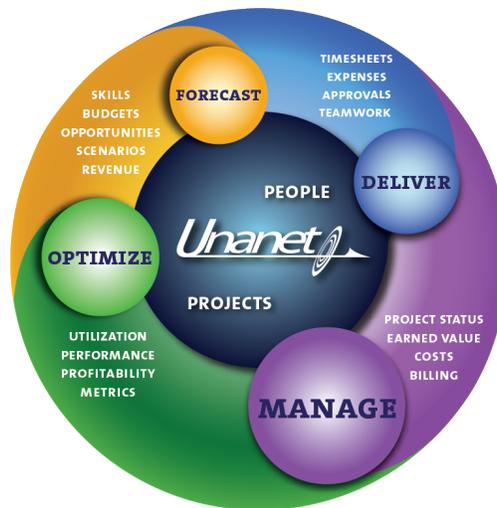




BCT LLC

UNANET ELECTRONIC TIME REPORTING SYSTEM



USER QUICK REFERENCE GUIDE

21 June 2014

BCT LLC

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Unanet Server

Unanet is a web-based application and is compatible and accessible from any Internet location, including Government networks. You will find the Unanet application and copies of all related documentation and information on this website.

Compatibility

Unanet is compatible with all current Operating systems and Internet Browsers, including those installed on Government networks. Unanet is also compatible with the browsers on Mobile devices including the iPhone, iPad, and other smartphones.

Security

The Unanet webserver uses SSL encrypted sessions using our corporate PKI system. You will need to install our corporate PKI system using our Trusted Root Certificate Authority if you have not previously installed this. Links are available on the Unanet webserver. If you attempt to connect without first installing our PKI, your session may be blocked by your workstation's security settings.

System Login

Connect to the Unanet webserver by navigating to the following URL:

<http://et.bct-llc.com/>

Click the Login button to access the Unanet application. When you are accessing the system from Government networks, it is normal for the SSL session to take a long period of time to load as a result of special Government monitoring systems.

User Account and Password

Unanet uses your Active Directory username and password, the same account used by all other company services.

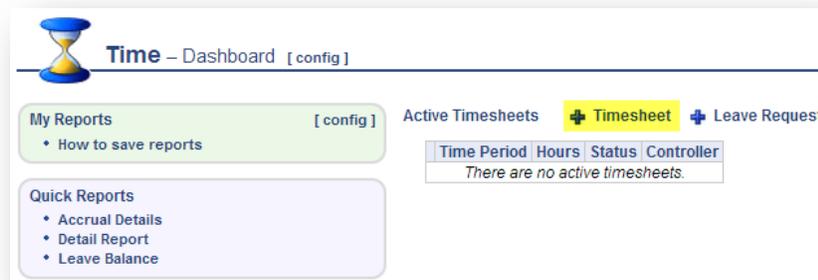
The image shows a screenshot of the Unanet login interface. At the top left is the Unanet logo. Below it, the text "Unanet 9.5.13 - Login" is displayed next to a small icon of a person's profile. The main area contains two input fields: "Username:" followed by a text box, and "Password:" followed by a text box. Below these fields is a "Login" button.

Changing Your Password

You cannot change your Active Directory password within Unanet even though the Unanet application has a tab to do this in your Preferences. *Do not use this feature since it will fail.* Refer to the links on the website for the correct methods of changing your password.

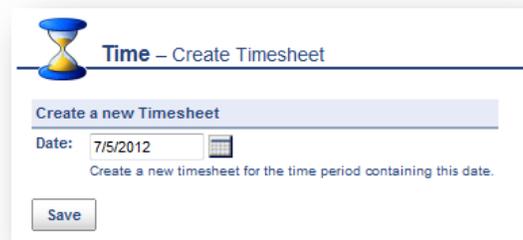
Create a Timesheet

Unanet uses half-month time periods. Create a new timesheet for each new time period. Timesheets are created by clicking on the '+ Timesheet' menu item. This item can be found on a number of screens, including the Home Dashboard, the Time Dashboard, and the Time → List screen.



Create Timesheet 1

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.



Create Timesheet 2

Time Entry

Project	Pay Task Code	Sun 1	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7	Sun 8	Mon 9	Tue 10	Wed 11	Thu 12	Fri 13	Sat 14	Sun 15	Totals
X 60																	
1		Totals:															0

Comments:

Create Timesheet 3

Select values from the left-most column and proceed to the right. 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. For each project row, enter time in the proper date to the right. Additional rows are necessary to enter time to other projects or other elements within the dropdown menus. Add rows by specifying the number of rows to insert and clicking on the add row icon. 

Hours and Comments

You are required to record your hours daily. Time must be entered in quarter hour increments (.25).

Comments may be required upon entering hours. The red underscore indicates which cell the comments apply to. Once a comment is entered, the cell is marked with a green visual indicator.

