

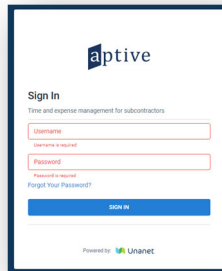
# Aptive Subcontractor Unanet Manager Standard Operating Procedures (SOP)

## UNANET SYSTEM APPROVALS

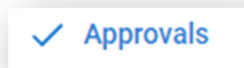
Per Aptive’s Subcontractor Agreement, Subcontractors must approve timesheets within **2 business days of submission** due dates. To approve timesheets, please follow the following instructions:

1. Login via <https://aptive.unanet.biz/subcontractor/login>

New users will receive a welcome email to support their first login from [aptive@unanet.biz](mailto:aptive@unanet.biz). If a welcome email was not received, check spam filters and/or go to “*Forgot Password*.” If your email is correct and your spam filters aren’t blocking the Unanet domain, you will be able to login. If your email is incorrect, let your Company or Aptive point of contact (POC) know.



2. Select “*Approvals*” from the left-hand navigation.



3. Review time Details and follow prompts to Approve and/or Reject time.

*\*Please look for common time entry mistakes: Time accidentally recorded on a federal holiday; time accidentally recorded when the submitter was out of office; time placed to the incorrect task if submitter has multiple codes.*


### Timesheet 3/26/2023 - 4/1/2023

DETAILS


APPROVAL HISTORY

COMMENTS (0)

AUDIT (0)

 REJECT

 APPROVE

**Please note:** If a user submits a timesheet and needs to make an adjustment, they may make changes until the timesheet is fully approved by selecting the “*edit pencil icon*  .” If the status of the timesheet is:

- “*Rejected*,” “*Submitted*,” or “*Approving*,” the user may use the pencil icon to edit and re-submit their timesheet ASAP.
- “*Approved*,” a manager may still be able to edit the timesheet.
- “*Completed*,” or “*Locked*,” reach out to your Aptive Program Manager asap to request adjustments. Timesheet adjustment can and will be rejected as they delay the project’s timely submission to the client. Therefore, it is



extremely important that Unanet Managers closely review and reconcile time prior to approval and that users save accurate time daily.