SLICS Quick Reference Card (QRC)

Submitting a Timesheet

About this Card
This QRC provides instructions specifically for submitting 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.

Submitting a timesheet
Timesheets should be submitted by close of business every Thursday.

1. Log into SLICS using URL:  https://www7.unanet.biz/leidosnss/action/home
2. Enter your username and password
3. From the Home Dashboard you will see your active timesheet. Click the pencil to open the timesheet and record your time.
4. Click on the 'Submit' button at the bottom of the timesheet.
5. A certification statement will appear. To acknowledge, click on the OK button.
6. Additional comments can be added using the comments box.
7. Click on the Submit or Cancel button to complete
8. When you submit a timesheet you may encounter two general types of errors
   a. Errors that prevent the saving of your timesheet (e.g. you have entered an invalid character in a numeric field)
   b. Entries that are syntactically correct, but may violate an assignment or some other rule. In this case the timesheet will save successfully, however you will see the error
messages displayed across the top of the screen. Time sheet submittal will not be allowed if these types of error exist.

9. When your timesheet has been submitted correctly an auto e-mail will be sent to the next person in the Approval Group.