Entering Time

① Access your timesheet

Click **Time & Expense** > **Time** > **Timesheets** > **Timesheet**

② Add a line to your timesheet

From your Timesheet Lines toolbar, click **Add Line**

③ Add Charge lines to your timesheet

- If you know your charge code, type it into the Charge Project field and press tab. Other fields will auto-populate; or
- Click the **magnifying glass** to open the lookup function. Click the **plus** icon to expand the **Charge Tree** until you reach the correct charging level; or
- Click the **magnifying glass** to open the lookup function, click the **Query** button in the top right corner, then click the **Query tab**. Select the appropriate query condition drop down, select contains then enter the known information. Click the **plus** icon and click the **Query** button. Select the appropriate Charge Project line in the list then click the **Select** button.

Important: Charge Projects associated with paid and unpaid time off, such as Holiday and PTO, are indirect projects (Fringe Leave) and begin with FR

Review the PLC

- If you know your Project Labor Category (PLC), type it into the PLC field and press tab; or
- Click the **magnifying glass** to open the lookup function. Select the appropriate PLC from the list then click the **Select** button.

Review the Pay Type

- The default pay type of "R" (Regular) will auto-populate; or
- Click the **magnifying glass** to open the lookup function. Select the appropriate Pay Type from the list then click the **Select** button.

Enter your hours

- Click in the specific cell and enter the hours worked for the specified Charge Project, PLC and Pay Type
- Most timesheet classes are configured to round to the nearest tenth of the hour

Enter comments (optional)

Click in the cell note pad, or right click on the Charge line to enter comments

④ Save your entries

From the global toolbar, click **Save and Continue**

Entering Time

⑤ Time is entered daily

- Time is entered daily at the end of your work shift, or no later than 10am ET the following day
- A notification is emailed when time is not entered by 10am ET the following day.
- A second notification is emailed to the employee and primary timesheet approver if time is not entered by 1pm ET

⑥ Signing the timesheet

At the end of the last day worked, click **Sign to submit the timesheet**

⑦ Certify

Read and accept certification by clicking **Ok**

Self: I certify that my hours are accurate and were incurred on the charge and day specified in accordance with company policies and procedures. Admins: I certify I have entered the timesheet accurately as approved by the employee's supervisor.

OK   Cancel

Timesheet Status

After you certify your timesheet, the status will change from Open to Signed and your signature will be added to the timesheet

Favorites

Time & Expense > Time > Timesheets > Timesheet

Add Favorites

- Click on the timesheet line. The selected row will highlight in blue.
- Click the **Add Line to Favorites** button

Editing Favorites

- Click on the **More** button, then select **Charge Favorites**
- Select which favorites to automatically load by clicking or unclicking the check box in the **Load** column
- Designate the order on the timesheet by entering the order sequence (1, 2, 3) in the **Order** column
- Click **Apply**

Premiums

Time & Expense > Time > Timesheets > Timesheet

Premium entry — Option 1 (Native functionality)

- Premiums are added as additional lines on the timesheet. Click on the **Add Line** button.
- Enter the Charge Project, review and update the PLC (if appropriate)
- **Delete** the defaulted "R" in the Pay type field
- Click the magnifying glass in the **Pay Type** field. Select the appropriate premium pay type
    - Note: Premium pay types are specific to the Timesheet Class. If you do not see the desired value, contact Payroll for assistance.
- **Enter the hours** applicable to the premium pay
    - Note: If the premium pay type is setup as Cost-only, the daily total (bottom) and weekly total (right) will not include premium hours

## Premium entry — Option 2 (Customization)

- Premiums are added to the existing lines on the timesheet in the Premium field. This functionality is a customization and applies to a limited population.
- Click the magnifying glass in the **Premium** field. Select the appropriate premium pay type combo
    - Note: Premium pay types are connected to the Program Org and top level Project ID. If you do not see the desired value, contact Payroll for assistance.
- The same hours applicable to Pay Type will apply to the premium pays
- Up to 3 premium combinations can be selected in the Premium field

