

# Timesheet Training

## Sign into Unanet

Login page: <https://whoitime.who.edu/unanet>

**Username:** use your WHOI network account login account (which is typically the first initial of your first name, and your last name)  
For example, "Peter DuBois" might be "pdubois"

**Password:** use the 15+ character password the helpdesk assisted setting up

## Create a timesheet

Create a new timesheet with each new time period. Timesheets are created by clicking on the "+ Timesheet" button from the "Home" screen.

**Unanet** – Dashboard [config]

**My Reports** [config]

- Casual Sick - No hire date
- ECRAFT
- Family Illness Hours based on Employee Type
- Non-leave Projects

**Quick Links**

- Completed Expenses
- Completed Timesheets
- Current Timesheet
- Current Timesheet - Mobile
- Edit Last Organization
- Edit Last Person
- Edit Last Project
- Notes

**Active Timesheets** **+ Timesheet**

Time Period	Hours	Status	Controller
There are no active timesheets.			

**Active Expense Reports** **+ Expense**

Voucher	Expense	Reimburse	Status	Purpose
There are no active expense reports.				

**How To**

- Customize the contents of the dashboard
- Create a timesheet
- Create an expense report
- Approve project time and expenses
- Approve people time and expenses
- Create a project
- Reset Your Password

**Tips**

- News and Demonstrations from [www.unanet.com](http://www.unanet.com)
- Back button usage
- Refining Search Criteria
- Knowledge Center

Licensed for use by Woods Hole Oceanographic Institution — Logged in as MITCHELL H. FLEISCHMAN (mfleischman) Copyright © 1997-2016 Unanet

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.

Click "**Save**".



Home Organizations Project People Time Expense Financials Admin Reports

List Current ETC My Projects

Log Out  
Preferences  
Help  
About

---



## Time – Create Timesheet

---

Create a new Timesheet

Date:  

Create a new timesheet for the time period containing this date.

Save

---

Licensed for use by Woods Hole Oceanographic Institution – Logged in as MITCHELL H. FLEISCHMAN (mfleischman) Copyright © 1997-2016 Unanet

**Tip:** Missed a timesheet last pay period, or want to create one for the next pay period? Enter another date, or select one using the calendar button to the right.

## Timesheet data entry

Beginning from the left of the data entry screen, choose appropriate values in each column presented within the timesheet.



Home Organizations Project People Time Expense Financials Admin Reports



List Current ETC My Projects

Log Out Preferences Help About



Time – Timesheet for ESTRELA, JOHN D. (1/6/2019 - 1/19/2019)

Status: INUSE

Project	Task	Pay Code	Sun 6	Mon 7	Tue 8	Wed 9	Thu 10	Fri 11	Sat 12	Sun 13	Mon 14	Tue 15	Wed 16	Thu 17	Fri 18	Sat 19	Totals
  51084 Armstrong Ops General		MAR-AT-SEA		8	8	8					8	8	8				48
  51084 Armstrong Ops General		MAR-OT	10	2	2	1	2	2	10	10	2	2	2	1	2	10	58
  51084 Armstrong Ops General		MAR-REG					8	8						8	8		32
 																	
1 	Totals:		10	10	10	9	10	10	10	10	10	10	10	9	10	10	138

Comments:

Save

Submit


Preview

My Projects

Licensed for use by Woods Hole Oceanographic Institution – Logged in as MITCHELL H. FLEISCHMAN (mfleischman)Copyright © 1997-2016 Unanet

The first column is a list of projects that are active and available for time charging. Use the dropdown to select a project or cost center you wish to charge.


If the project or cost center you're looking for is not in the dropdown list, please refer to the below section on **"My Projects"**. If you still do not have the project you are looking for, please contact your supervisor, or department administrator to have it assigned.



[Home](#)
[Organizations](#)
[Project](#)
[People](#)
[Time](#)
[Expense](#)
[Financials](#)
[Admin](#)
[Reports](#)

[List](#)
[Current](#)
[ETC](#)
[My Projects](#)

[Log Out](#)
[Preferences](#)
[Help](#)
[About](#)



**Time** – Timesheet for ESTRELA, JOHN D. (1/6/2019 - 1/19/2019)

Status: INUSE

Project	Task	Pay Code	Sun 6	Mon 7	Tue 8	Wed 9	Thu 10	Fri 11	Sat 12	Sun 13	Mon 14	Tue 15	Wed 16	Thu 17	Fri 18	Sat 19	Totals
51084 Armstrong Ops General		MAR-AT-SEA		8													8
51084 Armstrong Ops General		MAR-OT	10	2													12
51084 Armstrong Ops General		MAR-REG															
<b>Totals:</b>			10	10													20

