



## Unanet Timesheet User Guide

This document provides an overview of creating, editing and submitting a timesheet. A description of the approval process and timesheet statuses is also provided.

### ***What's covered in this document:***

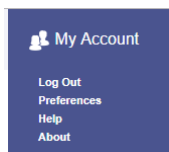
- Log in to Unanet
- Create a Timesheet
- Timesheet Data Entry
- Edit a Timesheet
- Timesheet completion and approval
- Approval History
- Timesheet Statuses
- Additional Information
- Leave Requests
- PTO Balance

## Log in to Unanet


Log in to Unanet at the following URL:

<https://natechcorp.unanet.biz/>

Your username is your FIRST NAME.LAST NAME. For example: John Smith's username is "JOHN.SMITH". Your temporary password is "Natech2019" until you change it. To change your password, select the 'My Account' option in the top right corner:



Within Preferences, navigate to the "Password" tab and update your password. The Unanet system requires that you update your password every 90 days. You will be prompted 7 days in advance.

 **Preferences – Profile**

Profile Roles Time Expense **Password**

Profile Alternates Dashboards

Current Password:

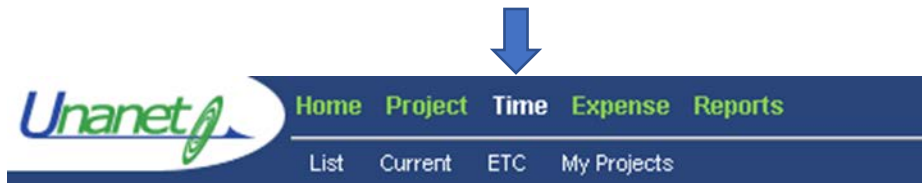
New Password:

Confirm Password

\* Indicates required field

## Create a Timesheet

Create a new timesheet with each new time period. Timesheets are created by clicking on the Add Timesheet menu from the Home Dashboard or the Time Dashboard.




[ config ]


Active Timesheets  Timesheet  Leave Request

Time Period	Hours	Status	Controller
<i>There are no active timesheets.</i>			

On the resulting screen, enter a date that falls within the time period you wish to create. The system will default to today's date.

 **Time – Create Timesheet**

Create a new Timesheet

Date:  

Create a new timesheet for the time period containing this date.

Click Save.

## Timesheet Data Entry

Project	Task	Pay Code	Sun 8	Mon 9	Tue 10	Wed 11	Thu 12	Fri 13	Sat 14	Sun 15	Mon 16	Tue 17	Wed 18	Thu 19	Fri 20	Sat 21	Totals
HOLIDAY		HOL	8														8
NISC_III_TO_MANAGER	4. 4370A-ALLEN	DRT		8		8		8									16
Totals:			8	8	8												24

Comments:

Save Submit Preview My Projects

Approved for use by Native American Technology Corporation - Logged in as Unanet Admin (unanetadmin)

Beginning from the left of the data entry screen, choose appropriate values in each column presented within the timesheet. The first column is a list of projects that are active and available for time charging. Use the drop down lists to select other variables as needed. The second column will indicate which task, if applicable. For each project row, enter time in the proper date to the right. Additional rows associated to various projects or other elements within the drop-down menus can be added to the timesheet by specifying the number of rows to insert and clicking on the add row icon.




Adding a Direct Project – from the dropdown list, select your direct project code to enter your hours worked.

### Paid Time Off (PTO)

- If your contract is under Service Contract Act (SCA), you will select either “SCA Vacation” or “SCA Sick” as the project
- If not, you will select the “PTO” project and then select “Vacation” or “Sick” from the Pay Code drop down list

### My Projects

 Based on the system configuration, additional projects and/or tasks may be added to the timesheet drop-down menus. Users can select the projects and/or tasks available in the drop-down lists by clicking the My Projects button at the bottom of the timesheet. This screen is also accessible via the sub-menu “My Projects” in the Time Dashboard.

### Saving the Timesheet

After entering time data, choose the Save button at the bottom of the screen. The timesheet will remain in an In Use status and will be available on the user's Home dashboard for further timesheet entry during the remainder of the time period.

