Costpoint Supplier/SubK Timesheet

User Guide

Audience
Supplier personnel entering labor under covered labor-based agreements, and the Abt staff who support them.

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SUBK/SUPPLIER TIMESHEET

Introduction

Use this guide while completing a supplier timesheet in Costpoint. It follows the training deck and keeps the on-screen steps, controls, corrections, and support guidance together in one place.

Before you begin

Costpoint supplements, but does not replace, the supplier's own timekeeping system.

- **Supplier system:** Continue your organization's timekeeping, payroll, supervision, approval, and record-retention procedures.
- **Abt Costpoint:** Enter applicable hours so the billed person, work date, authorized charge, labor category or rate basis, approval, and invoice support are traceable.
- **Contract controls:** The executed subcontract and signed modifications control authorized work assignments, dates, funding, rates, and documented exceptions.

IMPORTANT Costpoint supports subcontract administration. Suppliers retain responsibility for their personnel and employment obligations.

Who enters time

- Personnel billing labor under covered CR, T&M, or other applicable labor-based agreements. Procurement confirms agreement-specific scope.
- Each worker uses individual credentials. Shared accounts are not permitted.
- Each worker enters their own time. Any exception requires written Abt authorization.
- Record only actual work. If no hours apply, follow supplier instructions and ask Procurement if reminders continue.

Core controls

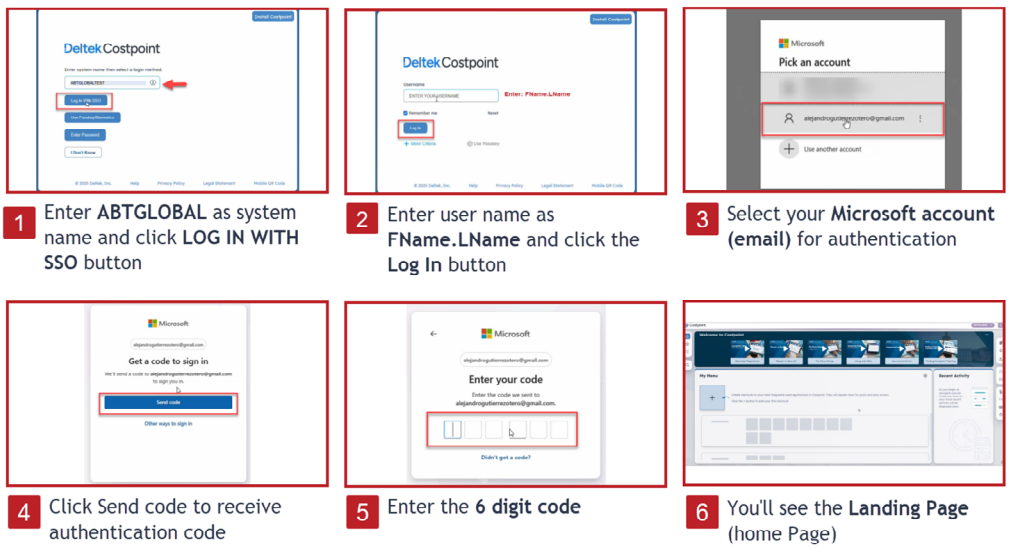
- Record only hours actually worked.
- Use only assigned work assignments, projects, tasks, and labor categories.
- Enter time daily and meet the communicated period deadline.
- Review worker, dates, hours, charges, and labor category before signing.
- Document correction reasons and retain the original entry and approval history.

SUBK/SUPPLIER TIMESHEET

1. First-time login

Access Costpoint from the supplier login email and use the credentials and authentication method assigned to you.

1	**Open the Costpoint link** From the login email, open the Costpoint sign-in page.
2	**Enter the system** Enter ABTGLOBAL as the system name and select the SSO option shown.
3	**Enter your username** Use the username assigned for your supplier account. The training source notes that it may be the portion of the registered email before @.
4	**Authenticate** Select the registered Microsoft account and complete multifactor authentication, including any security code prompt.
5	**Confirm access** Verify that the Costpoint landing page appears.