1

51084 Armstrong Ops General  
 58010 Sick Pay  
 58015 Family Illness  
 58020 Holiday Pay  
 58030 Bereavement  
 58031 Emergency Leave - Weather  
 58040 Jury Duty Pay  
 58335 Casual Sick  
 90000 Vacation  
 UNPAID LEAVE

Save

Projects

Comments:


Licensed

Institution – Logged in as MITCHELL H. FLEISCHMAN (mfleischman)

Copyright © 1997-2016 Unanet

For each project row, enter time in the proper date to the right.


If you need additional rows, enter the desired amount at the bottom of the screen and click the "add row" icon.









Home Organizations Project People Time Expense Financials Admin Reports

List Current ETC My Projects

Log Out Preferences Help About

Time – Timesheet for ESTRELA, JOHN D. (1/6/2019 - 1/19/2019)

Status: INUSE

Project	Task	Pay Code	Sun 6	Mon 7	Tue 8	Wed 9	Thu 10	Fri 11	Sat 12	Sun 13	Mon 14	Tue 15	Wed 16	Thu 17	Fri 18	Sat 19	Totals
 51084 Armstrong Ops General	▼	MAR-AT-SEA ▼		8	8	8											24
 51084 Armstrong Ops General	▼	MAR-OT ▼	10	2	2	1											15
 51084 Armstrong Ops General	▼	MAR-REG ▼															
 	▼	▼															
3 			Totals:	10	10	10	9										39

Comments:

Save

Submit

Preview

My Projects

Licensed for use by Woods Hole Oceanographic Institution -- Logged in as MITCHELL H. FLEISCHMAN (mfleischman)Copyright © 1997-2016 Unanet



**Time** – Timesheet for ESTRELA, JOHN D. (1/6/2019 - 1/19/2019)

Status: INUSE

Project	Task	Pay Code	Sun 6	Mon 7	Tue 8	Wed 9	Thu 10	Fri 11	Sat 12	Sun 13	Mon 14	Tue 15	Wed 16	Thu 17	Fri 18	Sat 19	Totals
51084 Armstrong Ops General		MAR-AT-SEA		8	8	8											24
51084 Armstrong Ops General		MAR-OT	10	2	2	1											15
51084 Armstrong Ops General		MAR-REG															
3																	
Totals:			10	10	10	9											39

Comments:

Save


Submit

Preview

My Projects

To remove rows, click the "X" to the left of the "glasses" icon.


After you've finished editing your timesheet, click the **"Save"** button to save your changes.



Home Organizations Project People Time Expense Financials Admin Reports

List Current ETC My Projects

Log Out Preferences Help About



Time – Timesheet for ESTRELA, JOHN D. (1/6/2019 - 1/19/2019)

Status: INUSE

Project	Task	Pay Code	Sun 6	Mon 7	Tue 8	Wed 9	Thu 10	Fri 11	Sat 12	Sun 13	Mon 14	Tue 15	Wed 16	Thu 17	Fri 18	Sat 19	Totals
X 51084 Armstrong Ops General		MAR-AT-SEA		8	8	8											24
X 51084 Armstrong Ops General		MAR-OT	10	2	2	1											15
X 51084 Armstrong Ops General		MAR-REG															
X																	
1		Totals:	10	10	10	9											39

Comments:

Save Submit Preview My Projects

Licensed for use by Woods Hole Oceanographic Institution – Logged in as MITCHELL H. FLEISCHMAN (mfleischman) Copyright © 1997-2016 Unanet

## Hours and Comments

All timesheet cells with a light green flag in the upper right corner require a comment before submission. In most cases, you'll see them on holidays. When you create a timesheet in a pay period with a holiday(s), the hour value will be automatically populated with an accompanying comment.

The screenshot shows the Unanet Time interface for a timesheet. The header includes navigation links: Home, Organizations, Project, People, Time, Expense, Financials, Admin, Reports. A sub-header shows 'List', 'Current', 'ETC', and 'My Projects'. The main title is 'Time - Timesheet for ESTRELA, JOHN D. (1/20/2019 - 2/2/2019)' with a status of 'INUSE'. The table lists projects and tasks with columns for days of the week and totals. A comment box is open, showing 'Comments: Martin Luther King Jr.'s Birthday'.

