailability. In situations where a supervisor (or their delegate) is not available in time to meet payroll submission deadlines, employees shall:
 - 4.6.7.1 **Submit a paper timesheet without a supervisor's approval.**
 - 4.6.7.2 **Forward electronic timesheets to the supervisor's delegate for approval.**
 - 4.6.7.3 Submit a properly approved timesheet by the next time reporting period ending date.
 - 4.6.7.4 Submit a corrected timesheet if the supervisor discovers errors on the preliminary submission.

4.7 Review Timesheet. Supervisors shall:

- 4.7.1 Review timesheet entries for accuracy.
- 4.7.2 Make and initial administrative timesheet corrections as necessary.
- 4.7.3 Return the timesheet to the employee for [substantive timesheet corrections](#) as necessary.

- 4.8 Correct Timesheet. Employees or supervisors correcting paper timesheets shall correct timesheets using the appropriate process below. The basis for adjustment is always the original timesheet. Employees shall provide only clearly-stated business reasons as justification for corrections to all timesheets. This may be a brief few sentences and may include charge codes, customer names, project names, or other, as needed to clarify. (All justifications are reviewed/approved by supervisors, and routinely audited by the Government customer.) For Deltek Timekeeping system 12 prior periods are opened to allow for corrections to be made. To perform a correction older than the last 12 prior periods, approval to open must be obtained from the Amentum Controller with justification.

Condition	Paper Timesheet	Electronic Timesheet
Not entered into accounting system	<ul style="list-style-type: none"> • Line through incorrect entry on original timesheet in ink and write the correct entry next to the error • Initial the correction • Provide justification if the reason for the correction is not self-evident. Justifications for changes that focus on both the "what" and "why" for the correction are the most helpful 	<ul style="list-style-type: none"> • Retrieve timesheet for correction • Make necessary corrections • Enter a justification for corrections • Sign and resubmit to supervisor for approval
Entered into accounting system	<ul style="list-style-type: none"> • Obtain a new blank timesheet from supervisor or timesheet coordinator • Enter all charge codes requiring adjustment on corrected timesheet • Change the number of hours from the original timesheet by entering positive (increase in hours charged) or negative (decrease in hours charged) number on the new timesheet • Provide justification for the change • Submit timesheet to supervisor for approval and processing 	<ul style="list-style-type: none"> • Retrieve processed timesheet from electronic time reporting system • Enter original charge code and subtract hours that are being corrected • Enter corrected charge code and add hours that were subtracted from original charge code • Provide a justification for change • Submit timesheet to supervisor for approval and processing

- 4.9 Approve Timesheet. Supervisors shall:
- 4.9.1 Never approve an incomplete or inaccurate employee timesheet.
 - 4.9.2 Ensure that all timesheet corrections have adequate justification with only clearly-stated business reasons for the correction. Charge codes, customer names, project names, or other may be needed to adequately clarify.
 - 4.9.3 Sign (digitally or in ink) each **employee's timesheet**.
 - 4.9.4 Submit paper timesheets to the timesheet coordinator (Ref: 6.9) Timesheet – Manual and Correction. Electronic timesheets are automatically entered into **the electronic time reporting system upon the supervisor's digital signature**.
 - 4.9.5 Provide accurate employee status (including labor category and location) to the HR Department in a timely manner.
 - 4.9.6 Provide employees time to attend annual time reporting training.
 - 4.9.7 Provide employees with written charging guidance for recording their time.

- 4.9.8 Ensure that employees record time to the appropriate charge code regardless of contract type, budget constraint, or funding status.
- 4.9.9 Ensure that each employee has access to electronic time reporting or has a **paper timesheet prior to the end of the employee's first work day** of the time reporting period.
- 4.9.10 **Maintain sufficient knowledge of each employee's activities during the reporting period** to effectively review timesheets for accuracy.
- 4.9.11 Provide advance approval and written charging guidance to employees for overtime work (whether direct or indirect). Project-required overtime work shall be charged to the project requiring the effort.
- 4.9.12 Complete timesheets for absent employees as required to meet payroll processing requirements.
- 4.9.13 Delegate, in writing, timesheet approval authority to at least one other **individual. Delegates must have sufficient knowledge of each employee's** activities during the reporting period to effectively review timesheets for accuracy.
- 4.9.14 Perform floor checks periodically to ensure that employees follow this procedure.
- 4.10 Timesheet Coordinators shall
 - 4.10.1 Distribute paper timesheets to assigned employees (who are not using **electronic time reporting**) **prior to the end of the employee's first work day of** the time reporting period. Timesheets may be distributed directly to each **employee or through the employee's supervisor.**
 - 4.10.2 Review completed timesheets for compliance with this procedure.
 - 4.10.3 Make administrative timesheet corrections as necessary. Notify the affected employee and their supervisor of recurring administrative corrections.
 - 4.10.4 Transfer information from paper timesheets into electronic time reporting systems.
 - 4.10.5 Provide information and guidance to employees and supervisors on implementing this procedure.
 - 4.10.6 Forward completed paper timesheets to the Payroll Department for retention.
 - 4.10.7 **Verify that all timesheets for the timesheet coordinator's group have been completed by the employee, approved by the employee's supervisor and are ready for review.**
 - 4.10.8 Review paper timesheet entries for accuracy.
 - 4.10.9 Make and initial administrative timesheet corrections as necessary.
 - 4.10.10 Return the timesheet to the employee for substantive timesheet corrections as necessary.
 - 4.10.11 All paper timesheets should be retained in accordance with [Procedure 05.500-500.000 Records Management Manual](#) and [Procedure 05.500-501.000 Records Retention Schedule](#)
- 4.11 The Payroll Department shall process timesheets into accounting systems.
- 4.12 Human Resources shall
 - 4.12.1 Deliver initial and annual employee time reporting training.

4.12.2 Track employee time reporting training status.

4.13 Employees shall

4.13.1 Notify their supervisor promptly if they do not have a timesheet or charge code that relates to their daily activities.

4.13.2 Record their time in accordance with this procedure.

4.13.3 Obtain prior written approval for each charge code for overtime work.

4.14 Timesheet Floor Checks

4.14.1 In accordance with its annual audit plan, the Defense Contract Audit Agency (DCAA) may conduct interviews with company employees for any of the following reasons:

4.14.1.1 Assess compliance with timekeeping internal controls and procedures;

4.14.1.2 Assess the reliability of employee timekeeping records;

4.14.1.3 Verify employees are at work and performing work;

4.14.1.4 Verify employees are performing in a proper job classification; and

4.14.1.5 Verify time is charged to the proper cost objective (e.g.; task, program).

4.14.2 Any employee, including Supervisors, may be sampled by DCAA for this type of review. DCAA testing are unannounced site visits. Supervisors will be subject to the same questions and requests as noted in 4.14.8. An additional management official is not required during a Supervisor interview.

4.14.2.1 When DCAA arrives at a site for a floor check, their arrival should not be announced nor should employees be directed to fill out their timesheet.

4.14.3 Amentum employees should not speak with a DCAA auditor during a floor check unless a management representative is present during the interview. Each DCAA interviewer (there may be several) must be accompanied by a management official during the site visit.

4.14.4 If an auditor attempts to meet with an employee without an Amentum management representative present, the employee should immediately contact their immediate supervisor or site manager and should not converse with the auditor until a management representative is present.

4.14.5 Employees are required by Amentum to cooperate with DCAA during floor checks. Employees should answer the specific questions from the auditor in a direct and professional manner. Employees should provide additional information only to support the specific question by the DCAA.

4.14.6 If the auditor asks any question for which the employee does not feel confident enough to answer or is uncomfortable answering, the employee should refer the question to the manager present during the interview. While not answering for the employee, the supervisor should interject to clarify ambiguous questions or answers.

4.14.7 If the employee does not know the answer to a DCAA question, they should tell DCAA they do not know the answer. Employees should not speculate about an answer to a DCAA question.

- 4.14.8 Data requested by DCAA may include the following:
 - 4.14.8.1 **An audit request to view the employee's current timesheet,** whether electronic or paper. Employees must ensure their timesheet is completed through the prior workday. DCAA will request to make a copy, which may be provided.
 - 4.14.8.2 **A request to see the employee's** authorization to charge both the current project being worked and any other project worked during the time period. Employees must ensure they have a valid work authorization for any project charged. This may be a written authorization, an email, or an electronic authorization. An authorization may be verbal. If verbal, the auditor is likely to **verify with the employee's manager. DCAA may request a copy,** which may be provided.
 - 4.14.8.3 DCAA will request validation of timekeeping training.
- 4.14.9 The employee should be prepared to answer questions which could include:
 - 4.14.9.1 Do you ever work without a job authorization? If so, why?
 - 4.14.9.2 Do you ever make changes to your time sheet? If so, why?
 - 4.14.9.3 Does anyone ever complete your time sheet for you? If so, why?
 - 4.14.9.4 Has anyone asked you to change your time sheet? If so, why?
 - 4.14.9.5 Are you an exempt or non-exempt employee? Do you work overtime for which you do not get paid? Typically this is relevant to an exempt employee.
 - 4.14.9.6 How do you correct a time sheet error?
 - 4.14.9.7 Are you aware of the Department of Defense (DoD) and other Federal Agency, if applicable, (e.g.; National Aeronautics and Space Administration (NASA)), Hotline poster and reporting telephone number and/or email?
 - 4.14.9.8 Are you aware of the Amentum Hotline or ethics telephone numbers and reporting process?
 - 4.14.9.9 Describe the current project you are working on, which does not violate security or contract reporting requirements. In no case should the auditor be given a copy of anything related to the project other than a work authorization. Such requests must be elevated to the appropriate management official.
 - 4.14.9.10 Have you been asked to work on one project but charge a different charge number?

