Unanet TimeCard Tutorial

BeVera is transitioning from ESP-21 to the Unanet Timecard system effective November 20, 2023 for all employees

In the Unanet system,
- Employees will continue to enter their time daily
- they will select their project(s) and tasks in the dropdown boxes and enter your time
- they will submit their time to their supervisor on the 2nd Friday of the pay period
- When requesting PTO, please submit a leave request to your supervisor and
    - indicate who you checked with on the CDC team
- When entering PTO hours, remember to enter a comment, i.e., vacation, sick, bereavement, etc. in the comment box

HR will provide links to our Unanet FAQ and help articles on our BeVera Family pages and in Paylocity

Click Forgot your password
To iniate password reset/setup

https://beverasolutions.unanet.biz/beverasolutions/action/forgot_password

Unanet

My Account

Forgot Your Password?

To reset your password, please enter your user name and e-mail address. We will send you an e-mail containing a link and instructions for changing your password.

You must enter the e-mail address as it appears in your user profile.

Username: ebitten@beverasolutions.com

E-mail: ebitten@beverasolutions.com

Request Reset

Employee will enter their username/email which is their BeVera email for both

- Employees will receive an Unanet Password Reset Request email
- Click the link to initiate the link and enter your password

- Employees will create their Unanet Password

Unanet

Reset Password

Select your new password and enter it below:

New Password: ●●●●●●●●●●

Re-enter Password: ●●●●●●●●●●

Reset Password

- Login with user name and new Unanet Password

Unanet

Password Reset Complete

You have successfully completed the password reset process.

To access Unanet, please return to the login page and enter your user name and new password.

A password reset confirmation e-mail will arrive in your inbox shortly.

Unanet

Organizations   Contracts   People   Forecast   **Time**   Financials   Documents   Admin   Reports

My Account

My Reports

How to save reports

Quick Links

Completed Timesheets

Current Timesheet

Current Timesheet - Mobile

Edit Last Organization

Edit Last Person

Edit Last Project

Notes

Unanet – Dashboard ⚙

Dashboard
List
Current
Plan
My Projects

Maintenance Notice

Unanet will be upgrading a portion of the Production platf... **October 31, 2023 at 9:00 PM EST** continuing until **Tuesday October 31, 2023 10PM EST.** During this upgrade, there may be a brief outage for select services: Analytics, Sub ... and Platform API.

Maintenance Notice

Unanet will be upgrading the Production platform to the l... Unanet 23.10 starting **Friday November 3, 2023 at 10:00 PM EST** continuing until **Saturday November 4, 2023 Noon EST.** During this upgrade, all Unanet Production sites including Data Lake, CDW and Hosted IMU services will be unavailable.

Active Timesheets

⊕ Timesheet

		TIME PERIOD	HOURS	STATUS		CONTROLLER
🔍	✏	10/21/2023 — 11/3/2023	48.00	INUSE	10/23/2023 11:38 AM	Eloencia Jones (cjones@beverasolutions.com)

Current Leave Requests

⊕ Leave Request

			DATE RANGE	HOURS	STATUS		COMMENTS
🔍	✏	📄	11/3/2023 — 11/3/2023	6	SUBMITTED	10/30/2023 1:15 PM	Personal Appointment
🔍	✏	📄	11/3/2023 — 11/3/2023	6	SUBMITTED	11/1/2023 9:28 AM	Personal Appointment

? Quick Help

- Select Timesheet to create or enter new timesheet
- You can also select and create a Leave Request

Unanet

Organizations Contracts People Forecast **Time** Financials Documents Admin Reports

My Account

My Reports
How to save reports

Quick Reports
Accrual Details
Assignments
Calendar
Detail Report
Leave Balance
Plans

Time – Dashboard

Active Timesheets
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🔍	✏️	⊠	11/3/2023 — 11/3/2023	6	SUBMITTED	11/1/2023 9:28 AM	Personal Appointment

❓ Quick Help

- Enter a date in the current time period
- Click Save and your timecard will open

Unanet

Organizations   Contracts   People   Forecast   **Time**   Financials   Documents   Admin   Reports

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Time – Create Timesheet

CREATE A NEW TIMESHEET

DATE: 11/1/2023

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

Save

- Select the project dropdown and enter your hours accordingly
- You can also enter comments in the comment box as desired