1 Enter **ABTGLOBAL** as system name and click **LOG IN WITH SSO** button

2 Enter user name as **FName.LName** and click the **Log In** button

3 Select your **Microsoft account (email)** for authentication

4 Click Send code to receive authentication code

5 Enter the **6 digit code**

6 You'll see the **Landing Page** (home Page)

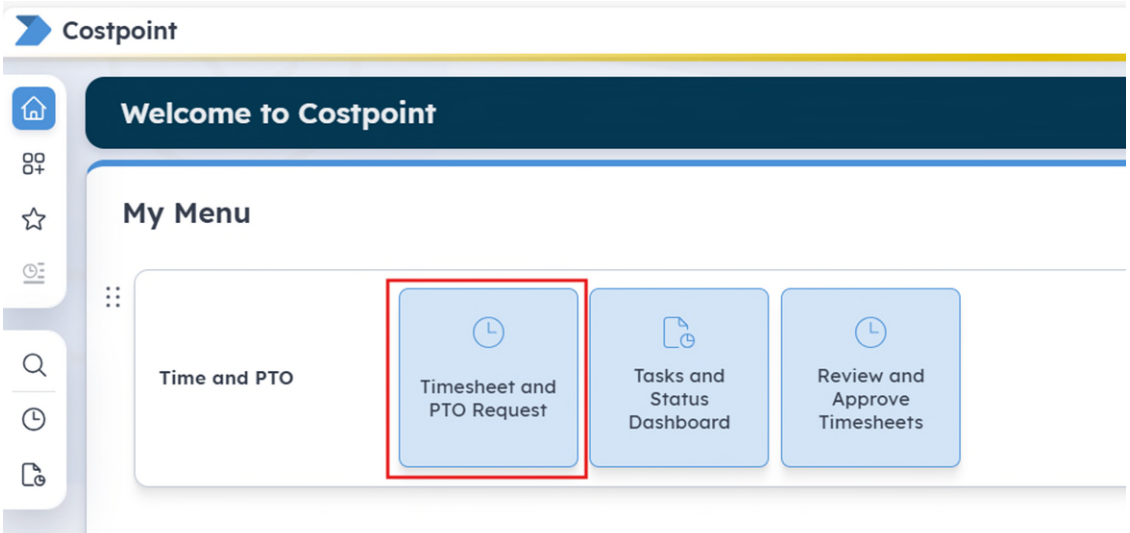
First-time login sequence shown in the supplier training deck.

If access fails *Contact your Abt PD/PM. The PD/PM opens an ITSC ticket and provides the needed contact details. Do not use normal Abt employee credentials in place of supplier credentials.*

2. Open and review your timesheet

Open Timesheet

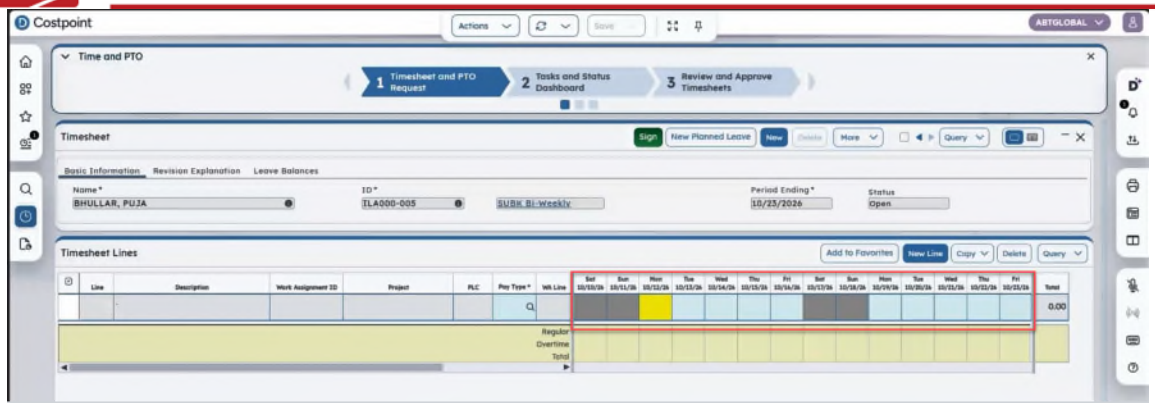
1	**From the landing page** Select the Timesheet tile shown in your account.
2	**Alternative navigation** Select the clock icon, choose Time and Expense, and then select Timesheet.



