amentum >

Amentum's Standalone Deltek/Costpoint Time Collection App

On July 1, 2024, Amentum's former Costpoint Time & Expense URL will no longer work. Prior to this date, all employees must begin to use the new URL: <u>https://prodtime.amentum.com</u>.

Employees who are currently using the Costpoint Time & Expense mobile app must update it for it to remain functional. Please follow the steps below, starting with #2, to update the app if it's already installed.

If you are not yet using the Costpoint Time & Expense mobile app but would like to, please follow step #1 and then skip to step #6 to continue set up.

Install the App

1. Install the Costpoint Time and Expense app from your phone's app store.



Android app store



iPhone App Store

Update the App

2. Open the app and select the **hamburger icon** (three horizontal lines) at the top left of the screen.



3. Click Settings and scroll to the bottom of the screen.



4. Select Forget Me On This Device when prompted. This will remove your information and enable the updates to function correctly.

=	Settings			
Liser Name				
Domain	PRODCP			
Log in using Face ID	On O			
Time Zone	Central (CDT)			
Visual Confirmation	Timed Confirmation 🔍			
Home Page	Timesheet 👻			
Hours Entry	Use Picker 🔍 💌			
Mobile Hours Increment	Tenth 👻			
Display Non-work Days	Off			
Show Charge Detail in Day Summary	01			
Charge Summary Breakdown	Charge Project 🔷			
Timesheet Line Sort	~			
Use Summary on Sign	On			
Help	\$			
Apout	5			
Privacy Policy	>			
	•			
Change Pin				
Forget Me On This Device				

5. Click **Yes** when the message "Are you sure you want to remove your information from this device?" appears.



Connect the App to the Server

6. Enter the server URL: https://prodtime.amentum.com/DeltekTouch/Costpoint/TE/ and then click **Connect** in the upper right corner.



7. Enter your username, password, and PRODCP in the system dialog box as shown below. Click Log In in the upper right corner.

<		Log In
Username	610733	8
Password	•••••	8
System	PRODCP	Θ
SAML/3rd Party Authentication	(Off

8. Your timesheet will look similar to the image below. Click Add to add a charge number to your timesheet.

≡	Timesheet				
03/05/	2022 - 0	3/11/20	022 LV Sat	urday to	Open
TUE 8	WED 9	тни 10	FRI 11		
Total	Hours:		Ë		0.00
C	Z				+
Si	ign		Save		Add

9. Your commonly used charge numbers will auto-populate in Favorites. Select the Charge Number to apply hours.



10. Add hours to the charge number and then select **Done** in the upper right corner.

< Ac	dd Charge	•	Done	
B1IT.0200.DSKAPP00000 IT_SUPP-DESK/APPL-BSO/OTH				
Date	03/11/2022			
Hours	8.00		>	
Hour Comments			>	
Account	120-40-999	>	Θ	
Charge Number	B1IT.0200.DSKAPP.0	>	Θ	
Labor Location	N/A	>	Θ	
Labor Cat	EN38	>	Θ	
Pay Type *	R	>	Θ	
Charge Comments			>	

11. Once you have submitted your time, navigate to the bottom of the screen and click **Sign** and then **Save**.



Process complete. Thank you for updating the Deltek/Costpoint Time & Expense app.