Project	Task	Pay Code	Sun 20	Mon 21	Tue 22	Wed 23	Thu 24	Fri 25	Sat 26	Sun 27	Mon 28	Tue 29	Wed 30	Thu 31	Fri 1	Sat 2	Totals
51084 Armstrong Ops General		MAR-AT-SEA															
51084 Armstrong Ops General		MAR-OT															
51084 Armstrong Ops General		MAR-REG															
58020 Holiday Pay		MAR-HOLIDA		8													8
Totals:				8													8

Comments: Martin Luther King Jr.'s Birthday

Save Submit Preview My Projects


Licensed for use by Woods Hole Oceanographic Institution - L Copyright © 1997-2016 Unanet



## My Projects

Additional projects or cost centers may be available that you currently aren't able to see.


To see if there are any available to you, click the **"My Projects"** button at the bottom of your timesheet. **"My Projects"** is also available to you under the **"Time"** tab at the top of the screen.









Home Organizations Project People Time Expense Financials Admin Reports

List Current ETC **My Projects**

Log Out  
Preferences  
Help  
About

**Time** – Timesheet for ESTRELA, JOHN D. (1/6/2019 - 1/19/2019)

Status: INUSE

Project	Task	Pay Code	Sun 6	Mon 7	Tue 8	Wed 9	Thu 10	Fri 11	Sat 12	Sun 13	Mon 14	Tue 15	Wed 16	Thu 17	Fri 18	Sat 19	Totals
 51084 Armstrong Ops General	▼	MAR-AT-SEA ▼		8	8	8											24
 51084 Armstrong Ops General	▼	MAR-OT ▼	10	2	2	1											15
 51084 Armstrong Ops General	▼	MAR-REG ▼															
 	▼	▼															
1 			Totals:	10	10	10	9										39

Comments:

Save

Submit


Preview

**My Projects**

Licensed for use by Woods Hole Oceanographic Institution — Logged in as MITCHELL H. FLEISCHMAN (mfleischman)

Copyright © 1997-2016 Unanet

A list of “**Available Projects**” will be on the left. Select the projects or cost centers you need to add, and move them over to “**Selected Projects**” using the right arrow “>>”.




Home Organizations Project People Time Expense Financials Admin Reports

List Current ETC My Projects

Log Out  
Preferences  
Help  
About

---



Time – My Projects

Projects(/Tasks) for: JOHN D. ESTRELA (jestrela)

---

Search List



Manage Project(/Task) Display

Available Projects(/Tasks)

26168500 --- USF Sub#2500-1685:SALSA Coring

Selected Projects(/Tasks)  
for JOHN D. ESTRELA (jestrela)

51084 --- Armstrong Ops General  
58010 --- Sick Pay  
58015 --- Family Illness  
58020 --- Holiday Pay  
58030 --- Bereavement  
58031 --- Emergency Leave - Weather  
58040 --- Jury Duty Pay  
58335 --- Casual Sick  
90000 --- Vacation  
ACCOUNT  
UNPAID --- LEAVE




Tasks are only displayed for those projects defined with the 'Manage Assignments at Task Level' option.

Save < Timesheet

Licensed for use by Woods Hole Oceanographic Institution -- Logged in as MITCHELL H. FLEISCHMAN (mfleischman) Copyright © 1997-2016 Unanet

## Submitting your timesheet


When you are satisfied that your timesheet is complete, click the "Submit" button at the bottom.



Home Organizations Project People Time Expense Financials Admin Reports

List Current ETC My Projects

Log Out  
Preferences  
Help  
About

Time – Timesheet for ESTRELA, JOHN D. (11/25/2018 - 12/8/2018)

Status: INUSE (Adjustments)

Project	Task	Pay Code	Sun 25	Mon 26	Tue 27	Wed 28	Thu 29	Fri 30	Sat 1	Sun 2	Mon 3	Tue 4	Wed 5	Thu 6	Fri 7	Sat 8	Totals
51084 Armstrong Ops General		MAR-AT-SEA		8	8	8											24
51084 Armstrong Ops General		MAR-OT	10	1	2	2	1	1	8			0.5		1		8	34.5
51084 Armstrong Ops General		MAR-REG					8	8			8	8	8	8	8		56
Totals:			10	9	10	10	9	9	8		8	8.5	8	9	8	8	114.5


Comments:

Save Submit Preview My Projects

Licensed for use by Woods Hole Oceanographic Institution – Logged in as MITCHELL H. FLEISCHMAN (mfleischman) Copyright © 1997-2016 Unanet

If you have any comments you would like the reviewer to see, type them in the submission confirmation screen.