Timesheet tile on the Costpoint landing page.

Check the date range

1	**Confirm the period** Verify the full timesheet date range before entering time, including any separate cutoff periods.
2	**Review existing lines** A new timesheet may show saved Favorites. Do not assume the sheet is blank.
3	**Check every worked day** Confirm that the period includes all dates on which work was performed.



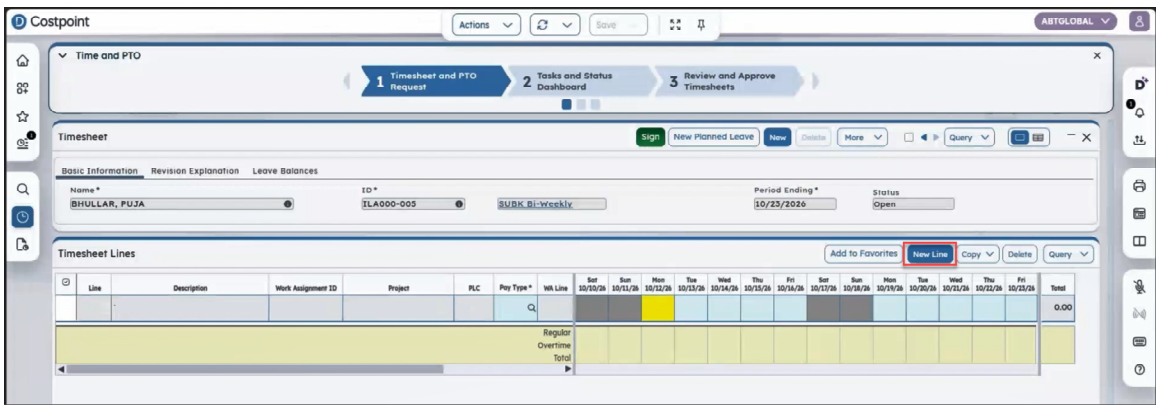
Verify the timesheet period before entering hours.

Supplier leave *A tile name that includes PTO does not grant Abt leave benefits. Supplier personnel follow their own employer's leave procedures.*

3. Add an authorized work assignment

Add a timesheet line

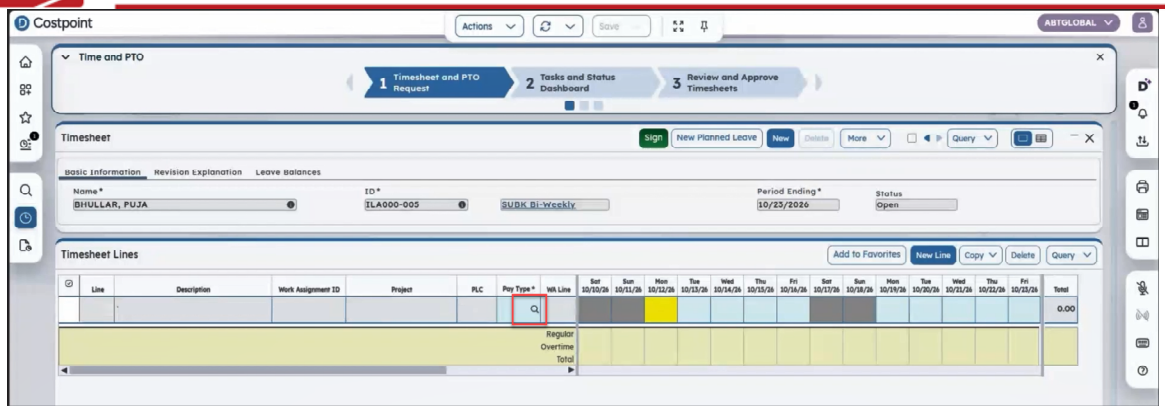
1 **Add the line** Select New Line for each distinct authorized work assignment you need to enter.



Select New Line to add a timesheet row.

