Supplier Costpoint Time Entry Implementation, Compliance, and Support Frequently Asked Questions

This FAQ explains Abt's planned Costpoint time-entry requirements for suppliers performing labor under covered subcontracts. It does not replace the terms of an executed subcontract, modification, or Abt-issued procedure. Suppliers are defined as independent consultants, subcontractors, and other entities providing goods or services to Abt under an agreement.

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1. Purpose and Applicability

Question	Answer
Why is Abt requiring suppliers to enter labor in Costpoint if they already maintain a compliant timekeeping system?	For labor billed under a covered subcontract, Costpoint provides Abt with a traceable record linking the individual, work date, authorized charge, hours, labor category or rate basis, approval, and invoice. It does not replace the supplier's enterprise system. Personnel should continue following their organization's established timekeeping policies while also entering applicable hours into Costpoint as required by the agreement.
Which subcontracts, suppliers, personnel, and	Cost-reimbursable, Time & Materials awards, and labor-hour subcontracts with Abt. The requirement

types of labor are subject to the Costpoint time-entry requirement?	applies to small businesses, low-volume contributors, independent consultants, and other service providers when their labor is billed under a covered subcontract.
Does the requirement apply to existing agreements or future agreements?	The requirement applies to both existing agreements and future agreements. Modifications will be issued under existing agreement to incorporate the Costpoint timekeeping requirements.
Does the requirement apply to lower-tier subcontractors?	It is not required for lower-tier subcontractors.
Is registration or training required if covered work ends before the Costpoint go-live date?	No. Registration is not required if the covered work ends before October 24, 2026. If the specific engagement is later extended or renewed beyond go-live, Abt will confirm whether the requirement applies.

2. Time Entry Requirements

Question	Answer
How frequently must labor hours be entered, and what are the applicable entry, review, and approval deadlines?	System access will begin October 26, 2026. Labor tracking should begin October 24, 2026, applicable labor hours must be entered daily as worked. If labor hours are not incurred, time does not need to be recorded.
Must personnel enter and attest to their own time, or may an authorized administrator enter time on their behalf?	Workers should ordinarily enter or attest to their own time. Administrators may support onboarding, monitor completion, and prepare invoices. Proxy entry should be exceptional, authorized, documented, and visible in the audit trail.
What standards apply to timely entries, corrections, approvals, and ongoing timekeeping compliance?	Entries must be accurate, timely, charged to an authorized code, approved within the applicable accounting period, and corrected through a documented process that records the reason, date, initiator, and approver.
Must each user have unique credentials, or may personnel use a shared account?	Each user must have unique credentials. Shared accounts are not permitted because unique access supports attribution, security, segregation of duties, and the audit trail.

3. Alternative Entry Methods and System Integration

Question	Answer
May suppliers use a system interface, secure upload, batch process, or another approved method instead of individual direct entry?	Individual direct entry is the requirement.
What requirements must an alternative method satisfy to receive Abt approval?	The method must preserve individual attribution, authorization, approval, labor and funding traceability, security, record retention, and audit support. Approval criteria and available technical methods require additional confirmation.
How may a supplier request an exception or alternative when direct Costpoint entry is not feasible?	The supplier should submit a documented request through Abt Procurement explaining why direct entry is not feasible and how the proposed method will provide equivalent evidence. Any approved exception must be documented and consistent with the subcontract.

4. Charge Codes, Labor Categories, and Accounting Mapping

Question	Answer
How will supplier project codes, labor categories, authorized personnel, funding, and accounting structures map to Costpoint?	Supplier employee timecard will contain applicable approved work assignments, project codes, and labor categories.
What happens when the supplier's project or accounting structure does not align one-to-one with Abt's Costpoint structure?	The mapping should be reflected in the approved budgets or binding subcontract documentation.
How will Abt and the supplier validate labor when their accounting structures or labor-category conventions differ?	Validation will rely on an agreed record connecting the individual, date, authorized charge, hours, labor category or rate basis, approval, funding, and invoice.

