Unanet Timesheet User Guide

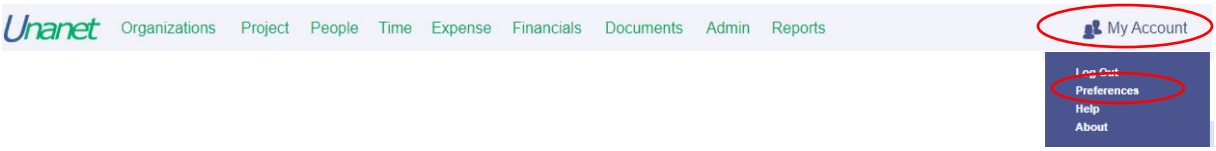
What's covered in this document:

- 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

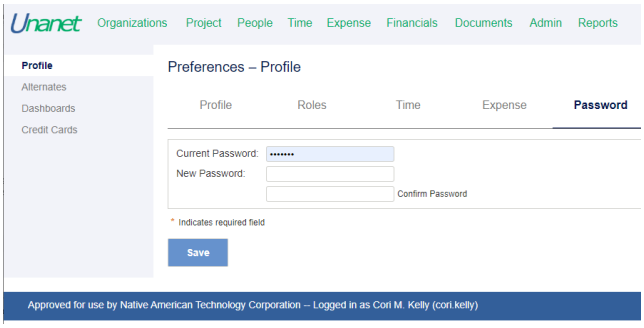
Log in to Unanet

Log in to Unanet at the following URL: https://natechcorp.unanet.biz/

Your username is your **FIRST.LAST** name. For example: John Smith's username is "JOHN.SMITH". Your temporary password is "**N@tech2021**" 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.

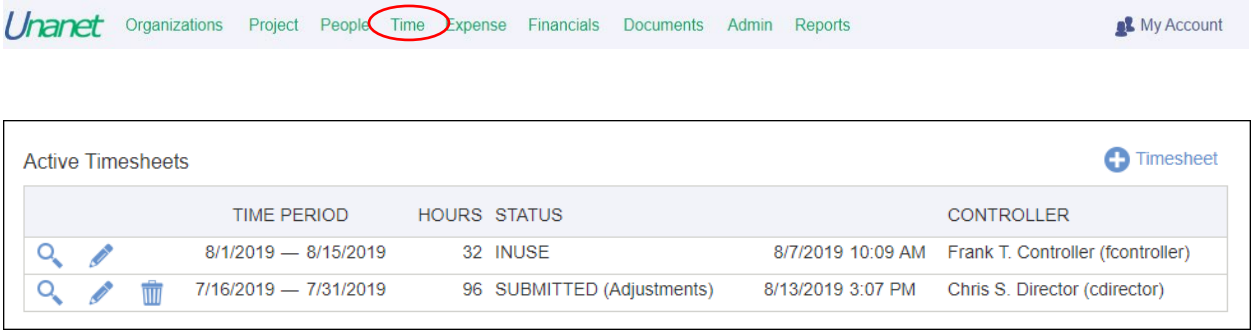


Create a Timesheet

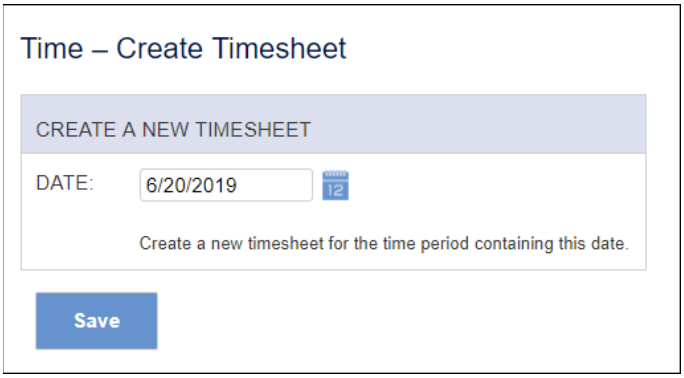
To create a timesheet, navigate to **Time > Dashboard** or **Time > List** and click *+Timesheet* (upper right corner above grid).

