



SLICS Vendor Training



Leidos Proprietary

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What to expect from this SLICS DEMO:

- ▶ Step-by-step how to:
 - Access SLICS
 - Record and submit your labor and expense claims
 - Approve claims
 - Record time and expense as an alternate or “proxy”
 - Approve time and expense as an alternate or “proxy”
 - Run basic Unanet reports (Vendor Welcome Basket)



Welcome E-mail First Step into SLICS

Hello, SLICS User,

Beginning today, you will be able to access and begin recording your time in SLICS. Please review the attached Demo slides for learning how to use SLICS. You may utilize the resources link below for training materials on recording time and using SLICS in general.

In preparation for using our subcontractor time recording system, SLICS, we would like to provide you important information and links.

This e-mail will house your **SLICS username** along with a **temporary password**

Follow the steps in the e-mail to change your password.

Bookmark the links indicated.

1) Log in to your account for the first time:

- Access the system at <https://leidos.unanet.biz/leidos>
- Enter Username and Temporary Password as provided below:
Username: _____
Temporary Password: Welcome1
- Follow step 2 below

2) Reset your password after logging in for the first time:

- Click on "Preferences" at the upper-right hand corner of the screen
- Select the "Password" tab
- Enter temporary password provided into "Current Password"
- Enter in your customized password twice into the "New Password" fields
- Click Save – a prompt will be visible stating your preferences were saved

3) Access and utilize training materials to familiarize yourself with the site:

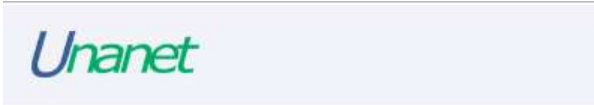
- Training materials can be found at <https://www.leidos.com/suppliers/slics>

Save these links



SLICS – Login

Login (with temporary password):
<https://leidos.unanet.biz/leidos>



Unanet 11.0.0-alpha – Login

Username:

Password:

Login



Click on **+Timesheet**

Home or **Time** Dashboard
Select a date to populate the entire week

Time – Create Timesheet

CREATE A NEW TIMESHEET

DATE: 3/22/2019

Create a new timesheet

Save

Approved for use by Leidos, Inc

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Today

Cancel

SLICS – Labor Claim Entry

In your **timesheet**:

Use drop down lists to select appropriate **Project** and **Task** for your time. **Add your hours** in the empty cells.

Comments can be applied to any cell that has hours recorded (**click the cell to add comments**).

Additional rows can be added with the icon button.

Any errors will be announced at the top of your labor claim.

Time – Timesheet for Doherty, Kathy (3/16/2019 - 3/22/2019)

PROJECT	TASK	PAY CODE	SAT	SUN	MON	TUE	WED	THU	FRI	TOTALS
P010109999-0 P010109999-0-1 Test	0001C Jr. Network Engineer	RT			1	1	1	1	1	5
Totals:										5

Comments

Save Submit Preview My Projects

1

The following errors were detected. This timesheet cannot be submitted until they have been corrected.

- P010105262-1 P010105262-1-100 208155.A.XX.2520.V1.B28C01.002 Test Labor Task
 - No supporting assignment for time charged to the following dates: 3/18/2019, 3/19/2019, 3/20/2019, 3/21/2019, 3/22/2019

PROJECT	TASK	PAY CODE	SAT	SUN	MON	TU
P010105262-1 P010105262-1-100 208155.A.XX.2520.V1.B28C01.002	Test Labor Task	RT			1	1
Totals:						2

Done with your labor claim?
 Select **Submit** twice. First submittal is affirmation of your hours. Second submittal requests any comments. (not done? **Save** instead)

Go to your **Home** or **Time** dashboard to see the status of your labor claim.
 Use the button to view your labor claim
 Use the button to edit your labor claim

Message from webpage

I hereby certify that all hours are true, accurate and complete to the best of my knowledge.

