Deltek Costpoint Certification with Labor/Leave/Payroll Exam Study Guide

January 2020
Copyright Information

While Deltek has attempted to make the information in this document accurate and complete, some typographical or technical errors may exist. Deltek, Inc. is not responsible for any kind of loss resulting from the use of this publication.

This page shows the original publication date. The information contained in this publication is subject to change without notice. Any improvements or changes to either the product or the book will be documented in subsequent updates.

This publication contains proprietary information which is protected by copyright. All rights are reserved. No part of this document may be electronically reproduced or transmitted in any form or by any means, electronic or mechanical, or translated into another language, without the prior written consent of Deltek, Inc.

This edition published January 2020.

© Copyright 2020. Deltek, Inc. All rights reserved.

Unpublished-rights reserved under the copyright laws of the United States.

Unauthorized reproduction or distribution of this program or any portion thereof could result in severe civil or criminal penalties. All other trademarks are the property of their respective owners.
What is the Deltek University Costpoint Certification Program?

The Deltek University Costpoint Certification Program provides an opportunity for Deltek clients, partners, and employees to enhance their current Costpoint knowledge, and use Deltek tools to allow them to grow their skills and remain competitive in the workforce.

The Deltek Costpoint Certification with Labor/Leave/Payroll exam validates skills within the Costpoint core, Labor, Leave, and Payroll areas. Successful completion of the Certification exam is required to receive the professional certification.

What Does the Certification Mean?

A candidate who passes the Deltek Costpoint Certification exam has demonstrated proficiency within multiple areas of Deltek Costpoint. To receive Deltek Costpoint certification, you must pass the knowledge-based exam.

Benefits to Individuals Include:

✓ Improved use of current systems
✓ Valuable experience and confidence
✓ Proof of skills and differentiator employers are looking for in the hiring process

Benefits to Employers Include:

✓ Better return on system investment and employee satisfaction
✓ Process improvements and efficiency
✓ Ability to identify qualified employment candidates and ensure users have a certain level of knowledge

Preparing for the Exams

Training is not required to be certified. Passing the exam confirms you have practical application knowledge required to be a Deltek Costpoint Certified user.
Requirements

Knowledge-Based Exam
This is a 75 question exam comprised of multiple choice questions to test your knowledge of Costpoint, with a focus on Labor, Leave, and Payroll. 25 questions on the exam come from the core foundations of Costpoint. The other 50 questions come Labor, Leave, and Payroll. This exam is randomly generated and provided via the Deltek Learning Zone.

Conditions
No written or online reference materials may be used during the exam.

The exams are taken online via the Deltek Learning Zone. Access to the exam is included for all users who have a subscription to use the Deltek Learning Zone. If you are not a subscribed customer, the course can be requested and purchased by following the steps shown on the screen. The exam must be completed in a single session of up to 90 minutes, with up to two attempts to successfully pass the exam.

Terms and Conditions
Following the purchase (if applicable) and launch of the exam, you must read and accept the Deltek Certification Program Terms and Conditions.

Maintaining Deltek Costpoint Certification
Certification is valid for up to two years and can be renewed by passing the New Release exam. The exam is available at least 90 days following the release of new Costpoint training series by Deltek.

Recommended Training or Background
All questions in the exam are tied to training series found on the DLZ. This includes all training types, such as, Virtual Live Classes (VLC), Recorded Sessions (RS), Self-Paced Learning (SPL), Click Guides (CG), Infographics (IF), and Quick Reference Guides (QRG). The following series are recommended. Go to the Deltek Learning Zone (Deltek.com\Learn) for more information on the certification program, Costpoint courses, and registration instructions.

- Costpoint Fundamentals Series
- Costpoint Labor Series
- Costpoint Leave Series
- Costpoint Payroll Series
Study Suggestions:
You need knowledge in all areas of Costpoint in order to pass the exam. Use your knowledge from work, co-workers, Deltek University’s Costpoint Series trainings, and Knowledge Base articles. Here are some suggestions of areas to study that will help with taking the exam. While this is not a complete list, use it as a springboard into your studies.

Navigation and Fundamentals

Focus on:
You need a strong understanding of the navigation of the Costpoint System. Knowledge of tasks such as how to complete lookups and queries, the purpose of screen parameters, how to create, modify and delete records, the role of the fiscal year and its part throughout Costpoint, along with understanding the structural elements of data transactions are needed.