5.0 Responsibilities

- 5.1 The Amentum Chief Financial Officer shall direct actions based on the results of assessments of this Procedure.
- 5.2 The Amentum Financial Controller (owner) shall:
 - 5.2.1 Implement and assess the effectiveness of this Procedure.
- 5.3 Operations Supervisors shall:
 - 5.3.1 Be available at reasonable operating times to accompany the DCAA auditor during Floor Check interviews.

- 5.3.2 Immediately notify Amentum Compliance staff and upper management anytime an auditor arrives for employee interviews.
- 5.3.3 Prepare a written summary of the audit interviews identifying the employees interviewed, the accompanying management official, and any potential issue or concern noted during the interviews.
- 5.3.4 Elevate any question or request received from an auditor immediately to the Amentum Vice President of Government Accounting and Compliance or a member of his staff.

6.0 References

- 6.1 Federal Acquisition Regulation (FAR) 31.201-4, Determining Allocability
- 6.2 Procedure 06.100-502.000 Work Authorizations
- 6.3 Form F06.PR.502 Work Authorization Form
- 6.4 Procedure 06.100-503.000 Total Time Accounting-Exempt
- 6.5 [Procedure 07.100-206.000 Work Time](#)
- 6.6 Form F06.PR.500A Direct Deposit Authorization Agreement
- 6.7 Form F06.PR.500B Earn Code Pay Type Request
- 6.8 Form F06.PR.500C Add Change Deduction Code
- 6.9 Form F06.PR.500D In-Country Payment (ICP) Authorization
- 6.10 Form F06.PR.500E Timesheet – Manual (Mon-Sun)
- 6.11 Form F06.PR.500F Timesheet – Manual (Sat-Fri)
- 6.12 Form F06.PR.500G Labor Transfer Correction and Adjustment
- 6.13 [Procedure 05.500-500.000 Records Management Manual](#)
- 6.14 [Procedure 05.500-501.000 Records Retention Schedule](#)

7.0 Definitions

- 7.1 *Administrative Timesheet Correction*: A clerical correction by timesheet or supervisory personnel to **spelling or math errors on an employee's paper timesheet**. These corrections are limited to circumstances where it is readily apparent that a change is needed and the correction is self-evident. Examples include, but are not limited to, incorrect totals, **entries clearly in the wrong row or column, or using the letter "O" instead of the number "0."**
- 7.2 *Charge Code*: A project accounting system string of characters used to relate employee time to project costs. For the purposes of this procedure, the term includes the project number, [labor location](#), [Project Labor Category \(PLC\)](#), and [Pay Type](#).
- 7.3 *Floor Check*: An employee timesheet review to verify that the provisions of this procedure are being complied with by the employee.
- 7.4 *Labor Location*. An accounting code that identifies the pay table used in conjunction with the PLC to determine the appropriate rate of pay based on wage determinations or collective bargaining agreements.
- 7.5 *Overtime*: Work time that exceeds normal working time (as defined by statute, regulation, contract, collective bargaining agreement, employment agreement, or Group guidance) and results in greater than normal hourly rate of pay for an employee.
- 7.6 *Pay Type*: An accounting code that classifies employee compensation into categories (e.g., regular time, overtime, holiday, hazard pay).

- 7.7 *Payroll Department*: The office in an accounting hub responsible for data interface between time collection and accounting systems.
- 7.8 *Project Labor Category (PLC)*: An accounting code used to identify the type of work actually performed by an employee on a specific project (e.g., Mechanic 2).
- 7.9 *Substantive Timesheet Correction*: Any timesheet correction that is not an administrative timesheet correction.
- 7.10 *Timesheet*: **A paper or electronic document for recording an employee's time.**
- 7.11 *Timesheet Coordinator*: An individual designated to provide administrative support to the employee timesheet process, such as distributing paper timesheets and transcribing data from paper timesheets into electronic systems.
- 7.12 *Total Time Accounting*: The recording of all hours worked in the time collection system by exempt employees. **TTA typically meets the definition of "uncompensated overtime" or "competitive time."**

8.0 Attachments

- 8.1 Attachment 1: Change History
- 8.2 [Attachment 2](#): Time Reporting Process
- 8.3 [Attachment 3](#): Paper Timesheet (Costpoint) Job Aid

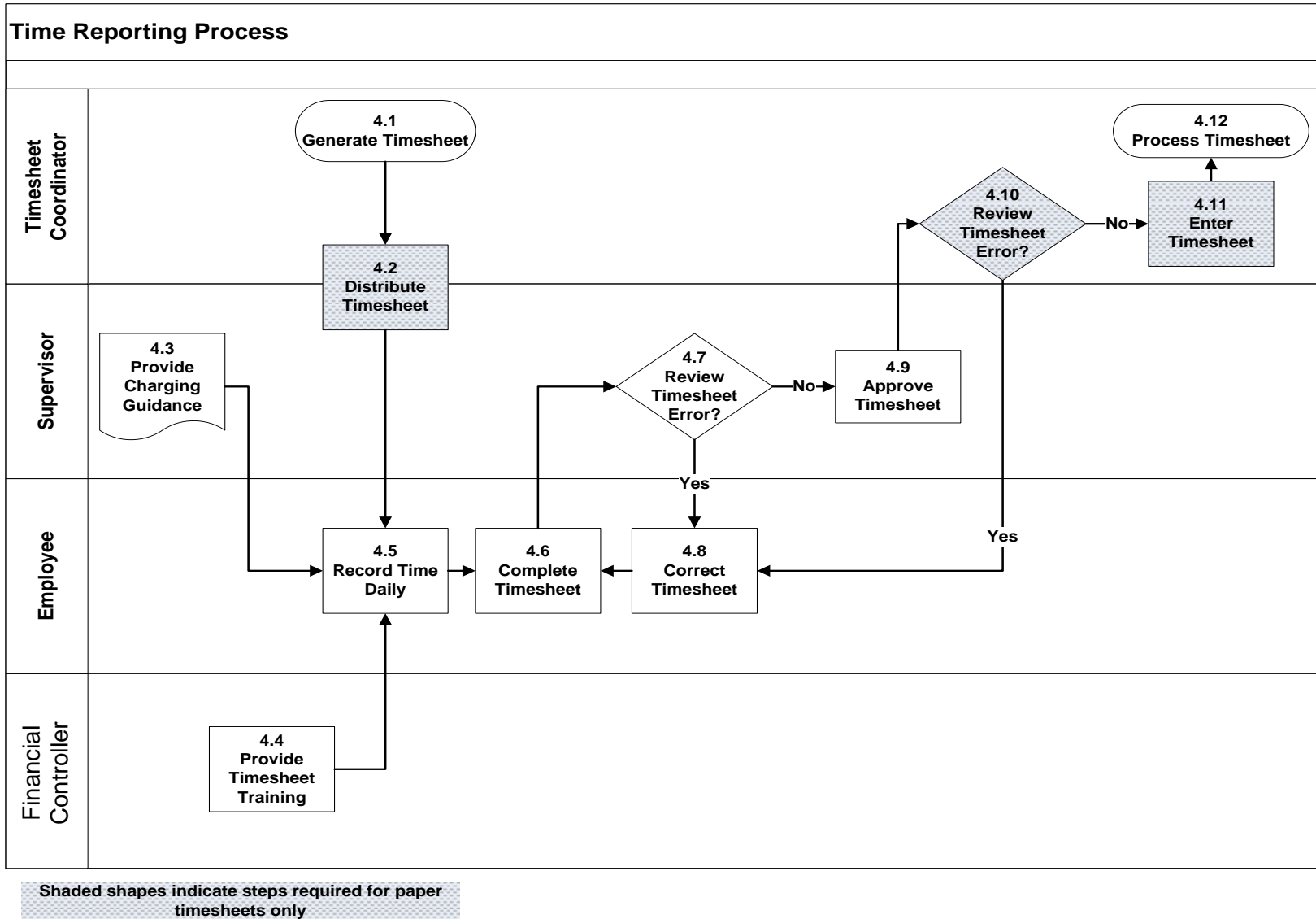
9.0 Distribution

All Amentum Employees

Attachment 1 Change History

Rev	Date	Change Description
00	1/31/2020	Initial release as Amentum 06.055-001.000
01	10/23/2020	1) PPI number changed to 06.000-610.000 in accordance with realigned Finance & Accounting PPI hierarchy. 2) Reformatted to the current Amentum branding guidelines, revised references for new numbering, and refreshed hyperlinks.
02	2/25/2022	1) PPI Title changed from Employee Time Reporting 2) PPI Number changed from 06.000-610.000 3) Section 4.14 Timesheet Floor Checks added to replace legacy Amentum 06.000-240.001. 4) Section 6.0 References updated for new and revised items 5) Replaces legacy DynCorp 3.7.5 Payroll Procedure

Attachment 2 Time Reporting Process



Attachment 3
Paper Timesheet Job Aid

How to Complete Your Paper Timesheet

[illegible]

Timesheet Examples



Rotary Wing Flight Training

Contract Personnel

Army IP (10V3) - R, PST, Weather, Stand Ride

Line	Description	Charge Number	Pay Type	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Charge Totals
				8/19	8/20	8/21	8/22	8/23	8/24	8/25	
1	Undergraduate Labor	3398.C.05.6001.UGRD	R			6.0	7.0	3.0	6.5		22.5
2	Undergraduate Labor	3398.C.05.6001.UGRD	PST			2.0	1.0		1.5		4.5
3	Undergraduate Labor	3398.C.05.6001.UGRD	IWD					5.0			5.0
4	Undergraduate Labor	3398.C.05.6001.UGRD	STR							8.0	8.0
5											0.0
6											0.0
Regular						8.0	8.0	8.0	8.0	8.0	40.0
Overtime											
Total						8.0	8.0	8.0	8.0	8.0	40.0

