



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).

Leidos approvers shall review subcontractor claims thoroughly to ensure adequate information exists to support payment in a timely manner and ensure costs claimed are allowable, allocable, and reasonable. Leidos approvers shall review claims to determine:

- Supplies or products delivered and/or services performed meet subcontract requirements (to include labor categories and rates)
- Billed costs were for authorized work under the subcontract, including Other Direct Costs (i.e. travel, materials, miscellaneous expenses, etc.)
- Costs claimed and to be paid are allowable, allocable, and reasonable

See "Supplier Payments" instruction for more information.

https://prism.leidos.com/corporate_operations/procurement_and_enterprise_partnerships/procurement_policy_and_procedures/procurement_policy_procedures_wiki_articles/supplier_payments

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'.

The screenshot shows the Unanet interface with a navigation bar containing: Organizations, Project, People, Time, Expense, Financials, Documents, Data Manager, Admin. The 'Project - Approvals' link is circled in red. Below it, the text 'Leidos Approver View' is visible. The main content area is titled 'PROJECT APPROVALS' and contains two expandable sections: 'Primary Approvals' and 'Expense Report'. The 'Expense Report' section displays a table with the following data:

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

Below the Expense Report table is a section for 'Time' with a table showing:

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

At the bottom of the dashboard, a status bar reads: 'Approved for use by Leidos, Inc. (11sandbox) — Logged in as Dorina 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>
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).