

Sub Employee & Vendor Manager/Proxy Timekeeping Guide



EXPERTISE and **TECHNOLOGY**
for National Security

Topics

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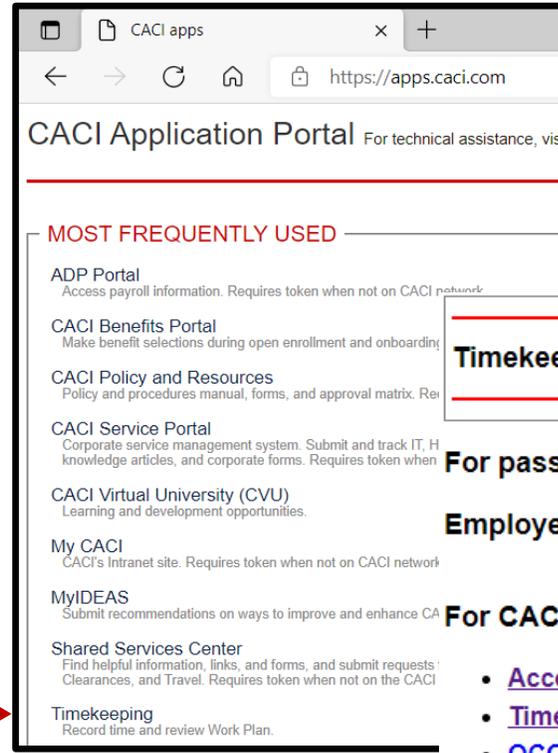
Sub-contractor Timekeeping Guidelines

SubET Login

- The URL to access Sub ET is <https://apps.caci.com>

1. Select "Timekeeping"
2. Select "Access Subcontractor Timekeeping" to open the login screen

1 →



Timekeeping

For password and other issues accessing Timekeeping for Employee

Employees: The Flexible Time Off (FTO) program takes effect July 1, 20

For CACI Employees: (Enter CPPROD for System on the login screen)

- [Access Timekeeping and Work Plan](#) (Work Plan can be accessed within
- [Timekeeping Training](#)
- [OCONUS Temporary Location Code Instructions](#)
- [California Timekeeping Guide](#)

For Subcontractors and Their CACI Supervisors (Enter CPSUBK for

2 →

- [Access Subcontractor Timekeeping](#)
- [Timekeeping Training for Subcontractors](#)
- [Timekeeping Training for CACI Supervisors of Subcontractors](#)
- [Timekeeping Training for Supplier Managers/Proxies](#)
- [Location Code Training](#)

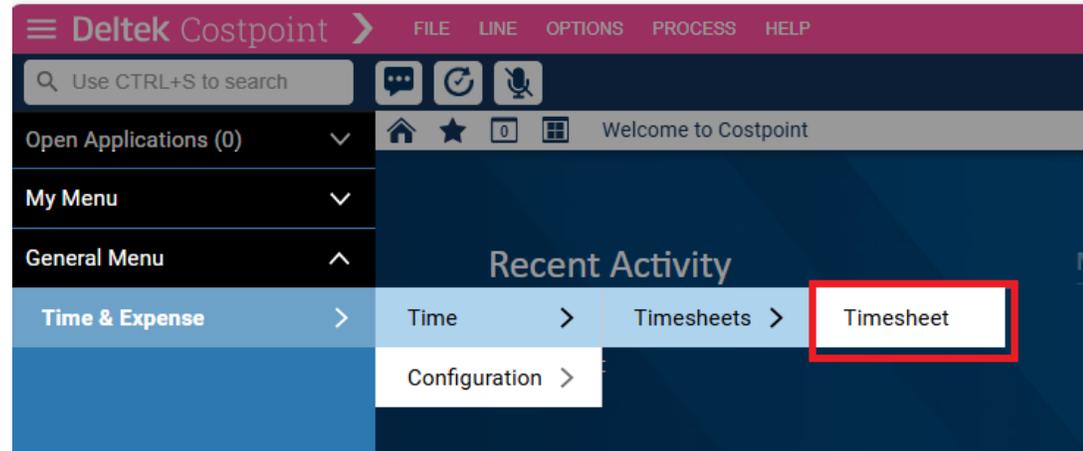
Login Screen

1. Network Username & Password = Active Directory username and password which was emailed.
 - Contact CISTAC(IT Support) at cistac@caci.com or 833-275-2224 (833-ASK-CACI) if you have problems with your username and password
2. SYSTEM = CPSUBK
 - Contact ET Admin at subetadmin@caci.com if you have questions regarding your electronic timecard

The screenshot shows the Deltek Costpoint login interface. At the top, the Deltek logo is in a blue header. Below it, the Costpoint logo is displayed with an 'Add Desktop Shortcut' button. A question asks 'Which Interface would you like to use?' with two radio button options: 'Classic Version' and 'New Version'. The 'New Version' option is selected. There are three input fields: 'USERNAME', 'PASSWORD', and 'SYSTEM'. The 'PASSWORD' field has a placeholder text 'Enter a valid password'. Below the fields are checkboxes for 'Remember me' and a 'Reset' link. A blue 'LOG IN' button is at the bottom, with a '+ SHOW ADDITIONAL CRITERIA' link below it. Red annotations include a box with the number '1' and two arrows pointing to the 'USERNAME' and 'PASSWORD' fields, and a box with the number '2' and an arrow pointing to the 'SYSTEM' field.