> *Note: The grid for Active Timesheets will appear the same on both the **Time > List** and **Unanet Home Dashboard** pages.*

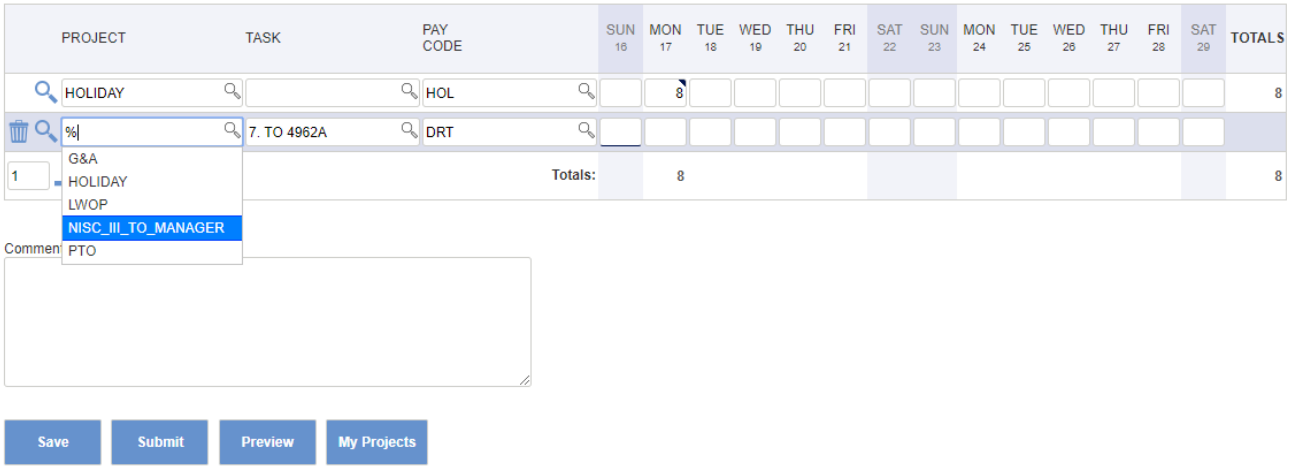
A new timesheet can also be created from the **Home Dashboard** (click Unanet logo at upper left corner of screen). Scroll down to *Active Timesheets* and click *+Timesheet* (upper right corner above grid).



On the resulting screen, enter a date that falls within the time period you wish to create. The DATE field is populated by default with the current date. If necessary, use the calendar icon to change the date. Click **Save**.



Timesheet Data Entry



Beginning from the left of the data entry screen, choose appropriate values in each column presented within the timesheet. You can type the "%" for a wildcard search that will bring up all options available to you for each field. If a field is automatically filled in with the wrong information, delete the wrong info and type "%" to bring up all options.

The PROJECT column contains projects that are active and available for the user to charge time against.

The TASK column contains tasks associated with the selected project that are active and available for the user to charge time against.

For each project row, enter time in the proper day/date to the right. Additional rows associated to various projects or other elements within the dropdown menus can be added to the timesheet by specifying the number of rows to insert and clicking on the **add row icon** at the bottom left of the timesheet.

Adding a Direct Project – from the dropdown list, select your direct project code to enter your hours worked. If you have been authorized to work overtime, your supervisor will provide you with instructions.

Paid Time Off (PTO)

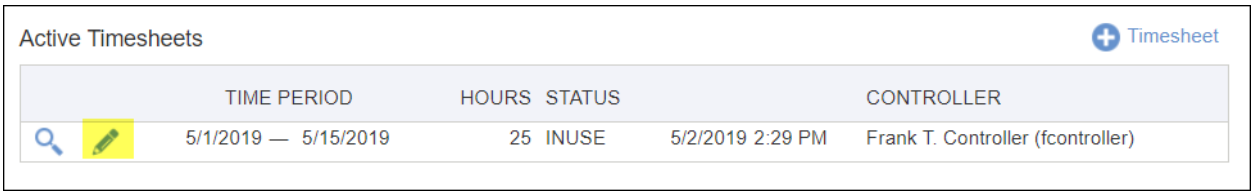
- If your contract is under Service Contract Act (SCA), you will select either "SCA Vacation" or "SCA Sick" as the project
- If not, you will select the "PTO" project and then select "Vacation" or "Sick" from the Pay Code drop down list

Saving the Timesheet

After entering time data, click **Save** at the bottom of the screen. The timesheet will remain in a status of INUSE and will be available to the user for time entry during the remainder of the time period.

