

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

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Employee P	Parmenter, Megan	R.						1001				
This calendar she press the submit	lows, by month, ye t button. The curre	our schedule ent leave bai	e. Click on (ance shall	New Leave F be displayed	Request or Ne allong with	ew Planned the current	Leave button to op calendar year appro	en up the popup. Select th oved or pending leave req	e date(s) and leave typ jest	e on which you wou	id like to request I	eave and
egend												
	Non-Work Day		Leav			Work	Day (On Site/Off Si	e)		Month/Year	07/06/2020	
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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	C	07/06/2020	6
Leave Type*		Notes	
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.

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Basic Information																	
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Signature					Approval												
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LLA Status	Line Description			Project		Tue 06/16/20	Wed 06/17/28	Thu 06/15/20	Fri 06/19/20	5at 05/25/20	Sun 05/21/20	Mc 05/22/20	06/25/20	Wed 86/24/20	Thu 06/25/20	Fri 04/25/20	
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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.

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V	Charge/Branch Description	Charge Branch Code	PROJECT	PLC Costp	oint Company
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+	Holiday	FRNG.HOLI			
+	Jury Duty	FRNG.JURY			
+	Leave without Pay	FRNG.LWOP			
+	Military Leave	FRNG.MILI			
+	Paid Time Off	FRNG.PDTO			
4					•
		s	Select	с	ancel

- 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.