SubEt Timekeeping Manager Job Aid

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SUBET is Very Different from CACI Employee Timekeeping

- SubET employees, Proxies, and Vendor Managers cannot be setup in SUBK until the PO in P2P is completed. Therefore, some of you may or may not already have access based on the status of the PO.

- Is in a separate instance of Costpoint that only SubET employees and supervisors have access to.

- Unlike employee timekeeping where a project is required, for SubET it is PO based. Because of this you must ensure that PO is complete, has the right settings in P2P, and enough funding for the labor timecard. We will explain further during this meeting.

- SubET timecards do not follow DCAA guidelines.
  - There are no compliance notification emails that get sent to SubET employees such as Temporary, Out of Chain, or daily floor check emails.

- There is no "Timecard Day" for SubET like CACI employees have.
  - Payment will not be made to vendor unless the timecard is approved.

- There can be both monthly and semi-monthly timecards.

- Workday is not used for employee changes. All actions will be created in P2P and flow through SubETAdmin.

Topics

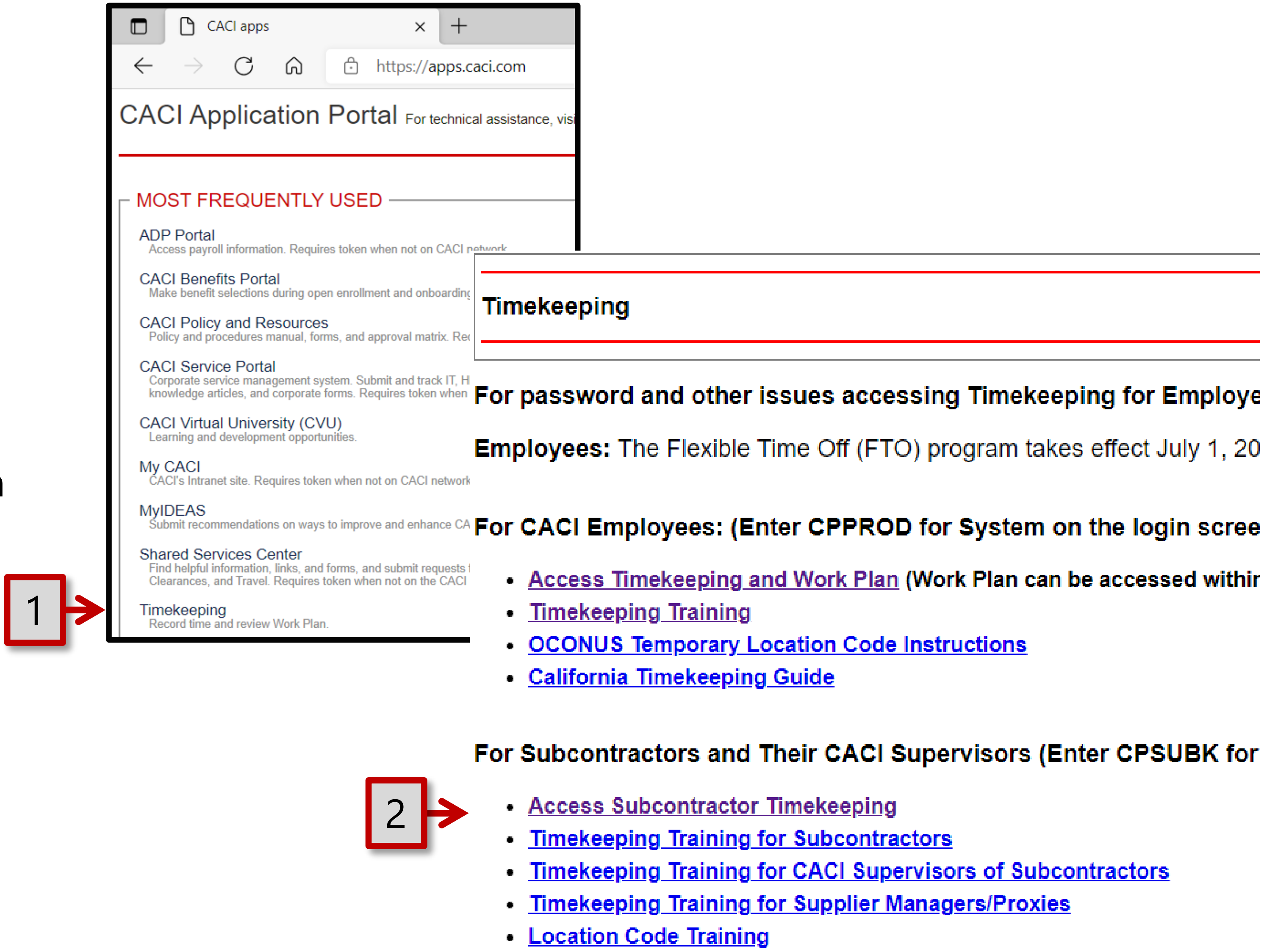
Login

View Subcontractors Timecards

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



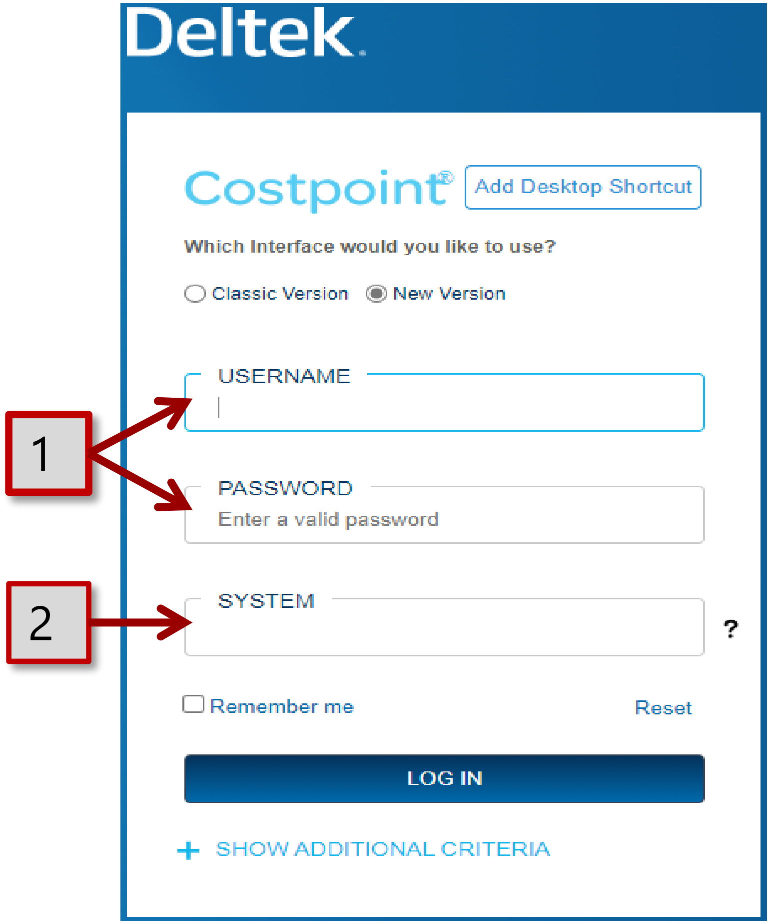
Login Screen

1. Network Username & Password = Active Directory username and password which was emailed.

2. SYSTEM = CPSUBK

- For password resets please contact CISTAC at cistac@caci.com or 833-ASK-CACI

- Contact SubET Admin at subetadmin@caci.com if you or the subcontractor for all other issues

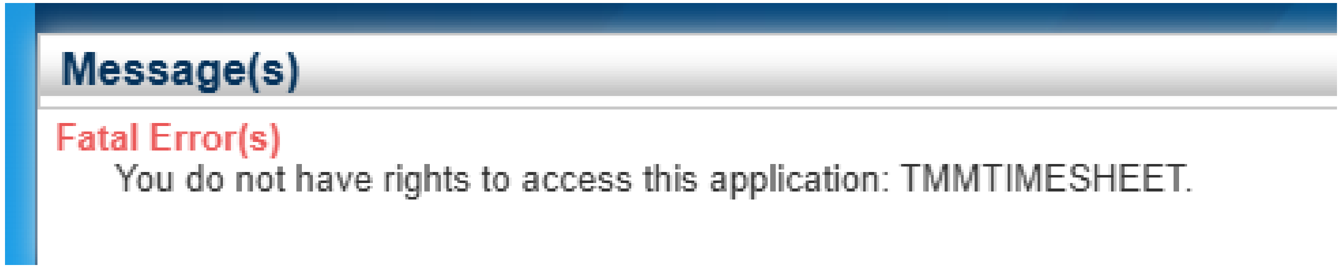


LOGIN ERROR

When you first log on you will receive the following error. Please click on Close or continue to the Timesheet screen.

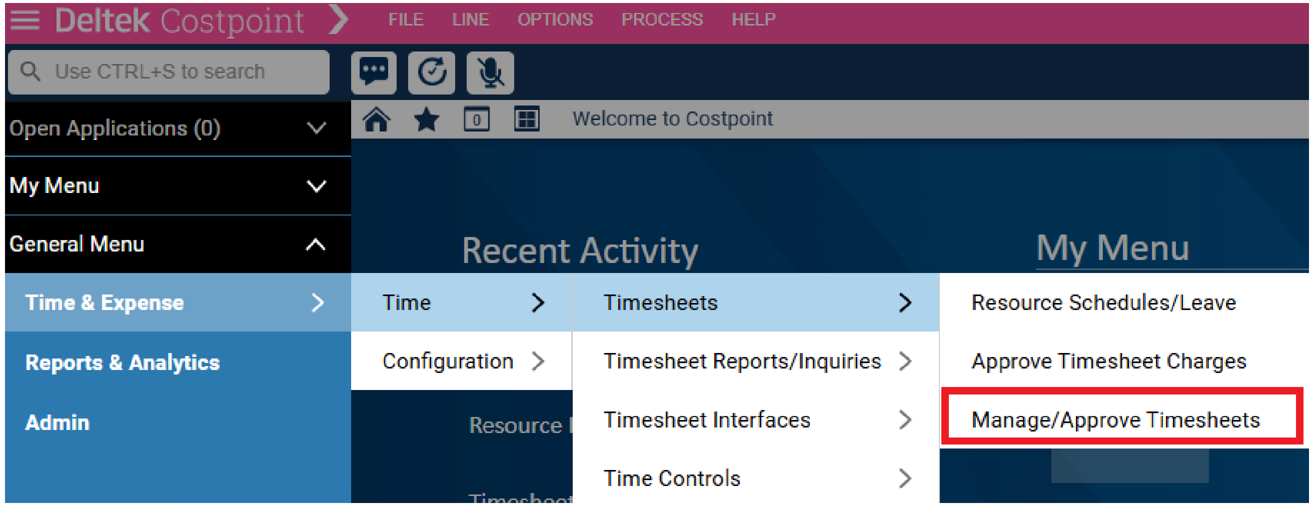
This message only means that you do not have access to create a timecard for yourself within the system.