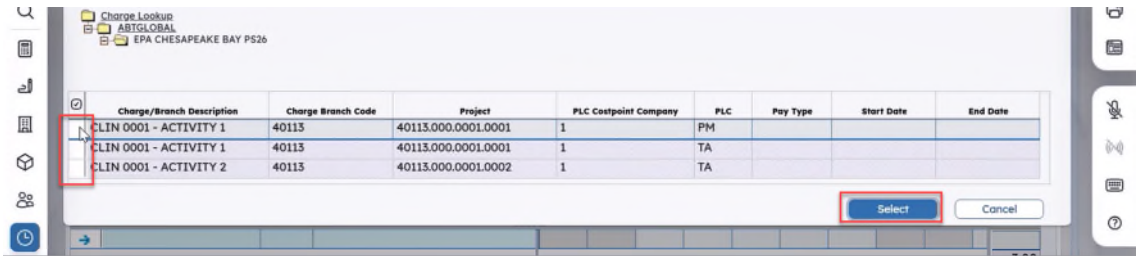
Select the charge

2 **Open the lookup** In the Work Assignment ID column, select the magnifying glass icon.



Open the Work Assignment ID lookup.

3	**Choose carefully** Confirm the assignment, authorized work dates, and labor category match your authorization.



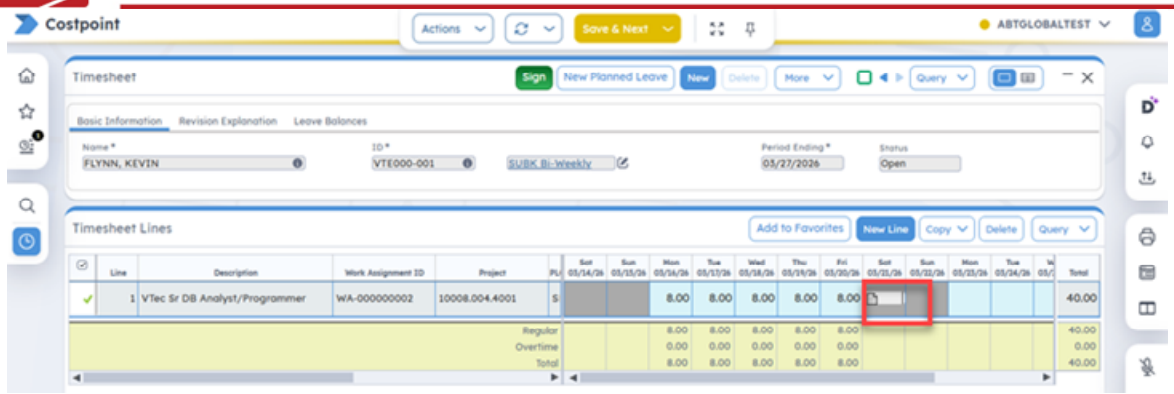
Choose the authorized work assignment from the lookup.

Stop if the charge is missing *Do not select a convenient substitute. Contact Abt Procurement if the expected assignment is absent, inactive, or incorrect. Never move hours to another project, task, or labor category to bypass a funding, ceiling, access, or setup issue.*

4. Enter, comment, save, and sign time

Enter actual hours

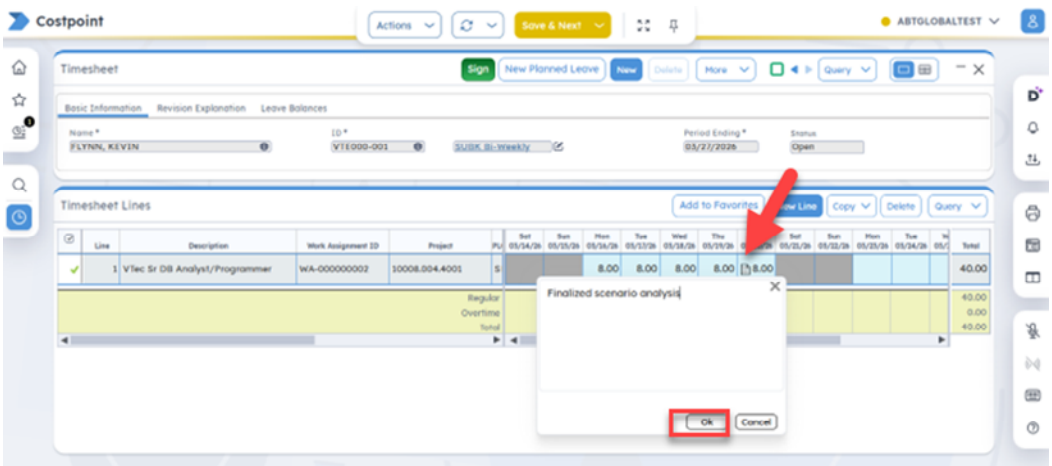
1	**Select the row and work date** Use the authorized assignment and the actual date on which the work occurred.
2	**Enter hours** Enter actual hours that match the supplier source record.
3	**Use the configured increment** Use the time increment permitted for the supplier account.



