# Changes specific to Oracle R12 Employees

## Oracle R12 - AtWork

- Audience: Employees migrating to Amentum's timekeeping system on July 26, 2025

- This population is approximately 6,000 International CMS employees

- Current timekeeping system:  AtWork

- Current financial system:  Oracle R12

- **Purpose:**  This Job Aid is intended to inform users about changes they will experience during the migration to Amentum's timekeeping system

- Refer to Amentum Training and Job Aids listed below for instructions on using Costpoint Time
    - Employee Time Reporting Training
    - Login
    - Mobile App
    - Entering Time
    - Entering Time on behalf of others
    - Correcting Timesheets
    - Approving Time
    - Viewing Leave balances
    - Password Reset

# Timeline

- Timesheet entry in the AtWork through Friday July 25, 2025

  - Final date to submit timesheets in AtWork:  **Wednesday July 23, 2025**
    - Estimating time for Thursday July 24 and Friday July 25

  - Final date to approve timesheets in AtWork: **Thursday July 24, 2025**

  - Prior period timesheet corrections should be completed, submitted and approved by **July 24, 2025**

- Enter in Costpoint Time starting **July 26, 2025**

  - You will receive a notification email with the login credentials on or before **July 30, 2025**

  - If you do not receive the notification email by July 30, 2025:  contact laboradjfinance@amentum.com to reset your credentials.
    - Please provide your Name (First and Last) and Amentum Employee ID or At Workday Employee ID
    - Email subject line:    R12 login assistance

  - Your User ID in Costpoint Time is unique to Amentum systems
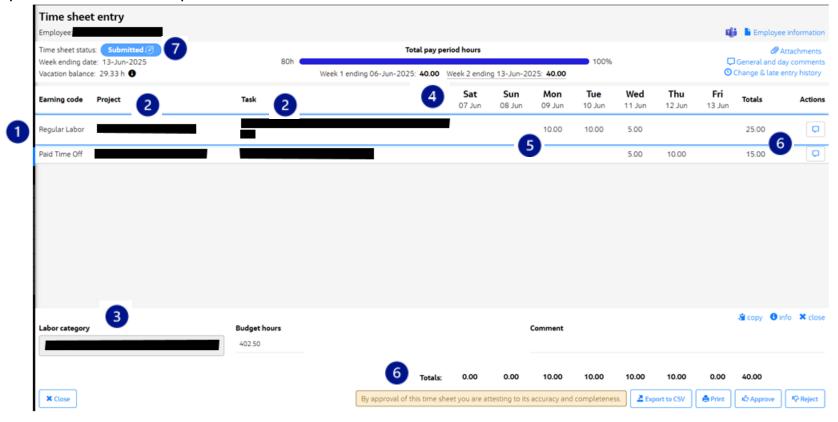
# Employee ID number

You will have multiple Employee ID numbers

- Your legacy Payroll System login is not changing unless you access the platform via Unity.
  - If you access your Payroll documents via Unity, an email will be distributed from our communication team with the updated link to access your historical and future pay statements.

- You will receive a new 6-digit Amentum Employee ID
  - This will be applicable to Amentum's HR system (Workday)

- You will receive a new 8-digit Amentum Employee ID
  - Applicable to Amentum's Timekeeping system (Costpoint Time)
  - This will be your Workday Employee ID with a suffix of "13"
    - Example: 999999 (Workday ID), 99999913 (Costpoint Time ID)

- A crosswalk document will maintain the correlation between the two Employee IDs

- Link to the Employee ID crosswalk will be provided separately

# Timesheet view

- The data captured and displayed on the timesheet in AtWork is similar to the data captured in Costpoint Time
  - 1-Earnings code (AtWork) equates to Pay Type (Costpoint Time)
  - 2-Project and Task (At Work) equates to Charge Project (Costpoint Time)
  - 3-Labor Category (AtWork) equates to PLC (Costpoint Time)
  - 4-Work week
  - 5-Hours recorded per day to the tenth of the hour
  - 6-Total hours per line and per day
  - 7-Time sheet status (AtWork) equates to Status (Costpoint Time)

# Timesheet view

- The data captured and displayed on the timesheet in AtWork is similar to the data captured in Costpoint Time

