

# Requesting Leave in Deltek Costpoint8

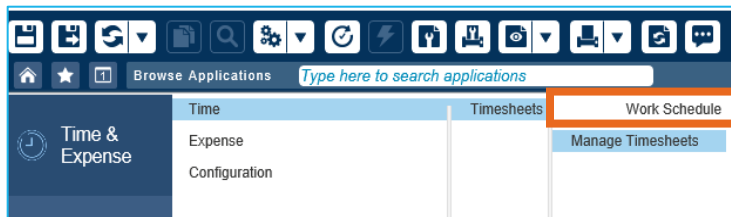
For Magellan Federal Employees



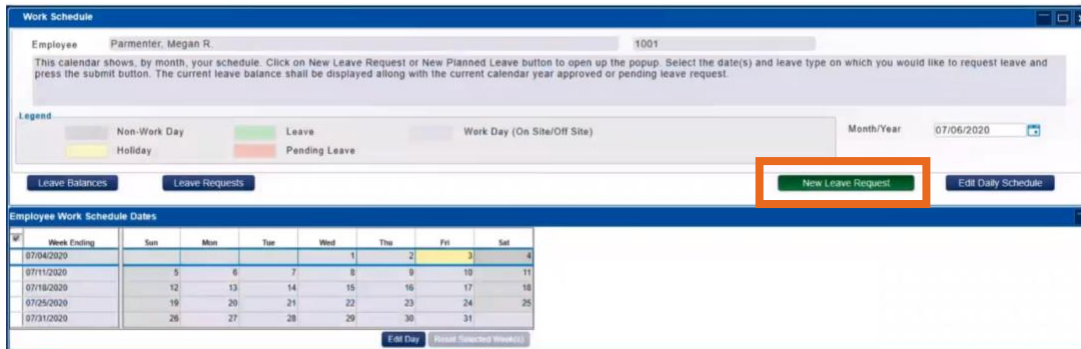
## Work Schedule/Requesting Leave (PTO)

**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

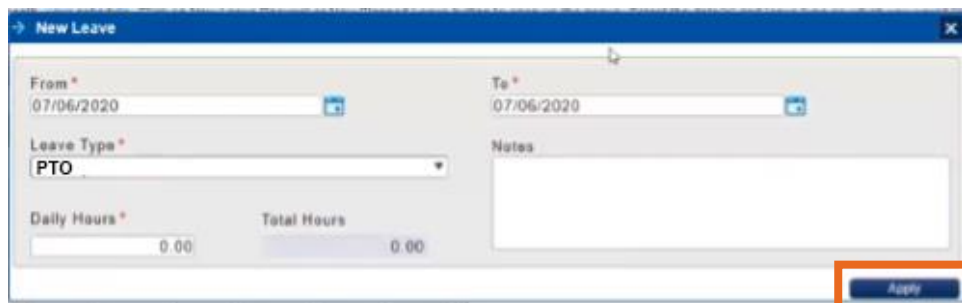


2. Click the “New Leave Request” button in the middle of the Work Schedule screen



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  out of the Work Schedule screen(s)



## On Your Timesheet

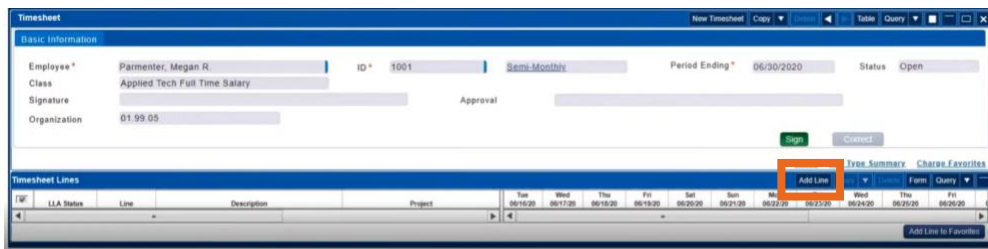
You will receive an email notification when your Timesheet Approver takes action on your leave request. Approved leave displays **green**, pending leave displays light **pink**, and rejected leave displays bright **red**.

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

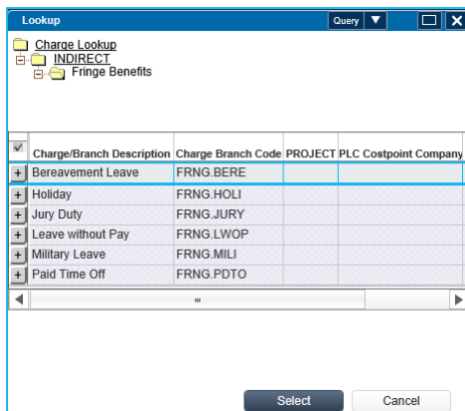
## Adding Leave/PTO Hours to Your Timesheet in Costpoint8

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.



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.



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.