Costpoint Supplier/SubK Employee Time Entry Guide

Time entry, submission, and corrections

October 2026

What you will learn

- Which supplier agreements and labor entries the requirement covers
- How to log in and select authorized work assignments
- How to record actual hours and reconcile source records
- How to sign, correct, and respond to a rejection
- Where to get help and confirm supplier deadlines

What is changing for suppliers

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

Supplier system

Continue following your organization's established timekeeping, payroll, supervision, approval, and record-retention procedures.

Abt Costpoint

Enter applicable hours in Costpoint so each billed person, work date, authorized charge, labor category or rate basis, approval, and invoice support are traceable.

Contract controls

The executed subcontract and any signed modifications control. Follow authorized work assignments, dates, funding, rates, and documented exceptions.

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

Who must enter time

Procurement confirms covered agreements and any documented exceptions.

Included

Personnel billing labor under covered CR, T&M, or other applicable labor-based agreements. Procurement confirms agreement-specific scope.

Unique user

Each worker uses individual credentials. Shared accounts are not permitted.

Own entry

Each worker enters their own time. Administrators may monitor completion. Any exception requires written Abt authorization.

No hours

Record only actual work. If no hours apply, follow the supplier instructions and ask Procurement if reminders continue.

Timesheet requirements

1. Record actual hours worked on covered Abt assignments.
2. Enter time daily.
3. Do not enter future hours or use substitute charges.
4. Use the increment configured for your supplier account.

SUPPLIERS

Sign the completed period by the published Friday deadline.

PROJECT DIRECTORS

Approve through the assigned workflow by the published Monday deadline.

Supplier cutoff times require confirmation. If late, notify your Abt PD/PM and Procurement. Never use a default code.

Supplier timekeeping control principles

Each entry must connect actual work to an authorized charge and source record.

1	**Actual time**	Record only hours actually worked.
2	**Authorized charge**	Use only the assigned work assignment, project, task, and labor category.
3	**Timely entry**	Record time daily and complete submission by the communicated period deadline.
4	**Individual accountability**	Use your own credentials and enter your own time. Escalate any access barrier.
5	**Review before signing**	Check worker, dates, hours, charge, and labor category before signing.
6	**Document corrections**	Record the correction reason and retain the original entry and approval history.

Key dates and first-day actions

First period: Oct 24—Nov 6 Planned system access: Monday, October 26, 2026

MON OCT 26

System access

Enter actual Oct 24—25 hours, if worked, once access is available.

FRI OCT 30

First-week check

Review your first week's entries and continue recording hours daily.

FRI NOV 6

First timesheet due

Complete and sign by the published supplier cutoff.

MON NOV 9

First approval due

Project Directors approve by the published supplier cutoff.

Supplier actions on October 26

1. Use your assigned supplier credentials
2. Confirm authorized work assignments
3. Enter actual hours, including Oct 24—25

SUPPORT

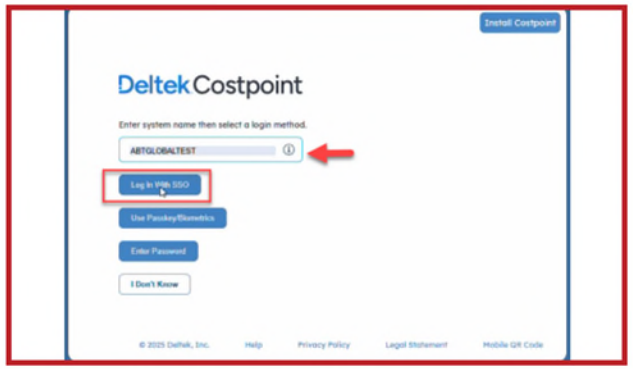
Contact your Abt PD/PM

Confirm supplier cutoff times with Abt Procurement before rollout

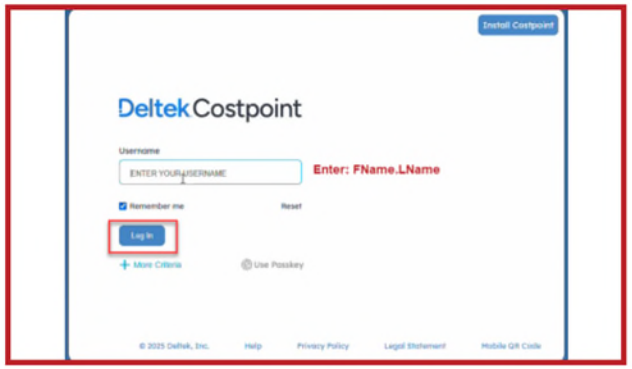
Step-by-Step Instructions

First time Log in

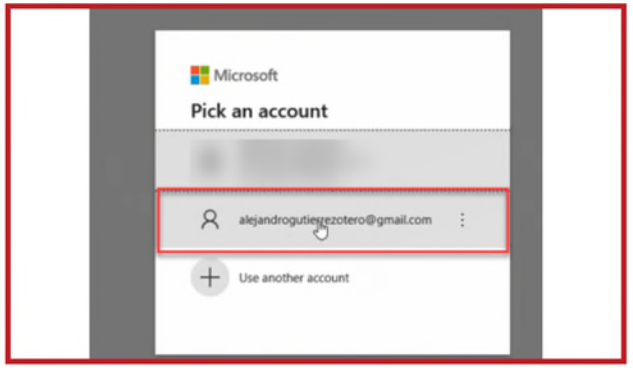
Access Costpoint from the log in email received. Follow these instructions for the first time.