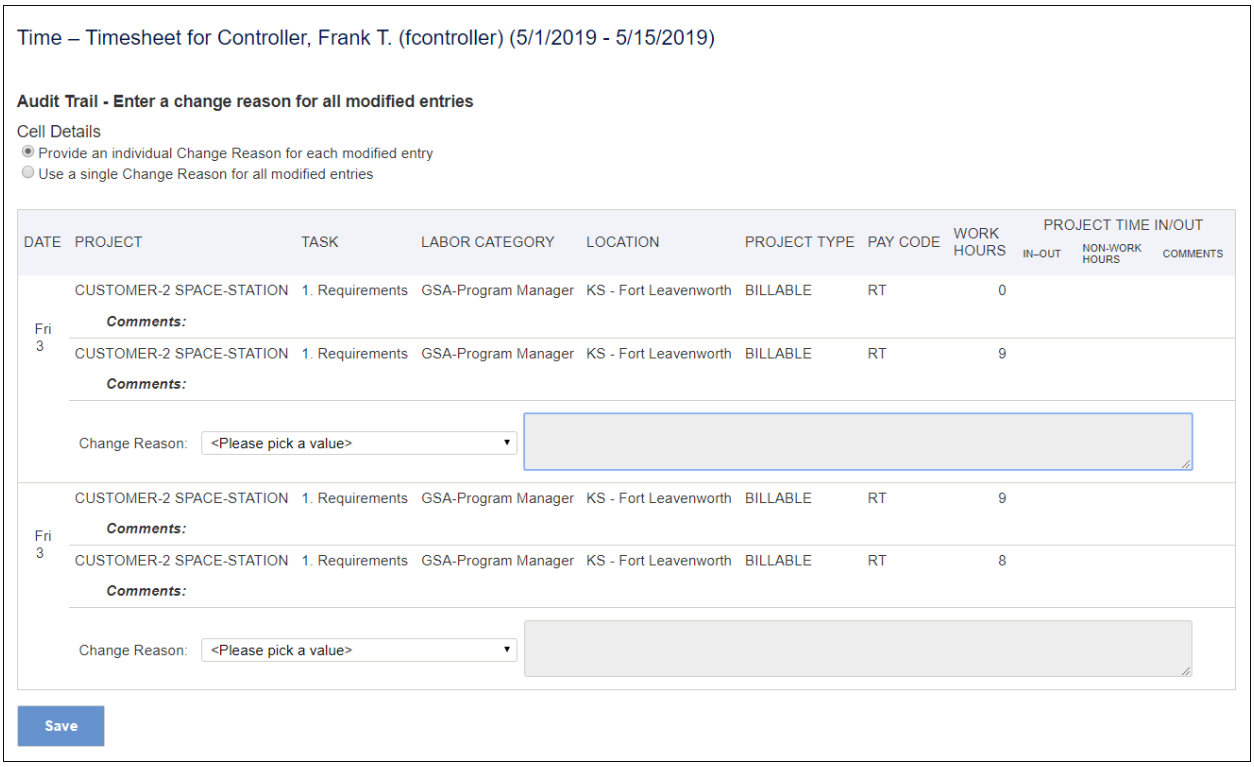
Edit a Timesheet

Navigate to **Time > Dashboard**; **Time > List**; or **Home > Dashboard** and find *Active Timesheets*. Click the **edit pencil icon** to open a timesheet and continue data entry.



Audit Trail

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 clicking **Save**, a Change Reason screen will appear for this data entry.