# Timesheet period

- In Costpoint Time, days displayed on the timesheet are designated by the Country and Payroll frequency

- Most countries will change from a weekly timesheet to a semi-monthly timesheet frequency
  - This change is required for Costpoint (Finance) to properly calculate calendar monthly salaries

| Country-Pay Frequency | Costpoint Timesheet Schedule |
| --- | --- |
| UK-Weekly | Monday-Sunday |
| UK-Monthly | Semi-Monthly |
| Canada-Biweekly | Sunday-Saturday |
| Czech Republic-Monthly | Semi-Monthly |
| France-Monthly | Semi-Monthly |
| Japan-Monthly | Semi-Monthly |
| Poland-Monthly | Semi-Monthly |
| Slovakia-Monthly | Semi-Monthly |
| South Africa-Monthly | Semi-Monthly |

# Charge Project and PLC

In Costpoint Time, you will charge to a different Charge Project(s) and Labor Category(s)

- In Costpoint Time, you will charge time using a Charge Project.

| Project Type | Project typically begin with: |
|---|---|
| Direct | 5 |
| Indirect | AD13 (G&A), OV13 (Overhead) |
| Fringe | FR13 |

- Additionally, the Project Labor Category (PLC) is an important element of the charging process which ties to billing to the customer as it relates to the job title/function
  - The default will be "NOPLC"
  - Employees will change the NOPLC value when using direct projects
    - Direct Projects begin with numbers. Indirect Projects being with alpha characters
  - Direct Charge Projects only allow specific PLC's

- Due to complex cross charging requirements, Projects are not specifically assigned to the user

- A crosswalk document will maintain the correlation between the CMS and Amentum value

- Link to the Project crosswalk will be provided separately

# Pay Types

In Costpoint Time, you will charge to different Pay types

- Pay Types designate the description and calculation of pay, examples are shown below:
  - Pay Types will vary based on the country

| Description | AtWork | Costpoint Time |
|---|---|---|
| Regular Labor | REG | R |
| Unallowable Labor | UNAR | R* |

*Unallowable and Unbillable flags are designated by the Project setup

- In Costpoint Time, premium pays are entered as separate lines on the timesheet
  - Example of premium pay:   An additional 1.00 per hour for working the night shift

- Link to the Pay Type crosswalk will be provided separately

# Paid Time Off-General

- Paid Time Off (Leave) balances as of <span style="color:red">July 25, 2025</span> will be loaded into Costpoint Time as the Beginning balance value
  - This includes Bank/Statutory Holiday, Floating Holiday (where applicable), Holiday/PTO /Vacation, Sick leave (where applicable), Comp Time (where applicable) and other leaves applicable per country
  - **Important:   Leave balances will be loaded into Amentum Costpoint no later than August 31, 2025**

- Leave accruals will be calculated in Amentum's Costpoint finance system
  - More information will be provided on the specifics of the leave accrual process as soon as available.

- An interface between Costpoint (Finance) and Costpoint Time maintains the balances in both systems

- Certain paid time off types are not tracked as a balance, such as Bereavement/Funeral leave

- Leave entitlements are assigned by HR processes.  Concerns regarding leave type availability should be directed to your HR POC.

> **AtWork vs Costpoint Time**
>
> The following slides will describe the various types of Paid and Unpaid Time Off options available in Costpoint Time.   A compare between the two systems is not shown.

# Bank/Statutory Holiday

- The existing Bank/Statutory holiday schedule(s) for legacy CMS International employees will remain in place for the remainder of 2025
    - Applicable days vary per country
    - Some observe alternative or additional holidays – those remain in place as well

- In the AtWork timekeeping system, designated holidays may have populated automatically on the timesheet
    - In Costpoint Time, holidays do not automatically populate on the timesheet

- A holiday balance is loaded which indicates the remaining holiday hours left to use in the calendar year
    - Includes hours previously designated as a "Floating Holiday"
    - Employees who are not eligible for holiday will have a zero balance
    - The Leave year ends on the last day of the last full timesheet in the calendar year
    - The Holiday leave type will show the transactional history through the end of the leave year

- Holiday hours should be recorded on the day of the holiday per normal routine

- Holiday hours should be recorded in full-day increments, or prorated for part time employees per normal routine