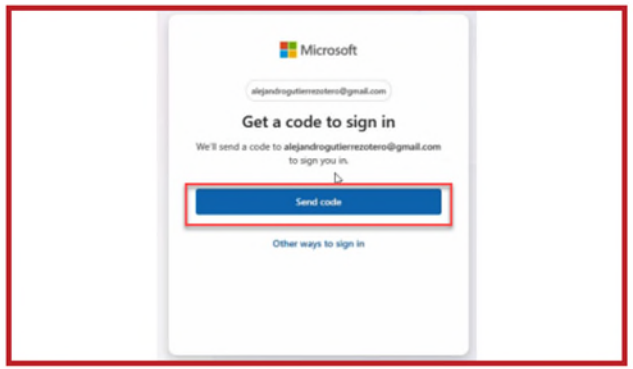
1 Enter **ABTGLOBAL** as system name and click **LOG IN WITH SSO** button



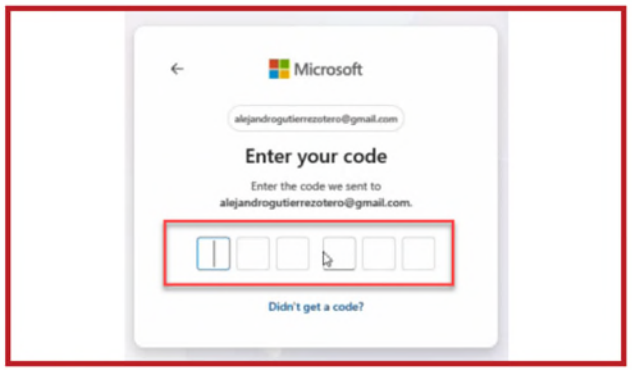
2 Enter user name as **FName.LName** and click the **Log In** button



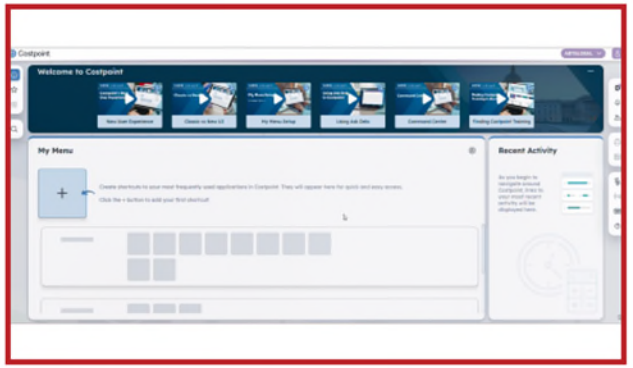
3 Select your **Microsoft account (email)** for authentication



4 Click Send code to receive authentication code



5 Enter the **6 digit code**



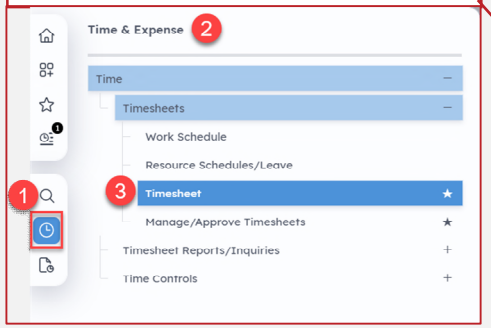
6 You'll see the **Landing Page** (home Page)

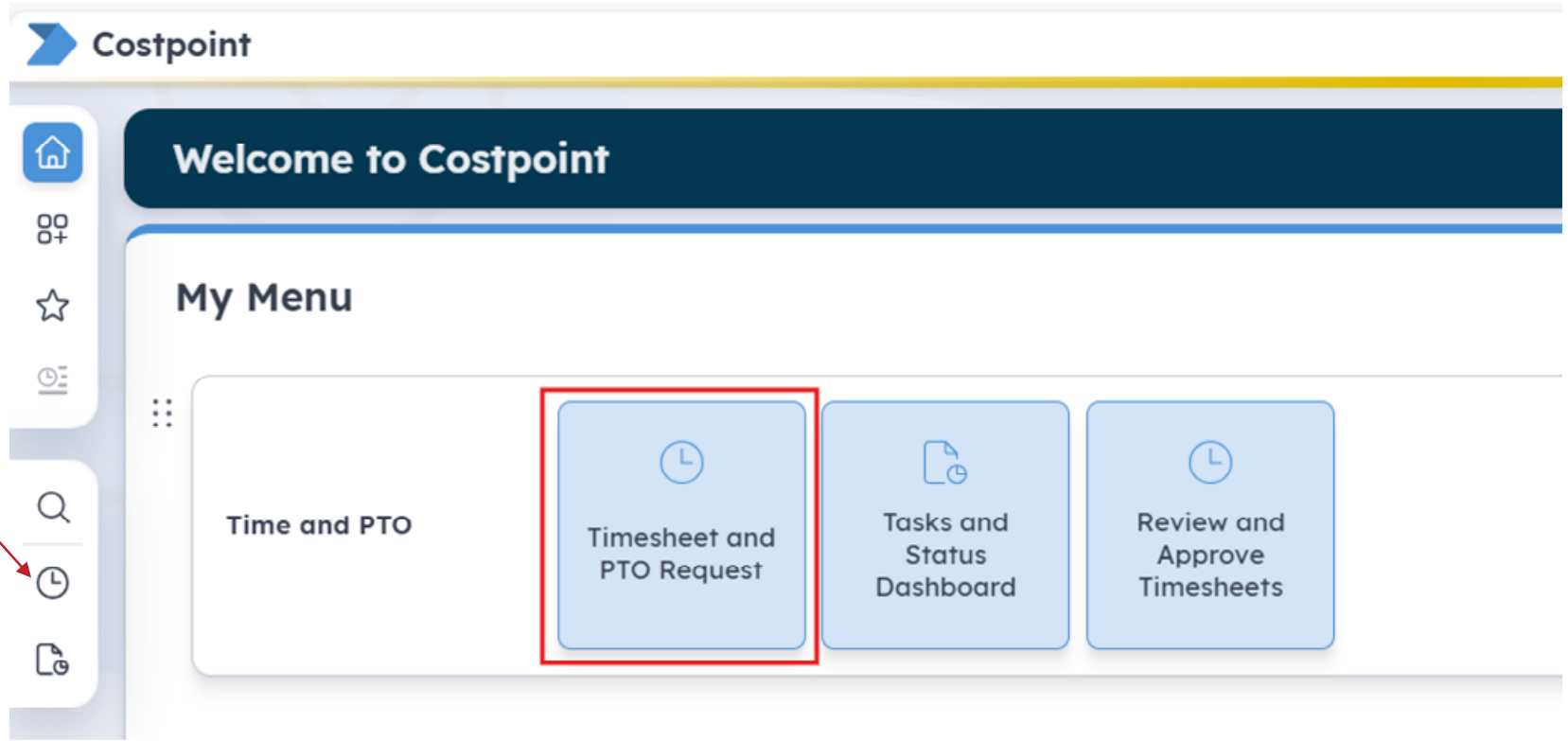
Open Timesheet

Open Timesheet from the landing page shown below.

Alternative

You can also, click the clock icon, select Time and Expense, then choose Timesheet.

