

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

Unanet 23.9.2 – Login

Username:
Password:
[Forgot your password?](#)



Click **Forgot your password**
To initiate password reset/setup



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:

E-mail:

[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

The screenshot displays the Outlook interface with a ribbon at the top containing various actions like 'New Email', 'New Meeting', 'Delete', 'Archive', 'Reply', 'Forward', 'Share to Teams', 'Move', 'Tags', 'New Group', 'Browse Groups', 'Search People', 'Address Book', 'Filter Email', 'Read Aloud', 'Translate', 'All Apps', 'Reply with Scheduling Poll', and 'Viva Insights'. The left sidebar shows the 'Inbox' with a list of emails, including one from 'beverasolutions@unanet.biz' titled 'Unanet Password Reset Request' received at 9:46 AM. The main pane shows the details of this email, including the sender's profile, the subject, and the body text. The body text contains instructions for password reset and a specific URL.

Unanet Password Reset Request

beverasolutions@unanet.biz
To Carmela Jones

You are receiving this e-mail because you have requested a password reset for your Unanet id.

If you are a Unanet user and were expecting this e-mail, you can continue the password reset process:

1. Open the link below in a browser
2. Provide the requested information and follow the instructions to reset your password.

https://beverasolutions.unanet.biz/beverasolutions/action/password_reset?id=3c8ea938-35a1-40ab-b892-2161c9bcfec8

Please note that this reset request supersedes all previous requests, and is only valid for a limited amount of time.

If you are a Unanet user, but were not expecting this e-mail please contact your Unanet System Administrator. If you are not a Unanet user, please delete this e-mail.

Regards,
Unanet

Items: 18,077 Unread: 2 Updating Inbox. Connected to: Microsoft Exchange

- Employees will create their Unanet Password

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

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.

- Select Time from Menu Bar
- Select Dashboard

The screenshot shows the Unanet web application interface. At the top, the navigation menu includes 'Organizations', 'Contracts', 'People', 'Forecast', 'Time', 'Financials', 'Documents', 'Admin', and 'Reports'. The 'Time' menu item is circled in red. A dropdown menu is open under 'Time', with 'Dashboard' highlighted in green and a red arrow pointing to it. Other options in the dropdown are 'List', 'Current', 'Plan', and 'My Projects'. The main content area displays 'Unanet – Dashboard' with a gear icon. Below this, there are two 'Maintenance Notice' sections. The first notice states: 'Unanet will be upgrading a portion of the Production platform... October 31, 2023 at 9:00 PM EST continuing until Tuesday October 31, 2023 10PM EST. During this upgrade, there will be a brief outage for select services: Analytics, Sub and Platform API.' The second notice states: 'Unanet will be upgrading the Production platform to the latest version... 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.' Below the notices, there are sections for 'Active Timesheets' and 'Current Leave Requests'. The 'Active Timesheets' section includes a table with columns for 'TIME PERIOD', 'HOURS', 'STATUS', and 'CONTROLLER'. The 'Current Leave Requests' section includes a table with columns for 'DATE RANGE', 'HOURS', 'STATUS', and 'COMMENTS'. A 'Quick Help' button is located in the bottom right corner.

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

- My Reports
How to save reports
- Quick Reports
Accrual Details
Assignments
Calendar
Detail Report
Leave Balance
Plans

Time – Dashboard

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

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

Time – Create Timesheet

CREATE A NEW TIMESHEET

DATE: 

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

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

Status: INUSE

PROJECT	TASK	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		RT			3	3	3	3	3			3	3				21
OVERHEAD Overhead		RT			3	3	3	3	3			3	3				21
PTO Unlimited Paid Time Off		PTO														6	6
Totals:					6	6	6	6	6			6	6			6	48

Comments:

- You can also enter comments for your hours in the comment box as desired

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

Status: INUSE

PROJECT	TASK	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		RT			3	3	3	3	3			3	3	3			24
OVERHEAD Overhead		RT			3	3	3	3	3			3	3	3			24
PTO Unlimited Paid Time Off		PTO														6	6
Totals:					6	6	6	6	6			6	6	6		6	54

Comments:

Personal Appointment

Save Submit Preview My Projects

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

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:	<input type="text" value="12"/>	<input type="text" value="12"/>	<input type="text"/>
<input type="checkbox"/> Include Non-Working Days			

COMMENTS

Save **Submit** **Preview**

- Leave requests can be edited or cancelled easily.

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

- 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.

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)



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.”