



QRC – Approving a Labor Claim

About this Card

This QRC provides instructions specifically for approving a labor claim in the Subcontract Labor Incurred Cost System (SLICS).

Approving a labor claim

Labor claims should be submitted by close of business every Friday. As an approver you are required to approve employee labor claims by Noon each Monday ET. There are two general paths to the list of labor 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'.

Unanet Organizations **Project** People Time Expense Financials Documents Data Manager Admin

Project – Approvals Leidos Approver View

PROJECT APPROVALS

Primary Approvals

Expense Report

PERSON	EXPENSE REPORT	EXPENSE	PURPOSE
PM40000019-0-AUD PM40000019-0-2 — 222695.00.001.000.JCSENI02006L			
Fox, Cruz B. (04000018_fox.cruz)	29456	\$2,450.00	Business Trip to Paris
Fox, Cruz B. (04000018_fox.cruz)	29457	\$2,450.00	Business Trip to Paris

Time

PERSON	TIME PERIOD	HOURS	STATUS	
PM40000019-0-AUD PM40000019-0-1 — 222695.00.001.000.JCSENI02006L				
Fox, Cruz B. (04000018_fox.cruz)	4/20/2019 — 4/26/2019	37.00	SUBMITTED	4/24/2019 12:50

Approved for use by Leidos, Inc. (11sandbox) — Logged in as Donna James (jamesdk)

People – Approvals Vendor Approver View

MANAGER APPROVALS

Primary Approvals

Expense Report

PERSON	EXPENSE REPORT	EXPENSE	PURPOSE
Fox, Cruz B. (04000018_fox.cruz)	29456	\$2,450.00	Business Trip to Paris
Fox, Cruz B. (04000018_fox.cruz)	29457	\$2,450.00	Business Trip to Paris

Time

PERSON	TIME PERIOD	HOURS	STATUS	
Fox, Cruz B. (04000018_fox.cruz)	4/20/2019 — 4/26/2019	37.00	SUBMITTED	4/24/2019 12:50 PM
WILLIAMS, Ryan (m4000018_williams.ryan)	8/19/2017 — 8/25/2017	6.00	APPROVING	4/22/2019 2:51 PM
WILLIAMS, Ryan (m4000018_williams.ryan)	8/26/2017 — 9/1/2017	6.00	APPROVING	4/22/2019 2:51 PM

1. Log into SLICS using URL: <https://leidos.unanet.biz/leidos/action/home>

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2. Enter your username and password
3. For Vendor Approvers – People, Approvals, click on Primary (or Alternate Approvals) and then click the eyeglasses to review the details of the labor claim.

MANAGER APPROVALS	EXPENSE REPORT	EXPENSE REQUEST	TIMESHEET
Primary Approvals			1
Alternate Approvals			23

4. For Leidos Approvers – Project, Approvals, click on Primary (or Alternate Approvals) and then click the eyeglasses to review the details of the labor claim.

PROJECT APPROVALS	EXPENSE REPORT	EXPENSE REQUEST	TIMESHEET
Primary Approvals	1		
Alternate Approvals	31		43

5. NOTE: Labor claims that include the error “**000000A-INVALID LABOR CATEGORY**” indicate a problem with the claim exists, and these claims should not be approved as they cannot be properly processed without correction. Please contact the SLICS help desk for assistance in troubleshooting these errors.
6. Click the ‘Approve’ button to approve the labor claim. Or Click “Disapprove” to reject the labor claim. Please note that a justification will be required to disapprove a labor claim.
7. As you approve labor 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 labor claim and review its contents. The Contractual disclaimer should be reviewed prior to approving a user’s labor claim. The contractual disclaimer reads: *“Seller has reviewed the qualifications of the individuals whose labor costs are being invoiced hereunder and hereby certify that all individuals meet the minimum labor category qualification requirements for education, employment, licensing and/ or professional certification for the specific labor categories for which his or her work is being billed.”*

Questions?

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