



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. To navigate to your labor claims, click "**Time**" at the top of the page and then click "**List**". Find the claim that needs to be corrected under either Active Timesheets or Completed Timesheets and then click on the "edit pencil" icon.



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	SUN	MON	TUE	WED	THU	FRI
P010I99999-0 P010I99999-0-1 Test	0001C Jr. Network Engineer	RT			8				
Totals:						8			

Comments:

Update hours worked.

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

DATE	PROJECT	TASK	LABOR CATEGORY	LOCATION	PROJECT TYPE	PAY CODE	WORK HOURS	PROJECT TIME IN/OUT		
								IN-OUT	NON-WORK HOURS	COMMENTS
Mon 20	P010I99999-0 P010I99999-0-1	0001C Jr. Network Engineer	0001C Jr. Network Engineer		SPO-TM	RT	8			
<p>Change Reason: Update hours worked.</p>										

Save

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 Help Desk by email (SLICS_SLS@leidos.com) or phone (865-425-4099).
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