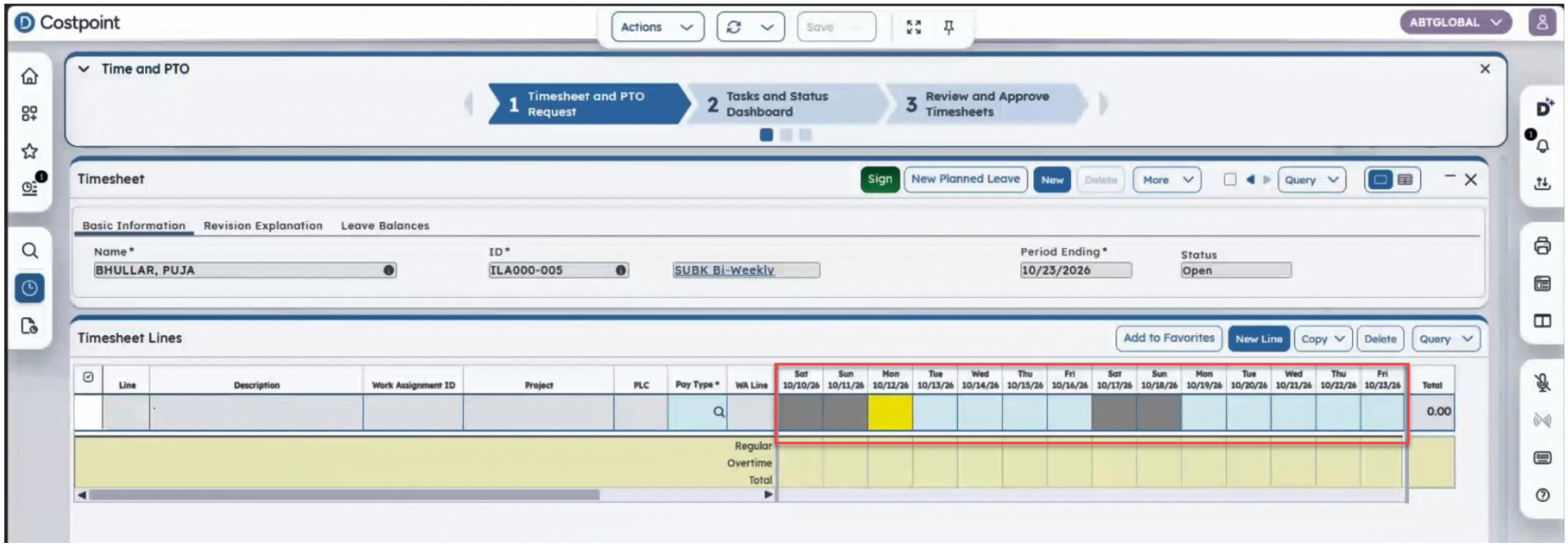




TIP *Use the timesheet tile. Supplier personnel follow their own employer's leave procedures.*

Check the date range

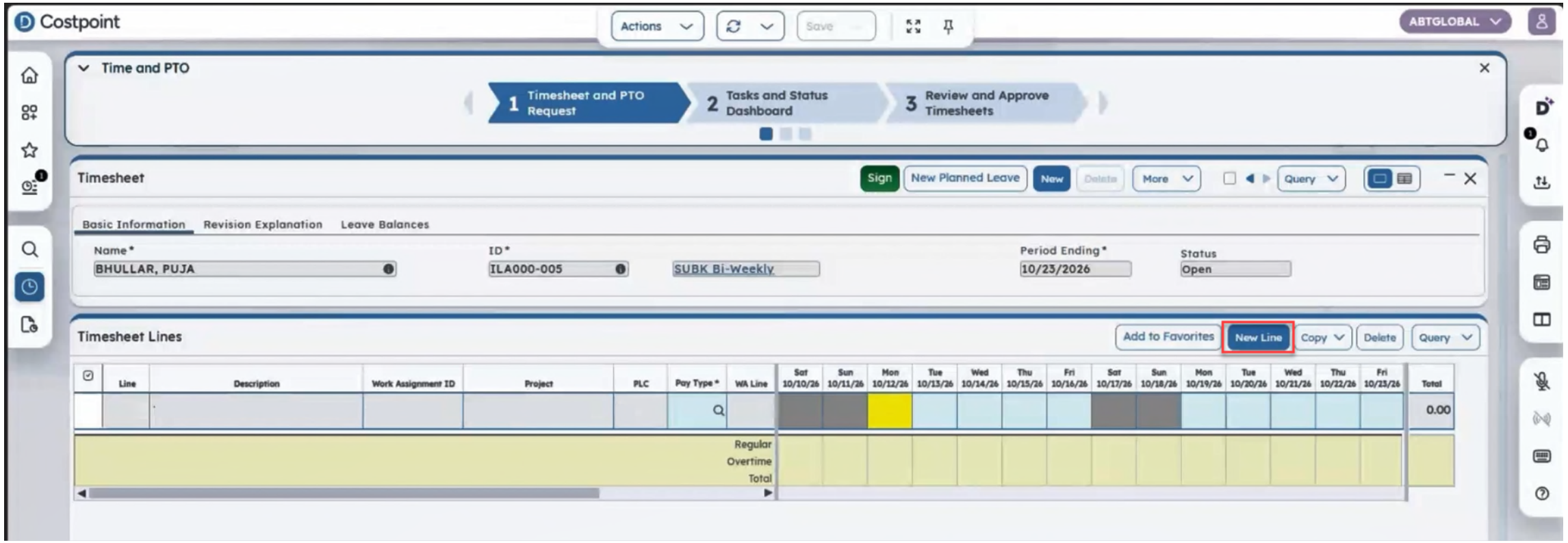
Confirm the period before entering time. A new timesheet may show saved Favorites.



QUICK CHECK Check the full date range, including any separate cutoff periods.