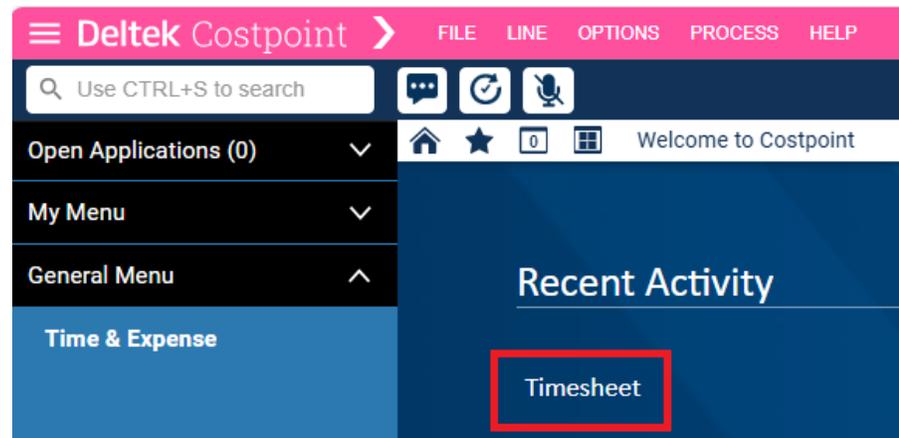
Accessing Your Timecard

1. Select **Time & Expense**
2. Select **Time**
3. Select **Timesheets**
4. Select **Timesheet**



Or

You can click on **Timesheet**
from Recent Activity



Starting a Timesheet

Time & Expense > Time > Timesheets > Timesheet

Timesheet

New Planned Leave New Delete Table Query

Basic Information Revision Explanation

Explanation/Reject Code Explanation/Reject Reason

To get to your Basic Information such as the pay period end date and name, click here

To minimize the window, click here

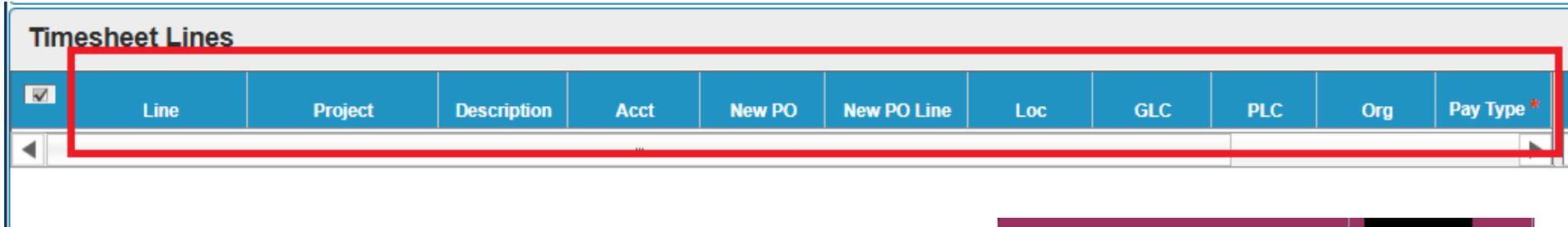
Timesheet Lines

Add Line Copy Delete Query

<input checked="" type="checkbox"/>	Line	Project	Description	Acct	New PO	New PO Line	Loc	GLC	PLC	Org	Pay Type *	Sun 12/01/24	Mon 12/02/24	Tue 12/03/24	Wed 12/04/24	Thu 12/05/24	Fri 12/06/24	Sat 12/07/24	Total	

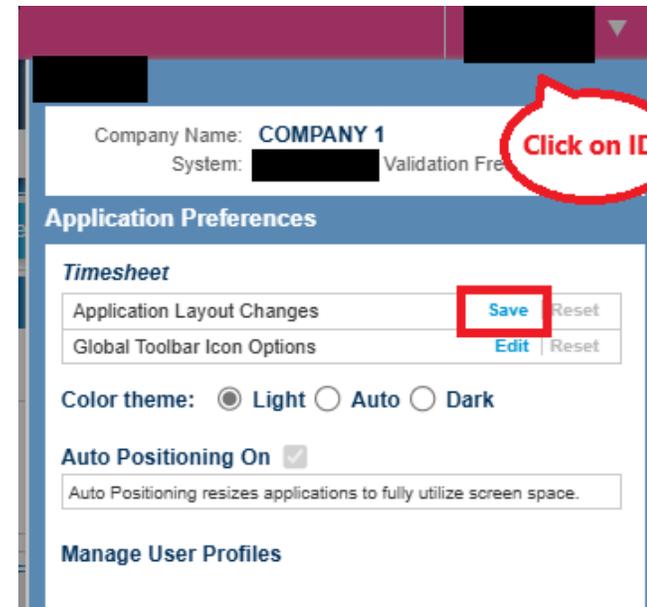
Formatting Your Timecard

You can re-arrange the header by holding them down and drag to position.