5. Accounting Periods and Cost-Reimbursement Requirements

Question	Answer
How should suppliers record and reconcile time when their accounting calendar or month-end cutoff differs from Abt's?	Time should be recorded on the day the hours were worked and submitted and approved within Abt's established accounting period while the supplier continues to follow its own accounting policies.
How will Costpoint support cost-reimbursement subcontracts when supplier indirect rates or accounting practices differ from Abt's?	Claimed costs must be adequately supported, allocable, allowable, and consistent with the subcontract. The treatment and reconciliation of supplier indirect rates will remain unchanged from the current process.
How should suppliers support claimed labor costs, indirect costs, and other reimbursable costs?	Suppliers should maintain records that connect the individual, work date, authorized charge, hours, labor category or rate basis, approval, funding, and invoice, together with the support required by the subcontract for indirect and other reimbursable costs.

6. Review, Approval, and Corrections

Question	Answer
What is the Costpoint review and approval workflow, and who is responsible for each step?	Personnel enter their time and the Abt Project Director approves supplier personnel timesheets in Costpoint.
What information will Abt and the supplier review before labor is approved?	The Abt Project Director will review charge validity, period of performance, labor category, authorization, completeness, and apparent errors.
How will personnel and supplier administrators be notified of rejected or returned entries?	Supplier personnel will receive notification of rejected entries.
How should rejected, late, or incorrect labor entries be corrected and documented?	Corrections should follow the documented process and record the reason, date, initiator, and approver while preserving the audit trail. Suppliers will have access to the two prior timesheets to make corrections.

7. Invoicing, Reconciliation, and Reporting

Question	Answer
Must suppliers continue submitting invoices after labor is entered and approved in Costpoint?	Labor entered into Costpoint eliminates the requirement to submit invoices for labor-only contract types. Suppliers should continue submitting invoices for non-labor costs in accordance with subcontract requirements.
How will approved Costpoint labor reconcile to supplier records and invoices?	Approved time will be linked to authorized personnel, charge codes, labor categories or rate bases, funding, approvals, and invoice support. The Supplier should continue to follow its own accounting policies.
What labor, approval, funding, and reconciliation reports will be available to suppliers, and how may they be requested?	Suppliers should submit report requests to the Abt Project Director.
How will non-labor costs and cost-reimbursement invoices be submitted and supported?	Suppliers should continue submitting non-labor and cost-reimbursement invoice support in accordance with the subcontract.

8. Funding and Contract Administration

Question	Answer
How should labor be charged when a subcontract or funding modification has not yet been issued?	Labor should be charged only to an authorized work assignment, charge code, period, and available funding.
Are temporary charging arrangements permitted when funding or contract modifications are delayed?	Suppliers should not charge work to an unauthorized code, period, or funding source.
Will Abt issue subcontract modifications to incorporate the Costpoint requirements?	Yes. Modifications will be issued to formally incorporate the new Costpoint requirements.

Will suppliers be compensated for additional administrative effort associated with Costpoint entry or reconciliation?	No.
Will existing invoices continue to be processed while an applicable subcontract modification is pending?	Yes.

9. Registration, Training, and Support

Question	Answer
What must suppliers do to register, identify affected personnel, and designate system or contract administrators?	Supplier should notify Abt Project Director for system registration details.
What implementation instructions, training materials, and reference resources will Abt provide?	Resources include a timekeeping tutorial, a training guide, quick reference guide, and FAQs.
When will accounts be provisioned and system access become available?	Accounts are currently being provisioned based on registration data received. System access will begin October 26, 2026 with labor tracking starting October 24, 2026.
Who may receive Costpoint communications, notices, reports, and implementation updates?	The Supplier's designated system or contract administrator should receive communications.
Whom should suppliers contact for access issues, implementation support, and agreement-specific questions?	Contact your Abt Project Director for access issues and implementation support. Contact your Subcontracts Administrator for agreement-specific questions.

10. Security and Contractual Responsibilities

Question	Answer

How will Abt address information security, privacy, access controls, record retention, and audit requirements?	Access requires unique credentials and least-privilege roles, and data collection should be limited to what is needed for performance, billing, security, and audit support.
Does Costpoint access change the contractual relationship between Abt and supplier personnel?	No.
Does the supplier remain responsible for supervision, payroll, employment obligations, security, and personnel management?	Yes. The supplier remains responsible for its personnel, supervision, payroll, employment obligations, security, and compliance with the subcontract.
Which document controls if this FAQ conflicts with an executed subcontract, modification, or later written Abt instruction?	The executed subcontract, applicable modification, and most recent applicable written Abt instruction control. Suppliers should request clarification from Abt Procurement before relying on an interpretation that would affect charging, funding, invoicing, or compliance.