DELTEK Guide to Temporary Location Codes IAW

Employees who travel for less than 30 days at a time to destinations outside the U.S. must record their time to a special Location Code set up for intermittent travel outside the U.S. (See CACI Policy 03.08.06). This document provides instructions on how to record time on your timecard.

1. Begin by entering the charge point you will charge for the travel on a new line. Even if you use this same charge point when not traveling, you will need to enter a new line in order to charge the Temporary Location Code.
2. On the new line, your Workday location code will default into the **Loc** column. To change it, click on the magnifying glass icon to search for the code.

		Project String	Labor Type	Charge Description	Org	Pay Type	PLC	Loc	G
☐	1	INDIR.0001	03	INDIRECT LABOR	24778	R		148	GEN
☐	2	08517.KY16.OPT2.01AE.00CH.0909	01	PTF 09 PWS 3.9 PMTS	33452	OE	EDZZ	148	GEN
☐	3	08517.KY16.OPT2.01AE.00CH.0909	01	PTF 09 PWS 3.9 PMTS	33452	R	EDZZ	148	GEN
☐	4	INDIR.0001.LEAV	03	PTO - CACI	33452	V		148	GEN
☐	5	08517.KY16.OPT2.01AE.00CH.0909	01	PTF 09 PWS 3.9 PMTS	33452	R		148 🔍	GEN
☐	6								
☐	7								

Copy Line Delete Line Reset Line Reverse Line Add Line to Favorites

3. When the **Loc Lookup** window opens, the **Filter/Sort By** drop-down menu will default to "ID". Enter a **"T"** in the **Filter Text** field and click **Execute**.

Loc Lookup ✖

Filter

Filter/Sort By ID ▾

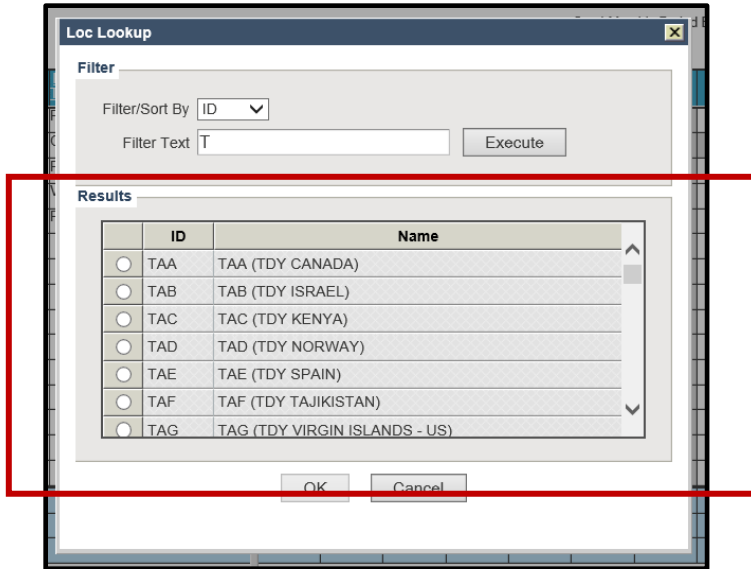Filter Text T| ✖ Execute

Results

	ID	Name
○	001	001 ARLINGTON VA (BALLSTON)
○	012	012 ARLINGTON VA
○	01D	01D AURORA CO
○	01G	01G AUSTIN TX
○	01Q	01Q BOISE ID
○	01T	01T HERNDON VA
○	01U	01U PITTSBURGH PA

OK Cancel

4. All Temporary Location Codes for International travel will be displayed. Select the location code associated with the country relevant to your travel.

Loc Lookup

Filter

Filter/Sort By [ID ▾]

Filter Text [T]   [Execute]

Results

	ID	Name
○	TAA	TAA (TDY CANADA)
○	TAB	TAB (TDY ISRAEL)
○	TAC	TAC (TDY KENYA)
○	TAD	TAD (TDY NORWAY)
○	TAE	TAE (TDY SPAIN)
○	TAF	TAF (TDY TAJIKISTAN)
○	TAG	TAG (TDY VIRGIN ISLANDS - US)

[OK]   [Cancel]

Your timecard will now have the Temporary Location Code associated with the country the work is being performed in instead of the default code:

[Copy Line] [Delete Line] [Reset Line] [Reverse Line] [Add Line to Favorites]

		Project String	Labor Type	Charge Description	Org	Pay Type	PLC	Loc	GLC
	1	INDIR.0001	03	INDIRECT LABOR	24778	R		148	GEN
	2	08517.KY16.OPT2.01AE.00CH.0909	01	PTF 09 PWS 3.9 PMTS	33452	OE	EDZZ	148	GEN
	3	08517.KY16.OPT2.01AE.00CH.0909	01	PTF 09 PWS 3.9 PMTS	33452	R	EDZZ	148	GEN
	4	INDIR.0001.LEAV	03	PTO - CACI	33452	V		148	GEN
	5	08517.KY16.OPT2.01AE.00CH.0909	01	PTF 09 PWS 3.9 PMTS	33452	R	EDZZ	TAR	GEN
	6								

If you worked Overtime, enter a separate charge point with the Overtime Pay Type, and then follow these instructions to select the Temporary Location Code for the overtime line. The entries will similar to what is shown below.

