



## QR Code - Approving an Expense Claim

### About this Card

This QR code provides instructions specifically for approving an expense claim in the Subcontract Labor Incurred Cost System (SLICS).

### Approving an expense claim

Expense claims should be submitted by close of business every Friday. As an approver you are required to approve employee expense claims by Noon each Monday. There are two general paths to the list of expense claims requiring approval. The dashboard views differ slightly depending on your role. As a vendor your dashboard will display people. As a Leidos approver your dashboard will display projects. One path originates on the Home Dashboard where the approvals table lists all approvals including Primary or Alternate. The other path originates from the Project/People Dashboard on the link named 'Approvals'.

#### Project - Approvals **Leidos Approver View**

▼ Project Approvals					
▼ Primary Approvals					
▶ Time					
▼ Expense					
	Person	Voucher	Type	Expense	Purpose
	P010199999-0	P010199999-0.1	— Test		
	alfred_joe (snuffj)	4963	Expense	\$177.00	xx

#### People - Approvals **Vendor Approver View**

▼ Manager Approvals					
▼ Primary Approvals					
▶ Time					
▼ Expense					
	Person	Voucher	Type	Expense	Purpose
	alfred_joe (snuffj)	4963	Expense	\$177.00	xx

1. Log into SLICS using URL: <https://leidos.unanet.biz/leidos/action/home>
2. Enter your username and password
3. For Vendor Approvers - from the Home or People Dashboard, click on Primary (or Alternate Approvals) and then click the eyeglasses to review the details of the expense claim.
4. For Leidos Approvers – from the Home or Project Dashboard, click on Primary (or Alternate Approvals) and then click the eyeglasses to review the details of the expense claim.
5. Select the paperclip to obtain the attachment backup and the eyeglasses to view the expense details.
6. Click the 'Approve' button to approve the expense claim. Or Click "Disapprove" to reject the expense claim. Please note that a justification will be required to disapprove an expense claim.
7. As you approve expense claims they will drop off your approval queue. The approval queue only displays those items that currently require action.

Note: As an approver you are required to open each expense claim and review its contents.

### Questions?

Please contact the SLICS Helpdesk by email ([SLICS\\_SLS@leidos.com](mailto:SLICS_SLS@leidos.com)) or phone (865-425-4099).

July 2018

The information in this document is proprietary to Leidos.  
It may not be used, reproduced, disclosed, or exported without the written approval of Leidos.