SLICS Quick Reference Card (QRC)

Adjusting a Timesheet

About this Card
This QRC provides instructions specifically for adjusting a timesheet in the Subcontract Labor Incurred Cost System (SLICS) powered by Unanet.

Who has Permissions?
All Vendor Time Recorders, Subcontract Approvers, Leidos Management Approvers, Project Accountant Subcontract Specialists (PASS), Subcontract Labor Support (SLS) and SLICS Administrators will have access to SLICS. Access is managed by specific roles. The role assigned will determine what modules can be accessed.

Adjusting a timesheet

- Timesheet users have the ability to make adjustments to their own timesheet. Only timesheets that have previously been EXTRACTED or LOCKED are available to be modified.
- If your timesheet has not yet been EXTRACTED or LOCKED you can simply edit the timesheet by clicking on the edit pencil icon on your Active list of timesheets and apply the changes directly.
- To revise a previously submitted timesheet that has been EXTRACTED or LOCKED, you must contact the SLICS Help Desk to have an Administrator reopen the timesheet. Once your timesheet has been reopened follow the steps below.

1. Log into SLICS using URL: https://www7.unanet.biz/leidosnss/action/home
2. Enter your username and password
3. From the Home Dashboard click on the edit pencil icon of the timesheet requiring changes.
4. Make changes to the timesheet.
5. Record comment(s) for the change(s).
6. Click on the Save Button.
7. Click on the Submit Button and follow the steps you took initially in submitting your timesheet.