SLICS Quick Reference Card (QRC)

Recording Time

About this Card
This QRC provides instructions specifically for recording time 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.

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

4. If your timesheet has not been set up, use the drop down lists to select your project and task.
5. Additional rows can be added to the timesheet by clicking on the line icon
6. You are ready to record your time.
7. Record time worked in ¼ hour increments daily.
8. Click on the Save button after entering time.
9. Click the Submit button once all entries for the week are complete (COB Thursday).
10. You will be required to project time for Friday.