Employee Login Guide

Use the below website to access the Deltek-Costpoint system:

https://missionessential-cp.deltekenterprise.com/cpweb

USERNAME:
Please enter your username in the below format.

66216.MEP.(Your specific Employee ID goes here)

Example: 66216.MEP.1234

PASSWORD:
Please enter your password here, this is case sensitive.

Please know that you can reset your own password by following the steps in the “Password Reset & Changing your Security Questions” user guide.

SYSTEM:
This will always be listed as: MISSIONESSENTIAL

If it’s not showing the “SYSTEM” line then please click on the “+ SHOW ADDITIONAL CRITERIA” link.
LINE ENTRY

This will be what your page looks like when you first login. It’s very similar to the previous version but the selections are in different locations.

Starting Here: To input your charge codes for the start of the payroll cycle you will only need to press the “New” button. Then follow the steps on the next page. If other codes (WAL, THR) are needed you’ll repeat this process.
Project Code Selection for Direct Time

As you can see in the below picture it has added a “New” line to your timesheet for this week. To insert the code please select Magnifying glass icon within the “Project” space. A separate window will then pop open to start your selections, below example 1-4.

**Project Code Selection (Windows)**

1. For the first window, you will select “MEP – PRODUCTION” by pressing the Plus icon (This will take you to the second window) (Note: You can also select “*Favorites” from here to add your codes but that’s only if you’ve added them already, below pages for more info.)

2. You will then select “DIRECT PROJECT” by again pressing the Plus icon

3. You will need to select “DLITEII OFS”, as this is the contract we are currently on, select by pressing the Plus icon

4. Lastly will be your specific charge code. You will select inside the white box to the left of the code, then press the “Select” button.
Pay Code Selection

To select a "Pay Code" (DIR, WAL, or THR) please select the Magnifying glass icon. A separate window will then pop open to start your selection of the required “Pay Code”, below are the descriptions for each code that you can utilize.

To select a “Pay Code” you will select the white box to the left of the code you wish to use, then press the “Select” button.

Pay Code Types

**DIR** – DIRECT:
This is to record actual working hours that you are physically present at work. Special Note: You cannot record over 12hrs of Direct, see below THR section for more info. You will not be able to submit your time at the end of the Bi-weekly period if one of your days has more than 12hrs for Direct.

**WAL** – Work Alert:
This is to record time that you are “available” to work if your DIR time is less than 12hrs. It’s also to record your time if you’re in Transient waiting for movement.

**THR** – Total Hours Adjustment:
This is NEW to Deltek users and not many of you will use this as it’s only supposed to be use for when you need to record more than 12hrs of Direct (DIR) time. Example: If you work for 14hrs during the day you will need to record 12hrs for DIR, and then 2hrs for THR.

Note: None of these pay codes will affect your pay.
This is a simple two-step process to record your time for the day.

1. Input your hours worked for the day.
   (Note: You can split your time between different codes (DIR, WAL, THR), example: 8hrs DIR & 4hrs WAL)
2. Press the save icon (Top Left corner)
You will always sign your timesheet on the second Friday of the Bi-weekly time period. After you save your timesheet you will then press the “Sign” button, located on the right-middle side of your page, then enter your password for verification. The above screen shot is what your signed timesheet should look like when you’re done.

Note: You must have a minimum of 168hrs total recorded for the bi-weekly period. The total is listed on the bottom-right
How to add a Pay Code to your Favorites section:

Adding a “Pay Code” to favorites is a tool you can utilize that will shorten the time it takes for you to add a charge code. It’s not necessary but it will make the process quicker for you if you choose to utilize this option. Follow the below steps to utilize this function.

1. After you’ve added a completed code to your timesheet you will only need to select the white box next to the code on the left (It will highlight blue).
2. You will then press the “Add Line to Favorites” button, located at the bottom-right of your timesheet (Above picture shows both steps). Repeat this process for any and all “Pay Codes” you wish to add.

After you’ve added the code, you can now select it whenever you like to utilize the code for your timekeeping needs. To view/add your favorites you would only need to add a “New” line, just as if you were adding a new code (Pressing the “New” button). Then press on the Magnifying glass icon within the “Project” space. A window will pop open and you can select “Favorites” by pressing the Plus sign. The second window will reveal all of the Favorites you’ve added, you can then select your needed code by selecting the white box to the left of the code you wish to add, then press the “Select” button.

(The pictures to the right show you what it looks like starting with the first window that opens)
Correcting your Timesheet

Correction Needed

<table>
<thead>
<tr>
<th>Timesheet Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
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</tbody>
</table>

Editing Start:

1. First you will click inside the box that the time is entered and delete the time recorded. Then enter the new amount of time you wish to change it to. The example to the left shows the time was changed from 2hrs to 12hrs.

2. You will then need to click on the “Revision Explanation” tab, it’s located just above your name. Don’t save it yet.

(Continue to the next page)

Timesheet Correction

This is a quick two page example of how to correct your current timesheet if you accidentally record & save the wrong amount of time.

The example to the left shows that they accidentally recorded 2hrs of work for that day. They meant to record 12hrs. A Correction is needed.

Editing Start:

1. First you will click inside the box that the time is entered and delete the time recorded. Then enter the new amount of time you wish to change it to. The example to the left shows the time was changed from 2hrs to 12hrs.

2. You will then need to click on the “Revision Explanation” tab, it’s located just above your name. Don’t save it yet.

(Continue to the next page)
3. You will then write the reason for the change within the “Explanation/Reject Reason” box. In this example the employee wrote “I recorded the wrong hours for Saturday the 17th”. Yours will be different but please briefly explain why you made the changes.

4. You can now press the Save icon to save the changes you made, if you click on the “Basic Information” tab it will take you back to your normal view of your timesheet, or you can close the program/web page if you are done recording your time for the day. Please note, at the bottom of this picture (and your timesheet screen) a Message will pop up from the bottom stating that “Recording modifications successfully completed”. This is a helpful indicator that lets you know that the action was completed successfully.