Deltek

Deltek Costpoint® 8.0.26

Release Notes

October 6, 2022

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Contents

Overview

Welcome to Deltek Costpoint 8.0.26 Release Notes. These release notes contain a summary of the following:

- Enhancements
- Software Issues Resolved

These release notes address all of the modules associated with Deltek Costpoint 8.0.26, some of which your firm may not use. Skip the sections that do not apply to your implementation of Deltek Costpoint.

New Release Notes Format

Costpoint Release Notes are now delivered in HTML format and can be viewed at this link: https://help.deltek.com/product/Costpoint/8.0/ReleaseNotes. This web page contains links to the Release Notes for each release version as well as links to the Costpoint online help, Costpoint Information Center (CIC), and Costpoint Cloud Information Center (CCIC).

We will continue to provide PDFs for the next few releases as we transition to the new format.

If you have feedback or questions, please send an email to DeltekDocumentationFeedback@deltek.com.

Installation Notes

The MR installer reads all Costpoint systems selected. If a Time & Expense segment exists, the installer searches for the presence of a Time & Expense license in that Costpoint system, and lists any systems for which there is no Time & Expense license.

If a prompt displays, review the list and select the appropriate action:

- Using the Apply License utility in the Costpoint DB Wizard, apply a Time & Expense license to the Costpoint system(s) in the list for which the connected Time & Expense segment is not for a stand-alone, external connection that should have a Time & Expense license applied to it.

  Any stand-alone, external Time & Expense segments for which a Time & Expense license is not present, or for which the Time & Expense segment is for a Time & Expense 901 system, will not have the MR Time & Expense patches, SPs, or Data Dictionary files applied to them. These Time & Expense segments are marked as External TESS segments.

- If all the systems listed are actual stand-alone, external (non-licensed) Time & Expense segments and you want them converted to external segments without applying the MR to them, click **OK** to proceed.

If you are unsure, please contact Deltek Costpoint Technical Support.

Enhancements

This section includes summaries of the enhancements made to existing features in this release.

Regulatory

State

Oregon 2022 SUTA Electronic Filing

Beginning with the third quarter filing in 2022, Frances Online will replace the Oregon Payroll Reporting System (OPRS) and the Employer Account Access (EAA) portal. The new system will support combined payroll reporting, including Unemployment Insurance Tax, Workers' Benefit Fund (WBF), State Withholding Tax, Lane and TriMet Transit Taxes, and beginning in the first quarter of 2023, Statewide Transit Tax (STT), and Paid Family and Medical Leave Insurance (PFMLI) Contributions.

With these changes, the State of Oregon Employment Department (OED) developed a new schema to reflect the updates in the file upload to include the new PFMLI program and STT.

Note: The new program columns will not take effect until the programs are available in Frances Online beginning first quarter 2023.

Attention: For more information, refer to:

- **Frances Online**: https://www.oregon.gov/employ/modernization/Pages/Frances-Online.aspx
- **File Specifications**: https://www.oregon.gov/employ/modernization/Pages/Frances-Online-Resources.aspx
- **EFW2 File Specifications**: https://www.oregon.gov/employ/Businesses/Tax/SiteAssets/Pages/Frances-Online-forms-and-resources/EFW2%20132%20Specs%20Final.xlsx

Create Quarterly SUTA Tax File (PRPSMM)

The file layout of RE and RS records was updated to comply with the EFW2 file layout for the new Frances Online system.

The screen will now display a warning if at least one employee has no middle name on the Manage Employee Information screen.

Manage SUTA Tax File Data (PRMSMM)

The Pay Types Excluded in Hours Worked subtask, where you can exclude certain pay types from the **Hours Worked** field (RS 338-340), was enabled for Oregon. Previously, the **Total Hours** value from the Manage Employee Earnings History screen was used for the **Hours Worked** field.

Installation

MR Installer

The 8.0 and 8.0.26 MR installers are updated with the latest quarterly patch release for WebLogic 12.2.1.4.

- July 2022 SPB - p34373563_122140_Generic.zip
- Opatch p28186730_1394210_Generic.zip

Also, the Java Development Kit (JDK) has been upgraded to version 1.8.0_341 and is installed with the Costpoint 8.0 and 8.0.26 MR installers.

People

Computation of Deduction Amount for Employees Who Change HSA Election Types during the Plan Year

Prior to this release, the computation of the Health Savings Account (HSA) deduction amount was not accurate when an employee changes election types (for example, from Single to Family) during the year. This occurred if the previous and new election had different deduction codes assigned.

To address this issue, the Manage Pay Periods screen will feature a new setting, **FSA/HSA Deduction Method**, which allows you to set the basis of the FSA/HSA deduction calculation. When you run the update deductions process in related Costpoint applications, the new **FSA/HSA Deduction Method** setting will be used to calculate the deduction amount based on the check date or pay period end date.

Manage Pay Periods (PRMPRPD)

The Manage Pay Periods screen provides the following new field:

Field	Description
FSA/HSA Deduction Method	Use this drop-down list to specify how FSA/HSA premiums will be calculated for employees in this pay cycle. Costpoint's Update Employee Package Deductions application will use this setting to ensure the FSA/HSA deductions will be calculated correctly based on the selected date and the amount previously deducted for that year: ▪ **Calculate based on the pay period end date**: Select this option if you want to calculate the FSA/HSA premium based on the YTD previously deducted based on the open pay period end date. ▪ **Calculate based on the check date**: Select this option if you want to calculate the FSA/HSA premium based on the YTD previously deducted based on the current check date. **Note:** This drop-down list is available if you are licensed for Costpoint Human Resources (HR) - Benefits.

