QRC - Creating & Submitting a Labor Claim

About this Card	This QRC provides instructions specifically for recording and submitting labor in the Subcontract Labor Incurred Cost System (SLICS).

Recording Labor	Before a user can begin entering time for a particular time period, he/she must first create a new labor claim for that time period.

1. Log into SLICS using URL: https://leidos.unanet.biz/leidos/action/home
2. Enter your username and password
3. If you are modifying or adding to an existing timesheet skip to step 6
4. Click on on the **+ Timesheet**
5. Enter a date that falls within the time period for which you wish to record labor
6. From the Dashboard you will see your active labor claims. Click the pencil to open the labor claim to select your projects and record time.
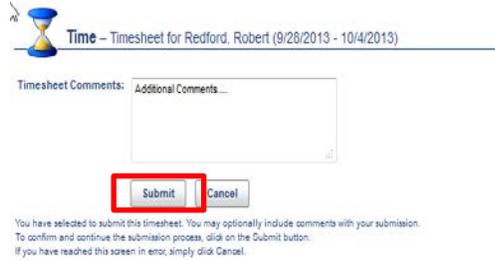

7. If your labor claim has not been set up, use the drop down lists to select your project and task.
8. Additional rows can be added to the timesheet by clicking on the line icon
9. You are ready to record your labor.
10. Record labor worked in ¼ or 1/10 hour increments daily depending on the project.
11. Click on the Save button after entering labor.

NOTE: If you are using the Auto-Fill feature of the timesheets please ensure your assignments are still active for the week in question.   Auto-Fill will bring forward any assignment from the previous week whether it is still active or not.

Submitting Labor	Labor claims should be submitted by <u>close of business</u> every Friday.

1. Click the Submit button once all entries for the week are complete
2. A certification statement will appear. To acknowledge, click on the OK button.

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3. Additional comments can be added using the comments box.

4. Click on the Submit or Cancel button to complete

5. When you submit a labor claim you may encounter two general types of errors

   o Errors that prevent the saving of your labor claim (e.g. you have entered an invalid character in a numeric field)

   o Entries that have the correct characters in the time entry grid, but are for an expired or invalid assignment.

   o If you receive an error regarding no supporting assignment be sure your assignment is "active" for the date in question. If you are not sure if you have an active assignment for a specific date speak to your Leidos program team point of contact. If an assignment needs to be extended, they will need to put in an internal ticket.
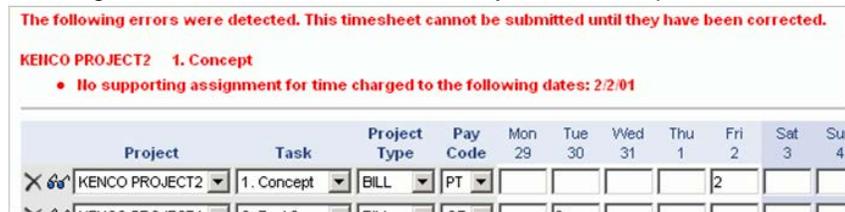
6. When your labor claim has been submitted correctly an auto e-mail will be sent to the next person in the Approval Group.

7. Labor claims are not completed and eligible for extraction until both the Vendor and Leidos approver have reviewed and approved the labor claim.

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

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