# Bank/Statutory Holiday

- Record Bank/Statutory/Floating Holiday using Charge Project:

| Country | Project |
|---|---|
| UK-GBP | FR13.EXPNSA.HLVXX |
| Canada-CAD | FR13.EXPNSB.HLVXX |
| Czech Republic-CZK | FR13.EXPNSC.HLVXX |
| France-EUR | FR13.EXPNSD.HLVXX |
| Japan-JPY | FR13.EXPNSE.HLVXX |
| Poland-PLN | FR13.EXPNSF.HLVXX |
| Slovakia-EUR | FR13.EXPNSD.HLVXX |
| South Africa-ZAR | FR13.EXPNSG.HLVXX |

- Costpoint Time will not allow negative Bank/Statutory Holiday balances

# Holiday/PTO/Vacation

You may be eligible for paid Holiday, also referred to as PTO and Vacation

- Eligibility depends on several factors, such as Country and full-time vs part time status

- Costpoint Time will allow negative PTO leave balances, negative balance thresholds vary by Country

- Record PTO using Charge Project:

| Country | Project |
|---|---|
| UK-GBP | FR13.ACRULA.VLVXX |
| Canada-CAD | FR13.ACRULG.VLVXX |
| Czech Republic-CZK | FR13.ACRULH.VLVXX |
| France-EUR | FR13.ACRULI.VLVXX |
| Japan-JPY | FR13.ACRULK.VLVXX |
| Poland-PLN | FR13.ACRULM.VLVXX |
| Slovakia-EUR | FR13.ACRULI.VLVXX |
| South Africa-ZAR | FR13.ACRULN.VLVXX |

# Paid Sick leave

You may be eligible for paid sick leave

- Eligibility depends on several factors, such as Country and full-time vs part time status

- Costpoint Time will not allow negative Paid Sick leave balances

- Record Paid Sick leave using Charge Project:

| Country | Project |
|---|---|
| UK-GBP | FR13.EXPNSA.SLVXX |
| Canada-CAD | FR13.EXPNSE.SLVXX |
| Czech Republic-CZK | N/A |
| France-EUR | FR13.EXPNSG.SLVXX |
| Japan-JPY | FR13.EXPNSH.SLVXX |
| Poland-PLN | FR13.EXPNSI.SLVXX |
| Slovakia-EUR | FR13.EXPNSG.SLVXX |
| South Africa-ZAR | FR13.EXPNSJ.SLVXX |

# Comp/Banked Time

You may be eligible for Comp/Banked Time

- Eligibility depends on several factors, such as Country and full-time vs part time status

- Record Paid Comp Time using Charge Project:

| Country | Project |
|---|---|
| UK-GBP | FR13.ACRULA.X07XX |
| Canada-CAD | FR13.ACRULC.X04XX |
| Czech Republic-CZK | N/A |
| France-EUR | FR13.ACRULD.X09XX |
| Japan-JPY | N/A |
| Poland-PLN | N/A |
| Slovakia-EUR | N/A |
| South Africa-ZAR | FR13.ACRULE.X05XX |

# Paid Time Off-Not Tracked

You may be eligible for other paid time off

- **Paid Administrative leave** is recorded to Charge Project: **FR13.OTHRLV.AMNXX**

- **Paid Bereavement leave** is recorded to Charge Project: **FR13.OTHRLV.BERXX**

- **Paid Jury Duty/Civic/Witness Pay** is recorded to Charge Project: **FR13.OTHRLV.JDYXX**

- **Maternity, Paternity, Parental leave** (when applicable) is recorded to:
    - **CMS Maternity FR13.OTHRLV.MF3XX**
    - **CMS Paternity FR13.OTHRLV.MF4XX**
    - **CMS Parental FR13.OTHRLV.MF5XX**

- **Paid Site Closure/Inclement Weather** is recorded to: **FR13.OTHRLV.SCLXX**
    - Consult your supervisor, some programs may record this as a direct charge

**AtWork vs Costpoint Time**

Many other Paid Time Off codes is in Costpoint Time, contact payroll for assistance if you determine the values above do not apply to your situation.

# Unpaid Time Off-Not Tracked

You may have situations where unpaid time off is applicable.

- **Unpaid Authorized** LWOP is recorded to Charge Project: **FR13.OTHRLV.UAPXX**
  - Authorized LWOP would be used when Paid Time Off is exhausted or ineligible and the time off was pre-approved by the timesheet approver

- **Unpaid Military Leave/Reservist** is recorded to Charge Project: **FR13.OTHRLV.UMLXX**

- **Unpaid Disability** is recorded to: **FR13.OTHRLV.UPFXX**

- **Unpaid Unauthorize** LWOP is recorded to: **FR13.OTHRLV.UUPXX**
  - Unauthorized LWOP would be used when Paid Time Off is exhausted or ineligible and the time off was NOT pre-approved by the timesheet approver.  UAP is also used for no call/no show situations.

- **Unpaid Suspension** LWOP is recorded to: **FR13.OTHRLV.USPXX**
  - Unpaid time due investigation of misconduct or disciplinary action.

**AtWork vs Costpoint Time**

Many other Unpaid Time Off codes is in Costpoint Time, contact payroll for assistance if you determine the values above do not apply to your situation.

# Overtime

Overtime eligibility varies base on Country and situation.

- Costpoint Time will not alert you when overtime is applicable, nor will it prevent you from recording overtime before it is applicable

  - Why?  Overtime eligibility is a complex configuration of Pay type combinations, Clock in/out data, consecutive number of days worked or paid which can span multiple timesheet weeks and other rules as determined by Collective Bargaining Agreements and State/Country laws.

- Supervisors and/or HR should remind staff of the applicable overtime rules for your location.  Timesheet Approvers review the timesheet entry closely to ensure overtime is applied appropriately.

- Example of Overtime Pay Types created for CMS International employees:

| Country | Percent | Pay Type |
|---------|---------|----------|
| Canada | 150% | OT (Hourly), OS2 (Salary) |
| Canada | 200% | OT7 (Hourly), OS6 (Salary) |
| France | 125% | OUA (all) |
| France | 150% | OUB (all) |
| France | 200% | OUW (all) |
| Japan | 100% | OUC (all) |
| Japan | 125% | OUD (all) |

# Overtime

Overtime continued

| Country | Percent | Pay Type |
|---------|---------|----------|
| Japan | 135% | OUE (all) |
| Japan | 150% | OUF (all) |
| Poland | 150% | OT (Hourly), OS2 (Salary) |
| Poland | 200% | OT7 (Hourly), OS6 (Salary) |
| South Africa | 150% | OT (Hourly), OS2 (Salary) |
| UK | 50% | OUR (all) |
| UK | 80% | OUS (all) |
| UK | 88% | OUG (all) |
| UK | 100% | OUH (all) |
| UK | 110% | OUI (all) |
| UK | 115% | OUT (all) |
| UK | 120% | OUJ (all) |
| UK | 125% | OUK (all) |

# Overtime

Overtime continued

| Country | Percent | Pay Type |
|---------|---------|----------|
| UK | 130% | OUU |
| UK | 133% | OUL |
| UK | 150% | OUM |
| UK | 156.3% | OUV |
| UK | 158% | OUN |
| UK | 180% | OUO |
| UK | 200% | OUP |

# Timesheet deadlines

Timesheet entry, submission and approval deadlines below are based on US labor processing schedule

- Deadlines may change later to reflect the EU processing schedule

| Topic | Costpoint Time (Weekly Timesheets) | Costpoint Time (Semi-Monthly Timesheets) |
|---|---|---|
| Timesheet Entry | Daily, or by 10am Eastern Time (US) next day | Daily, or by 10am Eastern Time (US) next day |
| Timesheet submission | End of day on the last day worked in timesheet period, typically Friday | End of day on the last day worked in the semi-monthly period |
| Timesheet approval | No later than Monday, 10am Eastern Time (US) | No later than 10am Eastern Time (US) the business day following the end of the semi-monthly period |
| Corrections | Signed and Approved by close of business Wednesdays | Signed and Approved by close of business Wednesdays |

# Timesheet Corrections

## Originating in AtWork

Timesheets that originate from AtWork that require correction:

- Refer to the Costpoint Time-Correcting Timesheets job aid related to the Preprocessor Upload process.

## Originating in Costpoint Time

Please refer to the Costpoint Time-Correcting Timesheets job aid