Update Employee Package Deductions (HBPAPDED)

The Update Employee Package Deductions application features the following updates:

- The Pay Period Setup group box provides a field that displays the assigned FSA/HSA Deduction Method for the pay period.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>FSA/HSA Deduction Method</td><td>
This disabled field displays the value from the FSA/HSA Deduction Method field for the selected pay period. It replaces the Base FSA/HSA on Check Date check box so the logic can be set at the pay period level.
The options displayed are:

Calculate based on the check date: If Calculate based on the check date is displayed, the Update Employee Package Deductions application will use the remaining number of check dates that fall within the Medical FSA Plan Year to determine the deduction amount. For example:
Medical FSA Election Amount = 1,000.00
Number of Remaining Check Dates in the 2018 Plan Year = 5
(08/07/18, 09/07/18, 10/07/18, 11/07/18 & 12/07/18)
Deduction Amount = 1,000.00 / 5 = 200.00
Calculate based on the open pay period end date: If Calculate based on the open pay period end date is displayed, the FSA/HSA deduction amount will be based on the number of pay period end dates remaining in the FSA/HSA plan year (rather than using the number of checks remaining in the FSA/HSA plan year).
For example, you have a new employee that elects Medical FSA as of 07/13/2018, your Medical FSA plan year is from 01/01/2018 to 12/31/2018, and your pay periods are as follows (using monthly pay frequency for simplicity):
<table>
<tr><th>Start Date</th><th>End Date</th><th>Check Date</th></tr>
<tr><td>01/01/2018</td><td>01/31/2018</td><td>02/07/2018</td></tr>
<tr><td>02/01/2018</td><td>02/28/2018</td><td>03/07/2018</td></tr>
<tr><td>03/01/2018</td><td>03/31/2018</td><td>04/07/2018</td></tr>
<tr><td>04/01/2018</td><td>04/30/2018</td><td>05/07/2018</td></tr>
<tr><td>05/01/2018</td><td>05/31/2018</td><td>06/07/2018</td></tr>
<tr><td>06/01/2018</td><td>06/30/2018</td><td>07/07/2018</td></tr>
<tr><td>07/01/2018</td><td>07/31/2018</td><td>08/07/2018</td></tr>
</table>

</td></tr>
</table>

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td></td><td>
<table>
<tr><td>08/01/2018</td><td>08/31/2018</td><td>09/07/2018</td></tr>
<tr><td>09/01/2018</td><td>09/30/2018</td><td>10/07/2018</td></tr>
<tr><td>10/01/2018</td><td>10/31/2018</td><td>11/07/2018</td></tr>
<tr><td>11/01/2018</td><td>11/30/2018</td><td>12/07/2018</td></tr>
<tr><td>12/01/2018</td><td>12/31/2018</td><td>01/07/2019</td></tr>
</table>
The Update Employee Package Deductions application will use the remaining number of Pay Period End Dates that fall within the Medical FSA Plan Year to determine the deduction amount.
Medical FSA Election Amount = 1,000.00
Number of Remaining Pay Periods in the 2018 Plan Year = 6
(07/31/18, 08/31/18, 09/30/18, 10/31/18, 11/30/18 & 12/31/18)
Deduction Amount = 1,000.00 / 6 = 166.67
</td></tr>
</table>

- The **Base FSA/HSA on Check Date** check box was removed.
- The application includes all HSA deductions when calculating the election limits and YTD amount deductions. This allows you to ensure that employees do not go over the HSA limit if they change election types part way through the year. Each election type may have a different yearly limit, and all HSA contributions should count towards that limit.
- Elections that were ended through a life event and processed through the Activate Pending Benefit Elections screen are also ended by the Update Employee Package Deductions process.
- The **Deductions Contributions Timing** field is now the **Benefit Deduction Method** field.
- The error report will display a warning if any data exists in the HB_HSA_ELEC_DUPLICATES table.

Life Events/New Hires (ESMLIFEEVENT)

When the update deduction process is run, the application will use the new **FSA/HSA Deduction Method** on the Manage Pay Periods screen to calculate the deduction amount based on either the check date or pay period end date. This functionality applies to the HSA, Dependent FSA, and Medical FSA tabs.

In addition, the HSA tab features the following new validations:

- A new validation was added to ensure that the employee is or will turn 55 by the end of the HSA year. If the HSA election type selected is either Single with Catch-Up or Family with Catch-Up, the application will use the employee's birth date in the EMPL table to ensure that the employee will be 55 or older during the calendar year.
- A new validation was added to ensure that if an employee changes an HSA election type mid-year, the deduction amounts are correctly calculated and the employee does not go over the yearly limit. The different election types may or may not use the same deduction, but the system should consider either situation when calculating limits.

Benefits Enrollment (ESMBENENROLL)

When the update deduction process is run, the application will use the new **FSA/HSA Deduction Method** on the Manage Pay Periods screen to calculate the deduction amount based on either the check date or pay period end date. This functionality applies to the HSA, Dependent FSA, and Medical FSA tabs.

In addition, the HSA tab features a new validation that was added to ensure that the employee is or will turn 55 by the end of the HSA year. If the HSA Election Type selected is either **Single with Catch-Up** or **Family with Catch-Up**, the application will use the employee's Birth Date in the EMPL table to ensure that the employee will be 55 or older during the calendar year.

Manage Employee HSA Elections (EMMEHSA)

The Manage Employee HSA Elections screen features the following updates:

- When the update deduction process is run, the application will use the new **FSA/HSA Deduction Method** on the Manage Pay Periods screen to calculate the deduction amount based on either the check date or pay period end date.
- A new validation was added to allow only positive amounts for the election amount since negative numbers are not allowed for the HSA election amount.
- A new validation was added to ensure that the employee is or will turn 55 by the end of the HSA year. If the HSA election type selected is either **Single with Catch-Up** or **Family with Catch-Up**, the application will use the employee's Birth Date and election date to ensure that the employee will be 55 or older before the end of the calendar year. This will vary based on whether the plan year covers two calendar years or one.
- A new validation was added to ensure that if an employee changes an HSA election type mid-year, the deduction amounts are correctly calculated and the employee does not go over the yearly limit. The different election types may or may not use the same deduction, but the system should consider either situation into account when calculating limits.
- The database keys in the HB_HSA_ELEC table were changed to EMPL_ID and EFFECT_DT. The previous database keys were EMPL_ID, PLAN_YR_NO, and HSA_TYPE.
- If there are any records in HB_HSA_ELEC table where the EMPL_ID and EFFECT_DT are identical to another record, the application will leave the record with the most recent timestamp in HB_HSA_ELEC table. Other identical records will be deleted from HB_HSA_ELEC and inserted into the HB_HSA_ELEC_DUPLICATES table.

> **Note:** The application provides validations that will not allow you to enter duplicate EMPL_ID and EFFECT_DT records on the screen (front end). This situation will only occur if you add duplicate data to the database (back end). When you run the Update Employee Package Deductions process, you will receive a warning message about the duplicate data.

Manage Employee Dependent Care FSA Elections (HBMEFSA)

When the update deduction process is run, the application will use the new **FSA/HSA Deduction Method** on the Manage Pay Periods screen to calculate the deduction amount based on either the check date or pay period end date.

Manage Employee Medical Care FSA Elections (HBMMFSA)

When the update deduction process is run, the application will use the new **FSA/HSA Deduction Method** on the Manage Pay Periods screen to calculate the deduction amount based on either the check date or pay period end date.

Manage Open Enrollment Elections (AOMESSBE)

A new validation was added to ensure that the employee is or will turn 55 by the end of the HSA year. If the HSA election type selected is either **Single with Catch-Up** or **Family with Catch-Up**, the application will use the employee's birth date on the EMPL table to ensure that the employee will be 55 or older during the calendar year.

Manage Life Event Elections (AOMESSBL)

The Manage Life Event Elections screen features the following new validations:

- A new validation was added to ensure that the employee is or will turn 55 by the end of the HSA year. If the HSA election type selected is either **Single with Catch-Up** or **Family with Catch-Up**, the application will use the employee's birth date in the EMPL table to ensure that the employee will be 55 or older during the calendar year.
- A new validation was added to ensure that if an employee changes an HSA election type mid-year, the deduction amounts are correctly calculated and the employee does not go over the yearly limit. The different election types may or may not use the same deduction, but the system should consider either situation when calculating limits.

Activate Pending Benefit Elections (AOPESSUE)

The primary keys of the HB_HSA_ELEC table were changed to EMPL_ID and EFFECT_DT. The previous primary keys were EMPL_ID, PLAN_YR_NO, and HSA_TYPE. The Activate Pending Benefit Elections screen was updated to support the primary key changes.

Print Data Dictionary Report (SYRDD)

The Print Data Dictionary Report now provides information for the new field (HBPAPDED_FHSA_MTHD_CD) to the Pay Period (PAY_PD) table.

Improved Usability and Updated Screen Layouts for Pay, Timesheet, and Leave Cycle Periods

This release applies changes to timesheet, leave, and pay period screens in Costpoint for improved usability.

Manage Timesheet Periods (LDMTSPD)

The Manage Timesheet Periods screen features the following updates:

- The screen layout was updated for consistency with other period screens in Costpoint.
- The group box for the **Timesheet Cycle Code** and **Description** fields were removed.
- The **Details** group box was removed. Existing fields remain on the screen.
- The **Timesheet Cycle Code** field is now the **Timesheet Cycle** field.
- The **Compute Last End Date** button was removed and replaced with automatic defaulting.
- The **Add Periods** button is now the **Add Timesheet Periods** button.
- The Timesheet Periods link was removed and the existing Timesheet Period table now displays on the main screen.

Manage Leave Periods (LDMLVPD)

The Manage Leave Periods screen features the following updates:

- The screen layout was updated for consistency with other period screens in Costpoint.
- The **Leave Cycle Code** and **Description** fields are no longer in a group box.
- The **Leave Cycle Code** field is now the **Leave Cycle** field.
- The **Details** group box was removed. Existing fields remain on the screen.
- The screen provides the following new fields:

Field	Description
Open Leave Period Start Date	This field displays the start date of the leave cycle's open leave period. If you manually change the open leave period on the Leave Periods subtask, this value will be updated. If there is no open leave period, this field will be blank.
Open Leave Period End Date	This field displays the end date of the leave cycle's open leave period. If you manually change the open leave period on the Leave Periods subtask, this value will be updated. If there is no open leave period, this field will be blank.

- The **Compute Last End Date** button was removed and replaced with automatic defaulting.
- The Leave Periods subtask link was removed and the Leave Periods table now displays on the main screen.
- When you select the **Open** check box of a leave period in the Leave Periods table, the application clears the check boxes of other periods in the table.
- The screen will not allow you to change the leave year when used or accrued leave has been posted to it.

Manage Pay Periods (PRMPRPD)

The Manage Pay Periods screen features the following updates:

- The screen provides new fields that will allow you to set up default check dates when you add new pay periods. The screen also provides fields that display the start and end date of the open pay period.

Field	Description
Check Date (Days following pay period end date)	If you would like to default the check dates when you click the **Add Pay Periods** button and new pay periods are added, enter the number of days after the pay period end dates on which the check dates will fall. For example, if your check dates are normally five days following the end of the pay period, enter **5** in this field. If the pay period end date is Sunday, 5/1/2022 and you specify that the check date is 5 days following the pay period end date, the check date would be Friday, 5/6/2022. You may also opt to override the calculated check date if it falls on a

Field	Description
	weekend day so that the check date is set to the preceding Friday. After adding pay periods, you may edit the check dates in the Pay Periods table. If you leave this blank, no check date will default.
Use prior Friday if check date falls on a weekend	If you are defaulting the check date when adding new pay periods, select this check box if you want to exclude weekends (Saturday and Sunday) when determining the check date. **Note:** This check box is visible only if you enter a value in the **Check Date (Days following pay period end date)** field. If you select this check box and the calculated check date falls on a weekend (Saturday or Sunday), the check date will be set to the Friday preceding the weekend. For example, if the pay period end date is Tuesday, 3/15/2022, and you specify that the check date is 4 days following the pay period end date, the calculated check date would be Saturday, 3/19/2022. If you select this check box, the calculated check date would instead be set to 3/18/2022 since it is the Friday that precedes the weekend on which the calculated check date fell. You may still edit the check dates in the Pay Periods table if you select this check box.
Open Pay Period Start Date	This field displays the start date of the pay cycle's open pay period. If you manually change the open pay period in the Pay Periods table, this value will be updated. If there is no open pay period, this field will be blank.
Open Pay Period End Date	This field displays the end date of the pay cycle's open pay period. If you manually change the open pay period in the Pay Periods table, this value will be updated. If there is no open pay period, this field will be blank.

- The existing **Update Employee Package Deductions-Deduction/Contribution Timing** options are now available in the **Benefit Deduction Method** drop-down list.
- The **Pay Cycle**, **Description**, and **Frequency** fields are no longer in a group box.
- The **FSA/HSA Deduction Method** options are now in a drop-down list.
- The **Payroll Year to be Added** field is now the **Payroll Year** field.
- The screen now adds the ability to set a default value in the **Last End Date** field automatically. Prior to this release, the field was never populated.
- The **Compute Last End Date** button was removed and replaced with an automatic defaulting functionality.

- The **ADD** button is now the **Add Pay Periods** button.
- The Pay Cycle Schedule subtask link was removed. The existing table on the subtask was renamed to “Pay Periods” and transferred to the main screen.
- The **Open Flag** check box is now the **Open** check box. When you select the **Open** check box for a pay period, the application clears the check box for all other periods in the table.
- The screen layout was updated to be able to accommodate new fields and for consistency with other period screens in Costpoint.