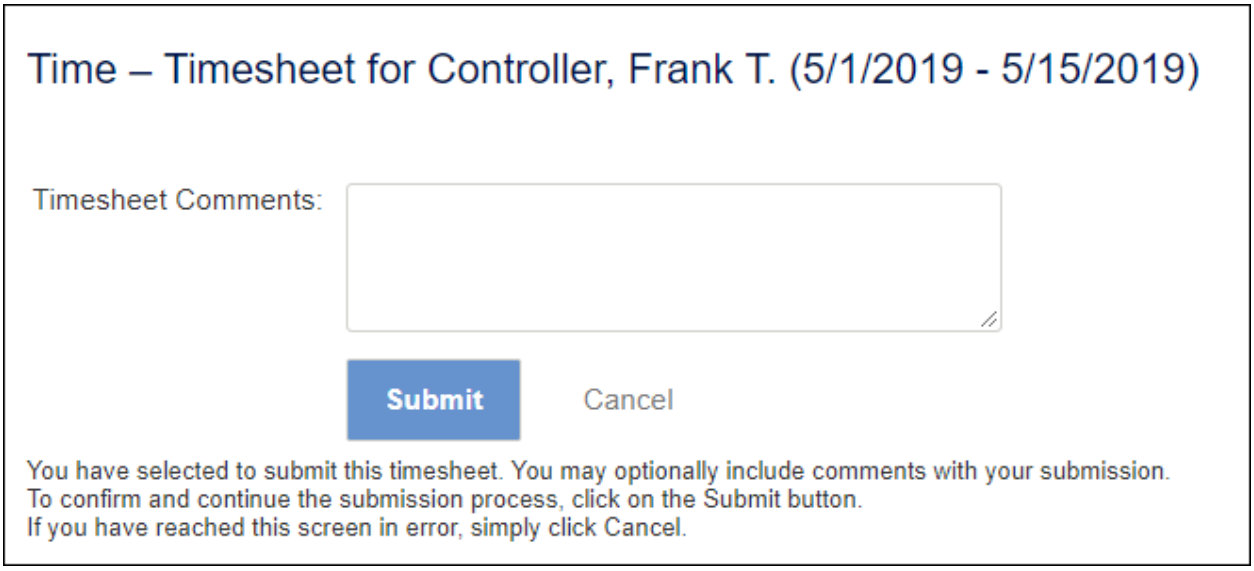
Under *Cell Details* at the top of the screen, select a Change Reason method:

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

Timesheet completion and approval

At the end of each time period, you must complete all data entry and submit the timesheet for approval. Click **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 click **Submit**.

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



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.

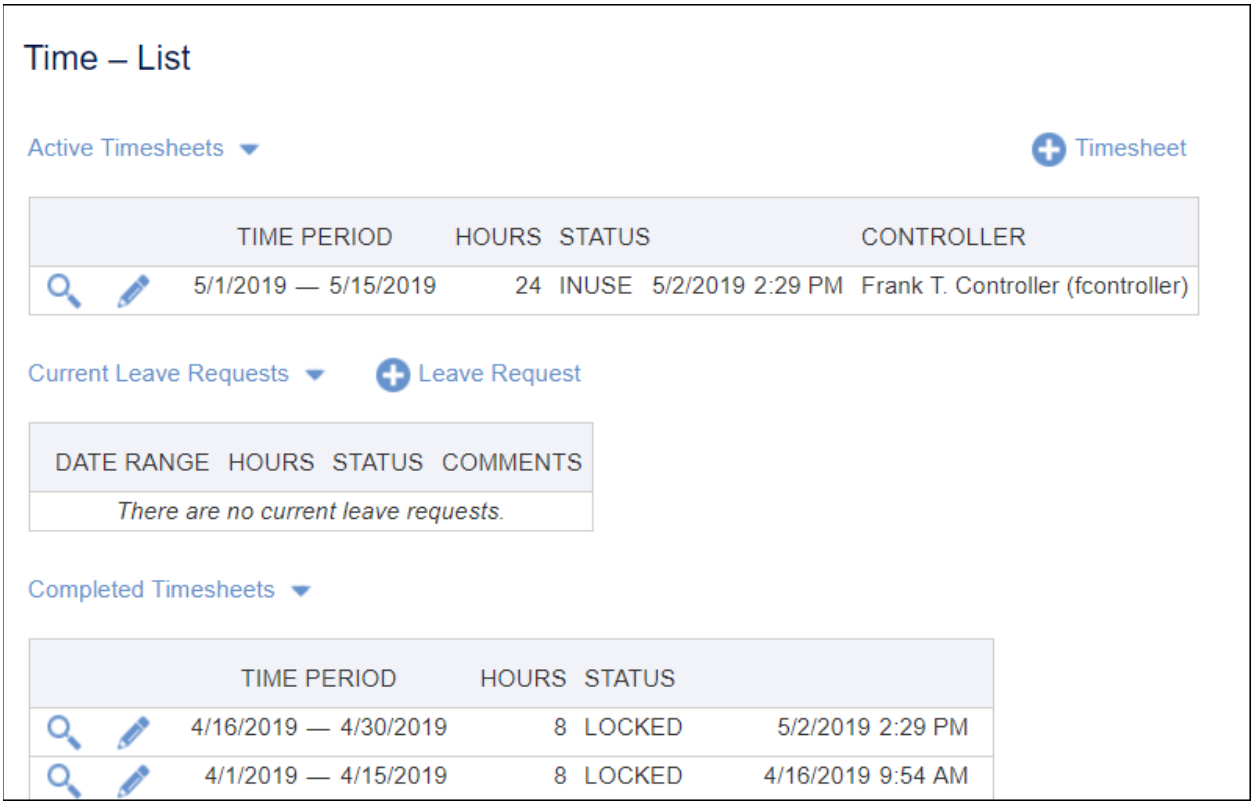
To review this information, click the **magnifying glass icon** for the desired timesheet, then click *Approval History* to expand that link and view the history details.