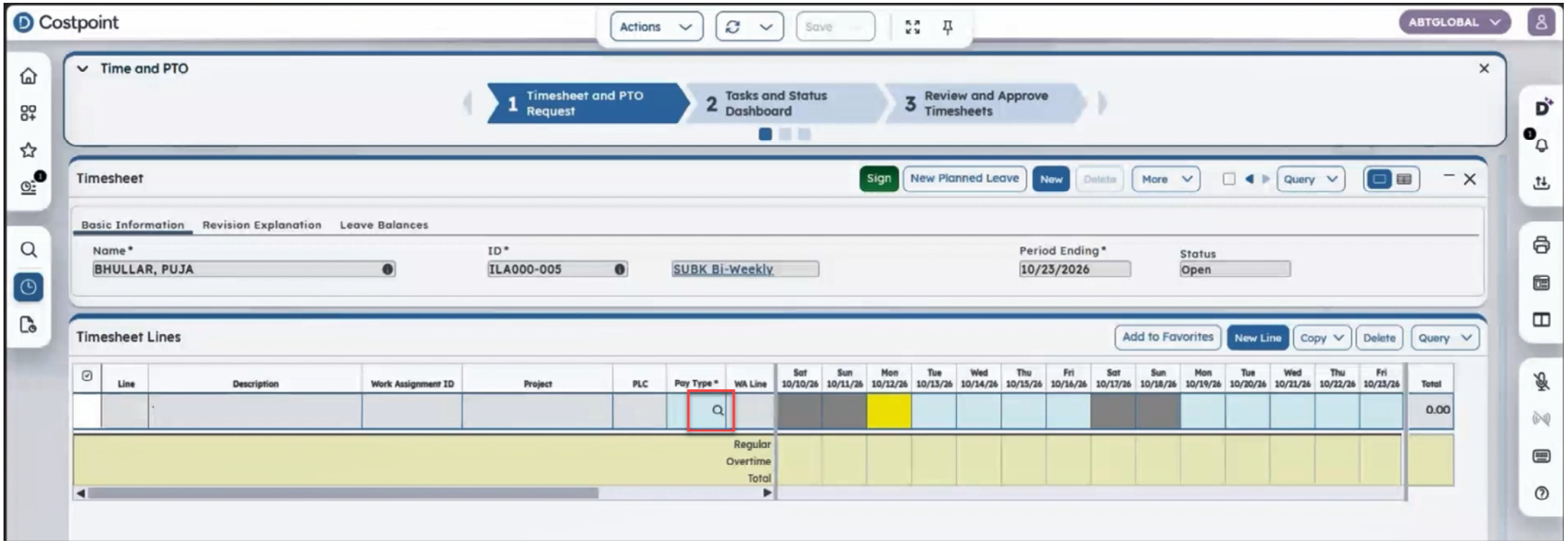
Add a timesheet line

Click the **New Line** button to add a new line to the timesheet.



Add work assignment charge code

- To add a work assignment, click on the **magnifying glass icon** in the Work Assignment ID column.



Select the authorized work assignment

A visible charge still needs to match your authorized assignment and work dates.

1. Add a line

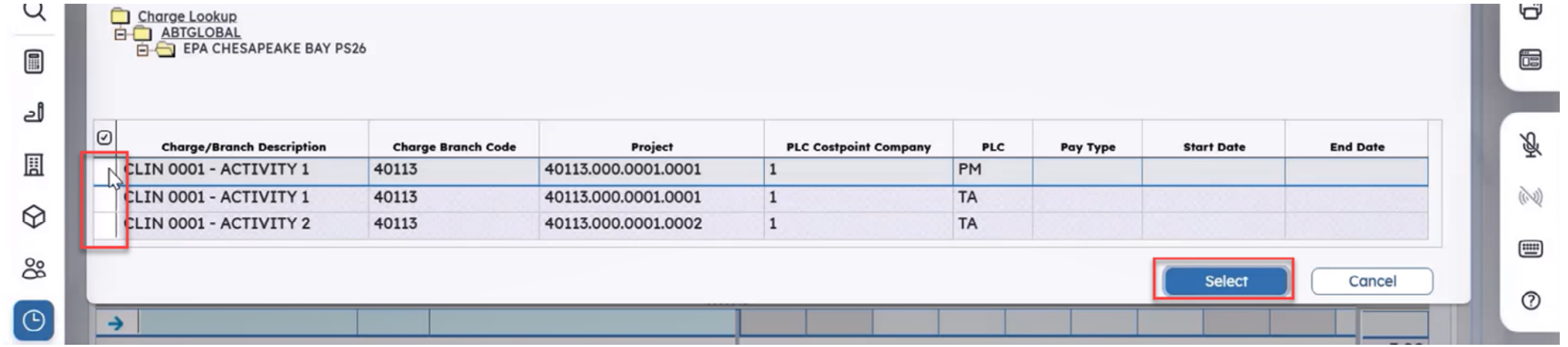
Select New Line, then open the Work Assignment ID lookup.

2. Choose carefully

Confirm the assignment, work dates, and labor category match your authorization.

3. Stop if missing

Do not select a convenient substitute. If the expected charge is absent or inactive, contact Abt Procurement before entering time.



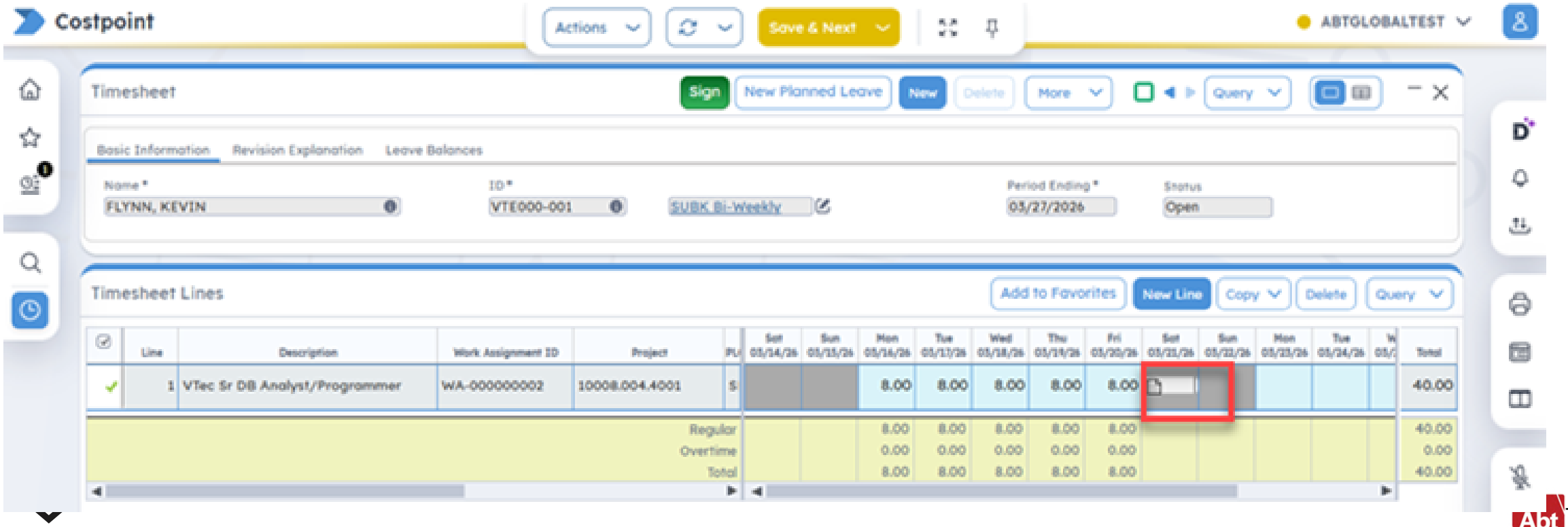
Never move hours to another project, task, or labor category to avoid a funding, ceiling, access, or setup issue.

