

# Timesheet Training

## Sign into Unanet

Login page: <https://whoitime.whoi.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.



The screenshot shows the Unanet dashboard with a red box highlighting the "+ Timesheet" button in the "Active Timesheets" section. The dashboard includes sections for My Reports, Active Timesheets, Active Expense Reports, and How To, along with various links and tips.

**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

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".



The screenshot shows the Unanet software interface for creating a timesheet. At the top, there is a navigation bar with links for Home, Organizations, Project, People, Time, Expense, Financials, Admin, and Reports. On the far right of the bar are links for Log Out, Preferences, Help, and About. Below the navigation bar, there are links for List, Current, ETC, and My Projects. A large blue header bar features a sand timer icon and the text "Time – Create Timesheet". Below this, a "Create a new Timesheet" section contains a date input field showing "1/8/2019" with a calendar icon to its right. A descriptive message below the date field says "Create a new timesheet for the time period containing this date." A "Save" button is located at the bottom left of this section. A red box highlights the "Save" button. At the bottom of the screen, a footer bar displays the text "Licensed for use by Woods Hole Oceanographic Institution – Logged in as MITCHELL H. FLEISCHMAN (mfleischman)" on the left and "Copyright © 1997-2016 Unanet" on the right.

**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	
X 60 51084 Armstrong Ops General	▼ ▼	MAR-AT-SEA	▼	8	8	8					8	8	8				48	
X 60 51084 Armstrong Ops General	▼ ▼	MAR-OT	▼	10	2	2	1	2	2	10	10	2	2	2	1	2	10	58
X 60 51084 Armstrong Ops General	▼ ▼	MAR-REG	▼				8	8						8	8		32	
X 60	▼ ▼ ▼																	
1	▼																	
			Totals:	10	10	10	9	10	10	10	10	10	10	10	9	10	10	138
Comments: <input type="text"/>																		

Save Submit Preview My Projects

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.


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[Organizations](#)
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[About](#)

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List
Current
ETC
My Projects


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

X 
51084 Armstrong Ops General
▼
▼
MAR-OT
▼
10
2










12

X 
51084 Armstrong Ops General
▼
▼
MAR-REG
▼

X 

▼
▼

1
51084 Armstrong Ops General
















20

Totals:
10
10

Comments:

Save
Projects

Licensed to UNPAID LEAVE
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](#)

[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																	39

**Comments:**

[Save](#) [Submit](#) [Preview](#) [My Projects](#)

**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															
X																	
X																	
X																	
X																	
3																	39
Totals: 10 10 10 9																	

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.

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List Current ETC My Projects

 **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

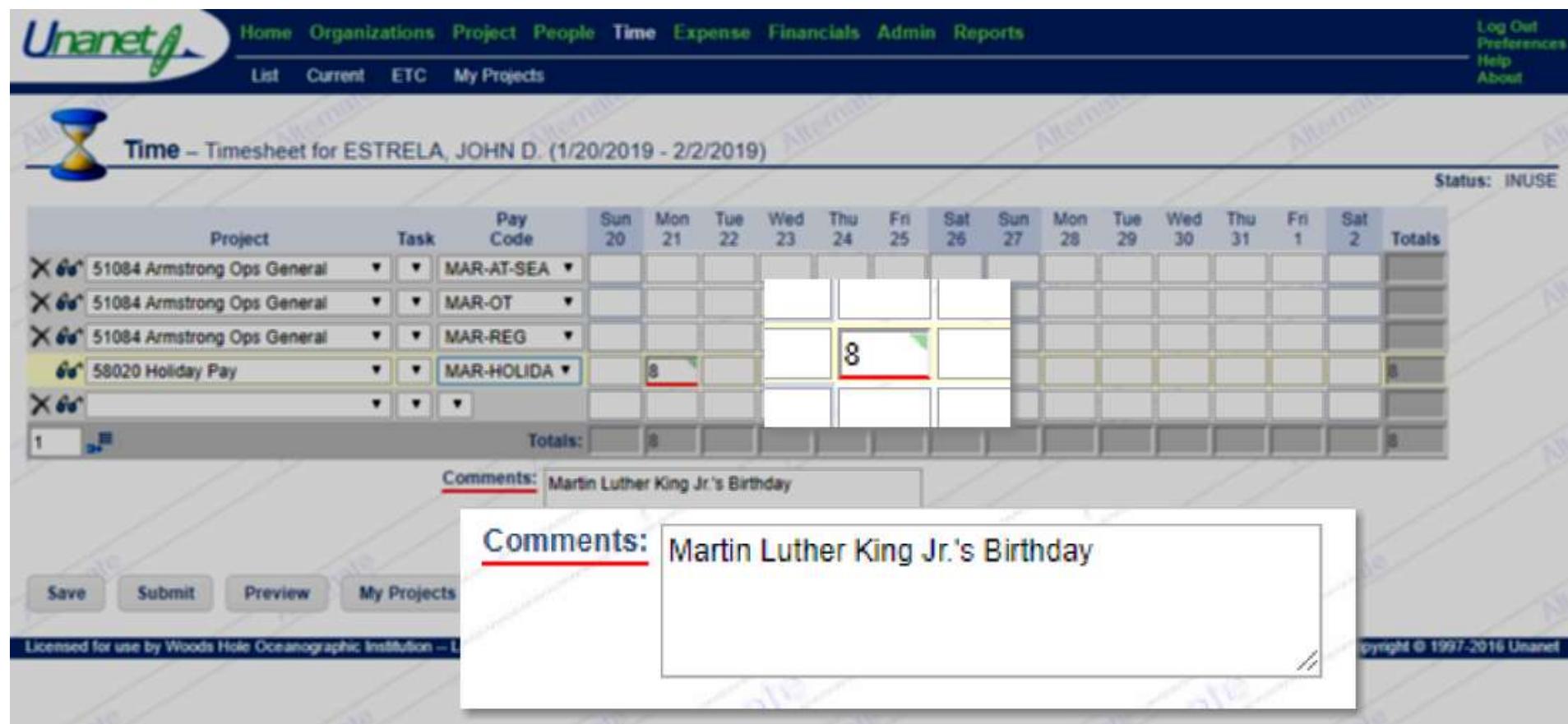
Comments:

Save [Submit](#) [Preview](#) [My Projects](#)

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## 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.



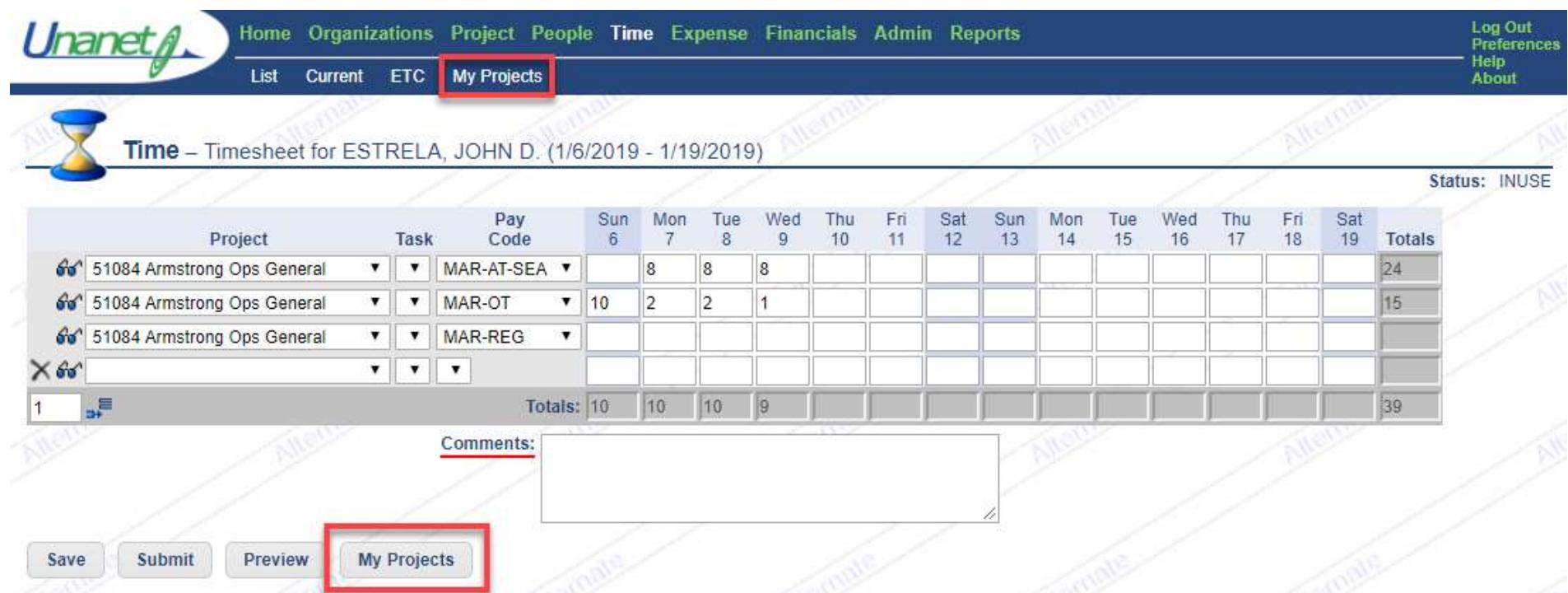
The screenshot shows a timesheet for the week of January 20, 2019, to January 27, 2019. The 'Status' is set to 'IN USE'. The grid includes columns for Project, Task, Pay Code, and dates from Sunday, January 20, to Saturday, January 27. A 'Totals' column is on the right. The '58020 Holiday Pay' row has a 'Task' of 'MAR-HOLIDA' and a 'Pay Code' of 'MAR-HOLIDA'. The cell for Friday, January 25, contains the value '8' with a red underline, indicating it requires a comment. A tooltip box is overlaid on this cell, containing the text 'Comments: Martin Luther King Jr.'s Birthday'. The 'Comments' field in the tooltip matches the one in the main grid. The 'Save', 'Submit', 'Preview', and 'My Projects' buttons are at the bottom left. The bottom of the page includes a license notice for Woods Hole Oceanographic Institution and a copyright notice for Unanet.

