Unanet v. 22.1.6 Training
Course Transcript

Overview

Purpose of the Course

This video course introduces you to the Unanet web application (web app), which centralizes tracking hours, managing contracts, and generating detailed reports. By the end of the course, you'll know how to log in, navigate the interface, create and update timesheets, and modify your User Profile.

Menu Components

The main menu includes *Contracts*, *Time*, *Expense*, *Reports*, and *My Account*. The following videos will provide a general overview of each of these menus and how to modify key elements within them.

Note that the menu structure may vary based on your organization’s configuration.

Accessing Unanet

To access the web application, open your preferred web browser and go to the website provided by your organization.

Enter your login credentials and click the Login button. You will be taken to the Time - Dashboard page.

Contracts Menu

Not available for this sample course.

Time Menu

Overview

This video module covers the following objectives:

- Identify the various sub-menu options within the Time menu
- Demonstrate the process of manually creating a new timesheet
- Access and view active and completed timesheets
- Demonstrate how to enter and manage hours worked for different projects
- Select and apply the appropriate project codes in a timesheet

The *Time* menu allows you to view and update your timesheet, view completed timesheets, and see your project work codes. This menu consists of 4 sub-menu options including *Dashboard*, *List*, *Current*, and *My Projects*.

Time - Dashboard Page

New Timesheet

At the start of each pay period, you are required to manually create a new timesheet to keep track of your hours. Be sure to review your organization's guidelines on when the pay period begins.

To create a new timesheet, click the *Create Timesheet* icon. The *Time - Create Timesheet* page will appear, prompting you to create a new timesheet for the time period.

If you want to change the time period, you have two options: you can either type in the date directly or click the Calendar icon to open the calendar and select the desired date.

Click the Save button to confirm your changes. Upon saving, you will be taken to the new timesheet.

Preview Timesheet

You can preview a timesheet from the following locations. Timesheets are read-only when previewing them.

To preview a timesheet, click the *Magnifying Glass* icon next to the timesheet you want to view or click the Preview button.

At the top of the page, you'll see the current pay period and the status of your timesheet.

The most common timesheet statuses you will encounter include INUSE (you're currently editing the timesheet), SUBMITTED (you're awaiting approval), APPROVING (approval is in progress), and EXTRACTED (processed by Payroll).

If you have questions about other statuses you may receive, please contact your organization's Payroll department.

You can also print your timesheet by clicking the Print Friendly icon.

Near the bottom of the page is the Approval History dropdown menu, which shows the approval history of the selected timesheet, including information about when the timesheet's status was updated.

Edit Timesheet

You can edit a timesheet in the following locations. To edit a timesheet, click the *Pencil* icon next to the timesheet you want to edit or click the Edit button. For detailed instructions on how to enter hours please refer to the *Time - Current Page* video.

Leave Requests

Not available for this sample course.

Expense Reports

Not available for this sample course.

Time - List Page

This page allows you to view a list of current and past timesheets.

At the top of the page is the Active Timesheets dropdown. You can use this to toggle a list of all active timesheets that have the status of INUSE, SUBMITTED, or APPROVING.

This page also allows you to create a new Timesheet by clicking the *Create Timesheet* icon. For detailed instructions on how to use this feature, refer to the *Time - Dashboard Page* video.

Finally, at the bottom of the page is the Completed Timesheets dropdown menu. This menu displays an aggregated list of all completed timesheets. This is useful for historical purposes or if you need to edit a previously completed timesheet.

The most common timesheet statuses for completed timesheets are EXTRACTED (finalized timesheet) and CORRECTED (updated by an admin, requiring your edits).

Editing a submitted timesheet follows the same process as editing a new one. For details on editing a timesheet, refer to the *Time - Current Page* video. Note that modifying an approved timesheet will reset its approval status, requiring resubmission.

Time - Current Page

The *Time - Current* page allows you to enter hours worked for the current pay period. It also allows you to save your timesheet, submit your timesheet, and preview your timesheet before submitting it.

At the top of the page, you will see the timesheet for the pay period and its status.

The *Trash Can* icon allows you to delete all hours entered for a row.

The *Magnifying Glass* icon allows you to view details about the project.

In the timesheet entry field, the PROJECT column lists the name of the project. If you are working on multiple projects, you can select the relevant project from the dropdown menu.

The TASK column displays the labor task name. If you are assigned to different tasks, you can choose the appropriate task from the dropdown menu.