OK Cancel

Time – Timesheet for alfred, joe (3/5/2016 - 3/11/2016)

Timesheet Comments:

Submit Cancel

You have selected to submit this timesheet. You may optionally include comments with your submission. To confirm and continue the submission process, click on the Submit button. If you have reached this screen in error, simply click Cancel.



Click on +Expense

- Enter a **Purpose** for the expense (not required)
- Enter your invoice number in **Location** field if required.
- Use dropdown to select appropriate purchase order line against which expense was incurred.
- Click **Details** to enter the specific details of the expense.

SLICS – Expense Entry

PURPOSE		
<input type="text"/>		
LOCATION		
<input type="text"/>		
PROJECT	TASK	ALLOCATION (%)
1. P010I99999-0 P010I99999-0-1 Test ▼	Miscellaneous Expense ▼	100
1		100

To split cost of expense between more than one project, add line for each project and use allocation % to indicate split.

To add a line, click here.

SLICS – Expense entry (cont.)


#	PROJECT	TASK	ALLOCATION	DEFAULT PROJECT TYPE
1	P01099999-0 P01099999-0-1 Test (TM)	Miscellaneous Expense	100%	SPO-TM

DATE	EXPENSE TYPE	AMOUNT (USD)	PAYMENT METHOD
1		0.00	Vendor

Wizard Summary

- Airfare
- Fee
- Indirect Rate Adjustment
- Lodging
- Lump Sum Labor
- Meals
- Mileage
- Miscellaneous
- ODC
- Parking & Tolls
- Rental Car
- Supplies
- Training
- Transportation
- Travel (inclusive of all travel)

Save Submit Preview Allocate Purpose Threshold Attach

- Enter the **Date** the expense was incurred.
- From the drop down menu, select the **Expense Type**.
- Enter the **Amount** of the expense.
- To add another expense for this claim, click the  to add a new line.



Indirect Rate Adjustments for Cost Plus projects should be entered via an expense claim.

SLICS – Expense entry (cont.)

Wizard Summary

Comments

Save

Submit

Preview

Allocate

Purpose

Threshold

Attach

Additional comments can be listed in Comments field.

Save – Will save your claim for later.

Submit – Will submit your claim for review.

Preview – Displays a preview of your claim.

Allocate – Shows the allocation between projects (if any) on claim.

Purpose – Allows you to edit claim Purpose.

Threshold – Displays thresholds by expense type, if applicable.

Attach – Allows you to attach backup for your claim (required).


SLICS – Labor Claim Status




Labor claim not created: *MISSING*
 Active labor claim: *INUSE*
 Labor claim submitted for approval: *SUBMITTED*
 Labor claim missing 1 approval: *APPROVING*
 All approvers approved labor claim: *COMPLETED*
 Labor claim currently rejected: *DISAPPROVED*
 Labor claim invoiced: *EXTRACTED*
 Labor claim opened after extraction: *(Adjustments)*

Tips:

Completed labor claims are Extracted each Monday. It's always a *good idea* to ensure your labor claims *reflect the Submitted status* by *COB Friday*.

Never use the  button to “view” your labor claim. This button will draw your labor claim back to the INUSE status requiring your submittal again.

If you're not sure your labor claim is approved select the  button to “view” your labor claim and select the drop-down *Approval History*. You can see where your labor claim is in the chain.

			3/16/2019 — 3/22/2019	5	INUSE
			9/29/2018 — 10/5/2018	5	DISAPPROVED
			9/1/2018 — 9/7/2018	43	DISAPPROVED

Approval History

BY (FOR)	ROLE	PROJECT	STATUS	COMMENTS
Kathy Doherty (joe alfred)	Timesheet User		INUSE	10/3/2016 11:22 AM
Kathy Doherty (joe alfred)	Timesheet User		INUSE	6/26/2017 3:49 PM
joe alfred	Timesheet User		SUBMITTED	3/22/2019 2:56 PM
app rover	Project Approver	P010I99999-0 P010I99999-0-1 Test	APPROVING	3/22/2019 2:56 PM


SLICS – Expense Report Status



Active expense: *INUSE*
 Expense submitted for approval: *SUBMITTED*
 Expense missing 1 approval: *APPROVING*
 All approvers approved expense: *COMPLETED*
 Expense currently rejected: *DISAPPROVED*
 Expense invoiced: *EXTRACTED*

Tips:

Completed expenses are Extracted each Monday. It's always a *good idea* to ensure your expenses reflect the Submitted status by *COB Friday*.



