


Deltek Time & Expense™

Frequently Asked Questions for Versions
TE10, CP8.0, CP8.1, and CP8.2

December 1, 2023



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Overview

This document presents frequently asked questions related to year-end processing.

The Year-End Update will be released in December 2023. Expect any late-breaking state tax changes to be included in a second payroll tax update in January or February.

The Year-End Guide and the Year-End Update software will be available on the Deltek Support Center, <https://deltek.custhelp.com>.

To access the Year-End Guide:

1. Log on to the website.
2. Click the **Year-End Resources** link.
3. Select the product: **Time and Expense**.

All knowledge base articles relating to year-end processing display.

Time and Expense Frequently Asked Questions

Why, When, and How to Stub a Timesheet Period in Timesheet Schedules

Why

You stub a timesheet period if it spans two different months. For example, the biweekly period starts on Saturday, September 23 and ends on Friday, October 6. You want the labor for September in one period (September 23–September 30) and the labor for the October dates (October 1–October 6) in another period.

When

No timesheets exist for the period that you need to stub.

How

Change the start and end dates in the timesheet schedule. Add or insert new periods.

Users Can Print Their Leave Status Report

Deltek recommends that you do this before the next year leave information is imported into Time and Expense. When a new Beginning Balance record date is imported into Time and Expense, the prior year detail (data) is cleared.

After logging into Costpoint:

1. Click **Time & Expense » Time » Timesheets » Timesheet**.

Note: Starting in Costpoint 8, the word "Manage" has been removed from the T&E application names. In CP 7.1/TE10, the screen can be found on **Time & Expense » Time » Timesheets » Manage Timesheets**.

2. Click **File » Print Options** and select a Delivery Option.
3. On the global toolbar, click the drop-down arrow of the **Print Menu** and select **Leave Status Report**.

Work Schedules and Holiday Setup



Non-Flexible Holidays

The office is closed; no one works on that day. You must use a holiday charge on the timesheet.

After logging into Costpoint:

1. Click **Time & Expense » Time » Time Controls » Company Work Schedules**.



Note: Starting in Costpoint 8, the word "Manage" has been removed from the T&E application names. In CP 7.1/TE10, the screen can be found on **Time & Expense » Time » Time Controls » Manage Company Work Schedules**.

2. Click **Query** and select your Company Work Schedule.
3. Click **New** to add a line.
4. The **Type** column defaults to **Specific Date**. On the **Date** column, click  to select the date you want to mark as a holiday.
5. Select the **Holiday** checkbox.
6. Click  to save the record.

Flexible Holidays

The office is closed, but employees can work the holiday if they choose.

After logging into Costpoint:

1. Click **Time & Expense » Time » Time Controls » Company Work Schedules**.
2. Click **Query** and select your Company Work Schedule.
3. Click **New** to add a line.
4. The **Type** column defaults to **Specific Date**. On the **Date** column, click  to select the date you want to mark as a holiday.
5. Select the **Holiday** and **Flexible** checkboxes.
6. Click  to save the record.



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