(All Supervisors, Administrator, Vendor managers and Proxies receive this message)



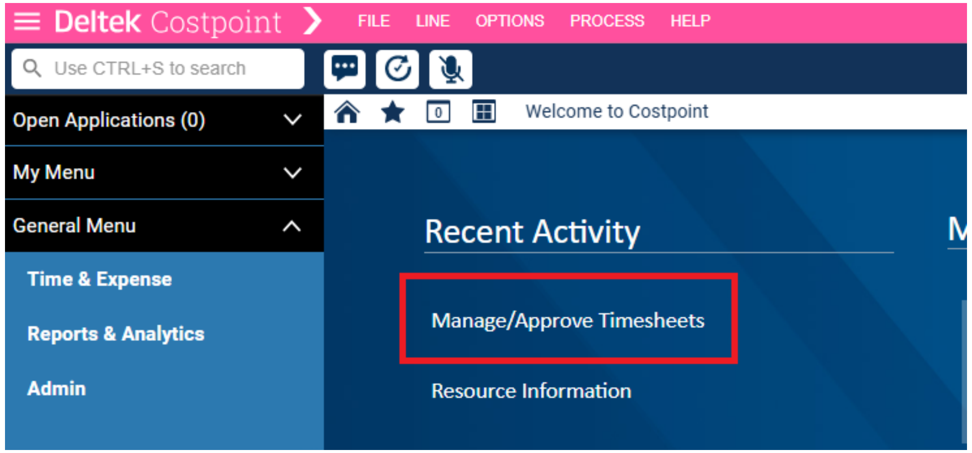
Accessing The Timecard

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



Or

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



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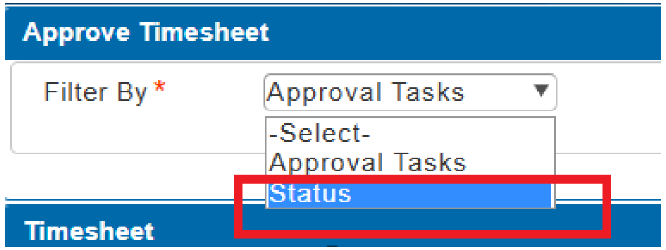
Accessing The Timecard Con't

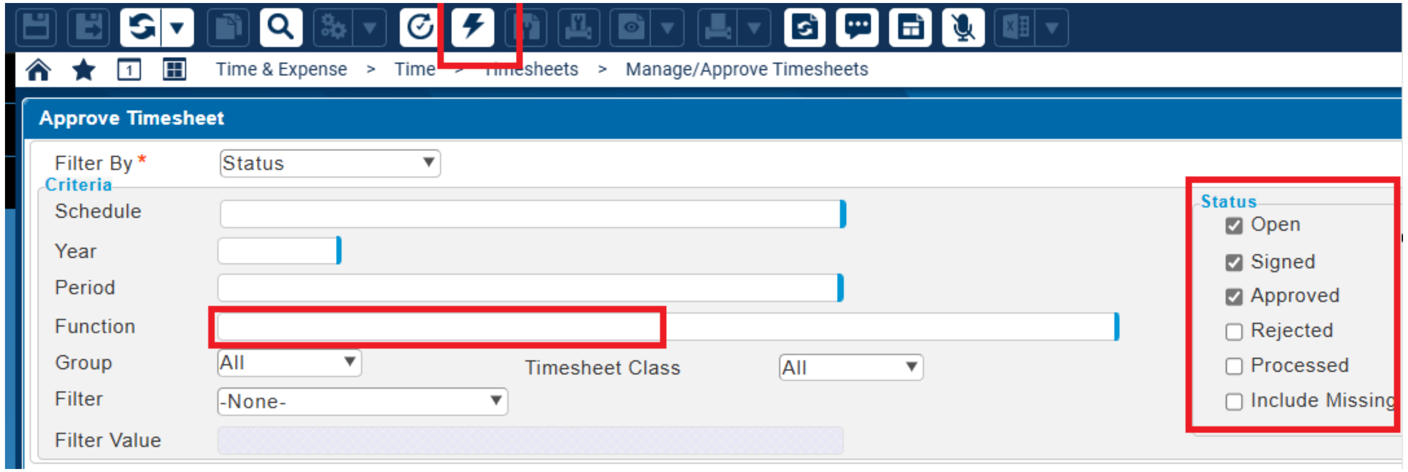
Once you get to Approve Timecards change the Filter by to "Status"



Your function type should automatically populate to your correct access- If the Function is not correct, use the Magnifying glass to select the correct function.