Never use the  button to "view" your expense. This button will draw your expense claim back to the INUSE status requiring your submittal again.



Expense Status Report

Date Range: 2/1/2019 - 3/31/2019
 Including Expenses using Line Item Date within range

Expense Report

PERSON	EXPENSE #	EXPENSE	REIMBURSE	STATUS	POST DATE	PENDING APPROVALS			VOIDING / VOIDED BY
						MANAGER	PROJ APPR	CUSTOMER	
 Gable, Bob (01234567_gable.bob)	29453	\$253.45	\$253.45	COMPLETED	3/22/2019 3:22 PM				
 Gable, Bob (01234567_gable.bob)	29454	\$2,659.75	\$2,659.75	SUBMITTED	3/22/2019 3:25 PM	joe alfred			

Total Report Count: 2



SLICS – Approving Labor Claims



Click on **Primary or Alternate Approvals**:

Located on **Home** or **People** Dashboard

MANAGER APPROVALS	
	TIMESHEET
Primary Approvals	1
Alternate Approvals	24

People – Approvals

MANAGER APPROVALS					
Primary Approvals					
Time					
PERSON	TIME PERIOD	HOURS	STATUS		
alfred, joe (snuffyy)	10/1/2016 — 10/7/2016	39.00	APPROVING	3/22/2019 2:56 PM	

Click to view the claim and use options below to approve or disapprove.

< Queue
Edit
Approve
Approve >
Disapprove
Skip >

Facts and Tips:

Your approval will remove the labor claim from your queue. How can you see it later? Run the **labor claim Status Report** (Slide 10)

Going to People>>Approvals will also lead you to your queue

Approve labor claims each **Friday** / no later than **Monday** at noon ET.



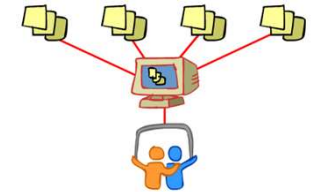
Alternate approver? Click on **Alternate Approvals** in the same locations mentioned on this slide

Select the drop-down reflecting the name of the Primary Vendor Approver to view their queue

You can also run the Timesheet Status Report as an alternate vendor approver. Use this report to see the status of a labor claim



SLICS – Acting as an Alternate “Proxy”



Click on **Time** or **Expense** then List:

Unanet

Project People **Time** **Expense** Reports

Time >> **List** brings up your labor claim queue, but in order to see your employees, you must select the **List for:** drop down to the far right

Select the name of the employee you wish to view. Their labor claims will populate the screen and an **Alternate** watermark will be visible in the background

View **Slide 5** for labor claim Entry instructions

Unanet Project People **Time** Financials Reports My Account

Time – List List for: rover, app (approver) ▼

Active Timesheets Timesheet

	TIME PERIOD	HOURS	STATUS	CONTROLLER
🔍	2/27/2016 — 3/4/2016	0	COMPLETED	3/2/2016 3:05 PM
🔍	5/3/2014 — 5/9/2014	0	INUSE	5/5/2014 3:38 PM app rover (approver)
🔍	4/26/2014 — 5/2/2014	0	INUSE	5/5/2014 2:23 PM app rover (approver)
🔍	12/14/2013 — 12/20/2013	0	INUSE	1/8/2014 1:02 PM app rover (approver)

Go back to **List for:** drop down to select a **different employee**

If you're an **approver** and you submit a labor claim, be sure to check your **Approvals**

Notifications are delivered to the labor claim user of the actions taken on their labor claim

List for: rover, app (approver) ▼

List for: **alfred, joe (snuffy)**
 rover, app (approver)

