Costpoint Training Guide:
Requesting Leave

Electronic Timekeeping
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Welcome:

All Azimuth employees throughout the corporation will utilize Deltek Time & Expense [T&E] to record hours worked. This documentation covers Time Collection [TC] training for employees.

Welcome to Deltek Time & Expense – Time Collection training!

We want you to be able to fill out your timesheet as easily as possible. Accurate timesheets are critical because they affect everything we do, from tracking progress and managing contracts, to invoicing, cash flow, and staying in business. Timesheet data has to be accurate as it flows into all modules of the corporate-wide system, so any mistakes in your Timesheet can be amplified.
Becoming Familiar with the Timesheet Screen:

- Depending on your job functionality, you may see additional modules
- All users will see Time & Expense
- To Navigate to your Timesheet, select “Time”, “Timesheets”, and “Manage Work Schedule”
User Navigation:

- Users can add applications to a menu list, My Menu, for quicker access.
- Users can also use the browse bar, Browse Applications, to pull up your work schedule.
Requesting Leave:

- The screenshot below show the employees work schedule
- Header part shows the employee name, employee ID and color legend.
- The “Month/Year” filed in blue lets you choose any day in the future
  - Your work schedule will default to the current month
  - (1) You can click on the month year field and choose a different date in a different month and click the Execute icon (lightning bolt) to bring up that month
  - Once you click execute, the bottom part of your screen will refresh and the chosen month will show

Once you have the month you need showing on your screen you are ready to request Leave.
One you are in the correct month, you will need to complete the following steps:

1. Click on the date you wish to take off
2. Click on Edit Date Properties
3. Click on Request Leave
4. Enter the number of hours you wish to take off
5. If necessary, specify the start and end time of your vacation
6. Enter any notes to your supervisor
7. Save

As soon as you hit save, an e-mail is generated to your supervisor notifying them of your request. Your supervisor will then need to log in to review your request and reject or approve it. Once it is rejected or approved, you will receive an e-mail notification from the system. All PTO leave must be preapproved by your supervisor before it can be entered on your timesheet.
Viewing and Canceling Pending Leave Requests:

Once you save your request, you will notice that the selected date will turn Red, indicating that you have pending leave request for that day. You can also click on Pending Leave Requests to view a list of all your pending requests for that month.

If you wish to cancel a pending leave request, you will need to complete the following steps:

- 1- Click on the Check-Box next to the date
- 2- Click on Delete
- 3- Save

You will notice that the date turns back to Blue, indicating a normal work day.
Viewing your PTO Balance:

You may view your Leave Balances by clicking on the Leave Balances link: