

Entering Leave Time on Your Timesheet

This ONLY refers to sick and vacation time

- Verify your leave request has been approved by your manager.
- Click the pencil icon on your current timesheet to add the time. (see screenshot below)

The screenshot displays the Unanet SANDBOX interface. At the top, there is a navigation bar with logos for Unanet SANDBOX and esi, followed by a menu of options: Organizations, Contracts, People, Forecast, Time, Expense, Financials, Documents, Admin, and Reports. The 'Time' option is highlighted.

Below the navigation bar, the 'Time - List' section is visible. It includes a dropdown for 'Active Timesheets' and a '+ Timesheet' button. A table lists active timesheets with columns: TIME PERIOD, HOURS, STATUS, and CONTROLLER. The first row shows a period from 3/16/2024 to 3/31/2024 with 0.00 hours and a status of 'INUSE'. The second row shows a period from 3/1/2024 to 3/15/2024 with 72.00 hours and a status of 'INUSE'. A red circle highlights the pencil icon in the first row.

Below the active timesheets, the 'Current Leave Requests' section is visible. It includes a dropdown for 'Current Leave Requests' and a '+ Leave Request' button. A table lists current leave requests with columns: DATE RANGE, HOURS, STATUS, and COMMENTS. The first row shows a date range from 3/27/2024 to 3/28/2024 with 16 hours and a status of 'COMPLETED'. A red arrow points from the 'COMPLETED' status to a red text box on the right.

Confirm the status of COMPLETED for your leave request BEFORE attempting to enter it in your timesheet

- Click on the arrow under PROJECT to select your type of leave (sick or vacation) from the drop-down menu. **For this example**, the screen shot below will show SICK time.

Time – Timesheet for Moran, Nancy (3/16/2024 - 3/31/2024)

Approved Leave Requests

| | DATE RANGE | HOURS | STATUS | COMMENTS |
|--|-----------------------|-------|-----------|----------------------------------|
| | 3/27/2024 — 3/28/2024 | 16 | COMPLETED | 3/19/2024 3:55 PM Test sick time |

| PROJECT | TASK | PAY CODE | SAT 16 | SUN 17 | MON 18 | TUE 19 | WED 20 | THU 21 | FRI 22 | SAT 23 | SUN 24 | MON 25 | TUE 26 | WED 27 | THU 28 | FRI 29 | SAT 30 | SUN 31 | TOTALS |
|----------------------|---------------------------|----------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | | | | | | | | | | | | | |
| 1 | ESI G&A G&A | | | | | | | | | | | | | | | | | | |
| | ESI SICK_LEAVE Sick Leave | | | | | | | | | | | | | | | | | | 0 |
| | Totals: | | | | | | | | | | | | | | | | | | |

Comments:

Save

Submit

Preview

My Projects

- Ensure your dates match with your leave request. See screen shot below:

Time – Timesheet for Moran, Nancy (3/16/2024 - 3/31/2024)

Approved Leave Requests

| | DATE RANGE | HOURS | STATUS | COMMENTS |
|--|-----------------------|-------|-----------|----------------------------------|
| | 3/27/2024 — 3/28/2024 | 16 | COMPLETED | 3/19/2024 3:55 PM Test sick time |

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|---------------------------|----------------------|----------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| ESI SICK_LEAVE Sick Leave | <input type="text"/> | <input type="text"/> | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| 1 | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| | Totals: | | | | | | | | | | | | | | | | | | |

Comments:

Save

Submit

Preview

My Projects

These hours MUST match
the leave request.

- Ensure you have entered the hours you have worked for each project(s) you are assigned to.
- Click SAVE
- Repeat these steps if you need to enter vacation time.