Invoice support and reconciliation

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

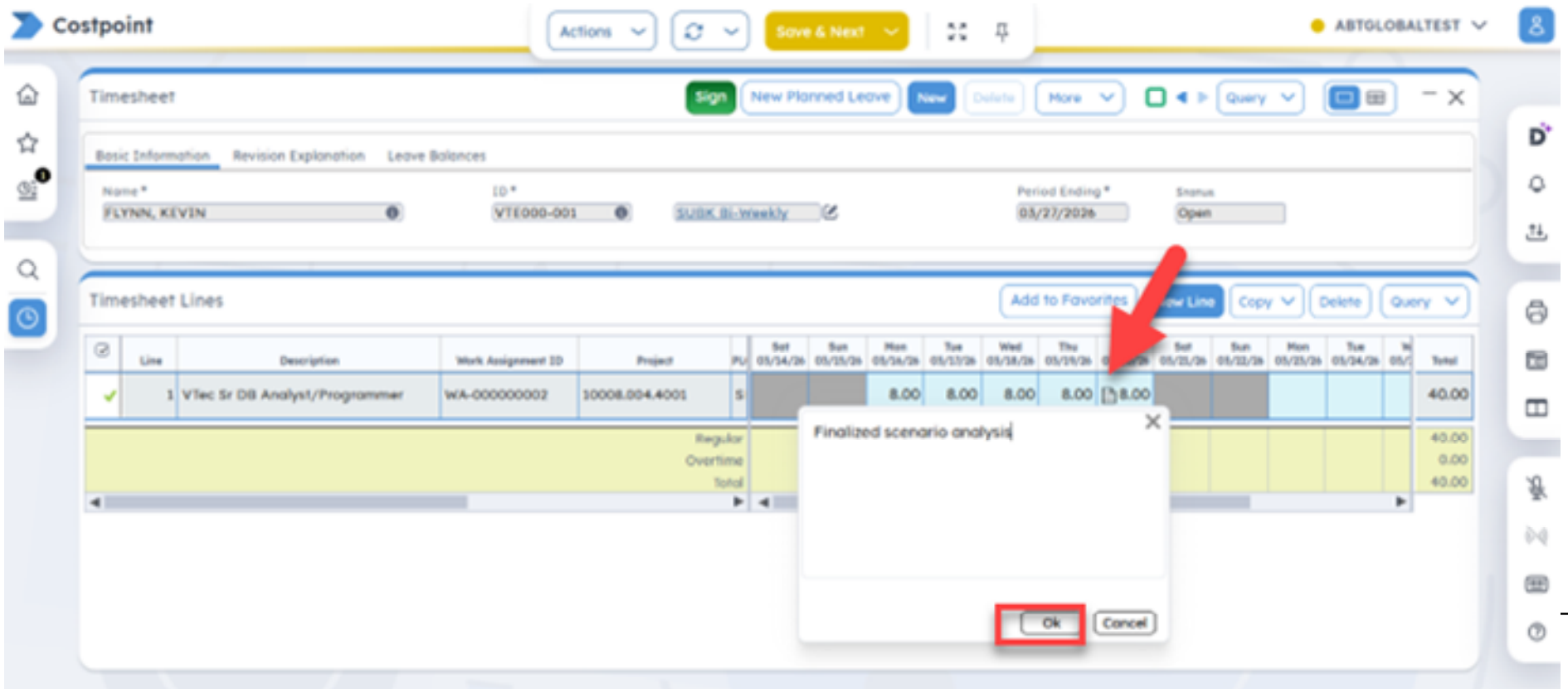
Enter hours

- Select the authorized work assignment and actual work date.
- **Enter actual hours** that match your source record.
- Use the permitted time increment.



