Welcome to Unanet, Electronic Timecard!

The attached 'cheat sheets,' in combination with information from your department's administrative personnel, should be all you need to enter time.

The information to create your Username and Password is triggered by the entry of your information, provided at check-in, into the HR system so there may be a slight delay in your access. If you are unable to log in by the end of your 1st week, please contact whoitime@whoi.edu.

To access the site, go to <u>http://whoitime/unanet/action/login</u> (you can also access from the WHOI internal website under Administrative Tools). You must be at the Institution or logged into the VPN to access the timecard system.

Your username will be the same as your email address in front of the @ symbol (in most cases, 1st initial of first name and last name) and your initial password will be *welcome*. To change your password, see the cheat sheet titled "*Unanet Login*"

The system allows for you to designate an alternate who can enter time on your behalf. This is highly recommended to ensure that even if you are unable to access the timecard system, someone can complete your timecard for you. The cheat sheet titled *"Selecting Alternates – Unanet"* will walk you through the process. You are strongly urged to designate an alternate.

Prior to being able to enter time, you will need to be assigned to the appropriate projects or cost centers. This will be done by someone in your department. Your supervisor can direct you to whoever does those assignments in your department.

All time should be entered daily and must be completed and submitted for approval no later than noon on the Monday of a pay week.

For questions or issues, contact via email <u>whoitime@whoi.edu</u> or the Payroll Department <u>wsandner@whoi.edu</u>

The link to log into the electronic time card system is <u>http://whoitime/unanet/action/login</u> Your Username is your email address up to the @ symbol. Typically this is the first letter of your first name and your full last name (drichard)

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To change your password once you log in, go to Preferences at the far right of your screen

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Select the Password tab. Enter the current password (welcome) and the new password twice and Save.

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Selecting Alternates

Alternates are people that you choose to have the ability to perform functions within Unanet on your behalf. You manage these assignments via your <u>*Preferences*</u> menu option.

Click on Preferences

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Click on Alternates



You are presented with a screen that shows the roles you are assigned to.

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- 1. Using the filter below the 'Available Alternates' box, search for the person you want to assign. In the example below Org Code MIS was entered to bring up the list of the whole department. To pick an individual, enter the last name. Click the blue > to populate the Available Alternates list
- 2. Click on the name (using control if assigning more than one person as an alternate) of the person you are assigning as your alternate in the Available Alternate Box and then clicking on the role that the users would be alternates for in this example Timecard User (role definition below the screen shot)
- 3. Click on the right facing arrow to add and then Save (bottom of the screen)



Role Definitions

Timesheet User – Able view, enter time and submit time cards

Project Manager – Able to edit project information – THIS DOES NOT INCLUDE ASSIGNING PEOPLE TO PROJECTS

Resource Assigner - Able to assign people to the projects you have access to

Manager – Able to approve time for people assigned to you

Project Viewer - able to run project reports (i.e. project time details)

Viewer - able to run read only people reports (i.e. people time details)

The individuals you selected will then show in the Alternates box



Selecting Alternates

To create a new time card, log in to the WHOItime system (http://whoitime.whoi.edu) And click on + Timesheet to add a new time card

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The current date will appear for the current pay period. Click Save to create the timecard. Should it be necessary to create a time card for a future period enter a date within the pay period you wish to create before clicking Save

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Entering Time in Unanet

A time card will be created. To choose a project click on the drop down menu & highlight the cost center or project you wish to charge. If the cost center/project is not on the list please contact the project manager or your Department Administrator to have it assigned. *SAVE entries *

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To add additional rows click on the box at the bottom left of the time card. To enter multiple rows change the number in the box prior to clicking the 'add a row' symbol *Remember to save your time once entered*_____

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Entering Time in Unanet

If when you select the project from the drop down list, the Task dropdown populates, make sure you select the correct work order number.

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Overtime must be entered on a separate row in the timecard with OT, OT-AT-SEA, or Casual-OT as the Pay Code. <u>Comments are required</u>. Make sure that you are in the cell where the OT hours are entered (indicated by the red underline). When comments are added and saved successfully, a green triangle will display in the upper right corner of the cell.

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Future time sheets will automatically populate with projects you used previously. If you wish to turn off this function go to Preferences (far top right), click on the Time tab and uncheck the box to Autofill Timesheet

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Once your time card is complete for the period click on the Submit key to send to your supervisor for approval

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1. Once submitted, when you return to your Home page, you will notice the time card for the period submitted has your supervisors name under Controller of the timesheet Vou can still adit your time card un until it is avported on Tuesday of a Payroll week

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2. To make a change to previously entered time, click on the edit (pencil) - you will receive a warning (sample on next page) notifying you any changes will start the approval process over again. Click OK.

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	Are you sure you want to continue?
	Cancel

It is recommended that if you make changes after submitting the 1st time, you notify your timecard approver to avoid any confusion. They may have already approved your 1st submission and will have to approve it again.

Once a change has been made you will be required to enter a reason for the change ****Your** initials are acceptable Save and Submit

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