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 timesheets by navigating to **Time > List**. Timesheets can be viewed according to category:

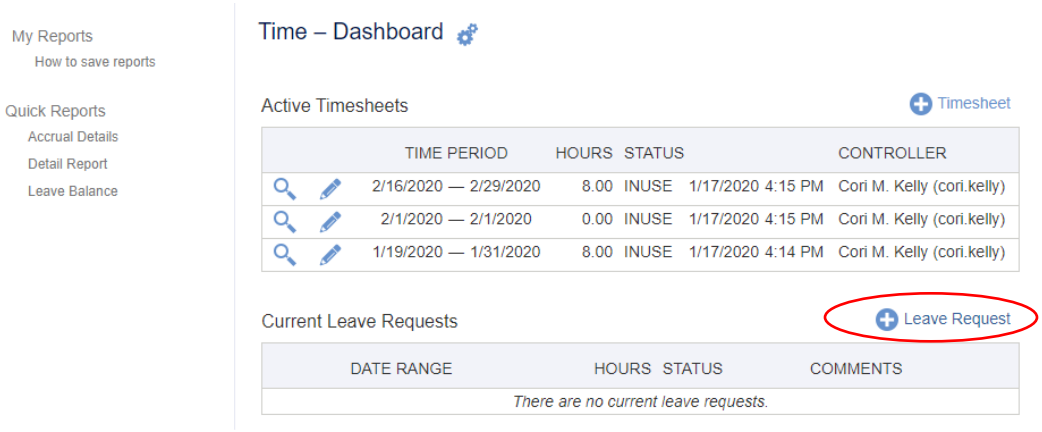
- *Active Timesheets*
- *Current Leave Requests*
- *Completed Timesheets*
- *Past Leave Requests*