Army IP (10V3) R and Vacation

Line	Description	Charge Number	Pay Type	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Charge Totals
				8/19	8/20	8/21	8/22	8/23	8/24	8/25	
1	Undergraduate Labor	3398.C.05.6001.UGRD	R			6.5	6.0	5.5			18.0
2	Undergraduate Labor	3398.C.05.6001.UGRD	PST			1.5	2.0	2.5			6.0
3	Vacation Expense	FRNG.100353.VKEXX	VKE						8.0	8.0	16.0
4											0.0
5											0.0
6											0.0
Regular						8.0	8.0	8.0	8.0	8.0	40.0
Overtime											
Total						8.0	8.0	8.0	8.0	8.0	40.0

Army IP (10V3) Required Saturday DT, PSD, R, PST

Line	Description	Charge Number	Pay Type	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Charge Totals
				8/19	8/20	8/21	8/22	8/23	8/24	8/25	
1	Undergraduate Labor	3398.C.05.6001.UGRD	OT7	5.3							0.0
2	Undergraduate Labor	3398.C.05.6001.UGRD	PSD	2.7							0.0
3	Undergraduate Labor	3398.C.05.6001.UGRD	R			6.0	6.5	5.5	6.0	6.5	30.5
4	Undergraduate Labor	3398.C.05.6001.UGRD	PST			2.0	1.5	2.5	2.0	1.5	9.5
5											0.0
6											0.0
Regular						8.0	8.0	8.0	8.0	8.0	40.0
Overtime				8.0							8.0
Total						8.0	8.0	8.0	8.0	8.0	48.0

Standards IP (10V7) R, PST, Week OT, Additional Class, Shift Differential

Line	Description	Charge Number	Pay Type	Sat 8/19	Sun 8/20	Mon 8/21	Tue 8/22	Wed 8/23	Thu 8/24	Fri 8/25	Charge Totals
1	Graduate Labor	3398.C.05.6001.GRDX	R			7.0	6.0	8.0	7.0	7.0	35.0
2	Graduate Labor	3398.C.05.6001.GRDX	PST			1.0	2.0		1.0	1.0	5.0
3	Graduate Labor	3398.C.05.6001.GRDX	ALB			1.0					0.0
4	Overtime Army	3398.C.05.6001.OTAR	OT					4.0			0.0
5	Graduate Labor	3398.C.05.6001.GRDX	FB9					1.0			0.0
6											0.0
Regular						8.0	8.0	8.0	8.0	8.0	40.0
Overtime								4.0			4.0
Total						8.0	8.0	12.0	8.0	8.0	44.0

Academics (10V4) - Army- R, PST, OT, Additional Class

Line	Description	Charge Number	Pay Type	Sat 8/19	Sun 8/20	Mon 8/21	Tue 8/22	Wed 8/23	Thu 8/24	Fri 8/25	Charge Totals
1	Undergraduate Labor	3398.C.05.6001.UGRD	R			6.2	8.0	7.0	6.5	7.0	34.7
2	Undergraduate Labor	3398.C.04.5001.UGRD	PST			1.8		1.0	1.5	1.0	5.3
3	Overtime Army	3398.C.05.6001.OTAR	OT				1.0				0.0
4	Undergraduate Labor	3398.C.05.6001.UGRD	ALK				1.0				
5											0.0
6											0.0
Regular						8.0	8.0	8.0	8.0	8.0	40.0
Overtime							1.0				1.0
Total						8.0	9.0	8.0	8.0	8.0	41.0

Manager - Regular + Required Saturday

Line	Description	Charge Number	Pay Type	Sat 8/19	Sun 8/20	Mon 8/21	Tue 8/22	Wed 8/23	Thu 8/24	Fri 8/25	Charge Totals
1	Support Labor	3398.C.05.6001.SPTX	OT7	8.0							8.0
2	Support Labor	3398.C.05.6001.SPTX	R			9.0	8.0	9.0	9.0	8.0	43.0
3											0.0
4											0.0
5											0.0
6											0.0
Regular						9.0	8.0	9.0	9.0	8.0	51.0
Overtime				8.0							8.0
Total						9.0	8.0	9.0	9.0	8.0	59.0

IP - Air Force (10V8) Reg, PST, and Shift Differential

Line	Description	Charge Number	Pay Type	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Charge Totals
				8/19	8/20	8/21	8/22	8/23	8/24	8/25	
1	Air Force Labor	3398.C.05.6001.AFXX	R			7.0	7.0	6.5	7.0	7.0	34.5
2	Air Force Labor	3398.C.05.6001.AFXX	PST			1.0	1.0	1.5	1.0	1.0	5.5
3	Air Force Labor	3398.C.05.6001.AFXX	ALB			1.0		1.0			0.0
4											0.0
5											0.0
6											0.0
Regular						8.0	7.0	8.0	8.0	8.0	40.0
Overtime											0.0
Total						8.0	7.0	8.0	8.0	8.0	40.0

Army - IFE (10V6) R, PST and Shift Differential

Line	Description	Charge Number	Pay Type	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Charge Totals
				8/19	8/20	8/21	8/22	8/23	8/24	8/25	
1	Graduate Labor	3398.C.05.6001.GRDX	R			5.5	5.5	5.5	5.5	5.5	27.5
2	Graduate Labor	3398.C.05.6001.GRDX	PST			2.5	2.5	2.5	2.2	2.5	12.2
3	Graduate Labor	3398.C.05.6001.GRDX	ALB			1.0	1.0	1.0	1.0	1.0	0.0
4											0.0
5											0.0
6											0.0
Regular						8.0	8.0	8.0	8.0	8.0	40.0
Overtime											0.0
Total						8.0	8.0	8.0	8.0	8.0	40.0

Army IP (10V3) R, PST and Night Differential

Line	Description	Charge Number	Pay Type	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Charge Totals
				8/19	8/20	8/21	8/22	8/23	8/24	8/25	
1	Undergraduate Labor	3398.C.05.6001.UGRD	R			6.5	6.0	5.5	7.0	6.0	31.0
2	Undergraduate Labor	3398.C.05.6001.UGRD	PST			1.5	2.0	2.5	1.0	2.0	9.0
3	Undergraduate Labor	3398.C.05.6001.UGRD	FCB			1.0	1.0	1.0	1.0	1.0	0.0
4											0.0
5											0.0
6											0.0
Regular						8.0	8.0	8.0	8.0	8.0	40.0
Overtime											
Total						8.0	8.0	8.0	8.0	8.0	40.0

Costpoint Time Guide



Rotary Wing Flight Training
Contract Personnel



Costpoint Time Guide

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Employee Time Reporting Policy

The Amentum time reporting policy is highlighted below:

- All employees must use the Costpoint Time system.
- Time must be entered daily and signed by the end of the work week.
- Timesheets must be approved by your Timesheet Approver at the end of your work week.
- If corrections are needed, an explanation, also referred to as a revision, must be written in the comments section of the timesheet.
- Overtime may require prior approval (i.e., Exempt employees must have an OS1 form on file).
- If you are unable to sign your timesheet and a timesheet coordinator or approver signed, you will also need to re-sign/ratify the timesheet.

Daily Floor Checks

Costpoint Time sends a daily floor check email notification to each employee and their timesheet approver when the employee has not entered time for the prior day.

Employees receiving the floor check notification must enter their timesheet as soon as possible. The floor check notifications are designed to ensure time is recorded accurately and daily per policy.

Timesheets are subject to surprise “floor check” audits to ensure compliance. These are conducted by the DCAA (Defense Contract Audit Agency).

Timesheet Deadlines

Timesheets are closed every Monday around 10:00 AM, Eastern Time (ET) for labor processing.

- Timesheets will not be available for correction on Mondays and will be reopened on Tuesday after noon Eastern Time.

All corrections need to be completed by the employee and approved by the Timesheet Approver by close **of employee’s business day on Wednesday** (especially prior to a pay week). Corrected timesheets are processed on Thursdays. A missed timesheet or hours from a previous week is considered a correction.

Getting Started – Login to Costpoint Time

Costpoint Time is best accessed with the following browsers: Microsoft Edge, Chrome 360, Firefox 24, or Safari 9.1.

1. Open a Web browser window and enter <https://prodtime.services.egginc.com> URL to launch the Costpoint Time.
2. Enter your User ID, Password, and Domain.
 - o Username: Enter your 6-character Employee ID.
Note: If you use other Costpoint modules in your role (i.e., AP, Payroll), your username will be the same as your Costpoint login.
 - o Password: Use OneAmentum-1 as your initial temporary password.
 - In the event you **don't have access OR you** forget your password contact the electronic timesheet help desk, laboradjfinance@amentum.com, include your name and employee ID.
 - o Domain: Enter PRODCP. After your first login the domain will default.
 - o If you are not using a shared kiosk or shared computer, click Remember Me (which will populate your User ID when you log on each time).
3. Click Login.