## Edit a Timesheet

From the Home or Time Dashboard, open a timesheet to continue data entry by selecting the edit pencil to the left of the timesheet.

Active Timesheets + Timesheet + Leave Request

	Time Period	Hours	Status	Status	Controller
	12/30/2012 — 1/5/2013	82	INUSE	1/3/2013 3:47 PM	Chris T. Craig (chris)

## Audit Trail

NATech has the Audit trail turned on in your system. After saving an entry on the timesheet, any change to that entry will require a change reason and will store the data in a viewable audit trail. After making changes to cells and selecting "Save" a Change Reason screen will appear for this data entry.

### Audit Trail - Enter a change reason for all modified entries

#### Cell Details

- Provide an individual Change Reason for each modified entry
- Use a single Change Reason for all modified entries

Date	Project	Task	Labor Category	Location	Project Type	Pay Code	Work Hours	Project Time In/Out		Comments
								In-Out	Non-work Hours	
Tue 22	CUST2 SPACESTATION 1	Tran Crew Analyst		Boston	BLL	RT	8			
Comments: CUST2 SPACESTATION 1 Tran Crew Analyst Boston BLL RT 4										
Change Reason: <input type="text" value="Please pick a value"/>										
Fri 25	CUST2 SPACESTATION 1	Tran Crew Analyst		Boston	BLL	RT	8			
Comments: CUST2 SPACESTATION 1 Tran Crew Analyst Boston BLL RT 7										
Change Reason: <input type="text" value="Please pick a value"/>										

Using the options at the top of the screen, choose to record individual change reasons per changed timesheet cell, or a single entry that will apply to all modified timesheet cells.

## Timesheet completion and approval

At the end of each time period, you must complete all data entry and submit the timesheet for approval. Choose Submit at the bottom of the timesheet to complete this process. On the resulting screen enter an optional comment if further information is necessary for the approver and select Submit.

Timesheets are required to be submitted biweekly, as well as on the last calendar day of each month.



**Time** – Timesheet for Doe, John (6/27/2012 - 7/10/2012)

Timesheet Comments:

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.


## Approval History

After the timesheet is Submitted, it will move through an approval process defined by the System. All users entering data, submitting the timesheet and approving the timesheet will record an entry in the Approval History with the username, date, time and any comments. Review this information from Timesheet Approval history link within the Timesheet view.

Email Notifications will be sent to the participants in the approval process that contain the status and information on further actions.

## Timesheet Statuses


Review the status of the timesheets by viewing them on the Time Dashboard screen and choosing the “*List*” option.



Home Organizations Project People Forecast Time

List Current Plan ETC My Projects




---







**Time** – List

---

▼ Active Timesheets + Timesheet

	Time Period	Hours	Status	Control
  	11/9/2014 — 11/15/2014	8	INUSE 11/13/2014 10:55 AM	Kristia

▼ Completed Timesheets

	Time Period	Hours	Status
 	2/9/2014 — 2/15/2014	110	LOCKED 3/6/2014 5:26 PM
 	1/12/2014 — 1/18/2014	22	LOCKED 3/6/2014 5:26 PM

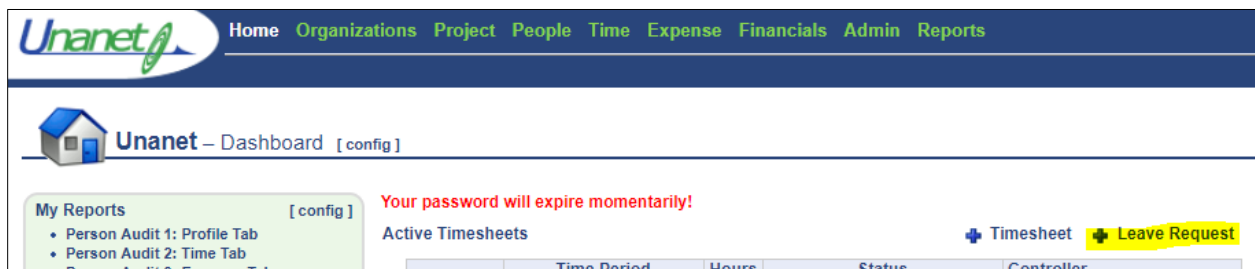
The List option will display the active and completed timesheet with one of the following status:

- MISSING – the timesheet has not been created for the timesheet period.
- INUSE – the timesheet is in use by the owner. It has been saved but not submitted for approval.
- SUBMITTED – the timesheet has been submitted and has not been reviewed by an Approver.

