Deltek Costpoint8 Time Entry Guide

For Magellan Federal Employees

In the new release of Deltek Costpoint (Costpoint8), there are minor improvements to graphics and navigation in the Time application.

To create a new timesheet, click the "New Timesheet" button.
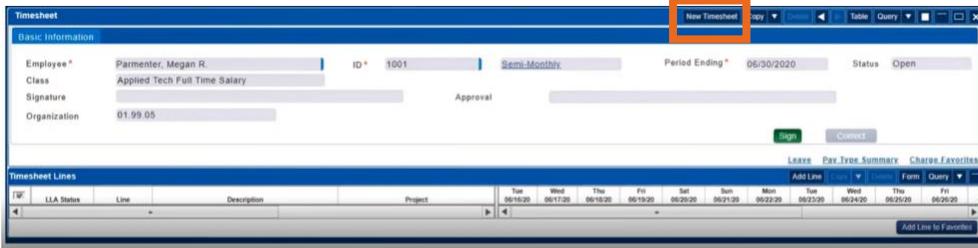
To create a new timesheet line, click the "Add Line" button.
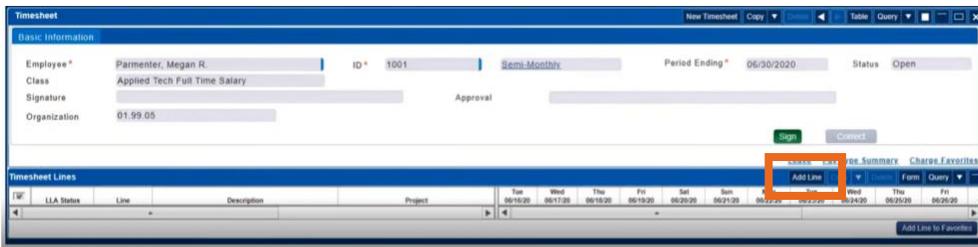
All buttons to move forward are green.
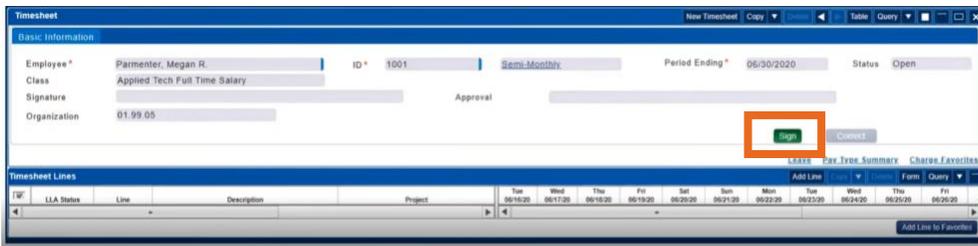
For Timesheet Approvers: The Approval button is green. The Reject button is red.