DLZ Assets

| Costpoint Fundamentals Series: Navigation Part 1 | VLC | RS | IF | - |
| Costpoint Fundamentals Series: Navigation Part 2 | VLC | RS | IF | - |
| Costpoint Fundamentals Series: Shortcut Keys Toolbar Icons and Buttons | - | - | IF | - |
| Costpoint Fundamentals Series: Touchpoints Process Flow Chart | VLC | RS | - | - |
| Costpoint Glossary of Acronyms | - | - | - | QRG |

Labor

Focus on:
You need to understand the process of configuring control and setup screens, setting up employees, the different types of timesheets and their functions, entering the different types of timesheets and correcting timesheets, querying and generating labor data and reports, and posting labor.

DLZ Assets:

| Costpoint Labor Series: Labor Controls | VLC | RS | IF | - |
| Costpoint Labor Series: Employee Setup | VLC | RS | - | - |
| Costpoint Labor Series: Timesheets | VLC | RS | - | - |
| Costpoint Labor Series: Labor Posting | VLC | RS | - | - |
| Costpoint Labor Series: Workshop | VLC | - | - | - |
| Costpoint Labor Series: Employee Information Setup Checklist | - | - | IF | - |
**Leave**

**Focus on:**
You need a strong understanding of the key control, setup and history screens, assigning leave to employees, processing leave accruals, reconciling leave, and creating leave payout.

**DLZ Assets:**

<table>
<thead>
<tr>
<th>Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Costpoint Leave Series: Leave Setup</td>
<td>VLC RS - -</td>
</tr>
<tr>
<td>Costpoint Leave Series: Leave Processing</td>
<td>VLC RS - -</td>
</tr>
<tr>
<td>Costpoint Leave Series: Workshop</td>
<td>VLC - - -</td>
</tr>
<tr>
<td>Costpoint Leave Series: Leave Process Flow &amp; Employee Leave Management</td>
<td>- - IF -</td>
</tr>
<tr>
<td>Costpoint Leave Series: Leave Controls Setup Checklist</td>
<td>- - IF -</td>
</tr>
<tr>
<td>Costpoint Leave Series: Leave Reconciliation</td>
<td>- - - SPL</td>
</tr>
</tbody>
</table>

**Payroll**

**Focus on:**
You need a strong understanding of the key configuration, control, setup and history screens, setup and management of employees, setup and management of garnishments screens, tax calculation processes for employees who work in more than one state during a pay cycle, multi-state payroll configuration, processing payroll from timesheet to payment advice or check, and generating standard inquiries and reports for reviewing payroll data.

**DLZ Assets:**

<table>
<thead>
<tr>
<th>Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Costpoint Payroll Series: Payroll Setup</td>
<td>VLC RS - -</td>
</tr>
<tr>
<td>Costpoint Payroll Series: New Employee Setup</td>
<td>VLC RS - SPL</td>
</tr>
<tr>
<td>Costpoint Payroll Series: Garnishments</td>
<td>VLC RS - SPL</td>
</tr>
<tr>
<td>Costpoint Payroll Series: Multi-State Taxes</td>
<td>VLC RS - SPL</td>
</tr>
<tr>
<td>Costpoint Payroll Series: Compute Payroll</td>
<td>VLC RS - -</td>
</tr>
<tr>
<td>Costpoint Payroll Series: Reports and Inquiries</td>
<td>VLC RS - -</td>
</tr>
<tr>
<td>Costpoint Payroll Series: Workshop</td>
<td>VLC - - -</td>
</tr>
<tr>
<td>Costpoint Payroll Series: Multi-State Taxes Computation</td>
<td>- - IF -</td>
</tr>
<tr>
<td>Costpoint Payroll Series: Employee Information Update &amp; Employee Termination Flows</td>
<td>- - IF -</td>
</tr>
</tbody>
</table>
Sample Questions:
The Deltek Costpoint Certification with Labor/Leave/Payroll Exam contains multiple choice questions. Below are some examples of the types of questions you will find in the exam, with the answers in bold.

Which of the following is a valid Employee Status:

a. Temporary  
b. **Active**  
c. Terminated  
d. New hire

2. A user can enter records manually in the Manage Payroll Records screen by designating the Record Type to be one of the following:

a. Z  
b. Y  
c. X  
d. Z and X  
e. **Y and X**