The PAY CODE column shows the available pay codes, including RT (regular time) and OT (overtime).

In the input fields for each day, enter the number of hours worked. Your manager will provide specific details on how to allocate hours across projects.

Full-time employees must log a minimum of 8 hours per day. For additional hours worked that exceed 8 hours a day, follow your organization's overtime policy. Part-time employees should adhere to the specific guidelines outlined by their organization's policy.

If you're working on multiple projects, select the appropriate project from the dropdown menu. The task and pay code will be filled in automatically. Afterward, you can enter the hours worked for each project. If you need additional rows to enter more projects, click the Add Row icon at the bottom of the timesheet.

The Comments section allows you to enter any notes or comments for your manager regarding the active timesheet. Adding comments is optional.

Click the Save button to save your timesheet. It is important to save your work frequently to avoid losing entered data.

To submit your timesheet for approval, click the Submit button. Ensure that you follow your organization’s guidelines for when to submit your timesheet.

The Preview button lets you preview your active timesheet.

Finally, the My Projects button provides a list of all your active projects. For more information about managing your projects, refer to the *Time - My Projects Page* video.

Time - My Projects Page

Search Tab

Not available for this sample course.

List Tab

The *List* tab allows you to view and manage all active projects.

The AVAILABLE PROJECTS (/TASK) section lists available projects assigned to you.

The SELECTED PROJECTS / (TASKS) section lists all active projects in your timesheet. These projects appear in the PROJECTS column dropdown menu of your timesheet.

To include a project in your timesheet, it must be in the SELECTED PROJECTS (/TASKS) list. Typically, your timesheet administrator sets these projects by default. However, you may need to update this list if you receive a new project code or if an old project is no longer active, as Unanet does not remove these by default.

To add a project to your timesheet, select it from the AVAILABLE PROJECTS (/TASKS) list and click the Right Arrow icon. To remove a project, select it from the SELECTED PROJECTS (/TASKS) list and click the Left Arrow icon.

Click the Save button to apply your changes.

Time Menu Summary

You've completed this video module. By now you should have a solid understanding of the various menu options and the common tasks associated with each. Key topics covered include: creating a new timesheet, viewing timesheets, editing timesheets, and changing and removing active projects.

Time Menu Knowledge Checks

What does the *Time - Dashboard* page primarily display?
a) A view of your current timesheet and active expense reports
b) An aggregated list of project codes
c) A view of all completed timesheets
d) The option to enter and submit hours worked

Correct Answer: a) A view of your current timesheet and active expense reports

Correct feedback: The *Time - Dashboard* page displays your current timesheet and any active expense reports.

When creating a new timesheet, what action can you take if you need to change the pay period?
a) Click the Edit button on the *Time - Current* page
b) Use the Calendar icon on the *Time - Create Timesheet* page
c) Navigate to the *Time - List* page and select a new pay period
d) Contact your timesheet admin

Correct Answer: b) Use the Calendar icon on the *Time - Create Timesheet* page

Correct Feedback: To adjust the pay period on your timesheet, you should use the Calendar icon on the *Time – Create Timesheet* page.

What status will you see if you are currently editing a timesheet?
a) SUBMITTED
b) APPROVING
c) INUSE
d) EXTRACTED

Correct Answer: c) INUSE

Correct Feedback: When you are currently editing a timesheet, the status shown will be INUSE.

Which page within the *Time* menu allows you to enter hours worked for the active pay period?
a) *Time - Dashboard*
b) *Time - List*
c) *Time - Current*
d) *Time - My Projects*

Correct Answer: c) *Time - Current*

Correct feedback: The *Time - Current* page allows you to enter hours worked for the current pay period.

Where can you view an aggregated list of completed timesheets?
a) *Time - Dashboard*
b) *Time - Current*
c) *Time - List*
d) *Time - My Projects*

Correct Answer: c) *Time - List*

Correct feedback: The *Time - List* page provides a view of an aggregated list of all completed timesheets.

What does the EXTRACTED status indicate in the Completed Timesheets dropdown on the *Time - List* page?
a) The timesheet has been edited by an admin
b) The timesheet is currently being approved
c) The timesheet has been approved and extracted for processing
d) The timesheet is available for data entry

Correct Answer: c) The timesheet has been approved and extracted for processing

Correct Feedback: The EXTRACTED status indicates that the timesheet has been approved and extracted for processing.