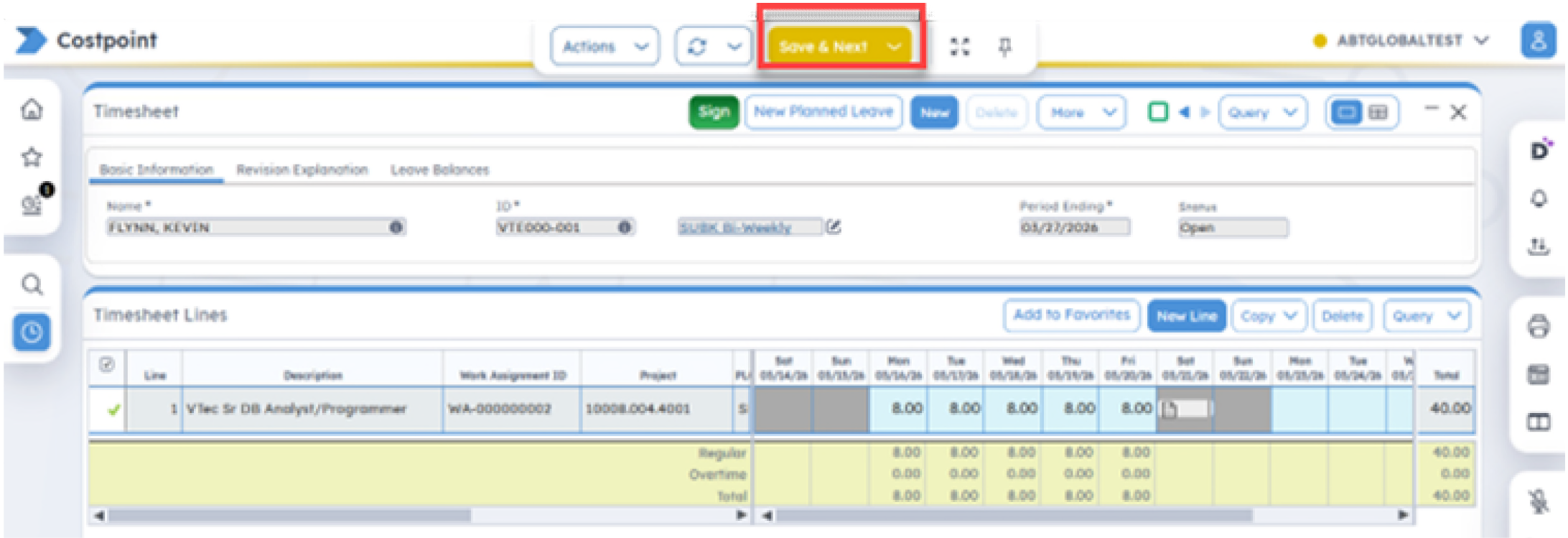
Add comments when needed

- Select the paper icon within the timesheet cell.
- Enter factual, non-sensitive context and select OK.
- Comments may form part of invoice or audit support.



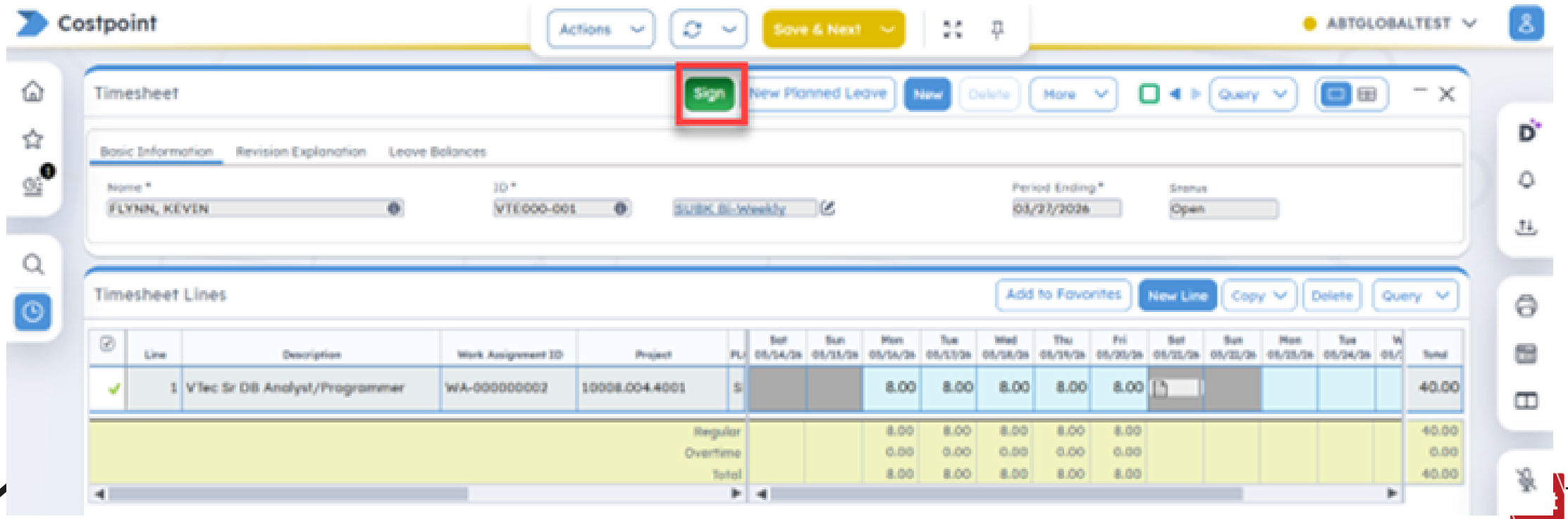
Save your work

- Select Save & Next to save entries.
- Saving alone does not sign the timesheet.



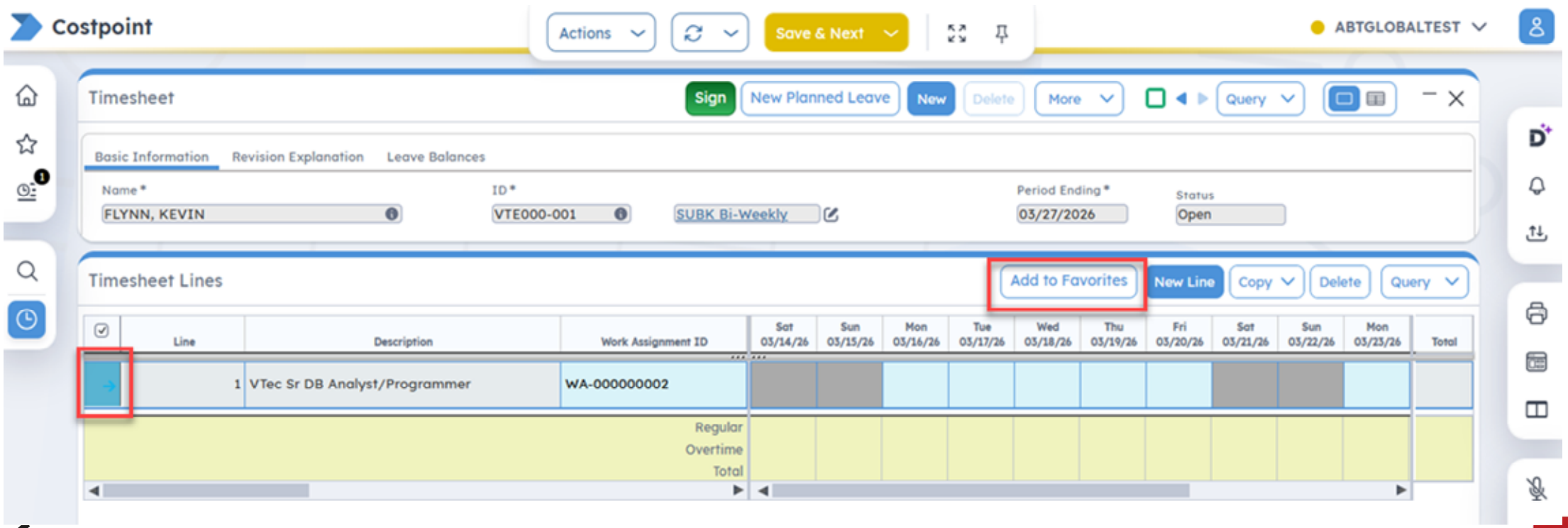
Sign the completed timesheet

- Check actual hours against your source record.
- **Save and resolve blocking errors.**
- Select Sign and complete the certification.
- Confirm the status changes to Signed.