First Login – Reset Your Password

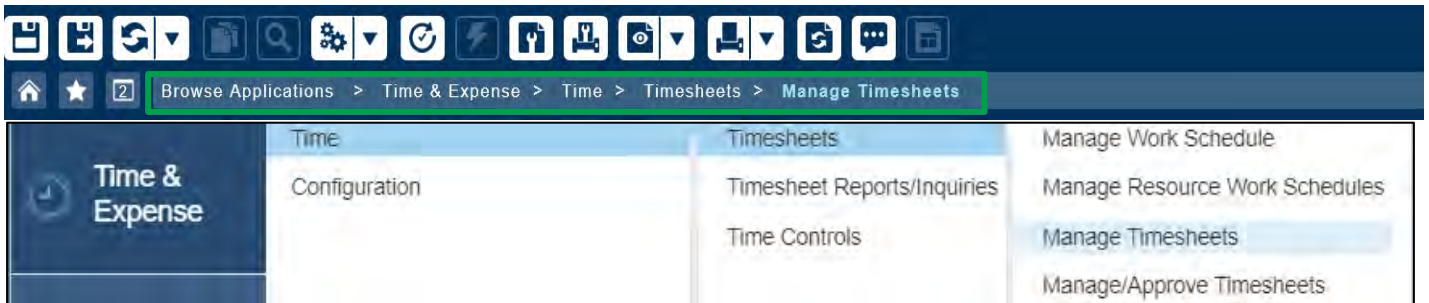
- After you login with your initial password, you will receive a notification that your password has expired.
- Enter the current password, which is the same password used to log on to Costpoint Time. Create a unique 12-character password. Passwords are valid for 90 days.

Note: For future password changes, please contact the Costpoint Time Service Desk at laboradjfinance@amentum.com. You will not be able to reset the password yourself in this version of Costpoint Time.

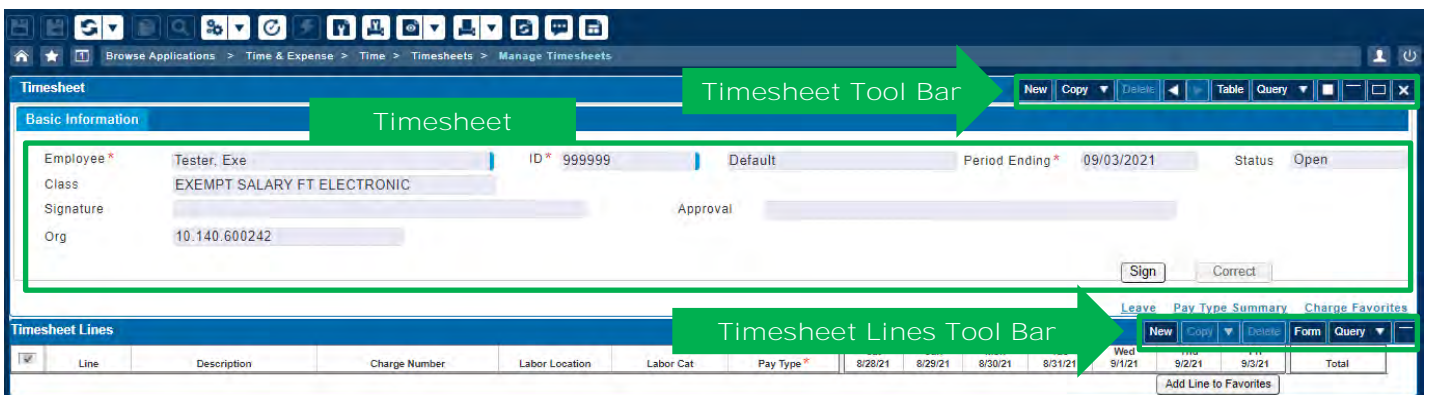
Entering Time

Once logged into Costpoint Time, the system defaults to opening the employee's current period's timesheet.

If you ever need to search for the timesheet from a different screen, follow the path in the top part of the screen. Click Browse Applications > Time & Expense > Time > Timesheets > Manage Timesheets.



There are various sections to the screen, the Timesheet Toolbar, Timesheet Header and Timesheet Lines.



The Timesheet Header will display your name, employee ID, timesheet period ending date, status of the timesheet, timesheet class, signature/approval fields and the organization number.

The buttons on the Timesheet Tool Bar control the timesheet. The Timesheet Lines Tool Bar controls information for that specific timesheet.

Timesheet Statuses Defined

Timesheet Status	Definition
Open	The employee started their timesheet and has not yet signed it.
Signed	The employee signed their timesheet. It is ready for review and approval by the timesheet approver
Approved	The timesheet approver approved the timesheet.
Rejected	The timesheet approver rejected the timesheet. The employee must make corrections save and sign their timesheet.
Processed	The payroll team has processed the approved timesheet.

Timesheet

The screenshot shows the 'Manage Timesheets' interface. Numbered callouts identify key features:

- 1**: 'New' button in the top toolbar.
- 2**: Arrow keys in the top toolbar for navigation.
- 3**: 'Query' button in the top toolbar.
- 4**: 'Sign' and 'Correct' buttons in the top right of the form.
- 5**: Search icon in the 'Timesheet Lines' table header.
- 6**: 'Basic' tab in the left sidebar.

The form displays employee information (Tester, Exe), ID (999999), and status (Open). The 'Timesheet Lines' table shows a single line item for 'Regular' time.

1. New – Allows you to create a new timesheet. This will create a timesheet for the next available week unless the period is entered in the period ending field.
2. Arrow Keys – allows you to navigate to past timesheets.
3. Query – allows you to search the period you wish to view without using the arrow keys.
 - In the search box, you can enter the Period Ending Date and click Find.

Timesheet

Find Query Saved Queries

Search Criteria

Period Ending is 07/09/2021

Status is

ID begins with

Count Save Query Reset

Find Close

4. Timesheet Lines Tool Bar:

- Click New to create a line on the timesheet.

Timesheet Lines

New Copy Delete Form

Line	Description	Charge Number	Labor Location	Labor Cat	Pay Type	Sat 10/2/21	Sun 10/3/21	Mon 10/4/21	Tue 10/5/21	Wed 10/6/21	Thu 10/7/21	Fri 10/8/21	Total
1													

Add Line to Favorites

- Copy – You can highlight the timesheet line to be copied, then click the Copy button.
- Delete – highlight the timesheet line which needs to be removed, then click the Delete button, once saved the line will be removed. Note: If the line is loaded as a favorite, it will not be removed.
- Form – timesheet defaults to the Table view. If you wish to view the information in the Form view, click Form. The button changes to Table to return to the default view.

5. In the Charge Number fields, either enter the Charge Number OR click the magnifying glass to view the charge tree and search for your charge number.

- If you start entering your charge number, Costpoint will automatically provide a list of predictions based off what you entered. You can either type the whole number or select it from the list when it appears.
- Each charge code has a default labor location, labor category and pay type. Some codes have various pay types available. Click on the magnifying glass within the cell to see those associated with it.

6. Save & Continue – Click the Save and Continue button after entering your time to save all updates made to your timesheet

Search for a Charge Number

1. In the Charge Number field, click the magnifying glass, the charge tree will display.

Timesheet Lines													New	Copy	▼	Delete	Form	Qu
<input checked="" type="checkbox"/>	Line	Description	Charge Number	Labor Location	Labor Cat	Pay Type *	Sat 10/2/21	Sun 10/3/21	Mon 10/4/21	Tue 10/5/21	Wed 10/6/21	Thu 10/7/21	Fri 10/8/21	Total				
<input checked="" type="checkbox"/>	1																	

Lookup

Charge Lookup


Query


2. While you can use the + to drill down to access a project in the charge tree, the easiest way to find a charge number is to use the Query button.

Current Lookup			
Find	Query	Sort	Saved Queries
Search Criteria			
Charge Number	begins with ▼	ADMIN	
Charge/Branch Description	begins with ▼		
<input type="checkbox"/> Search on current level only			
Count	Save Query	Reset	
Find	Close		



Lookup

 Charge Lookup

 Query results

<input checked="" type="checkbox"/>	Charge/Branch Description	Charge Branch Code	Charge Number
<input checked="" type="checkbox"/>	GA-ISC CONTRACTS FTS	ADMN 100002 00000	ADMN 100002 00000
<input checked="" type="checkbox"/>	GA-AVALANCHE UNALLOWABLE	ADMN 100006 AVLCH	ADMN 100006 AVLCH
<input checked="" type="checkbox"/>	G&A-METRO CCY	ADMN 100022 CCYXX	ADMN 100022 CCYXX
<input checked="" type="checkbox"/>	GA-METRO CCY UNALLOW	ADMN 100022 UNALL	ADMN 100022 UNALL
<input checked="" type="checkbox"/>	G&A-ABQ PROD PRICING	ADMN 100028 ABQXX	ADMN 100028 ABQXX
<input checked="" type="checkbox"/>	GA-ACCTS PAYABLE	ADMN 100038 00000	ADMN 100038 00000
<input checked="" type="checkbox"/>	GA-AECOM POST CLOSE INTGR	ADMN 100038 ACMPC	ADMN 100038 ACMPC
<input checked="" type="checkbox"/>	GA-AECOM SYNERGIES	ADMN 100038 ACMSY	ADMN 100038 ACMSY
<input checked="" type="checkbox"/>	GA-PROJECTS	ADMN 100039 00000	ADMN 100039 00000

3. Use the lookup menu and enter a portion of the charge number or the description to narrow the search.
4. When you click Find, Costpoint will return all available charges that met your search criteria. It is recommended you contact your timesheet approver for charge numbers you should be charging.

Entering Leave or Fringe

To enter paid leave, use the Lookup feature. Navigate to the Fringe charge numbers and select the appropriate fringe project. If you choose to use the lookup function, choose your Company, click Indirect, click FRNG (which is where the fringe codes are located). A list of all available fringe codes for your org will be listed.

Note: **Fringe codes can easily be entered, and the list shortened by typing FRNG.XXXXXX (the X's represent the last 6 digits of your org number).** For example, employee is in org 10.107.100041 thus the Fringe codes will all start with FRNG.100041.