How can you view a list of all active timesheets that have not been submitted?
a) Use the Active Timesheets dropdown on the *Time - List* page
b) Use the Completed Timesheets dropdown on the *Time - List* page
c) Navigate to the *Time - My Projects* page
d) Select the Create Timesheet link on the *Time - Current* page

Correct Answer: a) Use the Active Timesheets dropdown on the *Time - List* page

Correct Feedback: You can view a list of all active timesheets that have not been submitted by using the Active Timesheets dropdown on the *Time - List* page.

Which page will you find a list of project codes associated with your employee ID?
a) *Time - Dashboard*
b) *Time - List*
c) *Time - Current*
d) *Time - My Projects*

Correct Answer: d) *Time - My Projects*

Correct feedback: The *Time - My Projects* page provides a list of project codes associated with your employee ID.

Expense Menu

Not available for this sample course.

Reports Menu

Not available for this sample course.

My Account Menu

Overview

This video module covers the following objectives:

- Identify and navigate the various menu options within the My Account menu
- Demonstrate how to update your password
- Demonstrate how to log out of the web application

The *My Account Menu* allows you to manage your settings and access additional resources. This menu consists of four sub-menu options: *Log Out*, *Preferences*, *Help*, and *About*.

Log Out Sub-Menu Option

The *Log Out* sub-menu option allows you to log out of the web application.

Preferences Page

The Preferences page allows you to view and update your user preferences. It includes five tabs: *Profile*, *Roles*, *Time*, *Expense*, and *Password*.

Profile Tab

Not available for this sample course.

Roles Tab

Not available for this sample course.

Time Tab

Not available for this sample course.

Expense Tab

Not available for this sample course.

Password Tab

The *Passwords* tab allows you to update your current password with a new one. It is highly recommended that all employees change their temporary passwords immediately upon logging into the web application.

Additionally, passwords expire every 60 days. You will receive a warning message 10 days before your password expires. These settings are designated by your organization.
If your password expires, please submit a Help Desk request to the IT department.

To change your password, type your current password in the Current Password field.

Next, type your new password in the New Password field and re-enter it in the Confirm Password field. Ensure that you follow your organization’s guidelines for creating a strong password.

Click the Save button to apply the change.

Help Page

Not available for this sample course.

About Page

Not available for this sample course.

My Account Menu Summary

You’ve completed this video module. By now you should have a solid understanding of the various menu options and the common tasks associated with each. Key topics covered include: updating your user password and logging out from the web application.

My Account Menu Knowledge Checks

Which sub-menu option allows you to log out of the Unanet web application?
a) *Log Out*
b) *Preferences*
c) *Help*
d) *About*

Correct Answer: a) *Log Out*

Correct feedback: The *Log Out* sub-menu option in the *My Account* menu allows you to log out of the Unanet web application.

How can you update your current password if you receive a temporary one from the IT department?
a) Update by accessing the *Help* sub-menu
b) Use the *Log Out* option
c) Update by accessing the *Preferences* sub-menu

d) Update by accessing the *About* sub-menu

Correct Answer: c) Update it in the *Preferences* sub-menu

Correct feedback: You should update your current password by accessing the *Preferences* sub-menu and then going to the *Passwords* tab if you received a temporary one from the IT department.

What should you do if your password expires?
a) Access the *Help* sub-menu for assistance
b) Submit a Help Desk request to the IT department
c) Log out and log back in
d) Use the *About* sub-menu to find information

Correct Answer: b) Submit a Help Desk request to the IT department

Correct feedback: If your password expires, you should submit a *Help Desk* request to the IT department for assistance.

How often does your password expire in Unanet?
a) Every 30 days
b) Every 60 days
c) Every 90 days
d) Every 120 days

Correct Answer: b) Every 60 days

Correct feedback: Your organization has set the password expiration in Unanet to expire every 60 days.

How many days before expiration will you receive a warning message about your password?
a) 5 days
b) 10 days
c) 15 days
d) 30 days

Correct Answer: b) 10 days

Correct feedback: You will receive a warning message in Unanet 10 days before your password expires.

What is the correct sequence for updating your password in the *Passwords* tab?
a) Type the current password, then the new password, and click Save
b) Type the new password twice, and then click Save
c) Type the current password, type the new password (twice), and click Save
d) Click Save, and then type the new password

Correct Answer: c) Type the current password, type the new password (twice), and click Save

Correct feedback: In the *Passwords* tab, you should type the current password, type the new password twice to confirm it, and then click Save to update your password.