Track Pennsylvania Political Subdivision (PSD) Codes

The Commonwealth of Pennsylvania requires employers to withhold local earned income tax (EIT) from employees who work and/or live in Pennsylvania. The local EIT will be based on the EIT rates for the political subdivision (PSD) where the employee works and/or lives. If an employee both works and lives in Pennsylvania, the employee pays the local taxes based on the higher EIT.

To determine the EIT tax rate that an employee owes, the employer must do the following:

- Determine the political subdivision (PSD) in which the employee lives and/or works.
- Determine the earned income tax rate for the Resident PSD and/or the Worksite PSD.
- Determine the tax collection district where to remit the taxes.

There are roughly 70 tax collection districts in Pennsylvania, and there are thousands of political subdivisions in Pennsylvania. Instead of setting up local tax codes for each political subdivision, this enhancement allows employers to set up a local for each tax collection district.

Since there can be several different PSD earned income tax rates within one tax collection district, Costpoint provides the ability to assign the earned income tax rate to the employee. For this purpose, Costpoint adds a new **Override Percent** field on the Local Taxes subtask of the Manage Employee Taxes screen.

Data Setup Instructions for Employers with Pennsylvania Employees

For employers with employees who live and/or work in Pennsylvania, Deltek recommends using the following data setup:

1. On the Manage Local Taxes screen, set up a **Local Tax** for each Pennsylvania tax collection district to which taxes will be paid.
2. On the Local Taxes subtask of the Manage Employee Taxes screen, perform the following:
   - Assign the **Local Tax** to the employees whose taxes will be paid to the tax collection district.
   - Enter the employee’s EIT rate in the **Override Percent** field.
   - Enter the employee’s **Pennsylvania Resident PSD Code**.
   - If the employee also works in Pennsylvania, enter the employee’s **Pennsylvania Worksite PSD Code**.

Manage Local Taxes (PRMLTI)

The Manage Local Taxes screen features the following updates:

- The **City / County / School / PSD Code** field is now the **Jurisdiction Code** field. In Form view, the screen displays the following labels for the corresponding states:
  - **County Code (IN)**: This is the field label if you select **IN** (Indiana) as the state.

    - **City Code (MI)**: This is the field label if you select **MI** (Michigan) as the state.
    - **School District (OH)**: This is the field label if you select **OH** (Ohio) as the state and **School District Income Tax** or **City Income tax** as the tax type.
    - **District PSD Code (PA)**: This is the field label if you select **PA** (Pennsylvania) as the state.
- The fields on the W-2 Reporting subtask were transferred to the main screen. The subtask link was removed.
- The **Disability Insurance Type** group box is now a drop-down list.
- The **Family Leave Insurance Type** group box is now a drop-down list.
- The **Character Code** field was removed.
- Error and warning messages were updated.
- The layout of the Tax ID/Reference Numbers/ Vendor Information subtask was updated.
- The **State** field on the Local Taxes subtask was removed.

Manage Employee Taxes (PRMETAX)

The Local tab was removed and replaced with a new Local Tax subtask. The subtask allows you to assign more than five local taxes to an employee. Prior to this release, you can assign only five local taxes to an employee.

In addition to the existing local tax fields, the Local Tax subtask provides the following new fields:

Field	Description
State	This field displays the state assigned to the specified local tax code on the Manage Local Taxes screen. This value is not stored in the database.
Override Percent	To override the system-calculated amount and use a different tax withholding percentage, enter the amount in this numeric field. Costpoint will multiply this override percentage by the local taxable wages to determine the local tax withholding each pay period. This percentage will be used in place of the local tax tables.
Priority	Enter a value between 1 and 9999 in this field to establish the order in which the local tax will be withheld when payroll is computed. One (1) represents the highest priority, and 9999 represents the lowest priority. Numbers do not have to be consecutive but must be unique for a given employee (cannot duplicate the same priority number for the same employee). This value will be used only on the Compute Payroll application.
Start Date	Enter, or click the **Calendar** icon to select, a date for the local tax to start. This date is normally the pay period start date. If the start date is later than the pay period end date, the local tax starts in the following pay period. Leave this field blank to indicate that the local tax withholding should start immediately.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>End Date</td><td>Enter, or click the Calendar icon to select, a date through which the local tax must be withheld. This date is normally the pay period end date. Leave this field blank to indicate that this local tax should continue indefinitely.</td></tr>
<tr><td>Pennsylvania Resident PSD Code</td><td> Enter the Pennsylvania political subdivision (PSD) code assigned to the municipality in which the employee lives. If an employee lives in Pennsylvania, you must populate this field. If the employee both lives and works in Pennsylvania, you must withhold the higher of the two EIT Rates, as well as the Local Services Tax (LST), and make remittances to the local tax collector(s) for the worksite location(s). If the employee lives in but physically works outside of Pennsylvania, the DCED states, "As an out-of-state employer, you are NOT required to complete the Residency Certification Form or withhold the local Earned Income Tax (EIT) for a PA resident employee. However, the PA resident employee will still be subject to and owe the "Total Resident EIT Rate" based on their PA home municipality. Therefore, as an out-of-state employer, you may withhold the 'Total Resident EIT Rate' as a courtesy to your PA resident employee and make remittances to the local tax collector for their PA home municipality. If you choose not to withhold and remit, then please notify your PA resident employee that they will be responsible for making quarterly estimated payments on their own directly to the local tax collector(s) for their PA home municipality." According to the Pennsylvania DCED, the Resident PSD Code will be 880000 for an employee that works in but lives outside of Pennsylvania. This field is editable only if the local tax is linked to the state of Pennsylvania (PA) on the Manage Local Taxes screen. </td></tr>
<tr><td>Pennsylvania Worksite PSD Code</td><td> Enter the Pennsylvania political subdivision (PSD) code assigned to the municipality in which the employee works. If the employee lives in but physically works outside of Pennsylvania, you may leave this field blank. According to the Pennsylvania Department of Community and Economic Development, "As an out-of-state employer, you are NOT required to complete the Residency Certification Form or withhold the local Earned Income Tax (EIT) for a PA resident employee. However, the PA resident employee will still be subject to and owe the 'Total Resident EIT Rate' based on their PA home municipality. Therefore, as an out-of-state employer, you may withhold the 'Total Resident EIT Rate' as a courtesy to your PA resident employee and make remittances to the local tax collector for their PA home municipality. If you choose not to withhold and remit, then please notify your PA resident employee that they will be </td></tr>
</table>

Field	Description
	responsible for making quarterly estimated payments on their own directly to the local tax collector(s) for their PA home municipality." This field is editable only if the Local Tax is linked to the state of Pennsylvania (PA) on the Manage Local Taxes screen.
Pennsylvania Local Tax PSD Code	If the local code is linked to the state of **PA** (Pennsylvania), this field displays the PSD Code assigned to the local code. This value is not stored in the database.

