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QRC - Labor Status Report

About this Card	This QRC provides instructions specifically for using the labor claim details report in the Subcontract Labor Incurred Cost System (SLICS). This report is an effective and friendly tool to track hours recorded toward a project.
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How to	To access the Labor Claim Status report:						
Access?	1. Log into your SLICS account.						
	2. Go to Reports located on the upper grey bar and select dashboard						
	Unanet Organizations Project People Time Expense Financials Documents Data Manager Admin Reports						
	My Reports Project Analyst Report	Reports – Dashboard 🥳	Dashboard Saved				
	3. Select "Timesheet Status" located under People Reports.						
	People Reports (Time & Expense Only)						
	DETAIL REPORTS	PERIODIC REPORTS	() SUMMARY REPORTS	() STATUS REPORTS			
	 Accrual Details Expense Details Schedule Details Time Details 	(i) Daily Actuals	Actuals	Expense Report Status Timesheet Status Timesheet Status Pie Chart			
	Inne Details Project Time In/Out Daily Time In/Out			1			
				nort On			
How to Run?	1. Select All Peop	le I can see from the dr	op down menu called Re	port Un.			
	All People I can see						
	My Primary and Alternate Approvees						
	REPORT ON	All People	l can see				
	 To see a specif Order) and/or 	ic Purchase Order or pers Last Name.	son you can enter from: I	Approval Group (Purchase			

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DEDSON		16			
PERSON.	ORG CODE	LAST NAME			
	Show Ora, Codes in filte	er only			
	Include inactive people	in filter	`		
PERSON ST	ATUS:				
TIMESHEET	APPROVAL GROUP:	APPROVAL GRO	DUP		
3. The Ap multiple	proval Group filter is when PO#'s through the use of	nere you can enter of commas (i.e. P01	in your project's P0 .0XXXXXX,P0100XX	D#. You can enter in XXX,P01).	
 Once you have entered in your filters, select the blue arrow > to confirm your filters. This will move your filters to the right, inside the larger white box. 					
5. For ma	ximum details, we recomr	mend that you chec	kmark the boxes s	hown below:	
TIMESHEET STATUS		 ✓ MISSING ✓ INUSE ✓ SUBMITTED ✓ APPROVING 	DISAPPROVED COMPLETED LOCKED/EXTRACTED INUSE(Adjustments)	 SUBMITTED(Adjustments) APPROVING(Adjustments) DISAPPROVED(Adjustments) PENDING REVIEW 	
		 Suppress Adj Show Timesh 	justments (Original Timesheet neets with Completed Unextra	: Version) cted Adjustments Only	
MISSIN particul	IG - will return the names ar week(s).	of subcontractors v	who have not creat	ed labor claims during a	
 INUSE SUBMI APPRO has bee DISAPF COMPL 	- refers to subcontractors ITED - will return subcont VING – indicates that one en completed. The report ROVED - will return subco	with unsigned (not cractors that have s of the two required will show which ap ontractors who hav	: submitted) labor of ubmitted their labor d approvals, the su oproval is missing. e disapproved labo	claims. or claim(s) for approval. bcontractor and Leidos, r claims.	
 COMPL approv LOCKEI invoicir 	er and are ready for extra D/EXTRACTED - refers to g.	ction. labor claims that ha	ave been extracted	and are eligible for	
6. Select ` weeks,	Specific Time Period" und hold down the SHIFT or (ler the Time Period CTRL key on your k	filter. For selectior eyboard.	n of multiple labor claim	
TIME PERIOD:			Relative Time Period	Current Period V	
			Veekiy (4/27/2019-5/3/20 Veekiy (4/20/2019-4/26/2 Veekiy (4/13/2019-4/19/2 Veekiy (4/6/2019-4/12/20 Veekiy (3/23/2019-3/29/2	119) 019) 019) 119) 019) •	
7. Select	Detail View" under the Re	eporting Options fill	ter and check off a	l boxes.	

	REPORTING OPTIONS:		 Summary View Detail View 	-
			Cell Details	
			Daily Time In/Out	
			Approval History	
			Audit Trail	
			Adjustment Details	
			Include page breaks	in printed output
			i moldao pago prodito	in printed edipat
	8. Select the "Run Re report to your da	port" button once you have selected shboards for future use.	l your filters. You may	save your
	🕨 Run Report F Sav	e Criteria 🛛 🛃 Save Shared Crite	ria	
	9. If you get results b followed by the ho	ack, they will be listed like the exam urs worked, the status of the labor c	ple below with the subco laim and whose approva	ontractor name I queue it is in.
	For this example, Joe Alfree refers to the Primary Vendo	d's labor claim ending 04/19/19 is in or Approver and "Proj Approver" is th	Brent Jameson's queue. he Primary Leidos Approv	"Manager" ver.
	PERSON		PENDING APPROVALS	
	TIME DEDIOD: Wealth: 4/40/04/0_4/40/0		MANAGER PROJ APPR CUSTOMER	<u>e</u>
	Q alfred, joe (snuffyj)	8.00 0.00 — APPROVING 5/1/2019 8:16	AM Brent Jameson	
	Total Timesheet Count: 1			
	Farther down your report y	ou can view the labor claim and the	approval history.	
	PROJECT/TASK	LABOR CATEGORY LOCATION	PROJECT PAY SAT SUN MON TUE TYPE CODE 13 14 15 16	WED THU FRI TOTALS
	P010043882-4 P010043882-4-10 191506.00.01.CY12.	33B.005.025	SPO-	
	XXXX - Account Manager	XXXX - Account Manager 191506.00.01.CY12.33B.005.02	CPAF RT 8.00	8.00
			10 IALS. 8.00	8.00
	Approval History 🔻			
	BY (FOR) ROLE PROJECT STATUS	COMMENTS		
	joe alfred Timesheet User INUSE	5/1/2019 7:57 AM		
	joe alfred Timesheet User SUBMITTED	5/1/2019 8:16 AM Additional Comments		
	joe alfred Manager APPROVING	5 5/1/2019 8:16 AM Submitter is Approver automatically approved.		
uestions?	Please contact the SLICS H	elpdesk by email (<u>SLICS_SLS@leido</u>	s.com) or phone (865-42	25-4099).