Add a Charge Number to Favorites

1. If this is a code that is used often you can add it to your Favorites in the charge tree. Select the Line and click "Add Line to Favorites".

The screenshot shows the 'Timesheet Lines' window. At the top, there are tabs for 'Leave', 'Pay Type Summary', and 'Charge Favorites'. Below the tabs is a table with columns: Charge Number, Labor Location, Labor Cat, and days of the week (Sun 8/1/21, Mon 8/2/21, Tue 8/3/21, Wed 8/4/21, Thu 8/5/21, Fri 8/6/21, Sat 8/7/21, Sun 8/8/21). The first row is highlighted with a blue background. A green arrow points to the first row with Charge Number ADMN.100041.00000, Labor Location N/A, and Labor Cat NL03. Another green arrow points to the 'Add Line to Favorites' button at the bottom right.

2. Once the line is added, you can access by clicking the magnifying glass in the charge number field, which will bring up the Lookup/Charge Lookup.

The screenshot shows the 'Lookup' window. At the top, there is a 'Query' dropdown and a magnifying glass icon. Below the magnifying glass is a table with columns: Charge/Branch Description, Charge Branch Code, Charge Number, Labor Location, Labor Cat, Costpoint Company, Labor Cat, and Pay Type. The first row is highlighted with a blue background and contains the text '*Favorites'. A green box highlights the '+ Favorites' button in the first row.

3. Click the + sign in front of Favorites to show all favorites.

- Click the line you want to add and click the Select button. The charge code will be loaded with the pay type, labor category and labor location as it was when the favorite was saved. Any field that is greyed out can't be changed.

Lookup

Charge Lookup
*Favorites

Charge/Branch Description	Charge Branch Code	Charge Number	Labor Location	Labor Cat Costpoint Company	Labor Cat	Pay Type
GA PAYROLL	ADMN.100041.00000	ADMN.100041.00000				

Select Cancel

Entering Hours

- Find the appropriate day and key in the hours based on the correct charge code.
- If a comment is needed regarding the hours – an icon which looks like a piece of paper appears in the cell of the day. Click on the icon to add any necessary comments
- Enter comment and click OK.

Mon
10/4/21

8

Enter comments

Click Ok Cancel

- Once time has been entered, it must be Saved. In the top left-hand corner, either choose Save Changes (first icon – which looks like an old hard disc) or Save Changes and Continue Editing (second icon – which looks like a hard disc with an arrow in it).

Save

Basic Information

Employee * Tester, Exe ID * 999999 Default Period Ending * 09/03/2021 Status Open

Class EXEMPT SALARY FT ELECTRONIC

Signature Approval

Org 10.140.600242

Sign Correct

Leave Pay Type Summary Charge Favorites

Timesheet Lines

Line	Description	Charge Number	Labor Location	Labor Cat	Pay Type *	Sat 8/28/21	Sun 8/29/21	Mon 8/30/21	Tue 8/31/21	Wed 9/1/21	Thu 9/2/21	Fri 9/3/21	Total
1													
	Regular												
	Overtime												
	Total												

Add Line to Favorites

Managing and Loading Charge Favorites

Costpoint can automatically add charge numbers upon creating a new timesheet. Once a Charge line or lines have been added to your favorites, you can manage them by going to the subtask menu and clicking "Charge Favorites".

Click Charge Favorites

Charge Favorites

Timesheet Lines

Charge Number	Labor Location	Labor Cat	Sun 8/1/21	Mon 8/2/21	Tue 8/3/21	Wed 8/4/21	Thu 8/5/21	Fri 8/6/21	Sat 8/7/21	Sun 8/8/21	Total
ADMN.100041.00000	N/A	NL03									

Add Line to Favorites

The Charge Favorites appear. All lines you have designated as a favorite will be listed.

Add Line to Favorites

Charge Favorites

Load	Charge Description	Project	Location	Proj Lab Cat	Proj Lab Cat Company	Pay Type
<input type="checkbox"/>	Direct CPE			APPDVA		REG
<input type="checkbox"/>	Fringe Proj					HOL

Check to Load to new timesheets

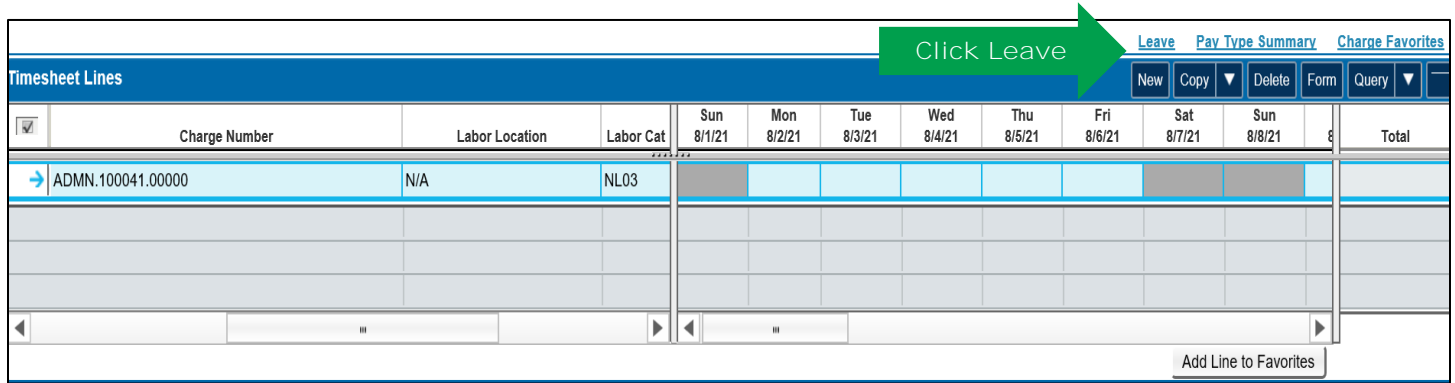
- If you check the box in the load column, this line will automatically load to any *new* timesheet you create.
- If you no longer wish for that charge to appear on your timesheet, simply deselect the check box in the Load column.

- To delete a line from your favorites, select the line and click Delete.
- After changing your Charge Favorites, be sure to click Save or Save and Continue to update and save the changes you made.

*Note: if you wish to start loading favorites to your timesheet, it will appear on the next **week's** timesheet. Same is true for removing from loading, which will occur on the next timesheet.*

Viewing Your Leave Balance

From the Timesheet Subtask menu, you can check on your leave balances by clicking on the Leave subtask.



The screenshot shows the 'Timesheet Lines' interface. At the top right, there are links: 'Leave', 'Pay Type Summary', and 'Charge Favorites'. A green arrow points to the 'Leave' link with the text 'Click Leave'. Below the links are buttons: 'New', 'Copy', 'Delete', 'Form', and 'Query'. The main table has columns for 'Charge Number', 'Labor Location', 'Labor Cat', and days of the week from 'Sun 8/1/21' to 'Sun 8/8/21', plus a 'Total' column. The first row shows 'ADMN.100041.00000', 'N/A', and 'NL03'. Below the table is an 'Add Line to Favorites' button.

A table will appear, which will show your leave available, leave accrued and leave taken for the current year.

Leave			
<input checked="" type="checkbox"/>	Leave Type	Balance	
	Vacation	148.1600	
Leave Details			
<input checked="" type="checkbox"/>	Date	Type	Hours
	08/14/2021	Beginning Balance	148.1600

Note: ADP is the source of record for PTO accruals and sends only the available leave balance over to Costpoint Time each payroll cycle. You can view your leave taken and leave balances on your paycheck stub in MyADP ESS.

Signing Your Timesheet

1. After reviewing your timesheet is accurate, click the Sign button to sign your timesheet.

The screenshot shows the 'Timesheet' application window. The 'Basic Information' section includes fields for Employee (Tester, Exe), ID (999999), Default, Period Ending (09/03/2021), Status (Open), Class (EXEMPT SALARY FT ELECTRONIC), Signature, Approval, and Org (10.140.600242). A green arrow points to the 'Sign' button, with the text 'Click Sign' next to it. Below the basic information is the 'Timesheet Lines' section, which is a table with columns for Line, Description, Charge Number, Labor Location, Labor Cat, Pay Type, and days of the week (Sat 8/28/21, Sun 8/29/21, Mon 8/30/21, Tue 8/31/21, Wed 9/1/21, Thu 9/2/21, Fri 9/3/21). The table has rows for Regular, Overtime, and Total. The 'Sign' button is located at the bottom right of the 'Basic Information' section.

2. The following timesheet certification statement will appear in a separate screen. Click OK to certify the information provided is accurate.

The screenshot shows a 'Message from webpage' dialog box. It contains a question mark icon and the text: 'By signing this timesheet you are certifying that hours were incurred on the charge and day specified in accordance with company policies and procedures'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

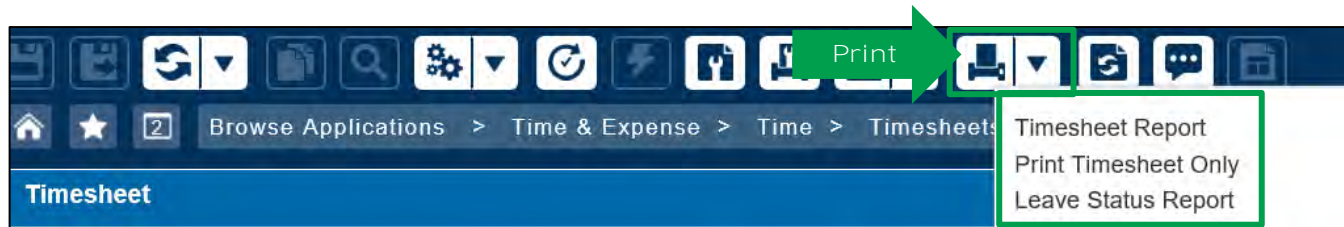
3. After certifying, the timesheet status will change to Signed. In the Signature field, the employee's name, ID, date, and time will now appear.

