SLICS Vendor Training

MARCH 2019

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

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.

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.

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

Save these links

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

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SLICS – Login

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

Unanet

Unanet 11.0.0-alpha – Login

Username: [   ]
Password: [   ]

[Login]

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SLICS – Labor Claim Entry

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 fo

Save

Approved for use by Leidos, Inc

« ‹	Mar ▾	2019	› »

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

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 16	SUN 17	MON 18	TUE 19	WED 20	THU 21	FRI 22	TOTALS
🗑 🔍	P010I99999-0 P010I99999-0-1 Test ▾	0001C Jr. Network Engineer ▾	RT ▾			1	1	1	1	1	5
🗑 🔍	▾	▾									
1 ⧉							Totals:	1	1	1	1	1	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 16	SUN 17	MON 18	TU 19
🔍	P010105262-1 P010105262-1-100 208155.A.XX.2520.V1.B28C01.002 ▾	Test Labor Task ▾	RT ▾			1	1
🗑 🔍	▾	▾	▾				
1 ⧉						Totals:	1	1

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.

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SLICS – Expense Entry

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.

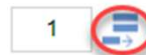- Click Details to enter the specific details of the expense.

PURPOSE

LOCATION

			PROJECT	TASK	ALLOCATION (%)
1.	🗑	🔍	P010I99999-0 P010I99999-0-1 Test ▾	Miscellaneous Expense ▾	100
1					100

Save　**Details**

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.　| 1 |

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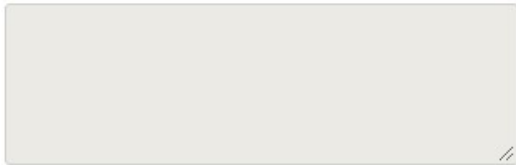# SLICS – Expense entry (cont.)

- Enter the Date the expense was incurred.

- From the drop down menu, select the Expense Type.

- Enter the Amount of the expense.

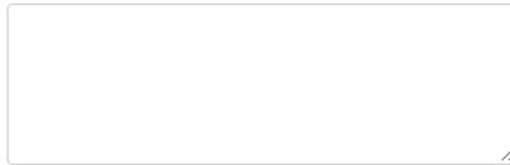- To add another expense for this claim, click the ⊟ to add a new line.

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

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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).

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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)*

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

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.

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	

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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

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SLICS – Approving Labor Claims

Click on Primary or Alternate Approvals:

Located on *Home* or *People* Dashboard

MANAGER APPROVALS			
	EXPENSE REPORT	EXPENSE REQUEST	TIMESHEET
Primary Approvals			1
Alternate Approvals			24

People – Approvals

▼ MANAGER APPROVALS

▼ Primary Approvals

　▼ Time

	PERSON	TIME PERIOD	HOURS	STATUS	
🔍	alfred, joe (snuffyj)	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
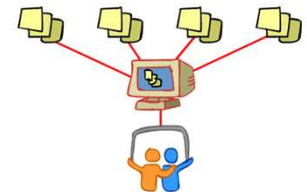
Select the drop-down reflecting the name of the Primary Vendor Approver to view their queue

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

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SLICS – Acting as an Alternate "Proxy"

Click on Time or Expense then List:

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

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

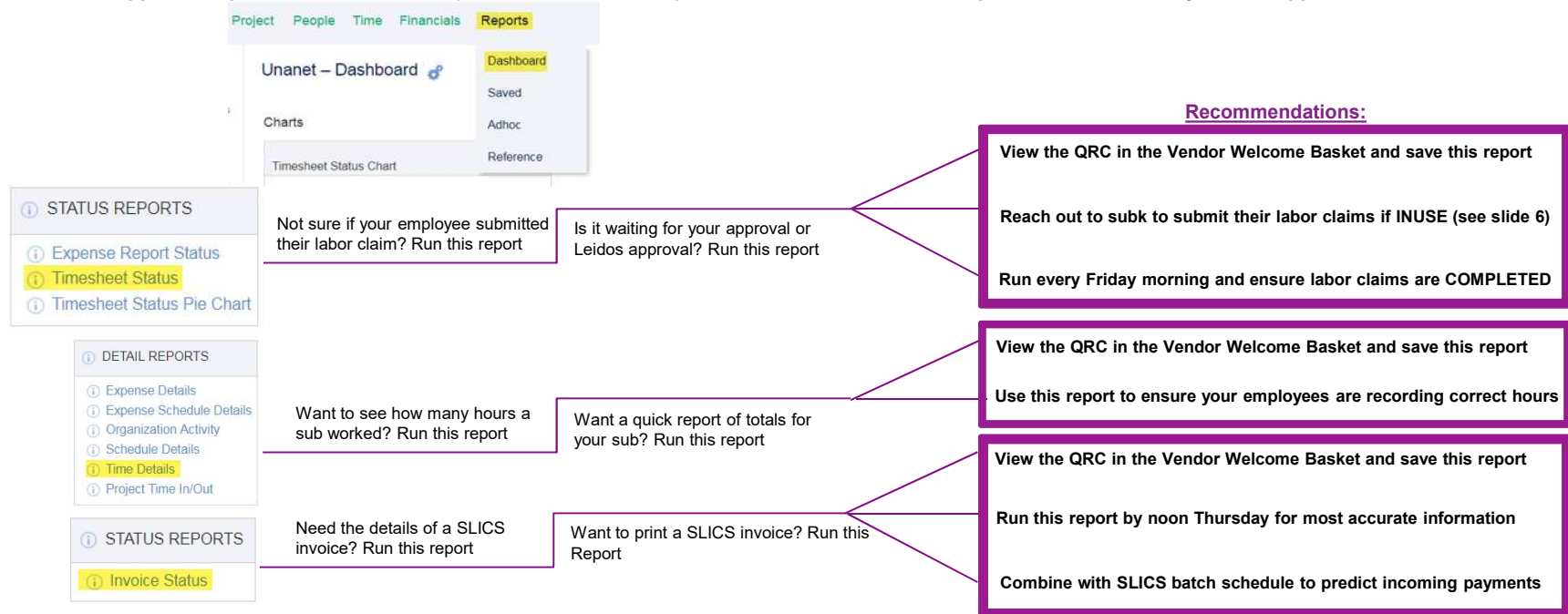Notifications are delivered to the labor claim user of the actions taken on their labor claim

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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

Project   People   Time   Financials   **Reports**

Unanet – Dashboard 🔗 | **Dashboard**
                         | Saved
Charts | Adhoc
                         | Reference
Timesheet Status Chart

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

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

Is it waiting for your approval or Leidos approval? 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

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

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

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

View the QRC in the Vendor Welcome Basket and save this report

Use this report to ensure your employees are recording correct hours

STATUS REPORTS
- ⓘ **Invoice Status**

Need the details of a SLICS invoice? Run this report

Want to print a SLICS invoice? Run this Report

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

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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 Invoice 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.

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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

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