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

The Timecard(s) will populate below.



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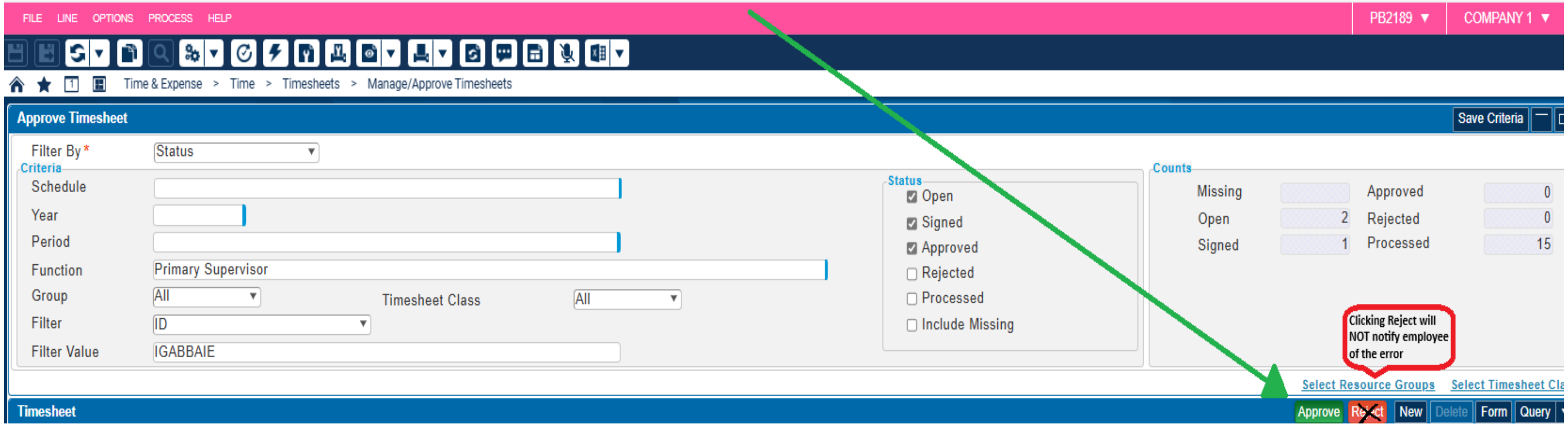
Accessing The Timecard Con't

- Review your employee's timecard for accuracy.
- A CACI supervisor can sign the timecard and another CACI Supervisor can approve the timecard
- Click the Approve button if there are no corrections needed.

Managers should not use the Reject button

- It will not send the timecard back to the employee.
- This button will only update the timecard's status to Reject Status.
- Contact employee(s) to correct the timecard.
- If employee is unreachable on timecard day, make the changes, sign the timesheet, and have *your* manager approve on your behalf. Discuss with the employee(s) upon return.



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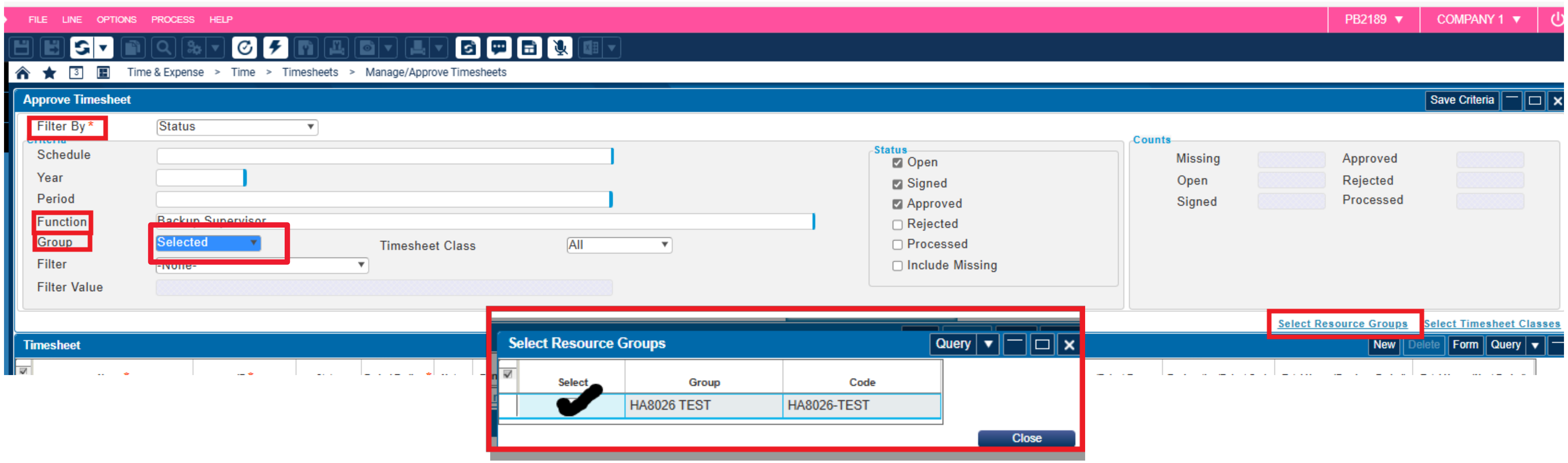
Approving a Timesheet as a Backup Approver