The screenshot shows the 'Timesheet' application window after signing. The 'Status' field in the 'Basic Information' section is now 'Signed'. The 'Signature' field is populated with 'Tester, Exe (999999) 8/31/21 1:07:54 AM'. The 'Sign' button is no longer highlighted.

Note: The Sign button is no longer highlighted, and the Status of the timesheet has changed to Signed. The timesheet will appear in the timesheet approver's My Tasks list waiting for review and approval.

Printing Your Timesheet

If the timesheet needs to be printed, click the Printer icon which will show three options for printing information from the timesheet.



- Timesheet Report – shows the timesheet and any comments associated to it
- Print Timesheet Only – shows only the timesheet
- Leave Status Report – shows beginning balance and any time taken or scheduled off in the current period.

Correcting a Processed Timesheet

1. Use the Correct button to open a timesheet that is in Processed status. After you click Correct, the status changes from Processed to Open status, which then allows for necessary changes.
2. Simply make the change on a timesheet – adjust the hours or add lines if necessary.
3. Once saved, a revision explanation will be required. Be specific. Remember, an auditor needs to understand what was changed and why.
4. Any corrections must be signed by the employee and approved by the Timesheet Approver.

The screenshot shows the 'Timesheet' form with the 'Basic Information' tab selected. The 'Status' field is set to 'Processed'. A green box highlights the 'Correct' button at the bottom right. A green arrow points to the 'Correct' button.

Basic Information	
Employee *	Tester, Exe
ID *	999999
Default	Period Ending *
Class	EXEMPT SALARY FT ELECTRONIC
Signature	Tester, Exe (999999) 8/31/21 1:07:54 AM
Approval	Tester, Sup (777777) 8/31/21 1:22:14 AM
Org	10.140.600242

5. Any processed timesheets outside the current 12 weeks, will require using the Request to Correct button. The button only appears for those timesheets older than the current 12 weeks. The Period Ending cell will be shaded in yellow – this indicates the timesheet is closed for any corrections.

The screenshot shows the 'Timesheet' form with the 'Basic Information' tab selected. The 'Period Ending' field is shaded yellow and set to '03/19/2021'. A green box highlights the 'Request to Correct' button at the bottom right. A green arrow points to the 'Request to Correct' button.

Basic Information	
Employee *	Tester, Exe
ID *	999999
Default	Period Ending *
Class	EXEMPT SALARY FT ELECTRONIC
Signature	Tester, Exe (999999) 8/31/21 1:07:54 AM
Approval	Tester, Sup (777777) 8/31/21 1:22:14 AM
Org	10.140.600242

6. Provide a specific reason for the correction.
7. A request is sent to a monitored ID.

Note: This process allows the individual's timesheet to be opened versus opening the entire period for all employees within that timesheet schedule.

- If the request is approved – the employee will receive an e-mail (if one exists in the system) and a task will be added to the home dashboard where the hyperlink can be clicked on.

Home Star 3 Browse Applications > Reports & Analytics > Dashboards > Dashboards > Home Dashboard > Parameters Reports									
My Tasks				My Timesheets				My Leave Balances	
Category	Pending Tasks	Priority	QTY	T/S Period End Date	Description	Status		Leave Type	Hrs Taken
NO ROWS FOUND THAT MEET SELECTION CRITERIA				08/13/2021	Saturday to Friday	Open	36.60	Vacation	0.00
				08/06/2021	Saturday to Friday	Processed	43.50		143.54
				07/30/2021	Saturday to Friday	Processed	46.80		
				07/23/2021	Saturday to Friday	Processed	45.60		
				07/16/2021	Saturday to Friday	Processed	45.00		
				07/09/2021	Saturday to Friday	Processed	45.30		
				07/02/2021	Saturday to Friday	Processed	47.70		
				06/25/2021	Saturday to Friday	Processed	42.80		
				06/18/2021	Saturday to Friday	Processed	45.70		
				06/11/2021	Saturday to Friday	Processed	45.20		

Helpful Information and Reminders

Costpoint Time Support


Email the Costpoint Time help desk at laboradjfinance@amentum.com for:

- Password resets
- Issues with completing the timesheet
- Adding back-up approvers
- Pre-preprocessors

Costpoint Time and Expense App (Optional)

- U.S. Employees Only: Mobile access to Costpoint Time & Expense is optional for ease of use. The **"Costpoint Time and Expense" mobile app is free and is available in the Google Play Store or Apple App Store**. Refer to the mobile time app job aid on Javelin for instructions.
- If your location uses time clock machines, you may not use the mobile app.

Helpful Hints

- Ensure you log off by clicking the power button  in the top right corner after updating your timesheet.
- You should clear your Internet browser cache periodically to help Costpoint run faster and avoid any issues.
- If you encounter issues logging in, you should attempt to login via a different web browser.

Timesheet Approval

Authorized Timesheet Approvers Only



Rotary Wing Flight Training

Contract Personnel

QRC – Timesheet Approvers: Access Timesheets¹⁴⁴

The screenshot shows the Home Dashboard with two main sections: 'My Tasks' and 'My Timesheets'. The 'My Tasks' section has a table with columns: Category, Pending Tasks, Priority, and a count. The 'My Timesheets' section has a table with columns: T/S Period End Date, Description, Status, and Amount.

Category	Pending Tasks	Priority	
Expense Authorization	Approve	High	1
Timesheet	Approve	Medium	1
Timesheet	Approve Correction Request	Low	1

T/S Period End Date	Description	Status	Amount
10/02/2020	Saturday to Friday	Open	0.00
07/10/2020	Saturday to Friday	Open	28.00
07/03/2020	Saturday to Friday	Processed	40.00
06/26/2020	Saturday to Friday	Processed	44.00
06/19/2020	Saturday to Friday	Processed	45.00
06/12/2020	Saturday to Friday	Processed	40.00
06/05/2020	Saturday to Friday	Processed	45.00
05/29/2020	Saturday to Friday	Processed	41.00
05/22/2020	Saturday to Friday	Processed	40.00
05/15/2020	Saturday to Friday	Processed	45.00

Tasks Launch:

2. Highlight the task or tasks. Click Launch to take you directly to the timesheet.

Home Dashboard:

When an employee signs their timesheet, an e-mail will be sent to the timesheet approver. At the same time, a "Task" will be added to the timesheet approver's Home Dashboard.

The Dashboard lists all Tasks that need to be completed by the supervisor.

1. Click Approve, and it will open all Tasks.

The screenshot shows the 'Tasks' window with two main sections: 'Task Details' and 'Outstanding Expenses'. The 'Task Details' section has a table with columns: Timesheet Employee Name, Period Ending, Origination Date/Time, Warning Date/Time, Critical Date/Time, Functional Role, Backup Functional Role, and Notes. The 'Outstanding Expenses' section has a table with columns: Hide, Batch Type, Expense Date, Wizard Type, Amount, and Currency.

Task Object	Task Type	Task Sub-Object	Task Count
Timesheet	Approve Timesheet	Overall	1

Timesheet Employee Name	Period Ending	Origination Date/Time	Warning Date/Time	Critical Date/Time	Functional Role	Backup Functional Role	Notes
Clark, Kent (331033)	10/23/2020	11/04/2020 12:52:49 AM	11/04/2020 12:52:49 AM		Primary T&E Approver	Primary T&E Approver	

Hide	Batch Type	Expense Date	Wizard Type	Amount	Currency
------	------------	--------------	-------------	--------	----------

QRC – Timesheet Approvers: Approve or Reject¹⁵

Approve Timesheet

Filter By **Status**

Criteria

Schedule: Saturday to Friday

Year: 2020

Period: 10/23/2020 Saturday to Friday

Function: Primary T&E Approver

Group: All

Last Name: Clark ID:

Status

☐ Open

☒ Signed

☐ Approved

☐ Rejected

☐ Processed

☐ Include Missing

Counts

Missing Open Signed Approved Rejected Processed

Select employee groups

Timesheet

New Copy Delete Form Query

Employee *	ID *	Status	Period Ending *	Notes	Show Prorated Hours	Revision	Schedule Desc And Period Text	Class	ORG	Signature
Clark, Kent	331033	Signed	10/23/2020		Entered	1	Saturday to Friday	EX Salary FT	1.01.10443	Clark, Kent (331033) 11/4/20 12:52:49 AM

Click the row to view the employee's timesheet lines below.

Approve Reject Sign Correct

Leave PAYTYP Summary Charge Favorites

Timesheet Lines

New Copy Delete Form Query

Line	Description	Charge Number	LABLOC	PLC	PAYTYP *	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	Total
1	GA-ERP GENERAL	ADMN.110443.ITX.GENRN	N/A	D123	R			5.0		8.0	8.0	8.0	29.00
2	GA-ERP COSTPOINT RUN	ADMN.110443.ITX.MCPRN	N/A	D123	R			3.0	5.0				8.00
3	GA-ERP TIME-EXP RUN	ADMN.110443.ITX.TMERN	N/A	D123	R			2.0	3.0				5.00
4	VACATION PAY	FRNG.110443.FRG.VACXX	N/A	D123	VAC								0.00
Regular								10.00	8.00	8.00	8.00	8.00	42.00
Overtime													
Total								10.00	8.00	8.00	8.00	8.00	42.00

Add Line to Favorites

4 Approve or Reject:

After reviewing the timesheet, if correct, select Approve.