Final Assessment

You've received several emails from your organization. Review each email carefully, as they will guide you on the required actions you need to perform for this assessment. You can refer back to these instructions as needed by navigating to the Web Mail browser tab. Click Finish Assessment to submit your work.

Instructions:

1. Review the two email messages in the Web Mail browser tab.
2. In the *Unanet Password Reset Request* email, click the Unanet link to open a new tab.
3. In the Unanet tab, enter the username and password using the provided user credentials in the *Unanet Password Reset Request* email.
4. Click the *My Account* menu.
5. Click on the *Preferences* sub-menu.
6. Click the *Passwords* tab.
7. In the Current Password field, type the current password provided in the *Unanet Password Reset Request* email.
8. In the New Password field, type a password that is 10 characters or more, and contains a combination of letters and numbers (e.g. ZeE$bW8bY#).
9. Confirm the new password by typing it again in the Confirm New Password field.
10. Click the Save button.
11. Navigate to the *Time - My Projects* page.
12. In the AVAILABLE PROJECTS (/TASKS) list, locate the PROJ_TRAIN project code.
13. Select the project code and click the Right Arrow icon to add the new project code.
14. Click the Save button.
15. Navigate to the *Time - Dashboard*, *Time - List*, or *Time - Current* page.
16. If you navigated from the *Time - Dashboard* or *Time - List* page, click the Create Timesheet icon. If you accessed the *Time - Current* page, skip to the next step.
17. Click the Calendar icon and click on a date that is within the pay period mentioned in the *Training Last Week* email. Tip: the date can be any date within the specified pay period.

18. In Rows 1 and 2 (Monday through Friday columns), enter the hours specified in the *Training Last Week* email. Tip: the project codes can be in either order, but the values must match what is specified in the email.
19. Click the Submit button.
20. Click the OK button.
21. Click the Save button.
22. Click the *My Account* menu.
23. Click the Log Out button.
24. Click the *Finish Assessment* button.

Glossary

Term	Definition
Active Timesheet	The current timesheet that an employee is working on for the present workweek.
APPROVING	Timesheet status that indicates that a timesheet is in the process of being reviewed for approval.
Completed Timesheet	A timesheet that has been finalized and submitted for approval.
CORRECTED	Timesheet status that indicates that Payroll has made a correction to the timesheet and requires that you make edits to the timesheet.
Edit	The action of modifying or making changes to a timesheet or document.
EXTRACTED	Timesheet status that indicates that the timesheet has been processed by Payroll and no further actions are required.
Full-Time Employee	An employee who works typically 40 hours per week.
INUSE	Timesheet status that indicates that the timesheet is currently being used or edited.
IT Department	The team responsible for managing and maintaining the organization's technology infrastructure.
Manager	A person responsible for overseeing and approving timesheets to ensure that employees meet project and time requirements.
Magnifying Glass Icon	An icon used to preview a timesheet in the Unanet Web App.
My Account Page	The page where users can update their personal information.
New Timesheet Icon	An icon used to create a new timesheet.
Overtime (OT)	Hours worked beyond the standard work hours, typically eligible for additional pay.

Part-Time Employee	An employee who works typically less than 35 hours per week.
Payroll Department	The department or function within an organization that is responsible for processing employee pay.
Password Tab	A tab located in the My Account Page that allows employees to change their password.
Pencil Icon	An icon used to edit an existing timesheet.
Read-Only/Preview	Timesheet status that indicates that a timesheet can only be viewed.
Regular Time (RT)	Standard work hours that are typically covered by regular pay.
REJECTED	Timesheet status that indicates that the timesheet was rejected and may require revisions or resubmission.
Submit	The action of submitting a timesheet for approval.
SUBMITTED	Timesheet status that indicates that a timesheet has been sent for approval.
Time - Create Timesheet Page	The page where users can create a new timesheet for a specified time period.
Time - Dashboard Page	A central interface within the Unanet Web App where users can access various functions, including viewing and managing timesheets.
Time - List Page	The page where users can view a list of all their timesheets, including the ability to filter and search.
Time - My Projects Page	The page within the Unanet Web App where users can view and manage their assigned projects and related work codes.
Unanet Web App	The online application used for time tracking, project management, and other administrative tasks within an organization.