1. On the “Filter By” field, select Status
2. On the “Function” field, select Backup Supervisor
3. On the “Group” field, change the drop down to “Selected”
4. Click the link called “Select employee groups” located above the Timesheet table
5. Select your backup ID
6. Click the lightening bolt icon/execute function to populate the timesheets



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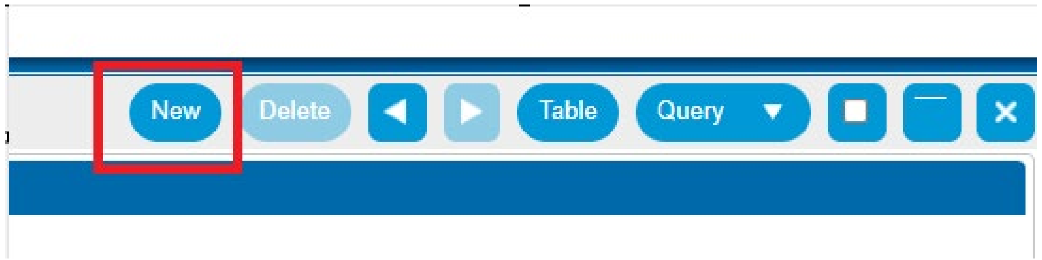
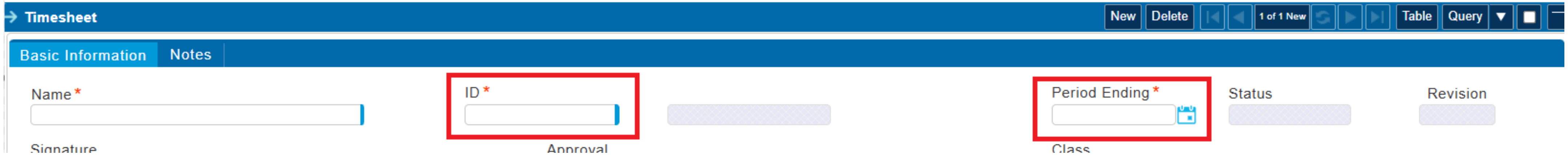
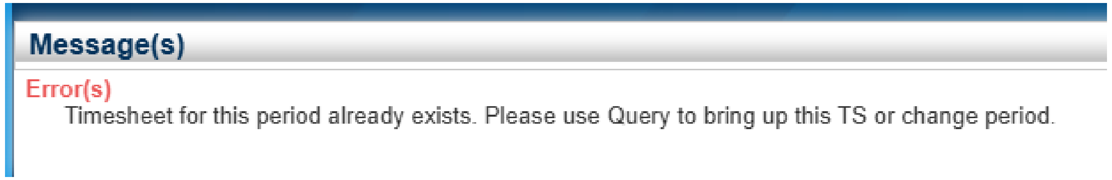
How to Create a Missing Timecard

- 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





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



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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**

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

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Additional Information

Subcontractors Time Off

Subcontractors do **NOT** receive:

Sick Time
PTO
Holidays
Jury Duty
Bereavement
STD/LTD
Military pay

Timesheet Only vs Timesheet & Extraction

Timesheet Only

- Sub-contractor is setup within the Subk system with no rates entered.
- Supplier is required to submit invoices through P2P
- It is up to the supplier/CACI PM if they wish to utilize the system for reconciliation purpose or for tracking
- If a timecard is created it will still need to be sign and CACI Supervisor will need to approve
- The timecards will stay in Approved status and not be marked as Processed
- Timesheet only timecards will never be extracted or generate an invoice within P2P

Timesheet & Extraction

- Sub-contractor is setup within the Subk System with rates entered. If there is a pay increase to the sub due to a promotion, a new rate change request MUST be submtited thru P2P
- Sub-contractor or Proxy is required to create a timecard and sign, CACI Supervisor will approve the timecard
- Once the timecard extracts it will automatically create an invoice, and a certification e-mail will be sent to the supplier.
- The timecard will then be marked as processed.
- Supplier will NOT submit an invoice through P2P for timecards, but can submit invoice for travel, additional cost, etc.
- SUBET Admin does NOT have the rights or access to approve any Subcontractors timecards
- Invoices that are created will be paid based on PO net payments terms
- Invoice date is the last date of the timecard pay period.
- Timecards will be closed on the first business day after the 15th and first business day of each month from 4pm CST until complete.