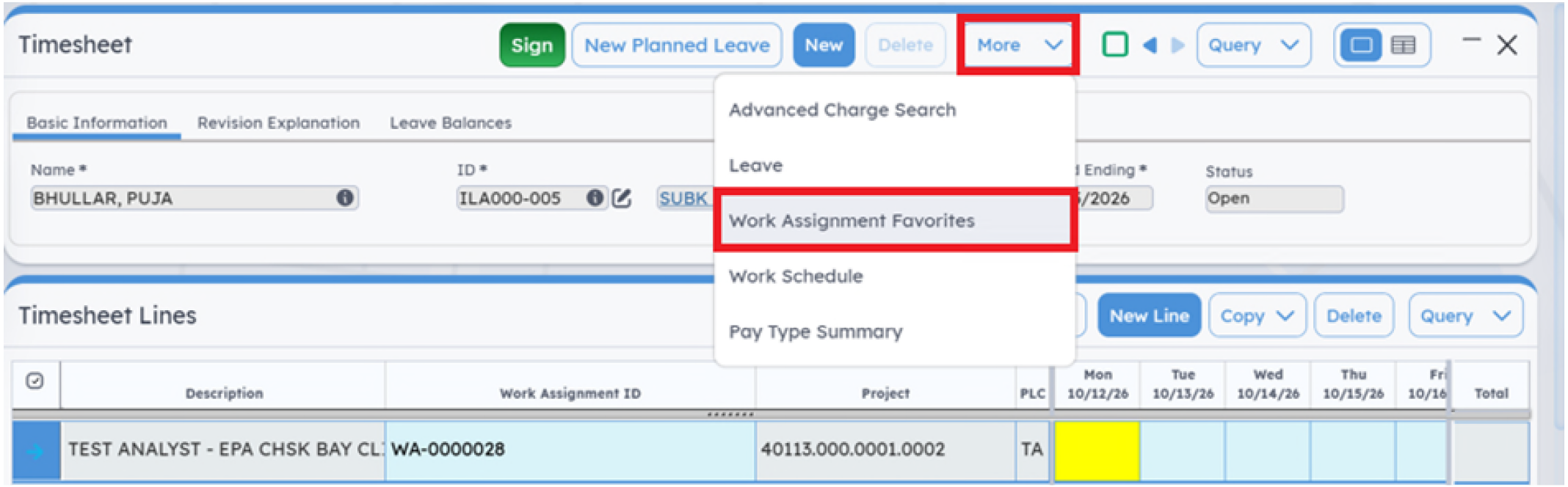
Add frequent assignments to Favorites

- Highlight the assignment line or lines you use regularly.
- Select **Add to Favorites**.



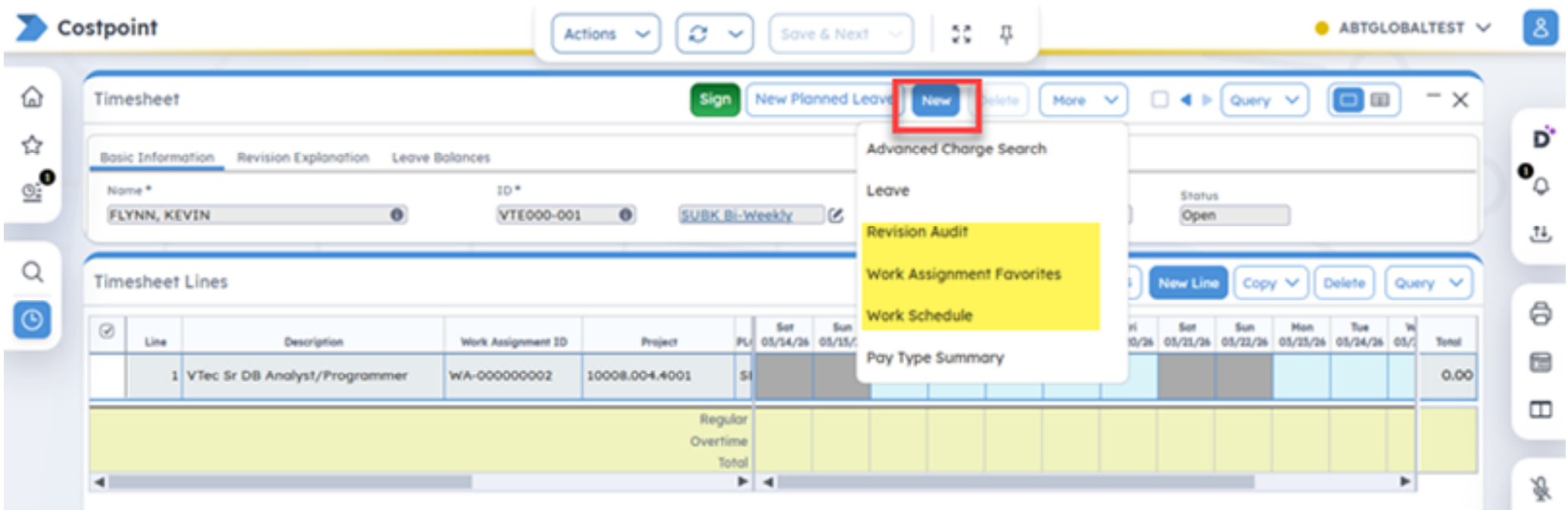
Open Work Assignment Favorites

- Click **More** and then select **Work Assignment Favorites**



Revision history

- Select **More**.
- Choose **Revision Audit** to review changes



Understand warnings and errors

Warning: review the message

REVIEW REQUIRED

Read the message. Validation rules depend on your timesheet configuration.

1. Check the source record and confirm the entry is accurate.
2. Continue only if the system permits and the entry is correct.

REVIEW Never add hours just to clear a warning.

Error: resolve the issue

MUST BE FIXED

Examples: an invalid or inactive charge code, or hours in a closed period.

1. Correct the line, then save again.
2. You can't sign or submit until every error is cleared.

MUST BE FIXED Fix every red error before signing or submitting.

Unresolved issue? Contact your Abt PD/PM **Your PD/PM opens an ITSC ticket for technical issues.**

Manage common situations

Correct a previous timesheet

Use the correction path available for the affected period.

WHICH PERIOD NEEDS CORRECTION?