Reject: If the timesheet is incorrect, select Reject. You must enter an explanation of what needs to be corrected.

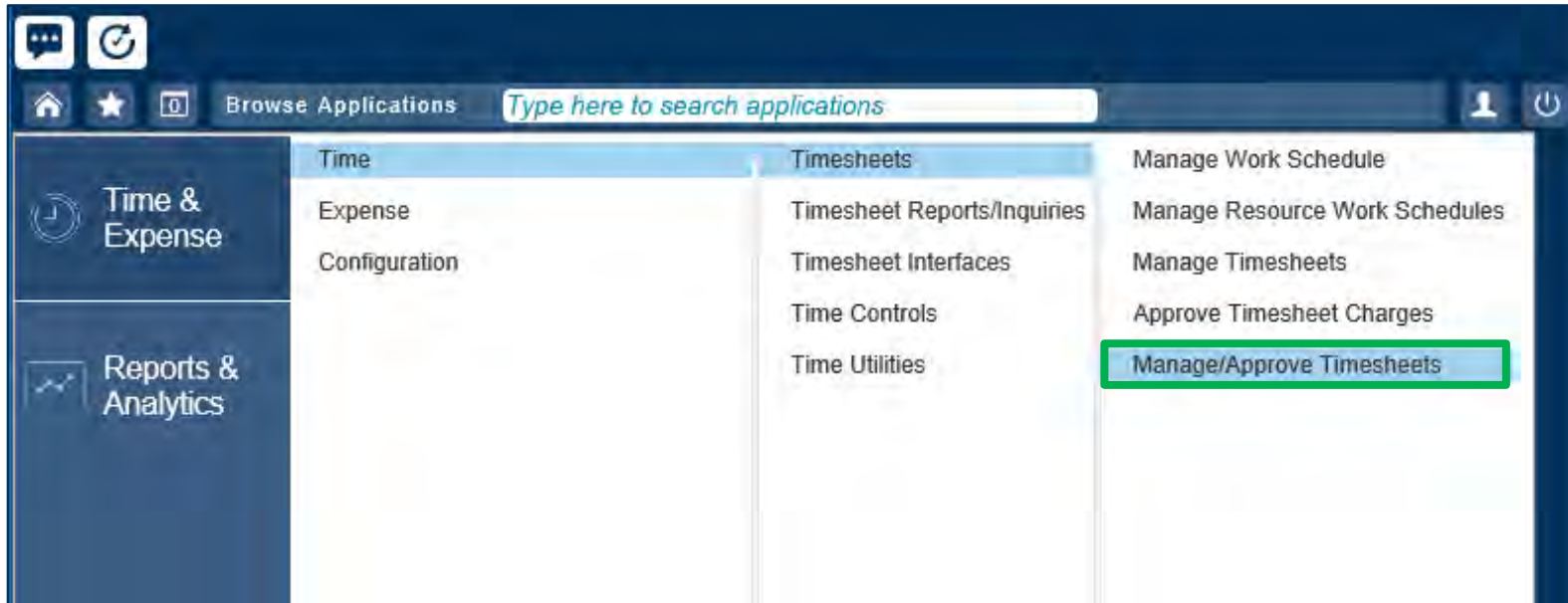
An e-mail and Task will be sent to the employee to correct the timesheet.



QRC – Backup Supervisors: Navigating to Manage/Approve Timesheets

Backup Supervisors will not have timesheets appear in the Dashboard in My Tasks.

Follow the path in Costpoint: Time & Expense > Time > Timesheets > Manage/Approve Timesheets



QRC – Backup Supervisors: Search & Approve or Reject

47

Approve Timesheet

Filter By * Criteria: Status

Schedule:

Year:

Period:

Function: Primary T&E Approver

Group: All

Last Name: ID:

Status:

- ☐ Open
- ☒ Signed
- ☐ Approved
- ☐ Rejected
- ☐ Processed
- ☐ Include Missing

Counts:

Missing	Open	Signed	Approved	Rejected	Processed
	7	2	10	0	3104

Counts: After you specify your parameters and click execute ⚡ the updated totals for each timesheet status category display here.

Timesheet

Employee *	ID *	Status	Period Ending *	Notes	Show Prorated Hours	Revision	Schedule Desc And Period Text	Class	ORG	Signature	App
Church, Aletha M.	082999	Signed	07/10/2020	Entered		1	Saturday to Friday	EX Salary FT	1.01.10709	Church, Aletha M (082999) 7/8/20 5:04:12	
Clark, Kent	331033	Signed	10/23/2020	Entered		1	Saturday to Friday	EX Salary FT	1.01.10443	Clark, Kent (331033) 11/4/20 12:52:49 AM	

2. Click the row to view the employee's timesheet lines below.

Timesheet Lines

Line	Description	Charge Number	Sat 10/17/20	Sun 10/18/20	Mon 10/19/20	Tue 10/20/20	Wed 10/21/20	Total
1	GA-ERP GENERAL	ADMN.110443.ITX.GENRN			5.0		8.0	29.00
2	GA-ERP COSTPOINT RUN	ADMN.110443.ITX.MCPRN			3.0	5.0		8.00
3	GA-ERP TIME-EXP RUN	ADMN.110443.ITX.TMERN			2.0	3.0		5.00
4	VACATION PAY	FRNG.110443.FRG.VACXX						0.00
Regular					10.00	8.00	8.00	42.00
Overtime								
Total					10.00	8.00	8.00	42.00

Approve Reject Sign Correct

Leave PAYTYP Summary Charge Favorites

Add Line to Favorites

1. Enter Filter By Search Criteria and click Execute ⚡ from the global toolbar.

Schedule – Work week (Ex. Fri-Sat, 9/80, Bi-Weekly, etc.)

Year – Limit the Timesheets to a specific Year

Period – Start by keying in the month, and it will restrict to the month

Function – Ex. Primary Supervisor, TS Coordinator, etc.

Group - If All is selected, timesheets for all groups in your organization display.

Last Name - Review timesheets for a single employee, enter that employee's last name.

Employee ID - Review timesheets for a single employee, enter that employee's ID.

Status –Open, Signed, Approved, Rejected, Processed, and Missing

3. Approve or Reject:

After reviewing the timesheet, if correct, select Approve.

Reject: If the timesheet is incorrect, select Reject. You must enter an explanation of what needs to be corrected.

An e-mail and Task will be sent to the employee to correct the timesheet.



Floor Check Information



Rotary Wing Flight Training

Contract Personnel

Employees selected for a DCAA Audit Interview should expect to be asked questions similar to the following:

- 1 **DCAA Representative will ask for a picture ID, please be prepared to present it.**
- 2 **What is your Employee ID Number?**
- 3 **What is your Job Number and who do you work for?**
The job number is the charge code on the [Work Authorization Notice](#) that you charge your hours to.
- 4 **What work are you doing today?**
- 5 **Will you be taking any leave today?**
- 6 **Are you hourly or salaried?** (All instructor are classified as hourly).
- 7 **Do you get paid overtime?**
- 8 **What is your work schedule?**
- 9 **Are charge codes pre-populated on your timesheet?**
Yes, if I have my charge numbers set to auto-load in my favorites. I can adjust them if necessary.
- 10 **Where do you get charge codes?**
The charge codes are the job numbers on the [Work Authorization Notice](#). Employees are notified if/when it may change.
- 11 **How do you know which charge codes to use?**
Instructed by management and reference materials ([Timekeeping Guidelines Document](#)).
- 12 **Can you search for and use unauthorized charge codes?**
I am only able to use the charge codes on the current [Work Authorization Notice](#).
- 13 **Are there charge codes that you cannot use?**
Yes. I cannot use charge codes that are not applicable to the work I am performing.
- 14 **Do you select and input pay types on your timesheet?**
Yes, from an authorized list provided by my manager and that is also posted.
- 15 **Do you charge anything to an indirect other than leave or training?**
Yes. Time charged to an [Indirect](#) include Vacation, Sick leave, Holiday, Bereavement, Jury Duty.
- 16 **What is your pay frequency?** We are paid bi-weekly.
- 17 **Do you record your own time?**
Yes, unless I'm unexpectedly unavailable or without computer access.
- 18 **Do you record all time worked?**
- 19 **How often do you record your time?**
- 20 **Where do you record time?** Deltek Time Collection website or the mobile app.
- 21 **Is your password unique?**
- 22 **What happens if you enter an incorrect password?**
I get a message stating "invalid password/please try again". After 3 attempts I get locked out.
- 23 **How do you reset your password?**
Hit the "Forgot/Reset Password" button on the login screen or contact Human Resources.

- 24 **Who can modify your timesheet?**
I can as well as my manager and Human Resources.
- 25 **Who approves your timesheet? Who is the back-up timesheet approver?**
My manager is the primary approver, and his supervisor is my back-up approver.
- 26 **Can your approver modify your timesheet?** Yes
- 27 **How do you know if your timesheet has been changed?**
When the revision number on the timesheet is > 1 or if I get an alert to re-sign a timesheet.
- 28 **When do you sign your timesheet?** Last day of workweek.
- 29 **Are you able to record time on mobile devices?** Yes
- 30 **How often do you take timesheet training?**
Annually with periodic refresher training during the year.
- 31 **How do you initiate corrections in current pay period?**
I click on the cell that needs correcting, change the number, save, write a **detailed** revision explanation in the box that pops up and click OK.
- 32 **How do you initiate corrections in a prior pay period?**
Contact my manager, Human Resources or follow instructions in the Timekeeping Guidelines document.
- 33 **Are you familiar with the DOD hotline poster?** It is posted on Bulletin boards.