Top 4 Reason the Timecard did NOT Extract
(Timesheet & Extraction)

1. Is the timecard in Approved status?
2. Is my PO Setup in the P2P with correct SubET Type?
3. Is my PO Showing in P2P with the Correct extraction start date?
4. Does the PO & PO Line have enough funding?

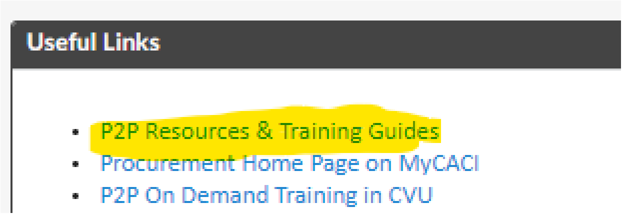
SAMPLE ERROR MESSAGE	ACTION NEEDED
The PO number you are using 5021 is not open for charging.	The PO is in CLOSED status in Cost Point. Either the sub employee has allocated to the wrong PO or you need to submit a ticket to CISTAC for P2P Admin group to re-open this PO in Cost Point.
The PO line you are using 1 is not open for charging.	The PO Line is in CLOSED status in Cost Point. Either the sub employee has allocated to the wrong PO Line number, the supplier has not yet accepted the mod in P2P that creates that PO line, or you need to submit a ticket to CISTAC for P2P Admin group to re-open that PO line in Cost Point.
PO 5021 is not valid for STRATEGIC BUSINESS SYSTEMS.	The PO number the sub allocated to has a different vendor code than the vendor code that the sub employee is setup under in timekeeping. Either the sub employee allocated to the wrong PO or the sub was setup in timekeeping under the wrong vendor code.
The time recorded on 06/01/17 is outside of the Period of Performance for PO line 1.	The sub is allocating outside the start or end date of the PO line number they allocated to. Either the sub employee needs to revise the TC to a different PO line that covers those days worked or a PR needs to be submitted in P2P to update the start or end date for that PO line number.
Project 31154.0060.TMZZ.6011.LABZ.0000 PLC: 0001 Action Required: Notify the PM that the PLC must be verified in the LCV system. Reason: Project Managers must verify that employees meet labor qualifications stated in the contract before CACI bills the customer. Your PM and their manager have not verified your PLC in the LCV system.	The CACI PM must log into the LCV database and verify the sub employee meets qualifications to work in that labor category. The CACI supervisor will not be able to approve any ET TCs for the sub employee until the verification steps have been completed in the LCV system. The sub can continue to log time while LCV approvals are being worked on.
The PO number you are using P000037506 is not setup for subcontractor timekeeping.	Need to submit PR in P2P so the buyer can modify supplier agreement to include the appropriate Sub ET TC text and then flag the PO as utilizing sub timekeeping. The PO number will automatically load into Sub ET for use once that flag is clicked in P2P.
Project 09954.0001.0001 is not authorized on PO P000037503	The vehicle/project that the sub employee has allocated hours to in their TC does not match to the contractual level the PO line was created for. Either the sub employee allocated to the wrong PO number or to the wrong project string.
Hourly Rate is missing from SubET Rate Table.	If the sub is allocating to a PO that is labelled as extraction, they need to have an hourly pay rate in the Sub ET TC extraction system. If the rate was listed on the setup form, email SubETAdmin@caci.com for assistance.
Invalid timesheet, sign is not successful.	Either the sub has a term date prior to that TS end date or they might be having a cache issue.
Timesheet does not have any line or cell.	Either the TC has no lines created yet or the user might be having a cache issue which they should log out and refresh the screen.

