

MBO Partners / Northrop Grumman

Time and Expense Submission Instructions

Time and expense entry instructions vary based on the entry system you've been asked to use. Please follow the appropriate instructions below.

IF YOU SUBMIT TIME THROUGH [BEELINE](#)

Enter your **time / milestones** in two systems as instructed below:

- **Beeline**
 - Log in here: [Beeline](#)
 - [Submission instructions](#)
- **Your MBO Portal**
 - Log in here: [MBO Portal](#)
 - [Hourly instructions](#)
 - [Milestone instructions](#)

Enter your **expenses** in your MBO Portal only

- Log in here: [MBO Portal](#)
- [Submission instructions](#)

Weekly Deadline:

To ensure timely payments, submit your entries by each Sunday for the previous week's work.

IF YOU SUBMIT TIME THROUGH [DELTEK](#)

Enter your **time / milestones** in two systems as instructed below:

- **Deltek**
 - Obtain link and instructions from your manager
- **Your MBO Portal**
 - Log in here: [MBO Portal](#)
 - [Hourly instructions](#)
 - [Milestone instructions](#)

Enter your **expenses** in your MBO Portal only

- Log in here: [MBO Portal](#)
- [Submission instructions](#)

Weekly Deadline:

To ensure timely payments, submit your entries by each Sunday for the previous week's work.

IF YOU SUBMIT TIME THROUGH [SAP / CATS](#)

Enter your **time / milestones** in two systems as instructed below:

- **Beeline**
 - Obtain link and instructions from your manager
- **Your MBO Portal**
 - Log in here: [MBO Portal](#)
 - [Hourly instructions](#)
 - [Milestone instructions](#)

Enter your **expenses** in your MBO Portal only

- Log in here: [MBO Portal](#)
- [Submission instructions](#)

Weekly Deadline:

To ensure timely payments, submit your entries by each Sunday for the previous week's work.