



QRC - Adjusting a Labor Claim

About this Card

This quick reference card (QRC) provides instructions regarding how you can make an adjustment or correction to a Labor Claim in the Subcontract Labor Incurred Cost System (SLICS).

Adjusting a Labor Claim

1. Log into SLICS using URL: <https://leidos.unanet.biz/leidos/action/home>
2. From the **Home Dashboard** click on the "edit pencil" icon next to the labor claim that needs to be adjusted/corrected .

	Time Period	Hours	Status
	1/28/2017 — 2/3/2017	40	EXTRACTED 1/31/2017 10:21 AM

3. Make necessary changes to the labor claim and note the reason for the change in the "Comments" section below:

Project	Task	Pay Code	Sat 28	Sun 29	Mon 30	Tue 31	Wed 1	Thu 2	Fri 3	Totals
P010199999-0 P010199999-0-1 Test	0001C Jr. Network Engineer	RT			8	8	8	8	8	38
Comments: <u>Update hours worked.</u>										

4. Click on the **Save** Button.
5. Click on the **Submit** Button and provide a change reason when prompted. A reason can be given for each individual date or one single reason for all. Click Save at the bottom of the page to finish your labor claim submittal adjustment.

Adjustments - Enter a change reason for all modified entries

Cell Details

- Provide an individual Change Reason for each modified entry
 Use a single Change Reason for all modified entries

Change Reason: Update hours worked.

6. After submitting the corrected labor claim, it will require both Subcontractor and Leidos approval before it can be fully processed.

Questions?

Please contact the SLICS Helpdesk by email (SLICS_SLS@leidos.com) or phone (865-425-4099).

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