Enter actual hours on the correct work date.

Add comments when needed

1	**Open the comment field** Select the paper icon in the relevant timesheet cell.
2	**Enter context** Enter factual, non-sensitive information, then select OK.



Add a factual comment in the timesheet cell.

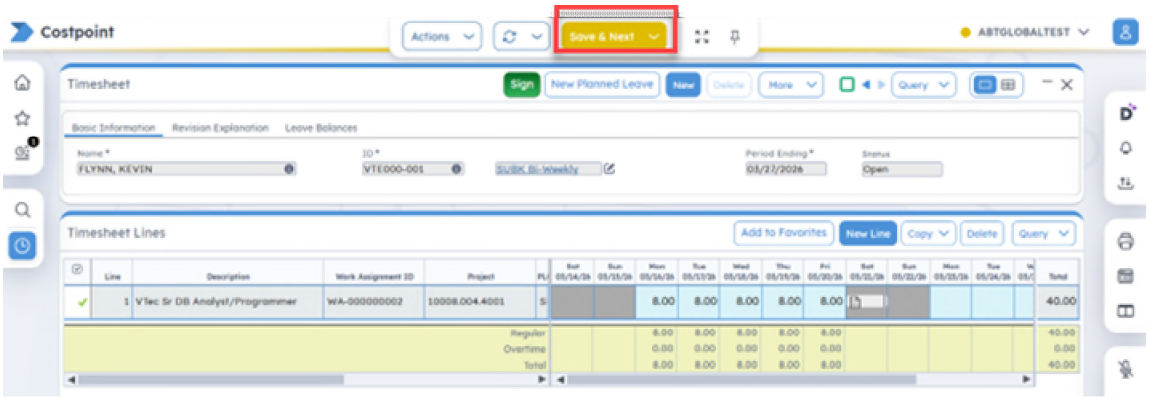
Protect sensitive information Do not include passwords, MFA codes, medical details, or unnecessary personal information. Comments may become part of invoice or audit support.

5. Enter, comment, save, and sign time (continued)

Save your work

1	**Save entries** Select Save & Next to preserve your entries.

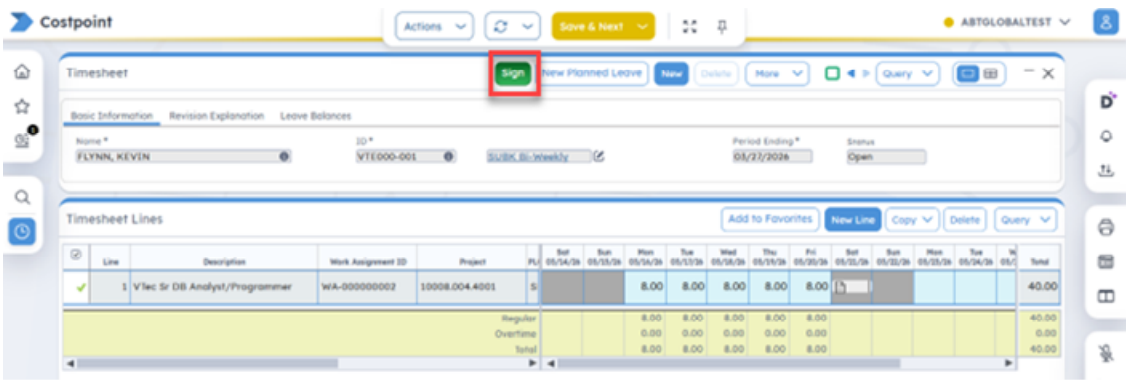
2	**Continue to signing** Saving does not certify or sign the timesheet.