To submit your timesheet, click the final "**Submit**" button.




Home Organizations Project People Time Expense Financials Admin Reports

List Current ETC My Projects

Log Out  
Preferences  
Help  
About

---



**Time** – Timesheet for ESTRELA, JOHN D. (11/25/2018 - 12/8/2018)

---

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.

Licensed for use by Woods Hole Oceanographic Institution – Logged in as MITCHELL H. FLEISCHMAN (mfleischman) Copyright © 1997-2016 Unanet



## Edit a timesheet that has already been submitted


You can view a list of your timesheets (active and historical) from either the "Home" screen, or the "List" subtab under "Time".



[Home](#) [Organizations](#) [Project](#) [People](#) [Time](#) [Expense](#) [Financials](#) [Admin](#) [Reports](#)

[List](#) [Current](#) [ETC](#) [My Projects](#)


[Log Out](#) [Preferences](#) [Help](#) [About](#)






















**Time** – List

List for: ESTRELA, JOHN D. (jestrela) ▼

▼ Active Timesheets

 Timesheet

	Time Period	Hours	Status	Controller	
 	1/20/2019 — 2/2/2019		INUSE	1/9/2019 12:40 PM	JOHN D. ESTRELA (jestrela)
  	1/6/2019 — 1/19/2019		SUBMITTED	1/9/2019 2:05 PM	KENT D. SHEASLEY (ksheasley)
   	11/25/2018 — 12/8/2018		INUSE (Adjustments)	1/9/2019 1:51 PM	JOHN D. ESTRELA (jestrela)
   	11/11/2018 — 11/24/2018		INUSE (Adjustments)	1/9/2019 12:35 PM	JOHN D. ESTRELA (jestrela)
  	10/28/2018 — 11/10/2018		EXTRACTED	11/9/2018 2:56 PM	
  	10/14/2018 — 10/27/2018		EXTRACTED	10/29/2018 3:12 PM	


▼ Completed Timesheets

Time Period	Hours	Status
There are no completed timesheets.		

Licensed for use by Woods Hole Oceanographic Institution — Logged in as MITCHELL H. FLEISCHMAN (mfleischman)Copyright © 1997-2016 Unanet

Once submitted, the "**Controller**" of your timesheet will change from you to your supervisor.


**Note:** It is your supervisor's responsibility to review and approve your timesheet before the **12:00 deadline on Monday**.



Home Organizations Project People Time Expense Financials Admin Reports

List Current ETC My Projects




















Log Out Preferences Help About

Time – List

List for: ESTRELA, JOHN D. (jestrela) ▼

▼ Active Timesheets

+ Timesheet

	Time Period	Hours	Status	Controller	
 	1/20/2019 — 2/2/2019		INUSE	1/9/2019 12:40 PM	JOHN D. ESTRELA (jestrela)
  	1/6/2019 — 1/19/2019		SUBMITTED	1/9/2019 2:05 PM	KENT D. SHEASLEY (ksheasley)
   	11/25/2018 — 12/8/2018		INUSE (Adjustments)	1/9/2019 1:51 PM	JOHN D. ESTRELA (jestrela)
   	11/11/2018 — 11/24/2018		INUSE (Adjustments)	1/9/2019 12:35 PM	JOHN D. ESTRELA (jestrela)
  	10/28/2018 — 11/10/2018		EXTRACTED	11/9/2018 2:56 PM	
  	10/14/2018 — 10/27/2018		EXTRACTED	10/29/2018 3:12 PM	

▼ Completed Timesheets

Time Period	Hours	Status
There are no completed timesheets.		

Licensed for use by Woods Hole Oceanographic Institution — Logged in as MITCHELL H. FLEISCHMAN (mfleischman)Copyright © 1997-2016 Unanet

To view the details of any current or past timesheet, you can click the "glasses" icon next to the pay period in question.

Although you may have already submitted your timesheet for approval, will be able to edit any timesheet on the list with a "pencil" icon.

Click the "pencil" icon in the row with the timesheet you're looking to edit.

**Caution:** Editing a timesheet after submission will restart the approval process. If you are making a correction, or need to edit a timesheet, please advise your supervisor (or timesheet approver) to expect an approval request.