- Enter your PTO request dates, hours and comments
- Click Save and submit to your manager

W Unanet

Organizations   Contracts   People   Forecast   **Time**   Financials   Documents   Admin   Reports

👥 My Account

Time – Create Leave Request for Jones, Eloencia (cjones@beverasolutions.com)

Status: INUSE

Quick Pop Ups

    Leave Balance Report

    Impacted Projects (Assignments)

LEAVE REQUEST

	Begin	End	Hours
Date Range:		📅		📅	

☐ Include Non-Working Days

COMMENTS

[Save]   [Submit]   [Preview]

- Leave requests can be edited or cancelled easily.

Unanet   Organizations   Contracts   People   Forecast   **Time**   Financials   Documents   Admin   Reports

My Account

Time – Preview Leave Request for Jones, Eloencia

Status: SUBMITTED

Quick Pop Ups

Leave Balance Report

Impacted Projects (Assignments)

LEAVE REQUEST
Date Range: 11/3/2023 — 11/3/2023
Hours: 6.00

COMMENTS
Personal Appointment

Approval History ▼

BY (FOR)	ROLE	STATUS		COMMENTS
Eloencia Jones	Timesheet User	INUSE	11/1/2023 11:28 AM	
Eloencia Jones	Timesheet User	SUBMITTED	11/1/2023 11:28 AM	

Edit

Unanet   Approved for use by BeVera Solutions , LLC.(Temp) – Logged in as Eloencia Jones (cjones@beverasolutions.com)   Copyright © 1997-2023 Unanet

- Employees can review and edit the timesheet as needed
- Once completed, submit to manager, if edited after submission, it must be resubmitted to ensure manager receives it for processing.

Unanet

Organizations   Contracts   People   Forecast   **Time**   Financials   Documents   Admin   Reports

My Account

Time – Timesheet for Eloencia Jones (10/21/2023 - 11/3/2023)

Status: SUBMITTED   Print Friendly

PROJECT/TASK	LABOR CATEGORY	LOCATION	PROJECT TYPE	PAY CODE	SAT 21	SUN 22	MON 23	TUE 24	WED 25	THU 26	FRI 27	SAT 28	SUN 29	MON 30	TUE 31	WED 1	THU 2	FRI 3	TOTALS
G&A G&A	HQHRMgr		G&A	RT			3.00	3.00	3.00	3.00	3.00			3.00	3.00	3.00			24.00
OVERHEAD Overhead	HQHRMgr		OH	RT			3.00	3.00	3.00	3.00	3.00			3.00	3.00	3.00			24.00
PTO Unlimited Paid Time Off	HQHRMgr		FRINGE	PTO														6.00	6.00
				TOTALS:			6.00	6.00	6.00	6.00	6.00			6.00	6.00	6.00		6.00	54.00

Approval History ▼

BY (FOR)	ROLE	PROJECT	STATUS		COMMENTS
Eloencia Jones	Timesheet User		INUSE	10/23/2023 11:38 AM	
Eloencia Jones	Timesheet User		SUBMITTED	11/1/2023 11:33 AM	Have a great weekend!

Cell Details ▼

DATE	PROJECT/TASK	LABOR CATEGORY	LOCATION	PROJECT TYPE	PAY CODE	WORK HOURS	PROJECT TIME IN/OUT IN–OUT	NON-WORK	COMMENTS
FRI 3	PTO Unlimited Paid Time Off Personal Appointment	HQHRMgr		FRINGE	PTO	6.00			

Edit

HR will provide help pages and frequently asked questions information on BeVera Family pages
And links on the Paylocity self-service page.

Once Unanet goes live, HR will send you a link and instructions to setup your login to Unanet.
Also attached is a quick reference link to a tutorial video showing how to complete your timecard.
(https://youtu.be/VtZ0WOQ_4wk?si=vADzz4-bF0ZLr5IF)

"The world is changed by your example, not by your opinion."

/PAULO COELHO /

LUXAFOR

Daily Affirmations

•"I approach today with a positive attitude and unwavering determination."
•"I set clear goals and work diligently to achieve them."
•"I approach today with a positive attitude and unwavering determination."