Save & Next preserves entries but does not sign the timesheet.

Sign the completed timesheet

1	**Reconcile** Check actual hours against the supplier source record, including dates and authorized assignments.
2	**Resolve errors** Save and clear all blocking validations.
3	**Sign** Select Sign and complete the certification shown in Costpoint.
4	**Verify status** Confirm the timesheet status changes to Signed and monitor for approval feedback or rejection.



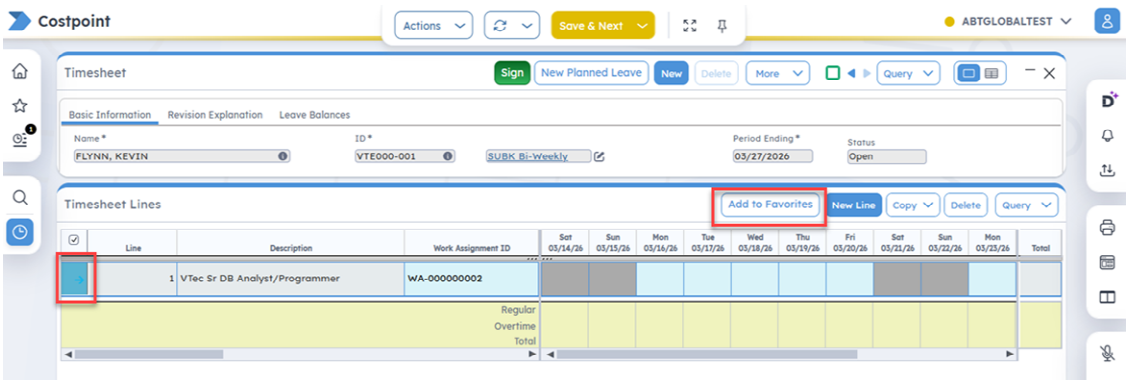
Select Sign after the timesheet is complete and accurate.

No assumed Submit button The source guide says not to imply that a separate Submit button exists unless the supplier configuration displays one.

6. Favorites and revision history

Add frequent assignments to Favorites

1	**Select the assignment** Highlight the assignment line or lines used regularly.
2	**Save as a Favorite** Select Add to Favorites.

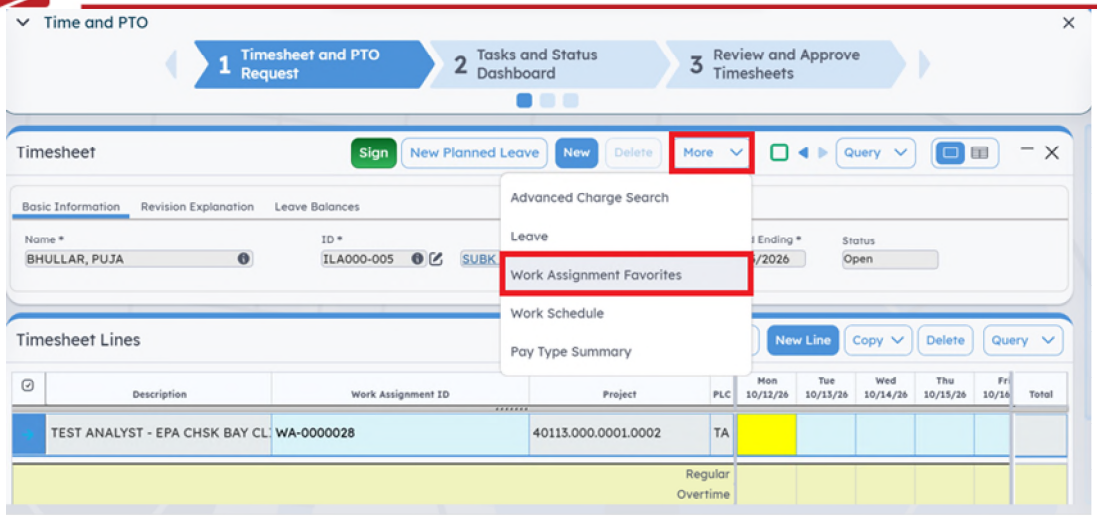


Add a regularly used authorized assignment to Favorites.