If you decide to change how the page is setup.

1. Click on Employee Name or ID in the top right corner of the screen.
2. Click "Save: on Application layout Changes
3. Click on "Close"



Adding a Charge String

- For direct or indirect charges, you can type in the full project string if you know it or use the search function.
- Once your string has been populated, add all charging information like Labor type, Org, and PLC if needed for direct projects.
- Enter Hours
- Save
- If a **warning** message populates click "OK"
- If you get an **error**, please get with your manager or the PFA

The screenshot shows the 'Timesheet' application interface. At the top, there is a toolbar with various icons, including a save icon (floppy disk) which is highlighted with a red box and a red arrow labeled '2'. Below the toolbar, the breadcrumb navigation shows 'Time & Expense > Time > Timesheets > Timesheet'. The main content area has two tabs: 'Basic Information' and 'Revision Explanation', with the latter selected. Under the 'Revision Explanation' tab, there are two text input fields: 'Explanation/Reject Code' and 'Explanation/Reject Reason'. A red arrow labeled '1' points to the 'Explanation/Reject Code' field. Below the form is a table titled 'Timesheet Lines' which is also highlighted with a red box. The table has columns for Line, Project, Description, Acct, New PO, New PO Line, Loc, GLC, and PLC. The first row of data shows Line 1, Project 2296R.TG04.0001, and Description Spectral IR8.

Line	Project	Description	Acct	New PO	New PO Line	Loc	GLC	PLC
1	2296R.TG04.0001	Spectral IR8						

Searching for a Project String

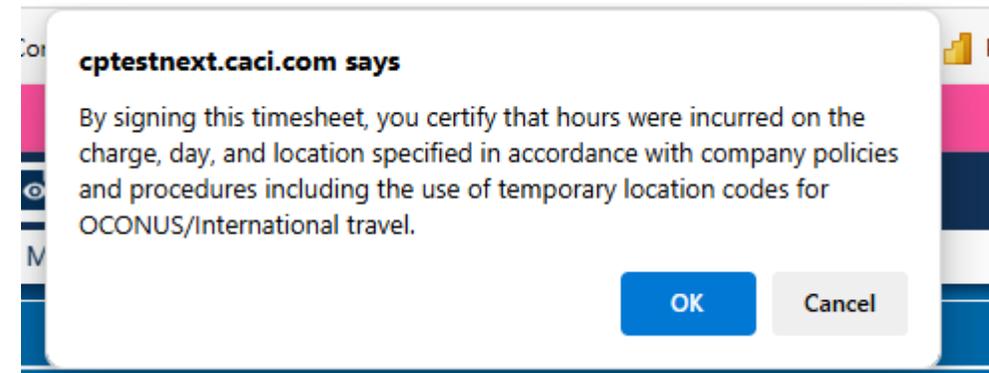
1. Click on the lookup icon
2. Choose the charge look up category that you need to search.
3. Click on the Query button
4. You can then search by Project

The screenshot displays the 'Timesheet Lines' interface. A red box labeled '1' highlights the 'Project' column header in the table. A red box labeled '2' highlights the 'Charge Lookup' category in the left-hand navigation pane. A red box labeled '3' highlights the 'Query' button in the top right corner of the interface. A red box labeled '4' highlights the 'Query' tab in the 'Current Lookup' dialog box. The 'Current Lookup' dialog box shows search criteria for 'Project', 'Org', and 'Charge/Branch Description', each with a 'begins with' dropdown menu and an input field. The 'Search on current level only' checkbox is also visible.

Signing Timesheets

Make Sure all hours worked have been recorded and saved

1. You will need to make sure you are on the Basic information tab for the green "Sign" button to appear
2. Click on the Sign button, once you click on sign, it will turn to yellow, and you will receive the following pop up at the top of your screen
3. Click "OK" to certify hours charged to complete the signed process.
4. If you get the following warning, please read and click "OK"



Warnings and or Errors

Warnings are ok and allow you to save and sign your timecard.

Errors are a hard stop and will not allow you to save and or sign your timecard. You will need to reach out to your CACI POC for corrections or directions on how to proceed next.