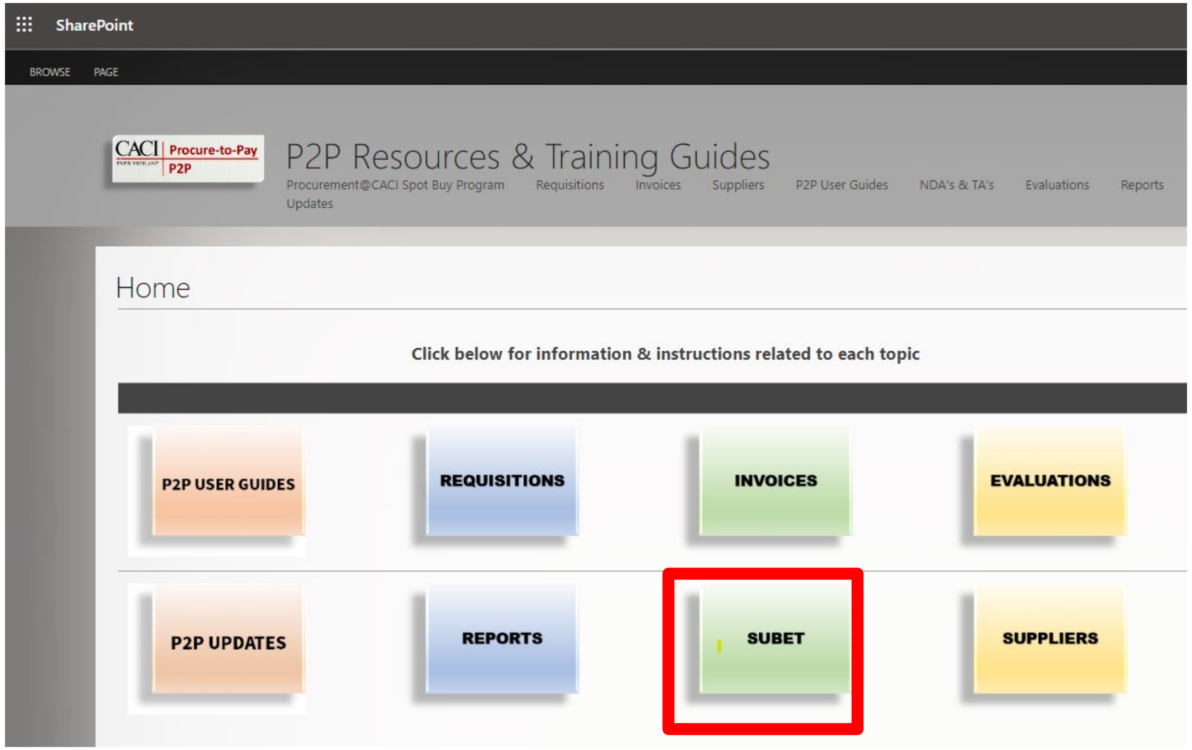
P2P Resources

Open P2P scroll to the bottom of your screen

Click on P2P Resources & training Guides

Select SUBET





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P2P Resources Cont.

SubET Forms and Resources Library

Subcontractor Electronic Timekeeping **SubET** is the utilization of CACI's web based application for use by the subcontractor's employees

Find a file

Name	Form Description
SubET Termination Form	Sub-employee Terminations are now submitted directly in P2P.
SUBET RETROACTIVE RATE ADJUSTMENT FORM (OCT 07-2022) LCAT	Used to adjust hourly rates and amounts already approved for payment or paid to the subcontractor.
SUBET SUPERVISOR CHANGE FORM (11-07-22)	For sub-employee Supervisor changes, fill out and email directly to SubETAdmin@caci.com.
SUBET SUPPLIER MANAGER SETUP (1-1-23)	Used to provide read-only access to a supplier manager for review of employee timesheets.
SUBET SUPPLIER PROXY SETUP (1-1-23)	Used to setup a proxy at the supplier company who then can edit timesheets for their employees.
SUBET RATE CHANGE FORM (1-1-23)	Used to update the hourly rates of existing sub-employees, normally for option year rate escalations.
SUBET SUB-EMPLOYEE SETUP FORM (2-1-24)	Used to initiate the initial setup of new sub-employees and hourly rates in SubET.
Welcome Message to the CACI SubET Timekeeping System TE10	Welcome message to new sub-employee with required login information. Completed and sent to sub-employee by Program Staff.

Form(s) Step-by-Step Instructions

- SubET Sub-Employee Setup Form Instructions
- SubET Rate Change Form Instructions
- SubET Retroactive Rate Adjustment Form Instructions
- Submitting SubET Forms in P2P- Setup & Rate Approval

How to Create an "Action" request

SubET Contact

- SubETAdmins

Roles & Responsibilities

- Program Staff & Sub-Employees

Process Diagram

- SubET Process Diagram

SubET Training Documents

- Timekeeping Training for CACI Supervisors of Subcontractors
- Subcontractor Electronic Timekeeping & Labor Category Verification Overview
- LCV User Guide
- Timekeeping Training for Subcontractors
- Why are my subcontractor employee ET Timecards not extracting?
- Timekeeping Training for Supplier Managers/Proxies
- How to Add Contacts and Update SubET Cert Distribution List

Reports Available

- SubET TC Web System
  CACI Supervisors, Supplier Managers, & Supplier Proxies now have access to run "Employee Activity Reports" directly from the Sub ET TC System.
- Cognos SubET Report
  Cognos Reports for All SubET TC System Users, Spent Detail by PO Number, SubET Supervisor Review Groups, and SubK Extract are available. Send request for Cognos access to CISTAC@caci.com.
- P2P Timekeeping Report

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P2P Action Items

Go into the PO

Click on “Create an Action”