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									8
1																	
Comments: Martin Luther King Jr.'s Birthday																	

## 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.



The screenshot shows the Unanet Timesheet application interface. At the top, there is a navigation bar with links: Home, Organizations, Project, People, Time, Expense, Financials, Admin, and Reports. On the far right of the navigation bar are links for Log Out, Preferences, Help, and About. Below the navigation bar, there are four buttons: List, Current, ETC, and My Projects, with 'My Projects' highlighted by a red box. To the left of the main content area is a small icon of a blue hourglass. The main content area is titled 'Time – Timesheet for ESTRELA, JOHN D. (1/6/2019 - 1/19/2019)'. On the right side of this title is a 'Status: INUSE' indicator. The main area is a grid for entering time entries. The columns are labeled: 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, and Totals. There are three rows of data for the project '51084 Armstrong Ops General'. The first row has tasks MAR-AT-SEA (8 hours), MAR-OT (2 hours), and MAR-REG (1 hour). The second row has tasks MAR-AT-SEA (10 hours) and MAR-OT (2 hours). The third row has tasks MAR-AT-SEA (10 hours) and MAR-REG (9 hours). The bottom of the grid shows a summary row with 'Totals: 10 10 10 9' and a total of '39'. Below the grid is a 'Comments:' field with a red underline. At the bottom of the page, there are four buttons: Save, Submit, Preview, and My Projects, with 'My Projects' highlighted by a red box. The footer of the page contains the text 'Licensed for use by Woods Hole Oceanographic Institution -- Logged in as MITCHELL H. FLEISCHMAN (mfleischman)' and '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

## Submitting your timesheet

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


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

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List Current ETC My Projects

 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	
X 66 15084 Armstrong Ops General	▼ ▼	MAR-AT-SEA ▼		8	8	8											24	
X 66 15084 Armstrong Ops General	▼ ▼	MAR-OT ▼	10	1	2	2	1	1	8			0.5		1		8	34.5	
X 66 15084 Armstrong Ops General	▼ ▼	MAR-REG ▼					8	8			8	8	8	8	8		56	
X 66	▼ ▼ ▼																	
1			Totals:	10	9	10	10	9	9	8		8	8.5	8	9	8	8	114.5
<u>Comments:</u> <input style="width: 100px;" type="text"/>																		

Save Submit Preview My Projects

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:

**Submit**

**Cancel**

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.

## 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".

Unanet

Home Organizations Project People Time Expense Financials Admin Reports

Log Out Preferences Help About

List Current ETC My Projects

Time – List List for: ESTRELA, JOHN D. (jestrela)

Active Timesheets

	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		

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**.

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List Current ETC My Projects

 **Time** – List List for:  ▾

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.		

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 shows the Unanet Timesheet application interface. On the left, there's a sidebar with a logo, navigation links (Home, List, Current), and a 'Time - List' section. Below it is a 'Active Timesheets' table with columns for Time Period, Status, and Last Modified. A red arrow points to the row for the pay period 11/10/2018 - 11/10/2018, which has a status of 'EXTRACTED'. A modal dialog box in the center says 'whoi.edu says' and 'WARNING: The timesheet for 10/28/2018 has already been extracted.' It asks 'Are you sure you want to create an adjustment for this timesheet?' with 'OK' and 'Cancel' buttons. On the right, there's a 'Reports' menu with 'Log Out', 'Preferences', 'Help', and 'About' options, and a dropdown menu showing 'A, JOHN D. (jestrela)'.

Time Period	Status	Last Modified
1/20/2019 — 2/13/2019	INUSE	1/9/2019 1:50 PM
1/6/2019 — 1/19/2019	INUSE (Adjustments)	1/9/2019 1:51 PM
11/25/2018 — 12/8/2018	INUSE (Adjustments)	1/9/2019 12:35 PM
11/11/2018 — 11/24/2018	EXTRACTED	11/9/2018 2:56 PM
11/10/2018 — 11/10/2018	EXTRACTED	10/29/2018 3:12 PM
10/14/2018 — 10/27/2018		

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

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

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

1  **Totals:** 10 9 10 10 9 9 8 8 8.5 8 9 8 8 8 114.5

**Comments:**

[Save](#) **Submit** [Preview](#) [My Projects](#)

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](#) [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: Worked 1 hour rather than 0.5.

Date	Project	Task	Labor Category	Location	Project Type	Pay Code	Work Hours	Project Time In/Out		
								In-Out	Non-work Hours	Comments
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**