Charge Information

In addition to the Project String, the following information must be entered:

- Labor type:
 - **01 Billable** – Billable labor per contract
 - **03 Non-billable** - Non-billable labor per contract
 - **05 Non-billable LCV** - Time non-billable per contract for labor category not approved yet in the LCV System (Labor Category Verification System).
- Organization – **Based off PO & PO Line**
- PLC (Project Labor Category) – If a PLC is required for your contract, please enter it if it does not default.
- GLC (General Labor Category) – Your GLC will default once you enter your project string and tab to the next cell.
- **PO Number & PO Line**

Favorites

Adding charges to Favorites

- Favorites is a folder that you can create with all your charges in one place.
- Follow these instructions so that your project strings autoload onto your timecard each pay period.
 - Highlight the line you want to add
 - Click **Add Line to Favorites**



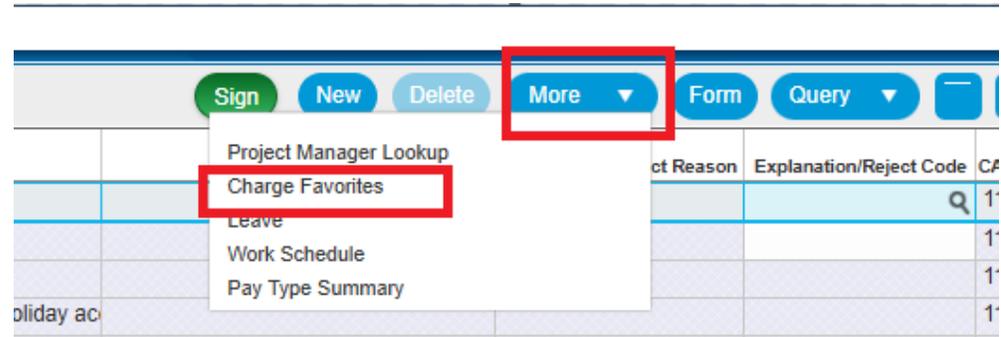
The screenshot shows a software interface with a table of charges. The table has columns for 'New PO', 'New PO I', 'Loc', 'GLC', 'PLC', 'Org', 'Pay Type', and seven days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat). A red box highlights the 'Add Line to Favorites' button in the top right corner of the table area. Below the table, there is a row of data with values: 000000578, 33, 012, GEN, 0000, 33378, D, and 1.00.

New PO	New PO I	Loc	GLC	PLC	Org	Pay Type	Sun 12/01/24	Mon 12/02/24	Tue 12/03/24	Wed 12/04/24	Thu 12/05/24	Fri 12/06/24	Sat 12/07/24
000000578	33	012	GEN	0000	33378	D		1.00					

Auto-loading Favorites

To access your charge favorites

- Click on the "Table" view
- Click on "More"
- Select "Charge favorites"
- Click/Checkmark for each box for the favorite(s) you want to auto load for each pay period
- Apply



Charge Favorites													Delete	Query	✕
Order	Load	Charge Description	Project	Loc	GLC	Costpoint Company	PLC	PLC Company	Org	Pay Type	New Labor Type	Notes			
	<input type="checkbox"/>	Holiday	INDIR.0001	409	GEN				27576	H	03				
	<input type="checkbox"/>	Floating Holiday	INDIR.0001	409	GEN				27576	F	03				
	<input type="checkbox"/>	FTO-VACATION	INDIR.0001		GEN	1			27576	FTV	03				
	<input checked="" type="checkbox"/>	INDIRECT LABOR	INDIR.0001		GEN	1			27576	R	03				
	<input type="checkbox"/>	Compliance Training	INDIR.0001.TRNG.COMP						27576	R	03				

Apply

Auto-loading Favorites Cont.

- Access your Favorites by clicking the magnifying glass.
- Click/on favorites and select.
- Then choose the favorite that needs to be added to the timecard.
- Select. This will now be on the timecard without having to do a lookup

Timesheet Lines

Add Line to Favorites Add Line Copy

Line	Project	Description	New Labor Type	Loc	GLC	PLC	Org	Pay Type	Sun 02/16/25	Mon 02/17/25	Tue 02/18/25	Wed 02/19/25	Thu 02/20/25	Fri 02/21/25	Sat 02/22/25	Sun 02/23/25	Mon 02/24/25	Tue 02/25/25
1	INDIR.0001	INDIRECT LABOR	03	409	GEN		27576	R		8.00								
2																		

Lookup

Charge Lookup

Charge Branch Code	Project	Loc	GLC	PLC Costpoint Company	PLC	Org	Pay Type	New Labor Type	Start Date
*Favorites									
+ Bid and Proposal									
+ Direct Charges									
+ IR&D									