Saving the Timesheet

Select the **"Save"** button at the bottom of the screen. The timesheet will remain in an In Use status 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	Controller	
	8/16/2013 — 8/31/2013	8	INUSE 8/20/2013 2:23 PM	Carol Wilton (cwilton)	

Create Timesheet 4

Audit Trail

Any change to a saved timesheet entry will require a change reason and will store the change reason in a viewable audit trail. An Audit Trail change reason screen is displayed when Save is selected.

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		
								In-Out	Non-work Hours	Comments
Tue 22	CUST2 SPACESTATION	1. Train Crew	Analyst	Boston	BILL	RT	8			
								Comments:		
	CUST2 SPACESTATION	1. Train Crew	Analyst	Boston	BILL	RT	4			
	Comments:									
	Change Reason: <Please pick a value> [dropdown] [text area]									
Fri 25	CUST2 SPACESTATION	1. Train Crew	Analyst	Boston	BILL	RT	8			
								Comments:		
	CUST2 SPACESTATION	1. Train Crew	Analyst	Boston	BILL	RT	7			
	Comments:									
	Change Reason: <Please pick a value> [dropdown] [text area]									

Create Timesheet 5

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 half-month 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.



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.

Timesheet Completion 1

Approval History

After the timesheet is submitted, it will move through an approval process defined and controlled by the Unanet 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.

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

People – Timesheet for Bob S. Costas (6/23/2013 - 6/29/2013) - Exempt												
Project/Task	Labor Category	Location	Project Type	Pay Code	Sun 23	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28	Sat 29	Totals
CUSTOMER_1 7011.102												
1. Project Support	Systems Engineer VA		BILL	1		1.00						1.00
2. Development	Systems Engineer VA		BILL	1		3.00						3.00
CUSTOMER_2 SAP_IJU												
1. Requirements	Systems Engineer VA		BILL	1		4.00						4.00
MYCO ADMIN	Systems Engineer VA		ADMIN	1			8.00	8.00	8.00	8.00		32.00
Totals:						8.00	8.00	8.00	8.00	8.00		40.00

Approval History				
By (For)	Role	Project	Status	Comments
Bob S. Costas	Timesheet User		INUSE	6/24/2013 7:00 AM
Bob S. Costas	Timesheet User		SUBMITTED	6/24/2013 7:01 AM
Charlie B. Gibson	Project Approver	CUSTOMER_2 SAP_IJU	APPROVING	7/1/2013 7:30 AM
Tom S. Brokaw	Manager		APPROVING	7/1/2013 7:31 AM
-	-		COMPLETED	7/1/2013 7:31 AM
Tom S. Brokaw	Manager		LOCKED	7/1/2013 7:31 AM

Timesheet Completion 2

Timesheet Statuses

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

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

- 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.
- DISAPPROVAL - the timesheet has been disapproved and the user must make corrections and resubmit. View the "**Approval History**" to see Disapproval comments.



- COMPLETED or LOCKED – all required approvals are complete. The Timesheet is available under the user’s **“Completed Timesheets”** list from the Time Dashboard.
- EXTRACTED – the timesheet has been integrated to another system by a Unanet Administrator.

Acquisition Innovation Alliance

The single Unanet system serves both BCT and the Acquisition Innovation Alliance Joint Venture (AIA JV) led by BCT.

BCT employees who are assigned to AIA projects have access to both their AIA and BCT timesheets from their single BCT login session.

- Enter your AIA project time in your AIA timesheet. (userid: [f.last-j](#))
- Enter your other BCT project time in your BCT timesheet. (userid: [f.last](#))
- Submit both timesheets.
- Timesheets are fully approved by both BCT and AIA managers.

Leave Request

Timesheet users create and submit leave requests from the Home Dashboard. Approved leave will be presented on users editable and preview versions of their timesheets (in an informational format only). The screenshot below illustrates the flow of using the Leave Request feature.



Add Leave Request

On the resulting screen, enter the requested leave period. Unanet will automatically calculate the Hours based on the business days within the leave period. Modify the hours as needed to adjust for partial day leave. Submit the request for approval.

Leave Request

Date Range: Begin End Hours

Include Non-Working Days

Comments

Leave Request Data Entry Screen

Leave Requests follow the same approval statuses as timesheets. View the status of the Leave Request on the Home or Time dashboard. Using the edit pencil, display the Approval History to review any comments recorded by the approver.

Approved leave requests will not result in any automatic population of user timesheets. The approved leave request appears on top of the timesheet for the period of that request.

Approved Leave Requests

	Date Range	Hours	Status	Comments
🔍	1/7/2013 — 1/8/2013	16	COMPLETED 1/7/2013 8:44 PM	

Project	Task	Pay Code	Wed 25
🔍 COMPANY1 PROJECT1	Engineering	RT	8
🔍 COMPANY1 PROJECT2	Engineering	RT	
🔍 COMPANY1 PROJECT3		RT	
✕ 🔍			
Totals:			8

Comments:



User Reports

The Unanet system provides a reporting capability.