Recheck each period A Favorite is a convenience, not new charging authority. Verify authorization and dates every period.

Open Work Assignment Favorites

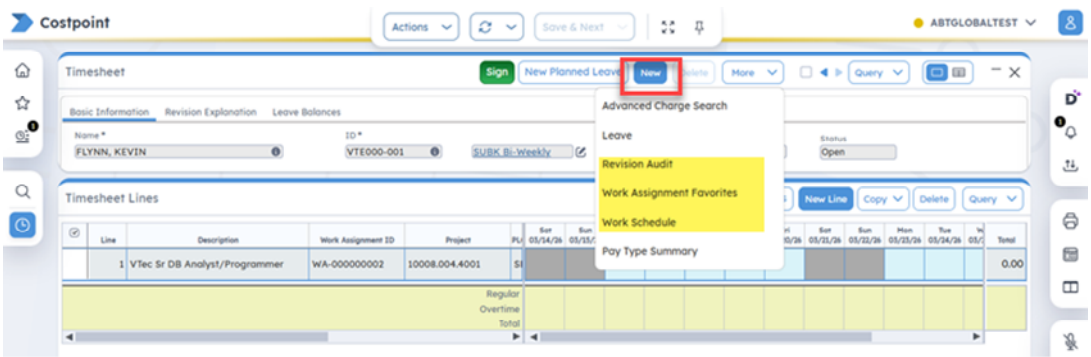
1	**Open the menu** Select More.
2	**Open Favorites** Choose Work Assignment Favorites or the corresponding Charge Favorites option shown in your configuration.



Open assignment Favorites from the More menu.

Review revision history

1	**Open the menu** Select More.
2	**Review changes** Choose Revision Audit to review prior changes.



Use Revision Audit to review changes.

7. Warnings and errors

Read the specific system message. Validation behavior depends on the timesheet configuration.

Warning: review required

- Check the source record and confirm the entry is accurate.
- Continue only if the system permits and the entry is correct.
- Never add hours just to clear a warning.

Error: must be fixed

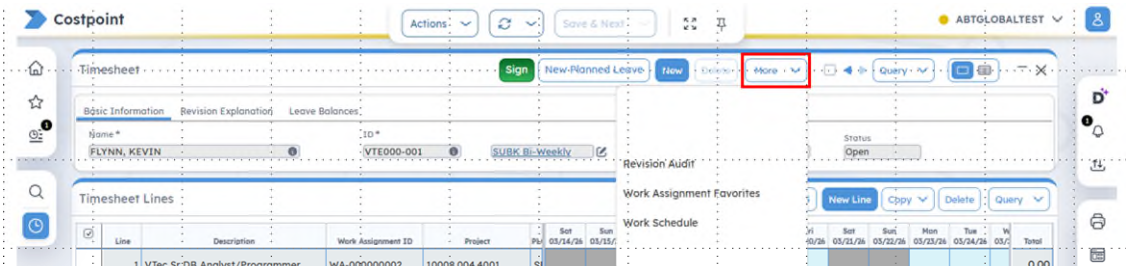
- Correct the affected line and save again.
- Clear every blocking error before signing or submitting.
- Examples in the source include an invalid or inactive charge code and hours in a closed period.

Unresolved issue *For technical problems, contact the Abt PD/PM, who opens an ITSC ticket. For assignment, contractual scope, or funding questions, contact Abt Procurement.*

8. Correct rejected, previous, and processed time

Correct a rejected timesheet

1	**Open the rejected period** Use the notification or period query to open the rejected timesheet.
2	**Review the reason** Read the rejection message and review Revision Audit.
3	**Verify the record** Confirm the correct hours and authorized charge.
4	**Correct and explain** Enter the correction and the reason.
5	**Save and sign again** Complete the corrected timesheet and return it to the approval workflow.
6	**Escalate disagreements** If you disagree with the rejection, contact the Abt approver before changing or resubmitting the record.



Rejected timesheet correction path shown in the training deck.

Correct a previous timesheet

Use the correction path available for the affected period.

