



QRC – Working as an Alternate

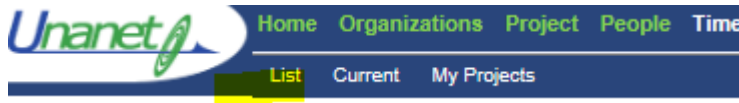
About this Card

This QRC provides instructions specifically for working as an alternate user in the Subcontract Labor Incurred Cost System (SLICS).

Working as an alternate

- Once you have been assigned as an Alternate for other users, you be allowed to submit labor/expense claims on their behalf.

- Log into SLICS using URL: <https://leidos.unanet.biz/leidos/action/home>
- Enter your username and password.
- From the Time/Expense Dashboard click on List directly below.



- You will see a drop down menu in upper right hand corner that says “List For:”
- Select the user under whose role you will be submitting labor as an alternate.
- Once you select another user, you will be presented with the same screen you were on, with the content relative to that alternate user. You will also notice an Alternate watermark background on the screen to help remind you that you are not working on your own account.
- Click on +Timesheet or +Expense.
- Select “Save” to create a new labor/expense claim for the current period.
- Select the appropriate Labor Category and enter labor. Save labor each day and submit by COB Friday.

| Time Period | Hours | Status | Administrator |
|--------------------|-------|-----------|-----------------------------------|
| 7/5/04 — 7/18/04 | 8 | INUSE | 7/11/04 8:01 PM Ken Humphries (i) |
| 6/21/04 — 7/4/04 | 140 | INUSE | 6/28/04 2:59 PM Ken Humphries (i) |
| 10/27/03 — 11/9/03 | 0 | INUSE | 7/6/04 11:32 AM Ken Humphries (i) |
| 9/1/03 — 9/14/03 | 8 | INUSE | 5/24/04 3:46 PM Ken Humphries (i) |
| 8/18/03 — 8/31/03 | 80 | APPROVING | 6/15/04 10:55 AM |

Questions?

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