SLICS – Unanet Reports



Primary Vendor Approver retains access to view time details and proprietary information (bill rates, invoices) for their subcontractors. accounting personnel requesting similar access requires Primary Vendor Approver consent sent to SLICS_SLS@leidos.com

All approved reports below have QRCs (Quick Reference Cards) in the Vendor Welcome Basket provided to the Primary Vendor Approver



- STATUS REPORTS
- Expense Report Status
- Timesheet Status**
- Timesheet Status Pie Chart

- DETAIL REPORTS
- Expense Details
- Expense Schedule Details
- Organization Activity
- Schedule Details
- Time Details**
- Project Time In/Out

- STATUS REPORTS
- Invoice Status**

Not sure if your employee submitted their labor claim? Run this report

Is it waiting for your approval or Leidos approval? Run this report

Want to see how many hours a sub worked? Run this report

Want a quick report of totals for your sub? Run this report

Need the details of a SLICS invoice? Run this report

Want to print a SLICS invoice? Run this Report

Recommendations:

- View the QRC in the Vendor Welcome Basket and save this report
- Reach out to subk to submit their labor claims if INUSE (see slide 6)
- Run every Friday morning and ensure labor claims are COMPLETED

- View the QRC in the Vendor Welcome Basket and save this report
- Use this report to ensure your employees are recording correct hours

- View the QRC in the Vendor Welcome Basket and save this report
- Run this report by noon Thursday for most accurate information
- Combine with SLICS batch schedule to predict incoming payments



SLICS – About Your Payments



Be sure you have done the following:

Fill out and send [Leidos AP Details Request Form](#) located within Vendor Welcome Basket to ESSAP@leidos.com

Read and *understand* the [SLICS Batch Schedule](#) located within Vendor Welcome Basket (explained more below)

What you need to know?

SLICS extracts labor claims each Monday (unless a holiday then following day)

Invoice Status report updated weekly with new invoice

AP Details report provides Invoice #, "batch date", anticipated due date, check #

labor claims extracted and posted will contain the "batch date" for the month they post (example below)

Anticipated payment date: Invoices are paid NET TERMS days from Claim Processing Date.

Banking Settlement period for ACH payments is typically 4 business days.

Claim Processing Date	WORK performed up to WEEK ENDING	Invoice Date	Estimated Payment Date*
4/1/2019	3/29/2019	4/1/2019	5/1/2019
4/8/2019	4/5/2019	4/29/2019	5/29/2019
4/15/2019	4/12/2019	4/29/2019	5/29/2019
4/22/2019	4/19/2019	4/29/2019	5/29/2019
4/29/2019	4/26/2019	4/29/2019	5/29/2019
5/6/2019	5/3/2019	5/6/2019	6/5/2019
5/13/2019	5/10/2019	6/3/2019	7/3/2019
5/20/2019	5/17/2019	6/3/2019	7/3/2019
5/28/2019	5/24/2019	6/3/2019	7/3/2019
6/3/2019	5/31/2019	6/3/2019	7/3/2019
6/10/2019	6/7/2019	7/1/2019	7/31/2019
6/17/2019	6/14/2019	7/1/2019	7/31/2019

Have questions about a payment?

Check the [Timesheet Status and Expense Report Status](#) reports **WEEKLY** to verify if claims were submitted/approved timely prior to each Monday, as any claims not in the COMPLETED status by Monday will miss the extraction.

Communicate with your Leidos program team regarding delays to claim approvals and invoice postings.

SLICS Help



- Please contact our Help Desk if you have questions:
 - Via e-mail at SLICS_SLS@leidos.com
 - Via phone at 865-425-4099. Monday – Friday, 8:00am – 5:00pm (ET)
 - Additional Unanet information is provided with the “Help” feature on the Unanet homepage.
- SLICS URL:
 - <https://leidos.unanet.biz/leidos>
- Subcontractor Training Materials:
 - <https://www.leidos.com/suppliers/slics>