You can navigate to the "Report" Dashboard to access the available reports. This section covers examples of reports available to Timesheet users.

Assignment Reporting

The Schedule Details report displays project assignment details for a configurable time period. Details include the Project, Task, budget, actual hours and variances for each available assignment.

User Schedule Details							
Date Range: 7/1/2013 - 7/31/2013 Including Pending Adjustments Reporting on Assignments							
Project / Task	Begin Date	End Date	Location	Hours			
				Budget	Actuals	Variance	
SCOTT, DAVID							
Project Assignments							
00001.01.02.20.001 04005.001.01.PME01.001J — BY-PME01 - TRANSITION PD	BOT	EOT	—	—	8	(8)	
00001.01.02.20.001 04005.001.01.PME01.001K — BY-PME01 - TRAVEL	BOT	EOT	—	—	—	—	
00001.01.02.21.001 04005.001 — DOS-OSIS-CLIN001-COSTS	BOT	EOT	—	—	—	—	
1.01.01 00400.HOL — HOLIDAY	1/1/2012	12/31/2013	—	—	—	—	
1.01.01 00400.VAC — VACATION	1/1/2012	12/31/2013	—	—	19	(19)	
1.01.01 00800.00A — ACCOUNTING SERVICE CNTR	BOT	EOT	—	—	—	—	
1.01.01 00800.00B — BUSINESS DEVL SVC CNTR	BOT	EOT	—	—	—	—	
1.01.01 00800.00E — EXEC MGMT SERVICE CNTR	BOT	EOT	—	—	—	—	
				0	27	(27)	
Totals for SCOTT, DAVID:				0	27	(27)	

Reports 1

Time Detail Reporting

The Time Details report on the Reports dashboard is used to report the detail of time charged to projects over various defined or custom periods. It shows the number of hours recorded by project by day with or without comments.

User Time Details								
DAVID SCOTT (000053)								
Date Range: BOT - EOT								
Including Pending Adjustments								
Including Adjustments using Worked Date within range								
Project Organization: FULL BENEFITS								
Project	Task	Labor Category	Project Type	Pay Code	Date **Adj Posted**	Comments	Hours	
00400.VAC	—	002225	INDIRECT	R	7/16/2013	in Hawaii	9	
					7/18/2013		10	
Totals for 00400.VAC:							19	
Totals for FULL BENEFITS:							19	
Project Organization: TIM FLEWELLYN								
Project	Task	Labor Category	Project Type	Pay Code	Date **Adj Posted**	Comments	Hours	
04005.001.01.PME01.001J	—	015550	CPFF	R	7/17/2013	Testing Unanet	8	
Totals for 04005.001.01.PME01.001J:							8	
Totals for TIM FLEWELLYN:							8	
Grand Totals:							27	

Reports 2

Time Summary Reporting

The Time Summary report on the Reports dashboard is used to summarize the totals of time charged to projects over various defined or custom periods. It shows the number of hours recorded by project.

User Time Summary			
DAVID SCOTT (000053)			
Date Range: BOT - EOT			
Including Pending Adjustments			
Including Adjustments using Worked Date within range			
Project Organization	Project	Hours	
FULL BENEFITS	00400.VAC — VACATION	19	
Totals for FULL BENEFITS:		19	
TIM FLEWELLYN	04005.001.01.PME01.001J — BY-PME01 - TRANSITION PD	8	
Totals for TIM FLEWELLYN:		8	
Grand Totals:		27	

Reports 3

Timesheet Status Reporting

The Timesheet Status report on the Reports dashboard displays the timesheet status, Approval History and Pending Approvers.



User Timesheet Status

Person	Hours	Out of	%	Status	Pending Approvals		
					Manager	Proj Approver	Customer
Time Period: Semi-Monthly 7/16/2013 - 7/31/2013							
SCOTT, DAVID (000053)	27.00	96.00	28%	INUSE 7/30/2013 11:52 AM			
Total Timesheet Count: 1							
* Identifies items that require customer approval first							

Timesheet Details

DAVID SCOTT (000053) (7/16/2013 - 7/31/2013) – Exempt

Project/Task	Labor Category	Location	Project Type	Pay Code	Tue 16	Wed 17	Thu 18	Fri 19	Sat 20	Sun 21	Mon 22	Tue 23	Wed 24	Thu 25	Fri 26	Sat 27	Sun 28	Mon 29	Tue 30	Wed 31	Totals	
00400.VAC VACATION	002225		INDIRECT	R	9.00		10.00														19.00	
04005.001.01.PME01.001J BY-PME01 - TRANSITION PD	015550		CPFF	R		8.00															8.00	
Totals:					9.00	8.00	10.00															27.00

Reports 4

Support

If you have questions or need assistance with your login account or with the Unanet timekeeping system, please contact us for assistance.

Unanet Application Support: e-time@bct-llc.com

Password Reset Support: support@bct-llc.com

301-498-3610

Additional online support information is available on this webserver.