SLICS Quick Reference Card (QRC)

Timecard Corrections after the Time Increment Change from 0.25 to 0.10

About this Card
This QRC provides instructions specifically for timecard corrections after the time increment changed in the Subcontract Labor Incurred Cost System (SLICS) powered by Unanet.

Topic
- Timesheet users have the ability to make adjustments to their own timesheet. Due to a recent requirement to update all time increments from 0.25 to 0.10 to match our ledger systems, there may be some changes when attempting to correct timecards which have hours ending in 0.25 or 0.75. Once the cells of those hours are selected, it will round up to the nearest 0.10 of an hour. However, the change is not saved unless the user actually clicks the SAVE button. Below are the instructions on how to edit a timecard and some changes that may be noticed. There may be a small change in the amount of hours originally charged and the new hours saved. Any difference in hours will be processed on an invoice to capture variances in dollar amounts.

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. You may notice if the time was previously entered to the 0.25 of the hour, once the cell is clicked, it will round up to 0.10 of the hour. The example below had an original total of 40 hours made up of a variety of transaction entered to the 0.25 of the hour.

Only if the original entry was entered ending in .25 or .75 will any changes update.
There will not be any automatic changes until the actual cell of the timecard is selected.

For this example, all items with a 0.25 increment were updated and rounded up to the nearest 0.10. Any items already entered do the 0.10/hr increment will not automatically update.

4. The total hours on this timesheet changed from 40 hours to 40.6 hours.
5. Click on the Save Button.
6. Click on the Submit Button and follow the steps you took initially in submitting your timesheet.
7. Timesheet will now be put back into the Approval process in a Submitted status. It will require both Vendor and Leidos approval before being invoiced.
8. Once the adjusted time is approved and extracted, an invoice will be generated for any difference of the original time previously processed and the new time. An example invoice the timecard adjusted is below.
Please contact the SLICS help desk at SLICS_SLS@leidos.com or 865-425-4099 if you have any questions.