

## Deltek Costpoint Hot Fix Readme

**Release Date: April 1, 2019**

### Washington Paid Family and Medical Leave

The Washington Paid Family and Medical Leave program is a new state-run insurance benefit which was passed by the legislature in 2017. The program will allow most Washington employees to receive up to 12 weeks of paid leave for the following reasons:

- Bonding after the birth or placement of a child.
- An employee's serious health condition.
- A serious health condition of a qualifying family member.
- Certain military events.

The Paid Family and Medical Leave program is being phased-in over the next year. Washington workers will be able to use Paid Family and Medical Leave benefits starting in January 1, 2020.

Part of the program requires Washington employers to quarterly report employee wages, hours worked, and other information for all employees to the Washington State Employment Security Department. For the year 2019 only, reporting for quarters one and two (Q1 2019 and Q2 2019) must be submitted by July 31, 2019.

The quarterly Paid Family and Medical Leave reports must include the following information:

- Employee's full name.
- Employee's Social Security number. If an employee does not have a Social Security number but does have an individual taxpayer identification number (ITIN), the ITIN qualifies as a Social Security number. If the employee later obtains a Social Security number, the employer should use the Social Security number when filing the report of the employee's wages.
- Employee wages paid during that quarter and the associated hours.
- Total amount of premiums deducted from all employees' wages, if any, during the calendar quarter.

To allow employers to comply with Washington requirements, this release includes a new Costpoint application that provides the ability to generate the Paid Family and Medical Leave report. You can access the new application in Costpoint **People » Leave » Leave Reporting » Print Washington State Paid Family & Medical Leave Report**.

**Attention:** Before using the new application, you need to set up the Washington State Family and Medical Leave deduction code and assign it to eligible employees. Please refer to the online help of the Print Washington State Paid Family & Medical Leave Report screen for details on how to set up your data before generating the report.

**Note:** To ensure that you company fully complies with Washington’s requirements, please refer to the information available in the state’s website, <https://esd.wa.gov/paid-family-medical-leave>.

## System Requirements

This enhancement requires the following Costpoint 7.1.1 releases

- Costpoint 7.1.1 System JAR 051 (cp711\_sys\_051.zip)
- PATCH3635

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Leave	LDRPFML	Print Washington State Paid Family & Medical Leave Report	cp711_ldrpfml_001.zip

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## Custom Programs Affected

Sometimes an update can cause custom programs and reports to stop working as expected. Before applying this update, consider whether you have any custom programs or reports in the application area affected by the update. If so, contact Deltek Support Center at <https://deltek.custhelp.com> before you install the update.

## To Download the Hot Fix/Feature Update

1. From Internet Explorer, go to <https://dsm.deltek.com>.
2. Click **Run Deltek Software Manager**.
3. Log in using your Deltek Support Center credentials.
4. In the left pane of the Deltek Software Manager, expand your Deltek product.
5. Expand the Hot Fixes folder for your product, and select the update to download.
6. Click **Download** at the bottom of the screen.

## To Install the Hot Fix/Feature Update

Refer to the installation instructions posted on Deltek's Support Center site, <https://deltek.custhelp.com>.

- For Costpoint 7.1.1 updates, refer to Knowledge Base article 79232.
- For Costpoint 7.0.1 updates, refer to Knowledge Base article 73769.
- For Costpoint 7.0 updates, refer to Knowledge Base article 67722.

Before you install this update, please review all previous updates in the Knowledge Base article. You may need to install prerequisite programs or database patches (described in the Knowledge Base article) prior to installing this update. Note that when you download an update using Deltek Software Manager (DSM), all dependent files are automatically downloaded.

## To Check to See if the Hot Fix is Installed

1. Open the application that was updated.
2. Click **Help » About Costpoint** from the Costpoint toolbar. This will display a screen that shows you the latest update JAR for the application that is open, as well as the latest system JAR and all patches applied to the system.

## To Check to See if the Feature is Installed

1. Click **Help » About Costpoint** from the Costpoint toolbar.
2. Open the Features subtask and click the Feature that was just installed.
3. Open the Applications subtask. Check the list of applications and their corresponding application jars and see if they are correct and have been successfully deployed (highlighted in green).
4. Open the Patches subtask. Check the list of patches and see if they are correct and have been successfully deployed (highlighted in green).

**Note:** Most of the features installed have their corresponding patches, but not all.

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## 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.

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