

## 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.

USERNAME 52876.AMY.WRIGHT				
PASSWORD		APPLICATION	YALIDA Field	TION FREQUENCY
SYSTEM AZIMUTHCONFIG	?	COMPANY	? LANGU. English	AGE 🗸
Remember me	Reset			

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.

	Sign		Correc	at _						
Request Time Off	Leave	Revision	Audit	Pay Ty	pe S	ummary	Cha	rge Fa	vorit	tes
			Add Line	Сору	▼	Delete	Form	Query	•	

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

Time	sheet L	ines		
V	Line	Description	Project	PLC
	1	Holiday	LEAVE01.02	
	2	G&A - Other	ADMN001.00	GA0001
	3	G&A - Security	ADMN001.00	GA0003
→	4		49	
		Regular		
		Overtime		
		Total		

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



	Charge Lookup → Azimuth Corporation → → → G&A → → → G&A			
~	Charge/Branch Description	Charge Branch Code	Project	PLC C
	G&A - Other	ADMN001	ADMN001.00	1
	6&A - Security	ADMN001	ADMN001.00	1
	G&A - Selling	ADMN001	ADMN001.00	1
•		ш		

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.

Sign	Correct
Request Time Off Leave	Revision Audit Pay Type Summary Charge Favorites
	Add Line Copy V Delete Form Query V

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

Ĺ	eave	Form Query 🔻
V	- 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.

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$\checkmark$	- Leave Type	Balance
	Emergency Leave Sick	0.0000
	Holiday	72.0000
	Paid Time Off	13.1600
1	agua Nataile	Form Olivery 💌

1	Date	Tune	Hours	Deseon
	01/01/2023	Beginning Balance	37.7400	Reason
	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				Form Query 🗸 🔲
<b>V</b>		eave Type	Balanc	A
Emergency Leave S	Sick		Duluio	0.0000
Holiday				72.0000
Paid Time Off				13.1600
Leave Details				Form Query V
~	Dete	-		_
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01/01/2023	Date	Beginning Balance	Hours 37.7400	Reason
01/01/2023 01/15/2023	Date	Beginning Balance Accrued	Hours 37.7400 6.6700	Reason
01/01/2023 01/15/2023 01/24/2023	Date	Beginning Balance Accrued Taken	Hours 37.7400 6.6700 -7.5000	Reason
01/01/2023 01/15/2023 01/24/2023 01/25/2023	Date	Beginning Balance Accrued Taken Taken	Hours 37.7400 6.6700 -7.5000 -7.7500	Reason
01/01/2023 01/15/2023 01/24/2023 01/25/2023 01/25/2023	Date	Beginning Balance Accrued Taken Taken	Hours 37.7400 6.6700 -7.5000 -7.7500 -7.7500	Reason
01/01/2023 01/15/2023 01/24/2023 01/25/2023 01/26/2023 01/26/2023	Date	Type Beginning Balance Accrued Taken Taken Taken	Hours 37.7400 6.6700 -7.5000 -7.7500 -7.7500 -7.7500	Reason