Overtime

Overtime

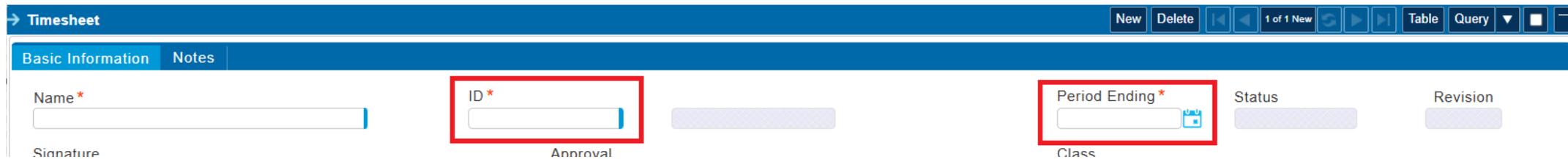
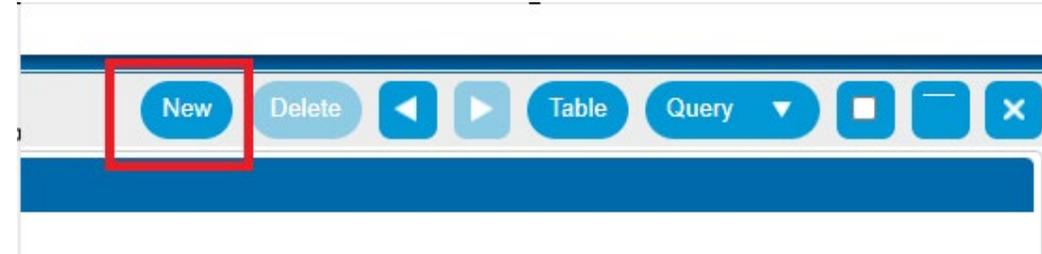
- Overtime is **only** entered if allowed on the contract
- The work week is Monday to Sunday.
- For hourly employees if they go over 40 hours during this time in any week during the pay period, they will need to record overtime
- R = Regular hours worked are recorded to a regular pay type
- Create a new line for overtime and list only the overtime hours.
- Overtime is recorded by entering the project string that results in the Overtime and changing the pay types to either:
 - **ON = Non-Exempt**

Timesheet Lines											Add Line to Favorites		Add Line	Copy ▼	Delete	Query ▼		
Line	Project	Description	Acct	New PO	New PO I	Loc	GLC	PLC	Org	Pay Type *	Sun 12/01/24	Mon 12/02/24	Tue 12/03/24	Wed 12/04/24	Thu 12/05/24	Fri 12/06/24	Sat 12/07/24	Total
→ 1	27032.BASE.0001.0001.0000	CLIN 1AA: FADE	5317-04	P000200578	32	012	GEN	0000	33378	R		8.00	8.00	8.00	8.00	8.00		40.00
→ 2	27032.BASE.0001.0001.0000	CLIN 1AA: FADE	5317-04	P000200578	32	012	GEN	0000	33378	ON						1		0.00
Regular												8.00	8.00	8.00	8.00	8.00		40.00
Overtime												0.00	0.00	0.00	0.00	0.00		0.00
Total												8.00	8.00	8.00	8.00	8.00		40.00

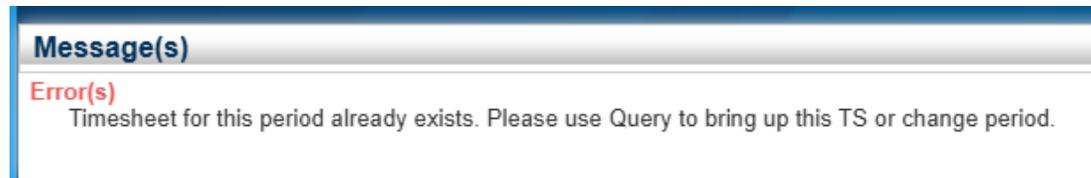
Missing Timecards

How to Create a Missing Timecard

- Click on New
- Enter your ID
- Enter the Period Ending Date
 - You can manually enter the date
 - Or you can click on the calendar and select the date
- Continue to complete the timecard as normal & Sign

A screenshot of a 'Timesheet' form. The 'ID' field and 'Period Ending' field are highlighted with red boxes. The form includes fields for Name, Signature, Approval, Class, Status, and Revision. The 'Period Ending' field has a calendar icon next to it. The top of the form has a blue header with 'Timesheet' and a toolbar with 'New', 'Delete', and other navigation buttons.

- If you get the following error below, you will need to e-mail SubEadmin@caci.com to open the pay period *