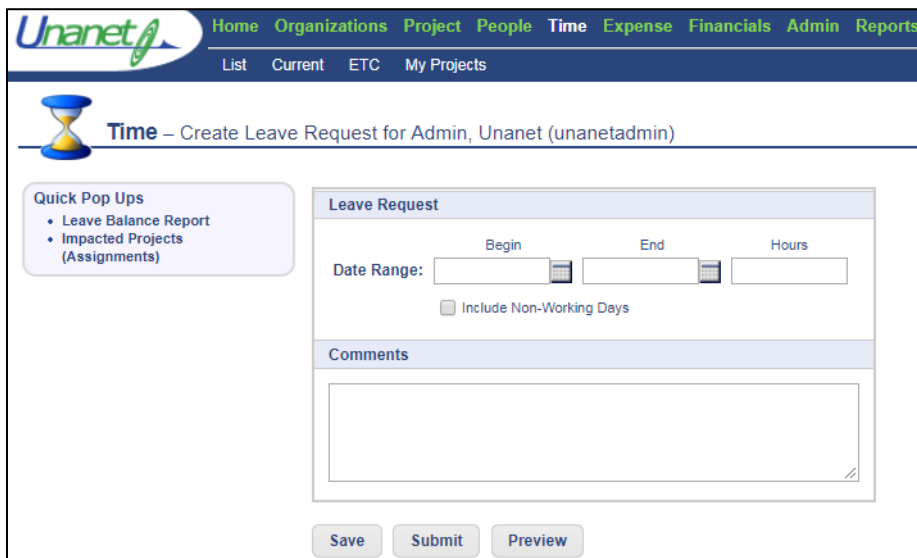
- APPROVING – the timesheet has been approved by one or more approvers, but additional approval is necessary. View the Approval History entries to determine who has approved the timesheet.
- COMPLETED – when all approvals have been made, the status is changed to completed. When the timesheet enters this state, it is no longer visible in the Active Timesheet list. All Completed timesheets are listed under the link "Completed Timesheet".
- EXTRACTED - the timesheet has been locked and may no longer be available to edit.
- LOCKED - your system may be configured to auto-lock upon Completion (final approval). This is a locked status just like EXTRACTED.
- DISAPPROVED – timesheet has been rejected by a manager and routed back to the user for editing and resubmission.

## Leave Requests

NATECH employees are asked to submit leave requests for manager approval within the Unanet system. Leave Requests can be accessed from the Home Dashboard or the Time Dashboard:



After clicking the “add Leave Request” option, employees will have the ability to indicate which days they’re requesting as well as add a comment to describe the nature of request for time off.



# PTO Balance


Employees will have access to a number of user reports on the Reports Dashboard.

▼ **User Reports**

<b>Detail Reports</b> <ul style="list-style-type: none"><li>Accrual Details</li><li>Expense Details</li><li>Schedule Details</li><li>Time Details</li><li>Project Time In/Out</li><li>Daily Time In/Out</li></ul>	<b>Summary Reports</b> <ul style="list-style-type: none"><li>Time Summary</li><li>Performance</li></ul>	<b>Status Reports</b> <ul style="list-style-type: none"><li>Expense Report Status</li><li>Leave Request Status</li><li>Timesheet Status</li></ul>
---	---	---

In addition to these reports, PTO Balance Reports are available on the Time Dashboard:

Unanet Home Organization  
List Current

 **Time - Dashboard [config]**

**My Reports [config]**

- How to save reports

**Quick Reports**

- Accrual Details
- Detail Report
- Leave Balance