Subtasks

Time & Expense > Time > Timesheets > Timesheet

Accessing timesheet subtasks

- Click the **More** drop-down button and select the subtasks.   Subtasks will only appear when applicable
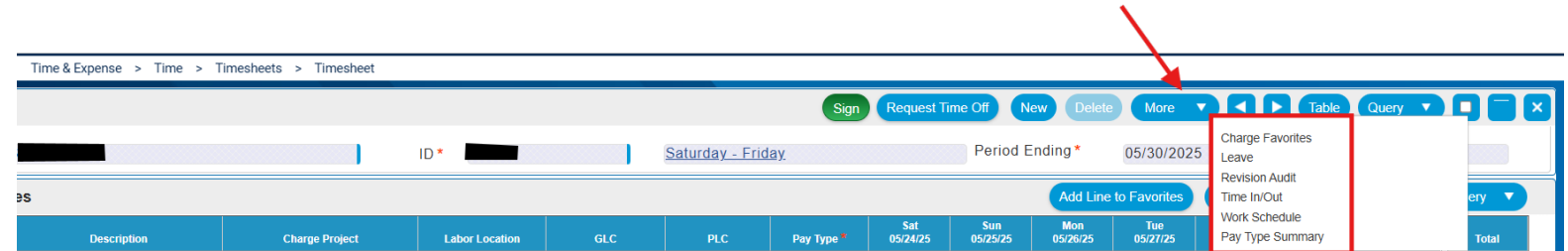
Charge Favorites

- The **Charge Favorites** subtask allows you to view Charge Projects that were saved after performing the **Add Line to Favorites** function.
- From this screen you can edit or remove values.

Leave

- Click the **Leave** subtask to view your leave balance(s) and leave transactions
- Refer to the Costpoint Time-Viewing Leave Balances Job Aid

Revision Audit

- The **Revision Audit** subtask will appear when changes are made to a previously saved entry, or if an entry has been made on behalf of the employee by a Timesheet Coordinator or Timesheet approver. Revision Audit remarks should fully describe what was changed and why the change was made.

Time In/Out or Start/Stop

- Some timesheet classes are configured to track Clock In/Out times, Meal and Rest breaks. This is required for California non-exempt (hourly) employees.
- Refer to the Costpoint Time-Time In Out Meal Rest Break Tracking Job Aid

Request Time Off

Time & Expense > Time > Timesheets > Timesheet

DO NOT USE

The **Request Time Off** function is not fully implemented as of June 2025

Printing Timesheets

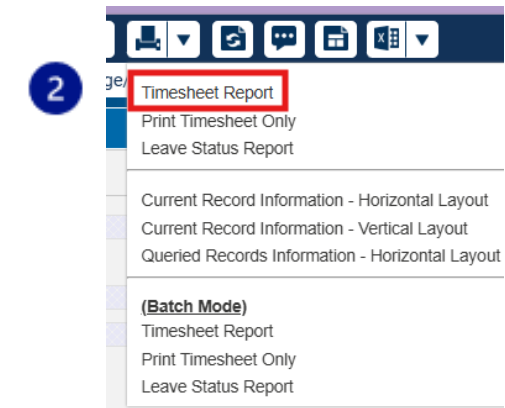Time & Expense > Time > Timesheets > Timesheet

Printing Timesheets

You may find it helpful to view the timesheet in PDF
- This is helpful you have multiple timesheet lines

1 On the global toolbar, select the drop down on the **Print Menu**

2 Select **Timesheet Report**

Other helpful information

Time & Expense > Time > Timesheets > Timesheet

Employee Information Card

You may find it helpful to view the Employee Information Card. This provides information about the timesheet status and user.

- Resource ID: For Amentum, the Resource ID is the same as the Employee ID

- Resource Name: Last Name, First Name

- Status: Timesheet Status, options are: Open, Signed, Approved, Processed or Rejected

- Revision: Indicates the number of revisions made to the timesheet

- Class: Timesheet Class is mechanism of grouping employees together who have the same editable fields on the timesheet, Pay Type requirements, Leave Types and Notifications.   Often these are grouped by status such as Exempt/Salary vs Non-Exempt/Hourly, Full Time vs Part Time vs Temporary.

- Org: A home org is a grouping of employees who have the same cost pool allocation concept.
  - For Overhead and G&A employees, the ORG correlates to the Charge Project used on the timesheet.
  - Example: If the home org is 10.107.123456 then the Charge Project would begin with OVHD.123456

- Signature: After a timesheet is signed (submitted), this field will indicate who signed the timesheet and when it was signed. This will show the latest version if the timesheet was corrected.

- Approval: After a timesheet is approved, this field will indicate who approved the timesheet and when it was approved. This will show the latest version if the timesheet was corrected.