View Employee Taxes (PRQETAX)

The Local tab was removed and replaced with a new Local Tax subtask. In addition to the existing local tax fields, the Local Tax subtask provides the following new fields:

Field	Description
State	This field displays the state assigned to the specified local tax code on the Manage Local Taxes screen.
Priority	This field displays a value between 1 and 9999. This establishes the order in which the local tax will be withheld when payroll is computed.
Override Percent	This field displays the employee's local tax override percent as of the transaction date/time. Costpoint will multiply this override percentage by the local taxable wages to determine the local tax withholding each pay period. This percentage will be used in place of the local tax tables.
Start Date	This field displays the date when the local tax starts. This date is normally the pay period start date. If the start date is later than the pay period end date, the local tax starts in the following pay period. If the field is blank, the local tax withholding should start immediately.
End Date	This field displays the date through which the local tax must be withheld. This date is normally the pay period end date. If this field is blank, this local tax continues indefinitely.
Pennsylvania Resident PSD Code	This field displays the Pennsylvania political subdivision (PSD) code assigned to the municipality in which the employee lives. This field is populated if an employee lives in Pennsylvania.
Pennsylvania Worksite PSD Code	This field displays the Pennsylvania political subdivision (PSD) code assigned to the municipality in which the employee works, if applicable. If the employee lives in but physically works outside of Pennsylvania, this field may be blank.

Field	Description
Pennsylvania Local Tax PSD Code	If the local code is linked to the state of **PA** (Pennsylvania), this field displays the PSD Code assigned to the local code. This value is not stored in the database.

Compute Payroll (PRPCPR)

The Compute Payroll screen features the following updates:

- The application now uses the data in the EMPL_TAX_LOCAL table as basis of the employee's local tax setup. Prior to this release, the Compute Payroll process uses the local tax columns in the EMPL_TAX table.
- In order to maintain a history of the employee's political subdivision codes, the application stores the following values when the EMPL_PAYROLL record is generated:
  - The employee's Pennsylvania Resident PSD Code (PA_PSD_CD value from the EMPL_TAX_LOCAL table)
  - The employee's Pennsylvania Worksite PSD Code (PA_WORK_PSD_CD value from the EMPL_TAX_LOCAL) table
  - The local tax code's Jurisdiction Code from the Manage Local Taxes screen (SCHOOL_CD value from the LOCALITY table)
- When populating the EMPL_PR_LOCAL table, the application stores the following data:
  - Local Tax
  - Local Tax Name
  - State
  - Priority
  - State
  - Filing Status
  - Exemptions
  - Dependents
  - Credit
  - Override Amount (per pay period)
  - Override Percent
  - Additional Amount (per pay period)
  - Start Date
  - End Date
  - Pennsylvania Resident PSD Code
  - Pennsylvania Worksite PSD Code
  - Pennsylvania Local Tax PSD Code

Manage Payroll Records (PRMPTF)

The Manage Payroll Records screen features the following updates:

- The Local subtask provides the following new fields:

Field	Description
State	This field displays the state assigned to the specified local code on the Manage Local Taxes screen.
Override Percent	This field displays the Override Percent assigned to the employee and local code on the Local Taxes subtask of the Manage Employee Taxes screen. If the override percentage is specified, Costpoint will multiply this by the local taxable wages to determine the local tax withholding each pay period. This percentage will be used in place of the local tax tables.
Priority	This field displays the priority in which the local tax was withheld. This is based on the Priority assigned to the employee's Local Tax code on the Manage Employee Taxes screen. If a row is manually entered on the Local Taxes subtask of the Manage Payroll Records screen, this field will remain blank.
Pennsylvania Resident PSD Code	This field displays the Pennsylvania political subdivision (PSD) Code assigned to the municipality in which the employee lives. This field is populated when payroll is computed or when the record is recalculated. The source of the data is the Pennsylvania Resident PSD Code from the Local Tax subtask on the employee's Manage Employee Taxes screen.
Pennsylvania Worksite PSD Code	This field displays the Pennsylvania political subdivision (PSD) code assigned to the municipality in which the employee works. This field is populated when payroll is computed or when the record is recalculated. The source of the data is the Pennsylvania Worksite PSD Code from the Local Tax subtask on the employee's Manage Employee Taxes screen.
Pennsylvania Local Tax PSD Code	If the local code is linked to the state of **PA** (Pennsylvania), this field displays the PSD Code assigned to the local code This field is populated when payroll is computed or when the record is recalculated. The source of the data is the jurisdiction code assigned to the local code on the Manage Local Taxes screen.

- If Edit Payroll audit tracking is enabled for the login company, the application stores the following values from the EMPL_PR_LOCAL to the EMPL_PR_LOCAL_ADT table when a record is added, updated, or deleted:
  - PA_RESIDENT_PSD_CD
  - PA_WORK_PSD_CD
  - PA_LOCALITY_PSD_CD
  - STATE_CD
  - PRIORITY_NO

View Payroll Edit Table (PRQPTF)

The Local subtask provides the following new fields:

Field	Description
State	This field displays the state assigned to the specified local code on the Manage Local Taxes screen.
Priority	This field displays the priority in which the local tax was withheld. This is based on the Priority assigned to the employee's Local Tax code on the Manage Employee Taxes screen. If a row is manually entered on the Local Taxes subtask of the Manage Payroll Records screen, this field will remain blank.
Pennsylvania Resident PSD Code	This field displays the Pennsylvania political subdivision (PSD) Code assigned to the municipality in which the employee lives. This field is populated when payroll is computed or when the record is recalculated. The source of the data is the Pennsylvania Resident PSD Code from the Local Taxes subtask on the employee's Manage Employee Taxes screen.
Pennsylvania Worksite PSD Code	This field displays the Pennsylvania political subdivision (PSD) code assigned to the municipality in which the employee works. This field is populated when payroll is computed or when the record is recalculated. The source of the data is the Pennsylvania Worksite PSD Code from the Local Taxes subtask on the employee's Manage Employee Taxes screen.
Pennsylvania Local Tax PSD Code	If the local code is linked to the state of **PA** (Pennsylvania), this field displays the PSD Code assigned to the local code This field is populated when payroll is computed or when the record is recalculated. The source of the data is the jurisdiction code assigned to the local code on the Manage Local Taxes screen.