How to Revise a Timecard

Revising a Timesheet

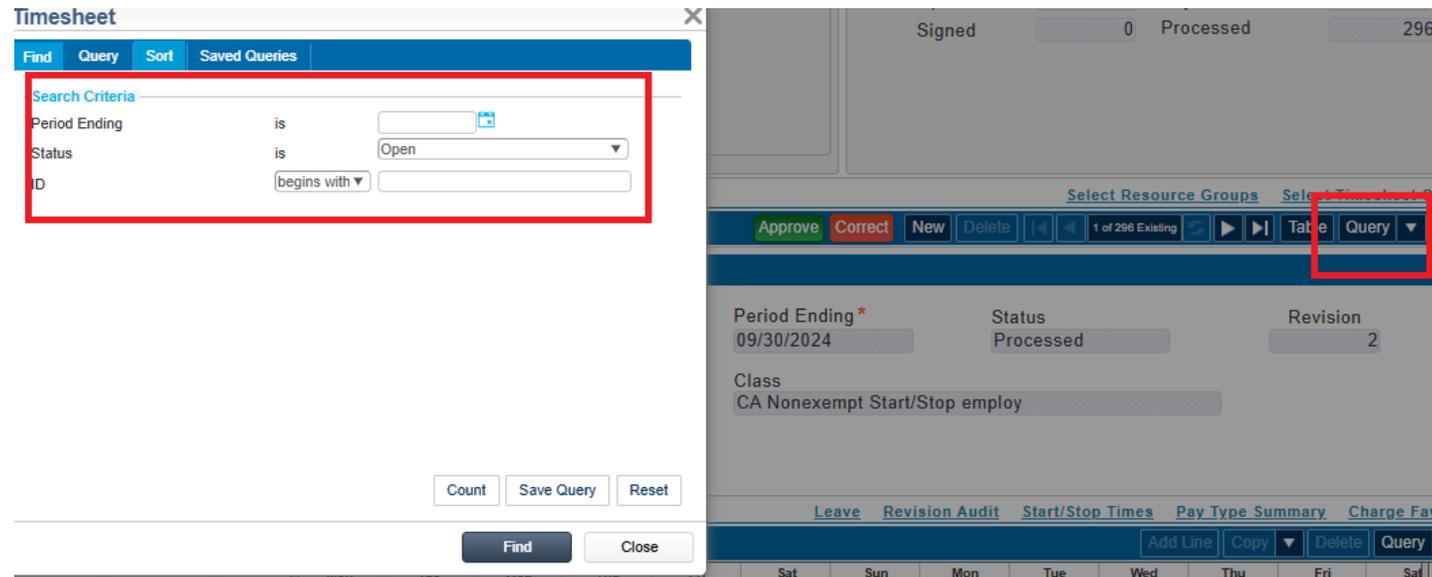
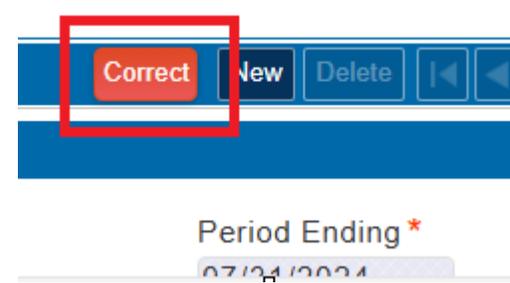
1. To access a processed timesheet, click on Query
2. Search by timesheet date or timesheet status
3. Click Find to access the timesheet

The screenshot displays a software interface for managing timesheets. A 'Timesheet' search dialog is open, showing search criteria for 'Period Ending', 'Status', and 'ID'. The 'Status' dropdown is set to 'Processed'. The main table shows a timesheet entry for '09/30/2024' with status 'Processed' and revision '3'. A 'Query' button is highlighted in the table's toolbar.

PLC	Org	New Labor Type	Pay Type *	Mon 09/16/24	Tue 09/17/24	Wed 09/18/24	Thu 09/19/24	Fri 09/20/24	Sat 09/21/24	Sun 09/22/24	Mon 09/23/24	Tue 09/24/24	Wed 09/25/24	Thu 09/26/24	Fri 09/27/24	Sat 09/28/24

Revising a Timesheet Cont.

1. Once the search populates, select the period you need to revise.
2. Click Correct
3. The timesheet will disappear from the list
4. Click on query again and search by open status
5. Click Find



Revising a Timesheet Cont.

Once the revisions have been made to the timecard, follow the steps below:

1. Save
2. Enter the reason for the revisions
3. Select Continue

Then you will need to resign your timecard and get with your manager for them to re-approve the timecard.

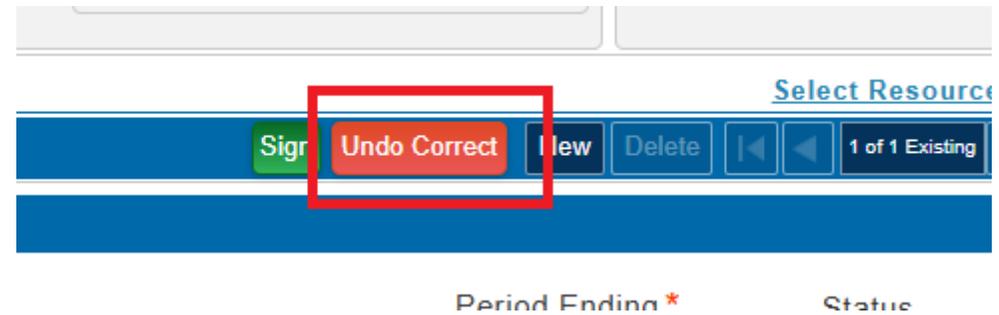
The screenshot shows the 'Approve Timesheet' interface. At the top, there is a navigation bar with the breadcrumb 'Time & Expense > Time > Timesheets > Manage/Approve Timesheets'. Below this, the 'Approve Timesheet' section includes a 'Filter By*' dropdown set to 'Status', a 'Criteria' section with 'Schedule' set to 'Semi Monthly TempsTSM', 'Year' set to '2025', and 'Period' set to '07/31/2024 Semi Monthly TempsTSM'. There are also 'Status' checkboxes for 'Open' (checked), 'Signed', and 'Approved', and a 'Counts' table:

Counts	Missing	Approved
Open	1	Rejected
Signed	0	Processed

Below the criteria is a 'Revision Explanation' section. It contains a 'Revision' input field with the value '3' and a large empty 'Explanation' text area. At the bottom right of this section are 'Cancel' and 'Continue' buttons. Red arrows and boxes highlight the 'Revision' field (labeled '1'), the 'Explanation' text area (labeled '2'), and the 'Continue' button (labeled '3').