Within the last two Timesheet periods

1. Open the affected timesheet. Select Correct if processed.
2. Enter the change and reason. Save and sign again.
3. The assigned Abt approver reviews the correction.

Older than two Timesheet periods

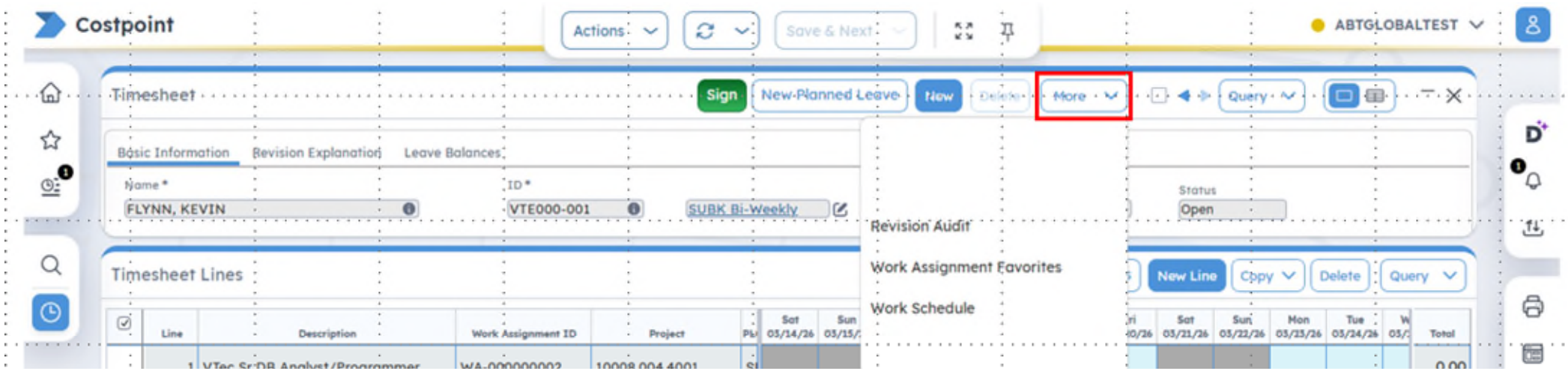
1. Contact your Abt PD/PM and Procurement with the details.
2. Your Abt PD/PM coordinates the authorized correction route.
3. After access is authorized, correct, save, and sign again.

TIP **Keep corrections in the original period. Escalate closed or prior-year periods.**

Correct a rejected timesheet

Open the rejected timesheet from the notification or period query.

1. Read the rejection message and review Revision Audit.
2. Confirm the correct hours and authorized charge.
3. Enter the correction and reason, then save and sign again.
4. If you disagree, contact the Abt approver before resubmitting.



Correcting Timesheet in Costpoint at a glance

Reverse the incorrect charge, add the correct charge, and resubmit for approval.

1

Open

Open the timesheet period that contains the incorrect charge.

2

Reverse

Add a line for the incorrect charge and enter the hours as a negative amount.

3

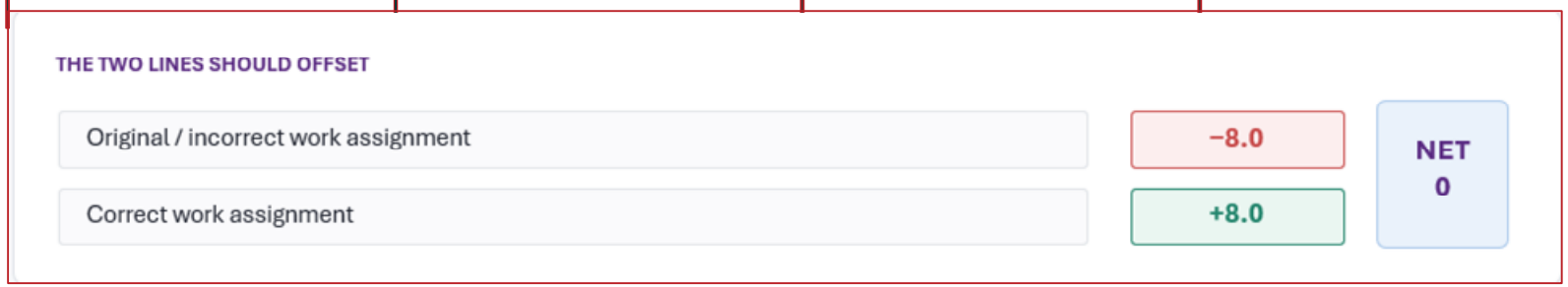
Correct

Add a second line for the correct charge and enter the same hours as a positive amount.

4

Resubmit

Save, sign, and submit the corrected timesheet for approval.



CORRECTION EXAMPLE

Wrong charge −8

↓

Correct charge +8

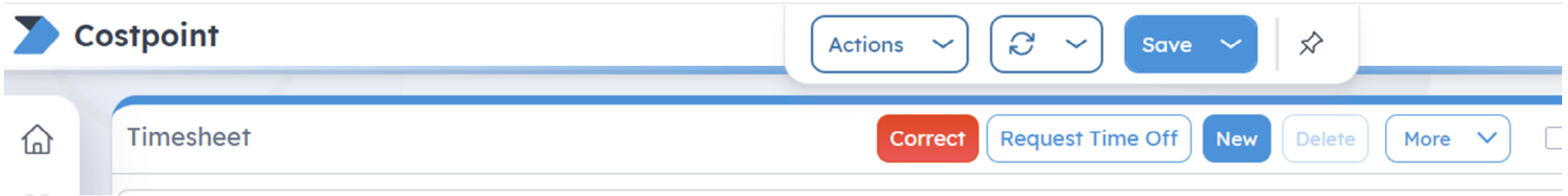
Net change: 0 hours

Use this process when time was charged to the wrong work assignment or charge code.

Correct a processed timesheet

For processed time, the available correction method depends on configuration.

- Locate the original period using the query or navigation arrows.
- Use Correct if available. Otherwise contact your Abt PD/PM.
- Document the change and reason. Preserve the original record.
- **Save, sign again, and obtain approval of the correction.**



Before you sign: final check

Correct dates	Correct assignment	Hours match source	Blocking errors cleared

Save and sign by the published supplier deadline.
Confirm the Signed status and monitor for rejection.



SUPPORT
Access: Contact your Abt PD/PM
Scope or charges: AbtProcurement@abtglobal.com