

## **Requesting Leave in Deltek Costpoint8**

For Magellan Federal Employees

## Work Schedule/Requesting Leave (PTO)

*Please note:* Using the Deltek Costpoint system to request/manage leave is a recommended practice. If you are not sure whether this applies to you, check with your Manager or Supervisor.

1. Navigate to the Work Schedule application in Deltek Costpoint



2. Click the "New Leave Request" button in the middle of the Work Schedule screen

Work Schedule											
Employee P	Parmenter, Megan	R.					1001				
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egend											
	Non-Work Day		Leave		Wor	k Day (On Site/Off Sit	e)		Month/Year	07/06/2020	
Leave Balances	Holiday Leave	Requests	Pending Le	ave				New	Leave Request	Edit Daily	Schedule
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- 3. In the New Leave window:
  - a. Use the calendar icons to change the "From" and "To" dates. You can request a single day or a range.
  - b. Use the down arrow in the "Leave Type" field to select the type of leave you are requesting. Your available balance displays
  - c. Enter the number of hours requested per day in the Daily Hours field
  - d. Enter any explanation related to your request in the Notes field
  - e. Click the "Apply" button
  - f. "Save" and  $\times$  out of the Work Schedule screen(s)

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From *		Te *	
07/06/2020	<b>C</b>	07/06/2020	6
Leave Type*		Notes	
еаче Туре* РТО	•		
Daily Hours*	Total Hours		
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## **On Your Timesheet**

You will receive an email notification when your Timesheet Approver takes action on your leave request. Approved leave displays green, pending leave displays light pink, and rejected leave displays bright red.

*Please note:* Leave can be requested into the future but cannot be recorded on your timesheet until the pay period in which it occurs.

## Adding Leave/PTO Hours to Your Timesheet in Costpoint8

Once leave time (PTO) is approved, a green highlight will display in those dates on the current timesheet. To add PTO hours to the timesheet:

1. Build a new timesheet line by clicking on the "Add Line" button.

Timesheet											Now 1	inesheet	Copy 🐨	Deterrit 🛋	Table	Query 🔻		
Basic Information																		
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- 2. Click or tap in the Project field to drill down (i.e., open folders) into the Charge Lookup tree.
- 3. Click into the "Indirect" folder, then "Fringe Benefits" and select the appropriate Charge Branch Code.

- -	ookup Charge Lookup INDIRECT I			Query V	
<b>/</b>	Charge/Branch Description	Charge Branch Code	PROJECT	PLC Costpoi	nt Company
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+]	Holiday	FRNG.HOLI			
+ ]	Jury Duty	FRNG.JURY			
+ ]	Leave without Pay	FRNG.LWOP			
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		5	Select	Car	icel

- 4. Enter hours for the date(s) on the timesheet line(s) that corresponds to the correct Charge Code.
- 5. Click "Save" to save your timesheet entry.