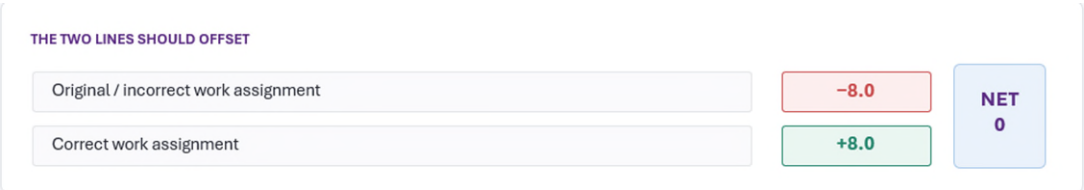
- Within the last two timesheet periods: open the affected timesheet; select Correct if the timesheet is processed; enter the change and reason; save and sign again; the assigned Abt approver reviews the correction.
- Older than two periods: contact your Abt PD/PM and Procurement with the details; the PD/PM coordinates the authorized correction route; after access is authorized, correct, save, and sign again.

Keep the correction in the original period Escalate a closed or prior-year period rather than improvising a workaround.

Correcting a charge code

Use this process when time was charged to the wrong work assignment or charge code. Reverse the incorrect charge, add the correct charge, and resubmit for approval.

1	**Open** Open the timesheet period containing the incorrect charge.
2	**Reverse the incorrect charge** Add a line for the incorrect charge and enter the affected hours as a negative amount.
3	**Add the correct charge** Add a second line for the correct charge and enter the same hours as a positive amount.
4	**Check the net** Confirm the correction nets to zero hours. Example: wrong charge -8 hours and correct charge +8 hours.
5	**Resubmit** Save, sign, and submit the corrected timesheet through the available approval workflow.

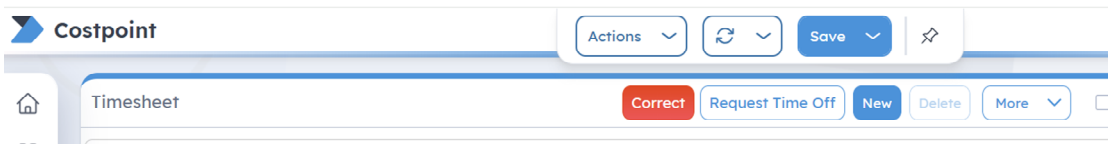


Correction example: negative hours on the wrong charge and positive hours on the correct charge.

Preserve the record Document the correction reason and retain the original entry and approval history.

Correct a processed timesheet

- Locate the original period using the query or navigation arrows.
- Select Correct if it is available. If not, contact your Abt PD/PM.
- Document the change and reason, and preserve the original record.
- Save, sign again, and obtain approval of the correction.



Processed-timesheet correction controls shown in the training deck.

Configuration matters Processed original lines may not be directly editable. Do not use a current-period workaround. Follow the correction method available in the supplier configuration or ask the Abt PD/PM for the approved route.

9. Final checklist and support

Before signing

- ☐ The timesheet period and work dates are correct.
- ☐ The work assignment and labor category are authorized.
- ☐ Hours match the supplier source record.
- ☐ Blocking errors are cleared.
- ☐ The timesheet is saved and signed by the published supplier deadline.
- ☐ The status shows Signed and the worker monitors for rejection.

Invoice support and reconciliation

- Match Costpoint hours to supplier source records by person, work date, and authorized assignment.
- Resolve differences before signing and before invoice submission.
- Ask the Abt PD/PM to coordinate reports because supplier accounts do not have direct report access.
- Follow the subcontract's invoicing instructions. Timesheet approval alone does not authorize payment.

Where to get help

Issue	Contact / action
Access or technical issue	Contact your Abt PD/PM. The PD/PM opens an ITSC ticket.
Missing or incorrect assignment; scope, funding, or invoice discrepancy	Contact Abt Procurement at AbtProcurement@abtglobal.com.
Help message	Include supplier, person, subcontract or PO, timesheet period, and error details. Do not send passwords or sensitive personal data.

Final reminder *Only enter actual work against an authorized assignment. If something is missing, closed, inactive, or disputed, stop and escalate rather than selecting a substitute charge.*