Post Payroll Journal (PRPPPCLS)

The Post Payroll Journal process was updated to populate the new columns in the EMPL_EARN_LOCAL table.

Manage Employee Earnings History (PRMERF)

The Manage Employee Earnings History screen features the following updates:

- The Local subtask provides the following new fields:

Field	Description
State	This field displays the state assigned to the specified local code on the Manage Local Taxes screen.
Override Percent	This field displays the Override Percent assigned to the employee and local code on the Local Taxes subtask of the Manage Employee Taxes screen. If the override percentage is specified, Costpoint will multiply this by the local taxable wages to determine the local tax withholding each pay period. This percentage will be used in place of the local tax tables.
Priority	This field displays the Priority assigned to the specified local tax code. This value indicates the order in which the local tax was withheld.
Pennsylvania Resident PSD Code	This field displays the Pennsylvania political subdivision (PSD) Code assigned to the municipality in which the employee lives. This field is populated when payroll is computed or when the record is recalculated. The source of the data is the Pennsylvania Resident PSD Code from the Local Taxes subtask on the employee's Manage Employee Taxes screen.
Pennsylvania Worksite PSD Code	This field displays the Pennsylvania political subdivision (PSD) code assigned to the municipality in which the employee works. This field is populated when payroll is computed or when the record is recalculated. The source of the data is the Pennsylvania Worksite PSD Code from the Local Taxes subtask on the employee's Manage Employee Taxes screen.
Pennsylvania Local Tax PSD Code	If the local code is linked to the state of **PA** (Pennsylvania), this field displays the PSD Code assigned to the local code This field is populated when payroll is computed or when the record is recalculated. The source of the data is the jurisdiction code assigned to the local code on the Manage Local Taxes screen.

- If Employee Earnings audit tracking is enabled for the login company, the application stores the following values from the EMPL_EARN_LOCAL table to the EMPL_E_LOCAL_ADT table when a record is added, updated, or deleted:
  - PA_RESIDENT_PSD_CD
  - PA_WORK_PSD_CD
  - PA_LOCALITY_PSD_CD
  - STATE_CD
  - PRIORITY_NO
- The **Type** field is now disabled. When you enter a new record, the value defaults to **Z**, which is the only valid type for new records on this screen.
- If you entered a **Z** record for an employee, the employee's local tax values will default from the EMPL_TAX_LOCAL table. The local taxes assigned to the employee in EMPL_TAX_LOCAL will be automatically calculated for the employee.
- When you enter a new record and you change the Employee ID, the application will mark any existing Local Tax rows as deleted and calculate local taxes based on the employee's EMPL_TAX_LOCAL records.
- If you add a new row on the Local Taxes subtask, the PA Resident PSD Code, PA Worksite PSD Code, PA Local Tax PSD Code, State, and Priority Number values will default from the employee's EMPL_TAX_LOCAL and LOCALITY setup.
- When a Local Tax record is recalculated, the PA Resident PSD Code, PA Worksite PSD Code, PA Local Tax PSD Code, State, and Priority Number values will not default from the employee's EMPL_TAX_LOCAL and LOCALITY setup.

View Employee Earnings (PRQERF)

The Local subtask provides the following new fields:

Field	Description
State	This field displays the State assigned to the specified local tax code.
Override Percent	This field displays the Override Percent assigned to the employee and local code on the Local Taxes subtask of the Manage Employee Taxes screen. If the override percentage is specified, Costpoint will multiply this by the local taxable wages to determine the local tax withholding each pay period. This percentage will be used in place of the local tax tables.
Priority	This field displays the Priority assigned to the specified local tax code. This value indicates the order in which the local tax was withheld.
Pennsylvania Resident PSD Code	This field displays the Pennsylvania political subdivision (PSD) Code assigned to the municipality in which the employee lives.

Field	Description
	This field is populated when payroll is computed or when the record is recalculated. The source of the data is the Pennsylvania Resident PSD Code from the Local Taxes subtask on the employee's Manage Employee Taxes screen.
Pennsylvania Worksite PSD Code	This field displays the Pennsylvania political subdivision (PSD) code assigned to the municipality in which the employee works. This field is populated when payroll is computed or when the record is recalculated. The source of the data is the Pennsylvania Worksite PSD Code from the Local Taxes subtask on the employee's Manage Employee Taxes screen.
Pennsylvania Local Tax PSD Code	If the local code is linked to the state of **PA** (Pennsylvania), this field displays the PSD Code assigned to the local code This field is populated when payroll is computed or when the record is recalculated. The source of the data is the jurisdiction code assigned to the local code on the Manage Local Taxes screen.

Void/Replace Posted Paychecks (PRPAVCK)

The Void/Replace Posted Paychecks screen features the following updates:

- When a V record is generated, the application copies the following values from the voided earnings record in the EMPL_EARN_LOCAL table to the **V** payroll record in the EMPL_PR_LOCAL table:
  - Pennsylvania Resident PSD Code (PA_RESIDENT_PSD_CD)
  - Pennsylvania Worksite PSD Code (PA_WORK_PSD_CD)
  - Pennsylvania Local Tax PSD Code (PA_LOCALITY_PSD_CD)
  - State (STATE_CD)
  - Priority (PRIORITY_NO)
- When a W record is generated, the application copies the following values from the voided earnings record in the EMPL_EARN_LOCAL table to the **W** payroll record in the EMPL_PR_LOCAL table:
  - Pennsylvania Resident PSD Code (PA_RESIDENT_PSD_CD)
  - Pennsylvania Worksite PSD Code (PA_WORK_PSD_CD)
  - Pennsylvania Local Tax PSD Code (PA_LOCALITY_PSD_CD)
  - State (STATE_CD)
  - Priority (PRIORITY_NO)
- The application was updated to allow you to void/replace multiple checks at one time. Prior to this release, you could void and replace only one check at a time. For this purpose, the screen provides the following new/updated fields:

Field	Description
Selection Method	Select the method that will be used to select paychecks for processing. ▪ **Selection Ranges**: Select this option to use the fields in the **Selection Ranges** group box to select paychecks. ▪ **Non-Contiguous Paycheck List**: Select this option to specify a non-contiguous paycheck list. Specify the checks that you want to process on the Non-Contiguous Paychecks subtask.
Record Type	From the drop-down list, select the type of paycheck record to be voided. The options are: ▪ R ▪ B ▪ X ▪ Y You can process only one record type at a time. This field is editable only if the **Selection Method** is **Selection Ranges**.
Employees	From the drop-down list, select the type of range that will be used to select employees for processing. You have the following options: ▪ **All**: Select this option to include all employees that have paychecks that meet the other selection criteria. ▪ **One**: Select this option to void paychecks for a specific employee. ▪ **Range**: Select this option to void paychecks for a range of employees. The process will include employees with IDs that are greater than or equal to the starting employee value and less than or equal to the ending employee value. This field is editable only if the **Selection Method** is **Selection Ranges**.
Employee Range Type	From the drop-down list, select the type of range that will be used to select employees for processing. You have the following options: ▪ **All**: Select this option to include all employees that have paychecks that meet the other selection criteria. ▪ **One**: Select this option to void paychecks for a specific employee. ▪ **Range**: Select this option to void paychecks for a range of employees. The process will include

Field	Description
	employees with IDs that are greater than or equal to the starting employee value and less than or equal to the ending employee value. This field is editable only if the **Selection Method** is **Selection Ranges**.
Starting Employee	If your employee range type is **One**, enter, or click lookup to select, the employee to be processed. If your range selection is **Range**, enter, or click lookup to select, the starting employee for the range. This data field is not editable if the employee range type is **All**.
Ending Employee	Enter, or click lookup to select, the ending employee ID for the range you want to include in the processing. This field is available only if you select an employee range type of **Range**.
Check Number Range Type	From the drop-down list, select the type of range that will be used to select check numbers for processing. You have the following options: ▪ **All**: Select this option to include all check numbers. ▪ **One**: Select this option to void paychecks for a specific check number. ▪ **Range**: Select this option to void paychecks for a range of check numbers. The process will include check numbers that are greater than or equal to the starting check number value and less than or equal to the ending check number value. This field is editable only if the **Selection Method** is **Selection Ranges**.
Starting Check Number	If your check number range type is **One**, enter, or click lookup to select, the check number to be processed. If your range type is **Range**, enter, or click lookup to select, the starting check number for the range. This data field is not editable if the check number range type is **All**.
Ending Check Number	Enter, or click lookup to select, the ending check number for the range you want to include in the processing. This field is available only if you select a check number range type of **Range**.
Check Date Range Type	From the drop-down list, select the type of range that will be used to select check dates for processing. You have the following options: ▪ **All**: Select this option to include all check dates. ▪ **One**: Select this option to void paychecks for a specific check date.

Field	Description
	▪ **Range**: Select this option to void paychecks for a range of check dates. The process will include check dates that fall within the specified starting check date and ending check date.
Starting Check Date	If your check date range type is **One**, enter, or click lookup to select, the date of the paycheck to be processed. If your range type is **Range**, enter, or click lookup to select, the starting check date for the range. This data field is not editable if the check date range type is **All**. The format for this field is MM/DD/YYYY.
Ending Check Date	Enter, or click lookup to select, the ending check date for the range you want to include in the processing. This field is available only if you select a check date range type of **Range**.

- A new Non-Contiguous Paychecks subtask allows you to enter criteria for non-contiguous ranges of paychecks for processing.

Field	Description
Employee	Enter, or click lookup to select, the ID of the employee to be processed. The employee's name displays in the adjacent, unlabeled field.
Employee Name	This field displays the display name assigned to the specified employee.
Record Type	From the drop-down list, select the type of paycheck record to be voided. The options are: ▪ R ▪ B ▪ X ▪ Y Only one type can be processed at a time. This field is editable only if the **Selection Method** is **Selection Ranges**.
Check Date	Enter, or click lookup to select, the date of the paycheck to be processed. The format for this field is MM/DD/YYYY.
Check Number	Enter, or click lookup to select, the check number to be processed.
Taxable Entity	This field displays the taxable entity assigned to the specified paycheck.

Field	Description
Pay Cycle	This field displays the pay cycle assigned to the specified paycheck.
Pay Cycle End Date	This field displays the pay cycle end date assigned to the specified paycheck.

Export Payroll Taxes (PRPEXTAX)

The source for the following fields for Local Tax records were updated:

- **Field 44 - Local Pennsylvania PSD Code (Periodic / Quarterly / Annual)**: The value for this field in the Periodic, Quarterly, and Annual files will be based on the value stored in the EMPL_EARN_LOCAL/EMPL_PR_LOCAL tables. If the value is not in those tables, the application will use the value in the EMPL_TAX table.
- **Field 45 - Employee Resident PSD Code (Periodic / Quarterly / Annual)**: The value for this field in the Periodic, Quarterly, and Annual files will based on the value stored in the EMPL_EARN_LOCAL/EMPL_PR_LOCAL tables. If the value is not in those tables, the application will use the value in the EMPL_TAX table.

Create State W-2 File (PRPW2S)

Updates were applied to the computation of the sum of the Local Wages (LOCAL_WAGES_AMT) and Local Withholding Amount (LOCAL_WH_AMT) in the Local Withholding (LOCAL_W2_FILE) table for the PA (Pennsylvania) file. Philadelphia reporting will be based on a **Y** value, instead of **P**, in the Pennsylvania W-2 Reporting (PA_LOCAL_CD) column in the LOCALITY table.

If **PA Local Tax Data** is **Philadelphia** (the local tax code's PA_LOCAL_CD value is **Y** on the LOCALITY table), the application will apply the following:

- Include only RA, RE, RW, and RS
- Include data in the following RS fields:
  - Tax Type Code (308)
  - Local Taxable Wages (309-319)
  - Local Income Tax Withheld (320-330)
  - State Control Number (331-337)

Update State Filing Statuses (PRPUSFS)

This Update State Filing Statuses utility is currently no longer necessary and the application will not be available on the Costpoint menu starting with this release.

Print Data Dictionary Report (SYRDD)

The Print Data Dictionary Report was updated to include the fields that were added and updated for this feature.

Software Issues Resolved

Descriptions of Software Issues

You will notice that the descriptions of some software defects contain extra information, including ways to work around the defects. For the most part, these issues were addressed before this release through hot fixes, and the additional information was developed to help you decide whether or not you needed to install the hot fixes.

When you install this release, you must install all fixes in the release; you cannot choose to install some and not others. Nevertheless, this additional information has been included in case you instituted some of the workarounds and can now stop using them, or you simply want more background information about the defect repairs.

Accounting

General Ledger » View Account Activity

Defect 1729061: When you selected GLQAACTI (View Account Activity) in the **Application** field of the Manage Application/Content Links screen, COMPANY_ID does not display in the result set for GLQAACTI.

General Ledger » View General Ledger Activity

Defect 1729060: When you selected GLQINQ (View General Ledger Activity) in the **Application** field of the Manage Application/Content Links screen, COMPANY_ID does not display in the result set for GLQINQ.