[Copy Line] [Delete Line] [Reset Line] [Reverse Line] [Add Line to Favorites]

		Project String	Labor Type	Charge Description	Org	Pay Type	PLC	Loc	Gl
	1	INDIR.0001	03	INDIRECT LABOR	24778	R		148	GEN
	2	08517.KY16.OPT2.01AE.00CH.0909	01	PTF 09 PWS 3.9 PMTS	33452	OE	EDZZ	148	GEN
	3	08517.KY16.OPT2.01AE.00CH.0909	01	PTF 09 PWS 3.9 PMTS	33452	R	EDZZ	148	GEN
	4	INDIR.0001.LEAV	03	PTO - CACI	33452	V		148	GEN
	5	08517.KY16.OPT2.01AE.00CH.0909	01	PTF 09 PWS 3.9 PMTS	33452	R	EDZZ	TAR	GEN
	6	08517.KY16.OPT2.01AE.00CH.0909	01	PTF 09 PWS 3.9 PMTS	33452	OE	EDZZ	TAR 🔍	GEN
	7								

If traveling to multiple countries, you will need to enter a separate line on your timecard for each country you visit and/or claim expenses. To determine if you need to enter a different country code for layovers, please see guidance below and the example of a timecard with time charged to multiple countries.

- Once you leave the US, you should code your time to the destination country you are traveling to. If your layover does not require departure from airport security, you do not need to enter a

different country code. However, if your layover, requires you to remain in a country awaiting a connecting flight and you will leave the airport to stay in accommodations, you should enter a temporary location code for the duration of your stay in the layover country.
- Upon leaving the Overseas Country to travel back to a CONUS location, you should code your time to the country you are leaving until you reach the United States.

		Project String	Labor Type	Charge Description	Org	Pay Type	PLC	Loc	GLC	Mon 6/1	Tue 6/2	Wed 6/3	Thu 6/4	Fri 6/5
☐	1	INDIR.0001	03	INDIRECT LABOR	24778	R		148	GEN	8.00				
☐	2	08517.KY16.OPT2.01AE.00CH.0909	01	PTF 09 PWS 3.9 PMTS	33452	OE	EDZZ	148	GEN	0.50				
☐	3	08517.KY16.OPT2.01AE.00CH.0909	01	PTF 09 PWS 3.9 PMTS	33452	R	EDZZ	148	GEN	0.50				
☐	4	INDIR.0001.LEAV	03	PTO - CACI	33452	V		148	GEN					
☐	5	08517.KY16.OPT2.01AE.00CH.0909	01	PTF 09 PWS 3.9 PMTS	33452	OE	EDZZ	TAR	GEN	2.00	2.00			
☐	6	08517.KY16.OPT2.01AE.00CH.0909	01	PTF 09 PWS 3.9 PMTS	33452	R	EDZZ	TAR	GEN	10.00	10.00			
☐	7	08517.KY16.OPT2.01AE.00CH.0909	01	PTF 09 PWS 3.9 PMTS	33452	OE	EDZZ	TAA	GEN			2.00	2.00	
☐	8	08517.KY16.OPT2.01AE.00CH.0909	01	PTF 09 PWS 3.9 PMTS	33452	R	EDZZ	TAA	GEN			10.00	10.00	
☐	9													

Troubleshooting:

Whether searching by ID or Name, if you attempt to search using "TEMP", the country name, or anything other "T" you will get a "No records found" message like below. Searching for "TDY" will only return IRAN. If you are going to IRAN, then use this code, but otherwise adhere to the above instructions and use "T".
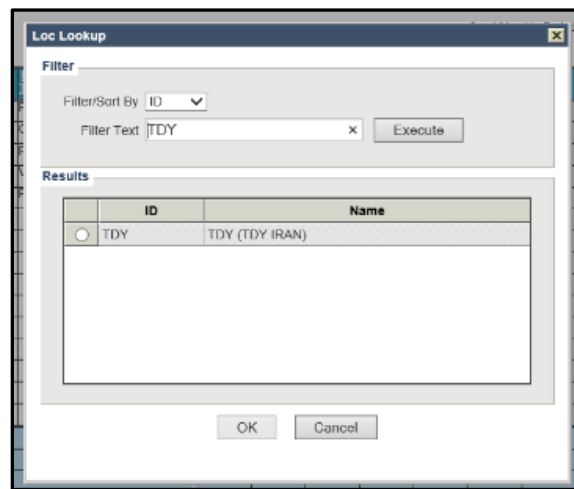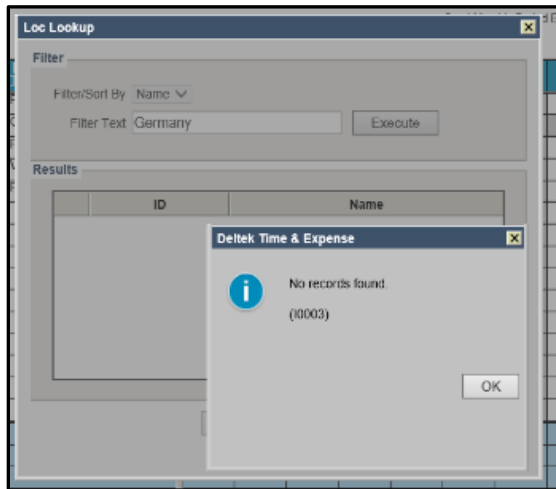
If you cannot find the Temporary Location Code for the country you are working in, it may need to be set up. Send email to InternationalBusOps@caci.com for additional assistance.

If you have any further questions concerning these instructions, or International Business Process and procures, please send your query to InternationalBusOps@caci.com.