The Amentum Timekeeping Guidelines is the most complete source of information regarding the Amentum policy and procedure for timekeeping. If there are any questions asked during an interview in which you are not sure of the answer it is always acceptable to reference your supervisor, Human Resources personnel or the Amentum Timekeeping Guidelines Document as a source of information.



To provide a confidential, reliable means to report violations of law, rule, or regulation; fraud, waste, and abuse; mismanagement; trafficking in persons; serious security incidents; or other criminal or administrative misconduct that involve DoD personnel and operations, without fear of reprisal.



www.dodig.mil/hotline



MILITARY ★ CIVILIAN ★ CONTRACTOR

amentum®

Ethics Hotline

24/7

1-844-950-1964

<https://amentum.ethicspoint.com>

Act with Integrity—if you see an issue, report your concerns.

- **We Have Fierce Commitment**
- **We Create Trailblazing Solutions**
- **We Have Unwavering Integrity**
- **We Are Inclusive and Collaborative**

Amentum's reputation and business growth depend on each of us taking responsibility for the ethical conduct of our business.

Use the Ethics Hotline to report issues. Concerns may be raised anonymously.

Discuss concerns regarding unethical activity, including fraud or other wrongdoing, with your supervisor, human resources representative, in-house counsel, or contact the Amentum Ethics Hotline.

The hotline is accessible 24/7 in more than 150 languages and staffed by a third-party.

Country	Line Type	Number
United States, Canada	Domestic	844-950-1964
Afghanistan	Collect	503-530-7104
Algeria	Collect	5033527090
Australia	OneConnect	1800 823 179
Bahamas	WWC	8449501964
Bahrain	OneConnect	8000 6207
Belarus	OneConnect	8 820 0011 0384
British Virgin Islands	OneConnect	1 855 203 2506
Burkina Faso	Collect	5033527091
China	OneConnect	4001208946
Cuba/Guantanoma Bay	WWC	2935, at prompt: 844-950-1964
Djibouti	Collect	503-530-7098
El Salvador	WWC	800-1785, at prompt: 844-950-1964
Germany	OneConnect	088 1810793
Guam	Domestic	844-950-1964
Italy	OneConnect	800194681
Japan	OneConnect	0800-222-0517

Country	Line Type	Number
Jordan	OneConnect	0800 23139
Kazakhstan	OneConnect	8 800 555 70 78
Kenya	OneConnect	0800 211 281
Mexico	OneConnect	8006816749
Republic of South Korea	OneConnect	00308 132 049
Republic of Moldova	OneConnect	0800 61436
Qatar	OneConnect	844-950-1964 or use online reporting option
Romania	OneConnect	0800 360 160
Russia	OneConnect	8 (800) 100-94-81
South Sudan	Collect	503 530 7099
Spain	OneConnect	900 998 484
Tunisia	Collect	503 539-7105
Uganda	OneConnect	0800 113309
Ukraine	OneConnect	0800 805 142
United Arab Emirates	OneConnect	800 0320876
United Kingdom	OneConnect	088 069 8625
Vietnam	WWC	1-201-0288, at prompt: 844-950-1964

*For the WWC line in the Bahamas, callers must dial the Direct Access code for the country (1-800-872-2881) before dialing the hotline number.

Costpoint Mobile App



Rotary Wing Flight Training

Contract Personnel



Costpoint Mobile Time Quick Guide

- [About the Costpoint Time Mobile App \(Optional\)](#)
- [Download the App & Log In](#)
- [Future Password Changes: Reset PIN](#)
- [Navigating the Costpoint Time App](#)
- [Questions?](#)

About Costpoint Time & Expense Mobile App (Optional)

U.S. Employees Only: Mobile access to Costpoint Time & Expense is optional for ease of use. The **"Costpoint Time and Expense" mobile app** is free and is available in the Google Play Store or Apple App Store.

If your location uses time clock machines or the clock in/clock out function of Costpoint Time, you may not use the mobile app.

Foreign Nationals/Local Nationals: Please contact your manager regarding the use of mobile devices

Download App and Log In

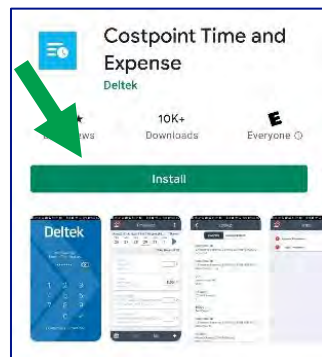
Deltek Costpoint Mobile Time and Expense 2.0, the touch screen version of the Web-based Costpoint Time module, enables you to enter, view, and sign timesheets via a mobile device.

Mobile Device Requirements – Costpoint Time & Expense is available for mobile devices that run on the following operating systems: Apple iOS 12 and higher or Android 8 and higher.

1. Download Costpoint Time and Expense. You can choose to use the QR Code or download from the App Store.
 - a. Option 1 take a picture of the QR Code from your mobile device. Skip to step 4.



- b. Option 2: Download the App from the Google Play Store or Apple App Store. Install the App.



2. Enter the Server URL: <https://prodtime.services.egginc.com/DeltekTouch/Costpoint/TE>

3. Click Connect/Go.

4. Enter Login Credentials:

- Enter the same Username and Password you use when entering in Costpoint Time online.
- Enter Domain: PRODCP
- SAML/3rd Party Authentication – Turn Off
- Click Log In.

5. Usage Statistics Tracking

- View "Terms and Use of Service"**
- Accept Terms
- You can elect to keep usage tracking enable "On" or "Off."

6. PIN or Face ID

- A PIN or Face ID is required to access to the app.
- iOS allows the use of Face ID for the entry to the app
or
iOS and Android System require entering 6-digit PIN to allow fast and easier access in future.
- Enter minimum 6 digits
- Re-enter PIN to confirm

Future Password Changes: Reset PIN

Resetting your Time & Expense Password from a computer, and logging into Touch Time using your PIN, may give an **"Invalid Login" error**.

- If this occurs, click Reset PIN.
- This will prompt you for your full password.
- Enter your password.
- You will be prompted to enter your PIN twice for validation.

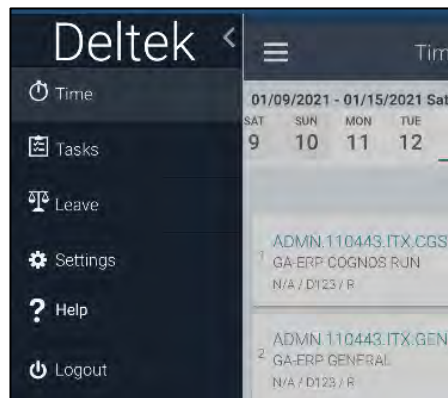
After you enter your PIN, you will be taken into the application.

Navigating the Costpoint Time App

Menu

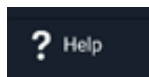
Select the Menu icon to access:

- Time
- Tasks
- Leave
- Settings
- Help
- Logout



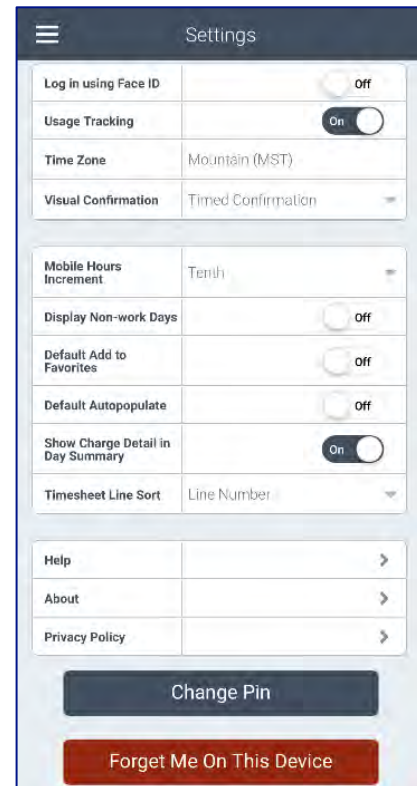
Help

In the menu bar, click Help.
Help document will be downloaded.
Open Deltek User Guide.



Settings

Change PIN or modify preferences.



Questions?

- **Timesheet Coordinator** - Your initial support should be your local Timesheet Coordinator who is well versed in the various methods for collecting labor hours at your specific work location.
- **IT Service Desk** - appsupport@amentum.com (888) 877-3181, Option 5

Sample Paper Timesheet

For use in the event electronic time
collection system is unavailable



Rotary Wing Flight Training

Contract Personnel

The intranet-posted version of this guidance is the document of record.
 Germantown Service Center
 Employee Timesheet

NAME: _____

WEEK ENDING DATE: _____ 2023

EMPLOYEE ID: _____

PAGE 1 of 1

Line No	Job Number	Labor Cat. (PLC)	Charge Description	Sat 3/26	Sun 3/27	Mon 3/28	Tue 3/29	Wed 3/30	Thu 3/31	Fri 4/1	Line Totals
	Pay Type	Labor Location									
1											
2											
3											
4											
5											
6											
7											
8											
Comments:			REGULAR								
			OVERTIME								
			TOTAL								
SIGNATURE:			By signing this timesheet you are certifying that hours were incurred on the charge and day specified in accordance with company policies and procedures.				APPROVAL:				
DATE:							DATE:				

Additional Timekeeping Resources

Sue Rogers 334-598-6342 susan.rogers@ursrucker.com

Brenda Smith 334-598-6342 brenda.smith@ursrucker.com

Keith Sasser 334-598-6342 keith.sasser@ursrucker.com

Amentum Help Desk: 888-877-3181 (Option 3)

Costpoint Web Site: <https://prodtime.services.egginc.com>

System- PRODCP