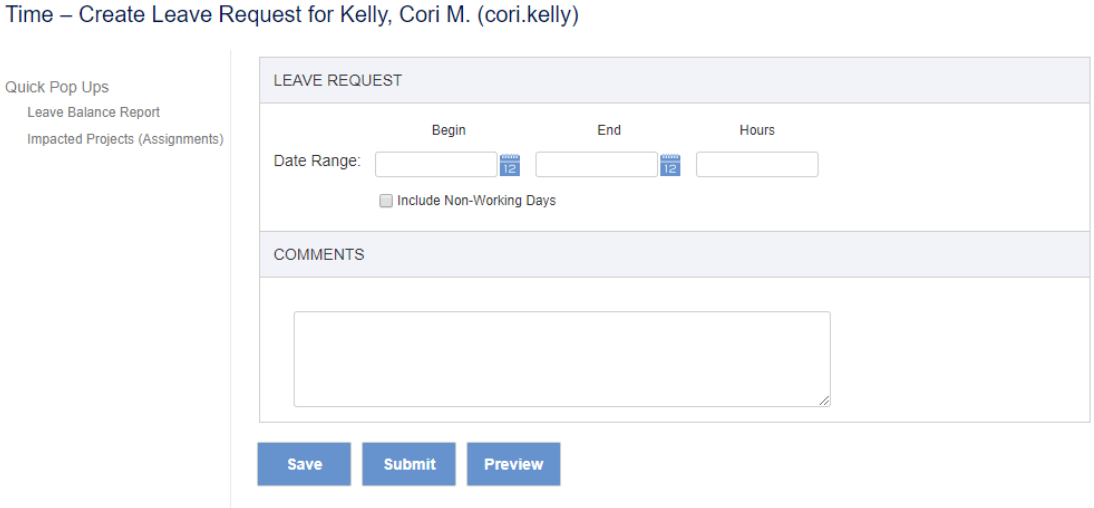
- Active and Completed timesheets will be displayed with one of the following statuses:
- INUSE - The timesheet is in use by the owner. It has been saved but not submitted for approval.
- SUBMITTED - The timesheet has been submitted and has not been reviewed by an Approver.
- APPROVING - The timesheet 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 under *Active Timesheets*. At this point, the timesheet can be viewed under *Completed Timesheets*.
- 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.

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:

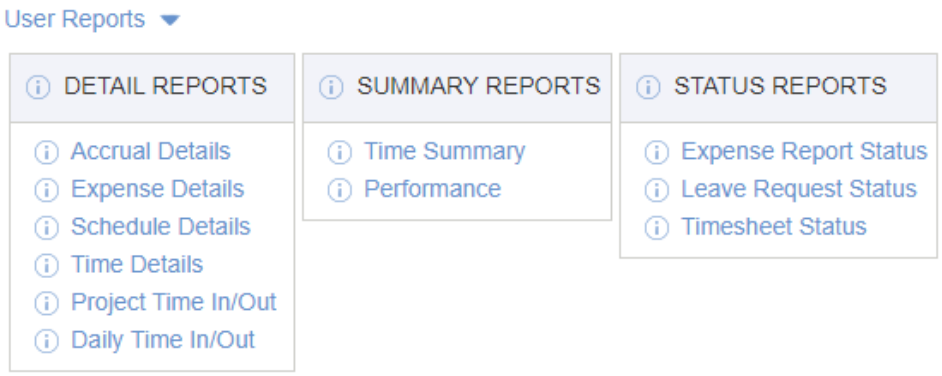
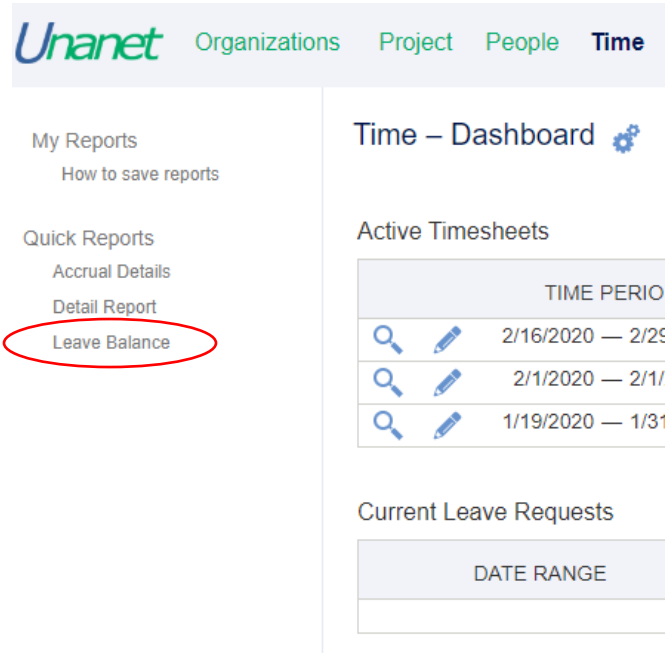


After clicking the "add Leave Request" option, employees will have the ability to indicate which days they're requesting as well as add a comment to describe the nature of request for time off.



PTO Balance

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



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