SLICS Quick Reference Card (QRC)

Creating a Timesheet

About this Card
This QRC provides instructions specifically for creating 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.

Creating a Timesheet
Before a user can begin entering time for a particular time period, he/she must first create a new timesheet for that time period.

1. Log into SLICS using URL: https://www7.unanet.biz/leidosnss/action/home
2. Enter your username and password
3. Click on on the + Timesheet
4. Enter a date that falls within the time period for which you wish to record time
5. Click the Save button

6. From the Dashboard you will see your active timesheet. Click the pencil to open the timesheet to select your projects and record time.

7. Use the drop down lists to select your project and task to charge time.

8. Additional rows can be added to the timesheet by clicking on the line icon

9. If you have the Auto Fill feature enabled the projects charged in the previous time period will automatically populate.