LOGGING INTO YOUR TIMESHEET THROUGH COSTPOINT

URL: https://azimuth-cp.deltekenterprise.com/cpweb/cploginform.htm?1655881988

Make sure your username, and system are correct, enter your password and log in. You can see the System by clicking on Additional Criteria.
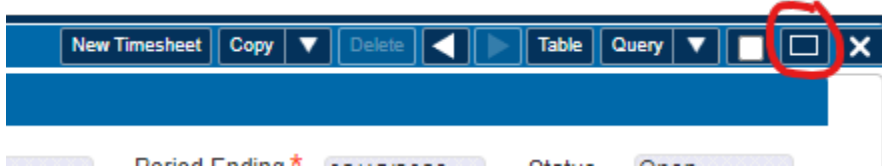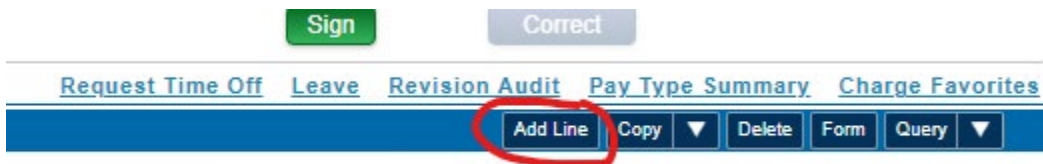

Click on Time & Expense, then on Time, then on Timesheets, then on Timesheet.
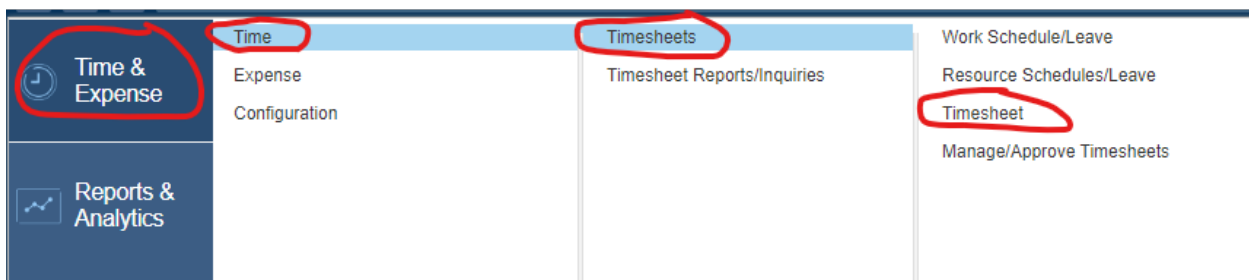
The square outline in the upper right hand corner will take your timesheet to full screen.

Click on Add Line to add a new line to your timesheet.

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In the new line, under the Project column, click on the spyglass. This brings up a listing of charge codes to choose from.

Timesheet Lines

	Line	Description	Project	PLC
	1	Holiday	LEAVE01.02	
	2	G&A - Other	ADMN001.00	GA0001
	3	G&A - Security	ADMN001.00	GA0003
→	4			
		Regular		
		Overtime		
		Total		

Click in the box next to the charge code you want to choose.

Now you're ready to enter your time. You should update your timesheet daily to keep us in compliance with our contracts.

When you've finished entering your time, click on save.
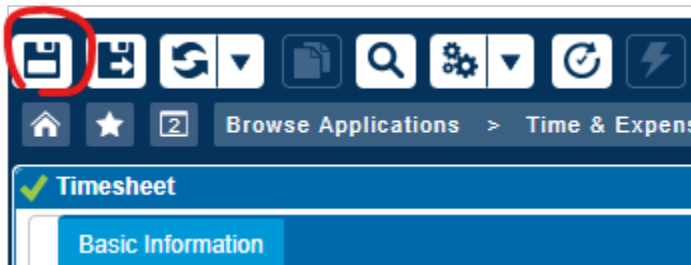
At the end of the time period, once all of your hours are input and saved, click on Sign.
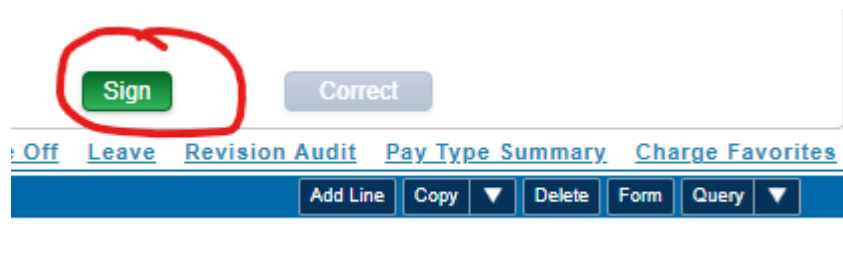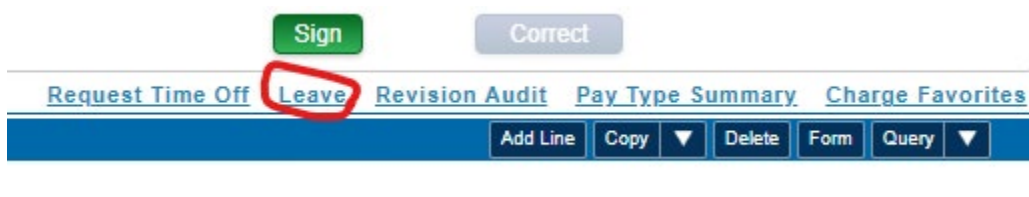

You'll get a popup confirming that this is what you want to do. Once confirmed you've submitted your timesheet for that period.

CHECKING LEAVE BALANCES

If you want to see how much leave you currently have, click on Leave.

You'll see a popup at the bottom of your screen showing leave balances.

Leave Type	Balance
Emergency Leave Sick	0.0000
Holiday	72.0000
Paid Time Off	13.1600

If you click on one of those lines it brings up a detailed list of accrual and usage.

Leave Type	Balance
Emergency Leave Sick	0.0000
Holiday	72.0000
Paid Time Off	13.1600

Leave Details

Date	Type	Hours	Reason
01/01/2023	Beginning Balance	37.7400	
01/15/2023	Accrued	6.6700	
01/24/2023	Taken	-7.5000	
01/25/2023	Taken	-7.7500	
01/26/2023	Taken	-7.7500	
01/27/2023	Taken	-7.7500	
01/30/2023	Taken	-0.5000	

When you're done looking at leave balances, click on Close.

Leave

Leave Type	Balance
Emergency Leave Sick	0.0000
Holiday	72.0000
Paid Time Off	13.1600

Leave Details

Date	Type	Hours	Reason
01/01/2023	Beginning Balance	37.7400	
01/15/2023	Accrued	6.6700	
01/24/2023	Taken	-7.5000	
01/25/2023	Taken	-7.7500	
01/26/2023	Taken	-7.7500	
01/27/2023	Taken	-7.7500	
01/30/2023	Taken	-0.5000	

Close