

Costpoint Timesheets Cheat Sheet

The Costpoint Timesheet system is now live. Review this cheat sheet for links to training resources and top tips on how to complete your timesheets.

[Open
Costpoint
here](#)

Logging in

Username: 8-digit ID (6-digit Workday ID plus 13 e.g. 12345613) [Find full instructions here >>](#)

Temporary password expired or need to reset your password? Please email laboradjfinance@amentum.com to request a new one.

All Employee Resources



Step by Step Guide

This guide contains steps and instructions on how to complete your timesheets.



Training Folder

This folder contains other guides including corrections, submitting annual leave, viewing leave balances and how to use the mobile app.



Bitesize Video

Watch this bitesize video on how to complete and change your timesheets.



[Training Folder >>](#)



[E&E-I OneClick >>](#)

Manager Resources



Step by Step Guide

This guide contains steps and instructions on how to approve timesheets.



Training Folder

This folder contains other guides including entering time on behalf of others, approving time and resetting passwords.



Bitesize Video

Watch this bitesize video on how to approve timesheets.



[Tools & Applications >>](#)



[Hypercare support >>](#)

Costpoint Timesheets Cheat Sheet

Review this cheat sheet for links to training resources and top tips on how to help you complete your timesheets.



Discover your booking code [here >>](#)

Top Tip: you need to download and save these documents to access.

Watch the bitesize video on how to find your code [here](#).



Submit your available timesheets by COB on Thursdays

1. Complete and **sign** your timesheet for however many hours you have the correct booking codes for. Missing hours due to unavailable codes should be added via [timesheet corrections](#) at a later date - please record the unavailable codes and hours in **Sunday's notes** on Costpoint

Top Tip: you can 'save' timesheets and go back to them anytime. You must 'sign' to submit them.

2. Review resources in this cheat sheet for extra help.
3. If you work on a **T&M Project**, more PLC guidance is available on the next page.



Line Manager approvals — approve by 12pm on Fridays

1. Review your teams' submissions, checking their booking codes are correct.
2. Ensure PLC codes are correct **for T&M Projects only**.
3. Only Approve if you are sure that all codes are correct.
4. Reject the timesheet if you're unsure or acting as a secondary approver without access to confirm booking codes.
5. A rejected timesheet will return to the employee in "Saved" status for them to review and re-sign.

Clarifying Overhead Cost Allocation in Costpoint

In Costpoint, indirect/overhead codes are allocated differently. Each Divisional employee has been mapped to a Level 1 programme that sits within their Division, regardless of whether the employee supports that programme or not.

This mapping does not affect your role or line manager, and overhead costs will not be allocated to that programme - it simply impacts elements of our finance process behind the scenes.

You only need to raise an issue with Hypercare if the Level 1 programme you have been mapped to does not sit within your Division.



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Costpoint Timesheets Cheat Sheet

The majority of booking codes are now available; the team is working hard to update these.

Booking Code Resources
This folder contains all information on booking codes including lookup table, indirect codes and projects lists.



9-day fortnight, annualised hours, Variable Usage of Monthly Contracted Hours

Please refer to the Transformation Bulletin on 10 September for guidance on time-booking if the above applies to you.



T&M projects non-billable time

Costpoint does not provide the option to change pay type. Your Project Manager should be able to provide non-billable codes. If your T&M project does not have a non-billable booking code available, please raise via [Hypercare](#).



Requesting annual leave

There is currently no holiday planning feature in Costpoint– this will follow at a later date. Local arrangements for holiday planning should be agreed with your line manager and you book holidays direct to your timesheet as you take them.

DO NOT press the Request Time Off Button.



Transformation Training booking codes

These are not yet available, but do not delay submitting your timesheet. Please use your local/divisional training booking code if possible or manually record the hours to add to a future timesheet once the codes are live for any transformation-related training undertaken.



Planned leave booking codes

These are available [p9-16](#) of this document and summary is below.

Top Tip: As balances have not been updated yet in Costpoint, you will receive a warning message around negative entitlement balances - please just accept this warning to process your timesheet. We recommend you keep a manual record to refer back to if required.

Other codes/Country specific are available in the training p9-16		
Holiday/PTO	FR13.ACRULA.VLVXX	UK Only
Bank Holidays	FR13.EXPNSA.HLVXX	UK Only
Paid Sick Leave	FR13.EXPNSA.SLVXX	UK Only
Banked Time	FR13.ACRULA.X07XX	Not to be used for 9 day fortnight
Paid Admin leave	FR13.OTHRLV.AMNXX	
Paid Bereavement	FR13.OTHRLV.BERXX	
Paid Jury/Civic Duty	FR13.OTHRLV.JDYXX	
CMS Maternity	FR13.OTHRLV.MF3XX	
CMS Paternity	FR13.OTHRLV.MF4XX	
CMS Parental	FR13.OTHRLV.SCLXX	
Unpaid Authorised Absence	FR13.OTHRLV.UAPXX	



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Troubleshooting Guide

[View all FAQs here](#)

Popular Topics	Resources and Resolution
My booking code is not available	If your booking code is not available, please raise a ticket via Hypercare , using the Application > Timesheet option.
I am a Timesheet Coordinator and cannot access my team's timesheets	Please raise a ticket to request access via Amentum ServiceNow using the form under Costpoint Time.
I have made a mistake on my timesheet	Please review the Guide on how to correct timesheets .
Submitting annual leave in advance	Please review the Guide on how to submit annual leave in advance .
I can't see my holiday balance	Please read the information shared in the Transformation Bulletin on 10 September. For now, please continue to accept the vacation balance warning messages when submitting your timesheets.
How do I access my payslips?	Payslips are now available via a new Employee Portal: https://unityemployeeportal.safeguard-pay.com/amentum/login/ Note: VPN access is required. Log in using your Amentum email address (User.ID@global.amentum.com) and your existing password.
Resetting your password	If your password isn't working in Costpoint, please email laboradjfinance@amentum.com . In your email, please include whether you haven't accessed Costpoint before (temporary password not working), or you are resetting your password.
Submitting a previous timesheet	If you have not submitted a timesheet for the previous week, the timesheet will still be open. Navigate to it using the arrows in the top right corner of the screen or by navigating to the home page and selecting the appropriate timesheet from the list of available timesheets.
I need to submit an impact bonus	The one time payments guidance replaces the previous impact bonus process.



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[Tools & Applications >>](#)



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