SLICS Quick Reference Card (QRC)

Approving a Timesheet

About this Card
This QRC provides instructions specifically for approving 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.

Approving a timesheet
Timesheets should be submitted by close of business every Thursday. As an approver you are required to approve employee timesheets by noon each Friday. There are two general paths to the list of timesheets requiring approval. The dashboard views differ slightly depending on your role. As a vendor your dashboard will display people. As a Leidos approver your dashboard will display projects. One path originates on the Home Dashboard where the approvals table lists all approvals including Primary or Alternate. The other path originates from the Project/People Dashboard on the link named ‘Approvals’.

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 eyeglasses to review the details of the timesheet.
4. Clicking on the green checkmark will approve an individual timesheet without viewing.
5. Clicking on the green double checkmark will approve all timesheets in your queue.
6. Click the ‘Approve’ button to approve the timesheet.
7. As you approve timesheets they will drop off your approval queue. The approval queue only displays those items that currently require action.

Note: As an approver you are encouraged to open each timesheet and review its contents. The Contractual disclaimer should be reviewed prior to approving a users timesheet. The contractual disclaimer reads: “Seller has reviewed the qualifications of the individuals whose labor costs are being invoiced hereunder and hereby certify that all individuals meet the minimum labor category qualification requirements for education, employment, licensing and/or professional certification for the specific labor categories for which his or her work is being billed.”