Framework

External Tools » INTGR

Defect 1715530: The following error occurred when you tried to create a new function on the Add/Edit Data Integration Methods screen in the Integration Console: "java.sql.SQLException: ORA-112899: value too large for column "CPADMIN"."W_INT_METHOD_COL"."COL_NAME" (actual: 78, maximum: 72)".

Runtime

Defect 1721049: The **BCC** email field was included in system-configured email redirection.

Materials

Inventory » Manage Inventory Reservations

Defect 1718224: When a duplicate reservation number was in two different warehouses, the released substitute messages caused the reservation to duplicate the substitutes.

People

Employee Self Service » Configure Self Service Settings

Defect 1727434: The **Show Limited Purpose FSA check box in Medical FSA** check box is now the **Allow selection of a limited purpose FSA along with an HSA** check box. The label was updated to allow users to better understand the function of the check box. When you select this check box, employees may specify a limited purpose FSA and an HSA when they select a high deductible health plan (HDHP). If you clear this check box, employees may only select an FSA or an HSA but not both.

Employee Self Service » Life Events/New Hires

Defect 1589958: When you set up the life event on the Configure Life Events screen to require approval (**Requires Approval** check box is selected), and the change period end date falls before the current system date, the Life Events/New Hires screen should display an error message.

Defect 1713765: An error displayed when you entered a future-dated life event that was within the change period days range.

Leave » Manage Leave Periods

Defect 1715026: The application should not allow you to delete a leave period that has already been computed or posted.

Defect 1726556: The screen required the following updates:

- The Find functionality on the screen header should allow you to specify the **Frequency** value in the Search Criteria.
- The **Employee Benefit Deductions Updated** field label update should be reflected in the Query functionality on the header.
- The Find functionality in the Leave Period table should allow you to specify the following in the Search Criteria:
    - Start Date
    - End Date
    - Leave Year

Payroll » Compute Payroll

Defect 1708888: The earnings amount did not reflect the proper payroll salary. This issue occurred when there was a reversed timesheet, a Reversing timesheet, and a regular timesheet.

Payroll » Manage Pay Periods

Defect 1726524: The screen required the following updates:

- The **Employee Package Deductions Processed** field should be the **Employee Benefit Deductions Updated** field. This change applies to the options in the Query functionality.
- The Find and Query functionality should allow you to enter the following in the Search Criteria:
    - Frequency
    - Enable Multi-State Tax Withholding

  - Benefit Deduction Method
  - FSA/HSA Deduction Method
- The Find functionality on the Pay Period table should allow you to enter the following in the Search Criteria:
  - Start Date
  - Check Date
  - Payroll Year
  - Open

Payroll » Manage Payroll Records

Defect 1671384: When you created a new record and then entered an employee ID, the application automatically added the state and local tax lines if the information did not exist. However, if you changed the employee ID, the application did not delete the state and local lines of the previously entered employee. This issue resulted in problems with FIT/FICA adjustments.

Defect 1690592: When you voided a payroll direct deposit check, the application set the following incorrect values in the columns of the record in the Bank Transaction History (BANK_TRN_HS) table:

- The Transaction Number (TRN_NO) column was set to **0**.
- The Transaction Name (TRN_NAME) column was set to **0 - 0**.

Defect 1692953: The application set the Medicare Employer Taxable Wages to **0.00** even if there was a negative deduction computed after you recalculated for adjustment records such as **X** or **Y**.

Payroll » Update Employee Package Deductions

Defect 1708873: The computed amount for Basic Life Contribution/Deduction was incorrect.

Planning

New Business Budgeting » Import New Business Budgets from Excel

Defect 1723712: There was no validation of allowable file types when uploading from Alternate File Location.

Organization Budgeting » Organization Budgets / Outlooks

Defect 1725248: Labor lines were removed from the incorrect version of the budget and/or outlook after an employee's home org ID was changed.

Project Budgeting » Import Budget/EACs from Excel

Defect 1715534: There was no validation of allowable file types when uploading from Alternate File Location.

Project Budgeting » Project Budgets / EACs

Defect 1718886: Fixed revenue adjustments were not reflected in the Budget Revenue totals.

Defect 1725437: NULL values were incorrectly recorded in the Project Budget Table and duplicated in succeeding versions of EAC.

Projects

Billing » Print Unbilled Analysis Report

Defect 1684342: The application took more than 25 minutes to generate the report.

Cost and Revenue Processing » Compute Revenue

Defect 1729643: When there was a change in **Fee%** but there was no additional cost, and then you computed revenue for the ITD Fee on Cost (ITDCPFC) revenue formula, Costpoint deducted the **Other Fee** previously computed from the **Other Fee** for the succeeding period. This resulted in the **YTD Other Fee** and **Total Revenue** being understated.

Defect 1730652: A fatal error occurred when you computed revenue for the ITD Fee on Cost (ITDCPFC) revenue formula.

Project Setup » Mass Add Project Master Data

Defect 1363482: On the Manage Opportunities screen, when the Team tab was not populated and you ran the Project Initialization subtask, the destination project did not get the PROJ_EMPL and PROJ_EMPL_LAB_CAT values from the template project.

As a workaround, you can manually add details on the Manage Employee Work Force screen, or use the Mass Add Project Master Data application.

Appendix: For Additional Information

Deltek Support Center

The Deltek Support Center is a support web site for Deltek customers who purchase an Ongoing Support Plan (OSP).

The following are some of the many options that the Deltek Support Center provides:

- Search for product documentation, such as release notes, install guides, technical information, online help topics, and white papers
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Support Center Community
- Access Cloud-specific documents and forums
- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Submit a support case and check on its progress
- Transfer requested files to a Customer Care analyst
- Subscribe to Deltek communications about your products and services
- Receive alerts of new Deltek releases and hot fixes
- Initiate a Chat to submit a question to a Customer Care analyst online

Attention: For more information regarding Deltek Support Center, refer to the online help available from the web site.

Access Deltek Support Center

To access the Deltek Support Center:

1. Go to https://deltek.custhelp.com.
2. Enter your Deltek Support Center **Username** and **Password**.
3. Click **Login**.

Note: If you forget your username or password, you can click the **Need Help?** button on the login screen for help.

About Deltek

Better software means better projects. Deltek delivers software and information solutions that enable superior levels of project intelligence, management and collaboration. Our industry-focused expertise makes your projects successful and helps you achieve performance that maximizes productivity and revenue. www.deltek.com