The screenshot displays the Unanet 'Time - List' interface. At the top, there's a navigation bar with 'Home', 'List', and 'Current' links. A warning message from 'wholedu says' states: 'WARNING: The timesheet for 10/28/2018 has already been extracted.' Below this, a confirmation dialog asks: 'Are you sure you want to create an adjustment for this timesheet?' with 'OK' and 'Cancel' buttons. The main content area is divided into 'Active Timesheets' and 'Completed Timesheets'. The 'Active Timesheets' section shows a table with columns for 'Time Period', 'Status', 'User', and 'Time'. A red arrow points to the 'pencil' icon in the first column of the table. The 'Completed Timesheets' section shows a table with columns for 'Time Period', 'Hours', and 'Status', with a message 'There are no completed timesheets.' on the right. The footer contains the text: 'Licensed for use by Woods Hole Oceanographic Institution - Logged in as MITCHELL H. FLEISCHMAN (mfleischman)' and 'Copyright © 1997-2016 Unanet'.


Time Period	Status	User	Time
1/20/2019 — 2/19/2019	INUSE	JOHN D. ESTRELA (jestrela)	1/9/2019 1:50 PM
1/6/2019 — 1/19/2019	INUSE	JOHN D. ESTRELA (jestrela)	1/9/2019 1:51 PM
11/25/2018 — 12/8/2018	INUSE (Adjustments)	JOHN D. ESTRELA (jestrela)	1/9/2019 12:35 PM
11/11/2018 — 11/24/2018	INUSE (Adjustments)	JOHN D. ESTRELA (jestrela)	11/9/2018 2:56 PM
10/28/2018 — 11/10/2018	EXTRACTED		
10/14/2018 — 10/27/2018	EXTRACTED		10/29/2018 3:12 PM



The "edit" screen should look almost exactly the same as the timesheet data entry screen. The only difference you should note is the timesheet "Status" in the upper right corner. Any non-edited timesheet will have a status of "INUSE", whereas an edited timesheet will be "INUSE (Adjustments)"

After making the necessary changes, you will need to submit your edited timesheet for approval.


Click the "Submit" button at the bottom of the timesheet, and again on the next page.



Home Organizations Project People Time Expense Financials Admin Reports

List Current ETC My Projects

Log Out Preferences Help About



Time – Timesheet for ESTRELA, JOHN D. (11/25/2018 - 12/8/2018)

Status: INUSE (Adjustments)

Project	Task	Pay Code	Sun 25	Mon 26	Tue 27	Wed 28	Thu 29	Fri 30	Sat 1	Sun 2	Mon 3	Tue 4	Wed 5	Thu 6	Fri 7	Sat 8	Totals
51084 Armstrong Ops General		MAR-AT-SEA		8	8	8											24
51084 Armstrong Ops General		MAR-OT	10	1	2	2	1	1	8			0.5		1		8	34.5
51084 Armstrong Ops General		MAR-REG					8	8			8	8	8	8	8		56
Totals:			10	9	10	10	9	9	8		8	8.5	8	9	8	8	114.5

Comments:


Save Submit Preview My Projects

Licensed for use by Woods Hole Oceanographic Institution — Logged in as MITCHELL H. FLEISCHMAN (mfleischman) Copyright © 1997-2016 Unanet



You will be presented with a screen requiring you to specify the reason for your changes. If you've changed multiple entries for the same reason, select the **"Use a single Change Reason for all modified entries"**. If you've changed multiple entries for different reasons, select the first option to **"Provide an individual Change Reason for each modified entry"**. Specify the reason behind those changes in each of the **"Change Reason"** boxes.


When you are finished, click the **"Save"** button to resubmit your timesheet.



[Home](#)
[Organizations](#)
[Project](#)
[People](#)
[Time](#)
[Expense](#)
[Financials](#)
[Admin](#)
[Reports](#)

[List](#)
[Current](#)
[ETC](#)
[My Projects](#)

[Log Out](#)
[Preferences](#)
[Help](#)
[About](#)



**Time** – Timesheet for ESTRELA, JOHN D. (jestrela) (10/28/2018 - 11/10/2018)

**Adjustments - 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

Change Reason:

Date	Project	Task	Labor Category	Location	Project Type	Pay Code	Work Hours	Project Time In/Out		Comments
								In-Out	Non-work Hours	
Fri 2	SHIPOPS 51084	OS			COST CTR	MAR-OT	0.5			
	Comments:									
	SHIPOPS 51084	OS			COST CTR	MAR-OT	-0.5			
Comments:										
Fri 2	SHIPOPS 51084	OS			COST CTR	MAR-OT	1			
Comments:										

Save

Licensed for use by Woods Hole Oceanographic Institution – Logged in as MITCHELL H. FLEISCHMAN (mfleischman)
 Copyright © 1997-2016 Unanet