Revising a Timesheet Cont.

If you click "Correct" in error, you can select "Undo Correct" and this will place the timecard back in the status before any corrections were made.



Proxy / Vendor Manager

Proxy /Vendor Manager

General Information for Proxies:

Proxy access will allow you to enter hours on the timecard, revise timecards, and sign for the employee. To enter hours please review the previous slides on how to enter hours and sign the timecard.

To log in and locate the timecards please review the next few slides.

Proxy access provides access to all the employees that have been added to the supplier group. If there are employees within the group that you are not responsible for, please disregard them. Other proxies are responsible for those employees.

General Information for Vendor Manager:

Vendor manager access is **read only** access to the employee timecards.

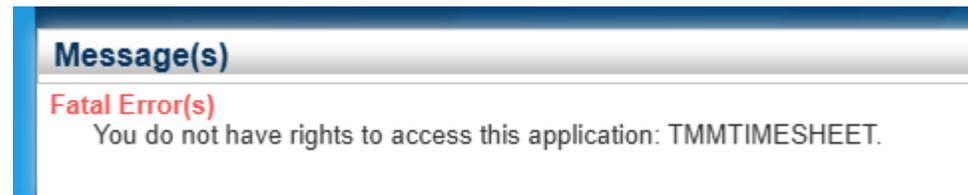
To log in and locate the timecards please review the next few slides.

Vendor Manger access provides access to all the employees that have been added to the supplier group. If there are employees within the group that you are not responsible for, please disregard them. Other vendor managers are responsible for those employees.

Proxy / Vendor Manager

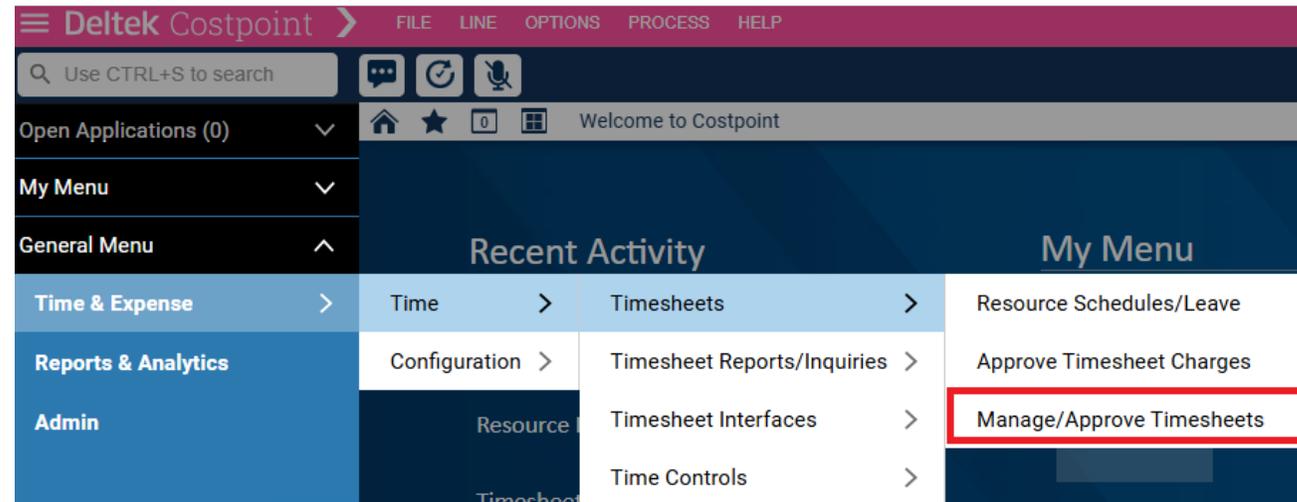
Possible Log on Error

When you first log on you can receive the following error. Please click on Close or you can continue, this message only means that you do not have access to create a timecard for yourself within the system.