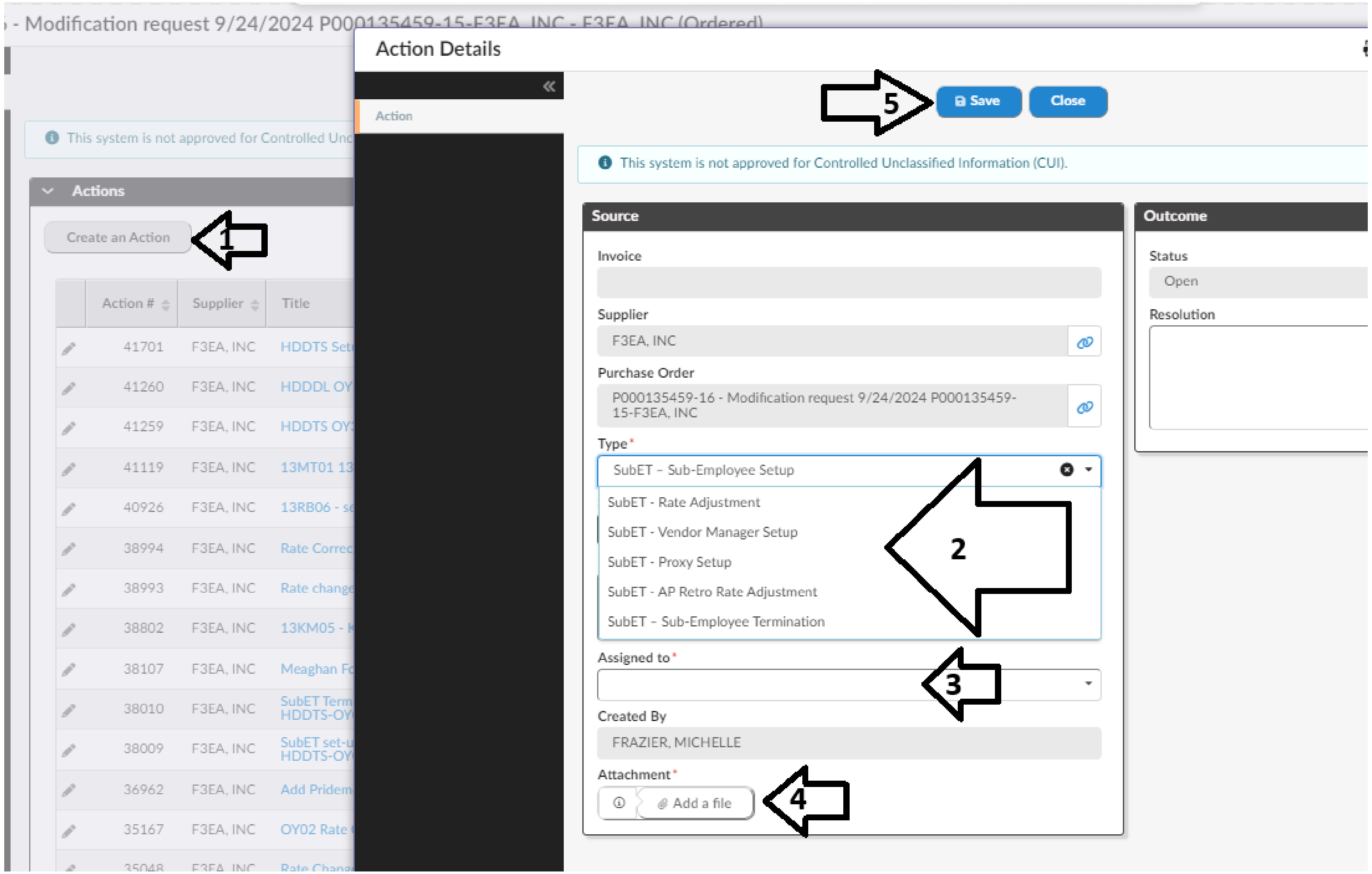
Select the “Type” of action requested
- Sub-Employee Setup
- Rate Adjustment
- Vendor Manger Setup
- Proxy Setup
- AP Retro Rate Adjustment
- Sub-Employee Termination

Assigned To (SCA)

Add Excel File

Save

Submit



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Example of New Sub Setup Email

When a sub-employee is setup, they will receive an email like this with the ID, Password, and the link to log into Subk.

Your new CACI SubET account has been created

S SubETAdmin <SubETAdmin@caci.com>
To

Reply | Reply All | Forward | ···

This message was sent with High importance.

COSTPOINT SUBET TRAINING FOR SUBCONTRACT EMPLOYEES.pptx
3 MB

Welcome to CACI Costpoint Subcontractor Timekeeping. Please see attached training materials to help get you started and answer any initial questions you may have. A temporary password has been assigned to your new Costpoint timekeeping user account. You will need to change this password on your initial login to Costpoint. Please see below for your details:

Login URL: https://cp.caci.com/cpweb/?userid=HA8415&system=CPSUBK
User ID:
Password:
System: CPSUBK

- If you are having difficulty logging in, please contact cistac@caci.com (or dial 833-275-2224) to reset your CPSUBK password and provide them your UserID in the request
- If you are logged in and have questions about what codes to enter on your timecard, please email your POC
- If you are logged in and have any other questions about your timecard, please email subetadmin@caci.com

Thank you,
SubETAdmin

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Subcontractor ID's

Subcontractor ID's cannot be in the same format as a CACI employee ID

Only 1 ID is required if the subcontractor works on multiple projects under the same supplier ID

Due to system limitations some sub-contractors must have multiple ID's for the following reasons:

- Utilizing multiple rates at the same time
- Completing work at the same time for multiple suppliers

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!

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