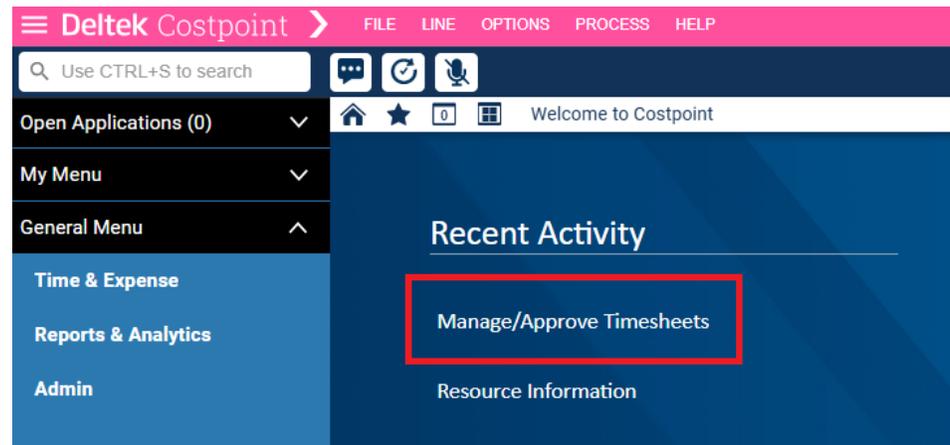
Accessing The Timecard

1. Select **Time & Expense**
2. Select **Time**
3. Select **Timesheets**
4. Select **Timesheet**



Or

You can click on **Manage/Approve Timesheets** from Recent Activity



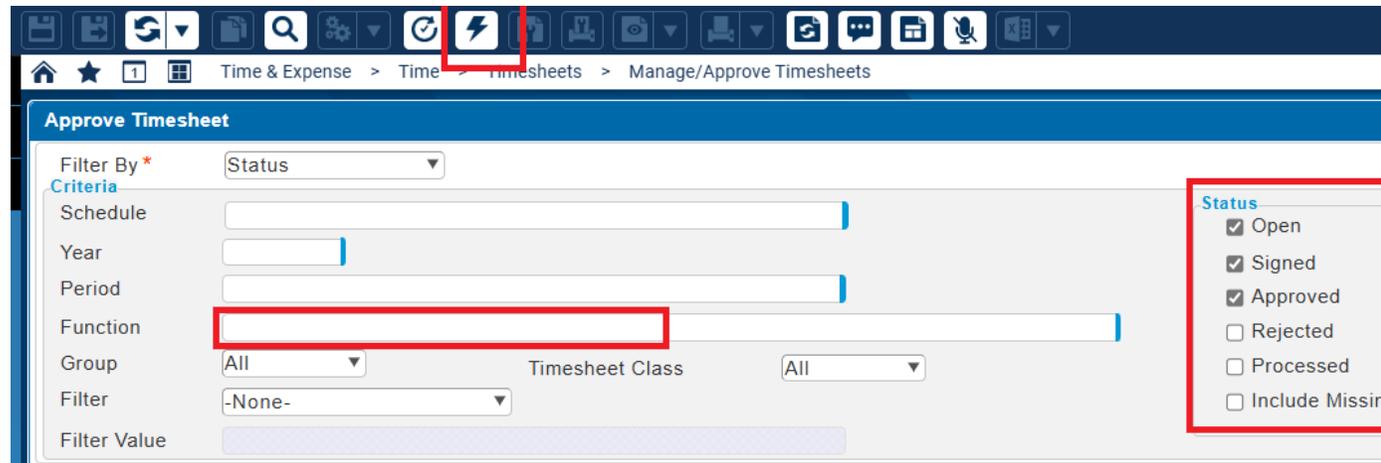
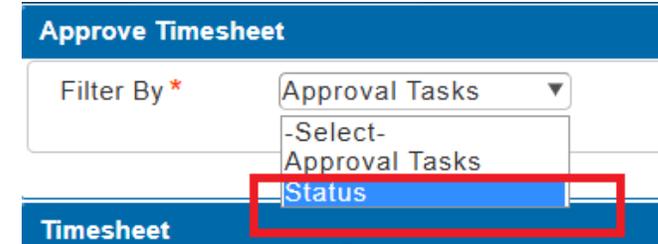
Finding a Timecard

Once you get to Approve Timecards change the Filter by to "Status"

Then your function type should automatically populate to your correct access

You enter the other following fields based on your needs. Once the fields are entered, click on the lightning bolt.

The Timecard(s) will populate below.



WebET Mobile App

The Costpoint Time & Expense mobile app works on mobile devices with these operating systems:

- Apple iOS 12 and higher
- Android 8 and higher

Instructions

1. Go to the Apple App Store or Google Play Store and install this app:
Costpoint Time & Expense
Costpoint v10 Time Tracking
(There are several Deltek apps - install the right app!)
2. Open the app. In the Server URL field, enter <https://cp.caci.com/DeltekTouch/Costpoint/TE/> then select Connect.
3. Enter your CACI username (or Employee ID if your username doesn't work).
4. Enter your CACI password. System is **CPSUBK**.
5. Keep SAML/3rd Party Authentication OFF.
6. Select Log In.
7. Enter your CACI password again, then select Sign In.
8. Accept the terms when prompted.
9. Enter and confirm a PIN.

Thank You!
Questions?

For questions or Concerns Please email: SubETAdmin@caci.com