

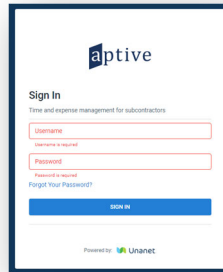


Aptive Subcontractor Time Entry Standard Operating Procedure (SOP)

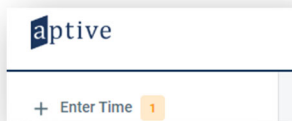
Aptive subcontractors are required to enter and save time daily. Subcontractors must submit time regularly in accordance with their subcontract agreement, typically that schedule is weekly, or on the 15th and last business day of the month.

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

New users will receive a welcome email to support their first login from 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. To create a new timesheet, select “+ Enter Time.”
To view or update an existing timesheet, proceed to step 3.



- Select the correct date.
- Select “Add”.



- Proceed to Step 4.

3. To view or edit an existing timesheet, select the “*edit pencil icon*  ” next to the timesheet.

My Timesheets

	Time Period	Hours	Status	Modified	Stage
	10/01/2022 - 10/15/2022	0.00	INUSE	10/03/2022 5:16 PM	ACTIVE

- Enter time by placing hours in the corresponding day and project task. You may also be required to add comments in the “*comments*” field or you may add “*optional comments*” for reference by approvers.

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Totals
1	2	3	4	5	6	7	8	9	10	11	1.00
1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00

PROJECT: IT_2004PREIT COMMENTS: 2

- To add a Project and Task select “+ ADD NEW ROW.”

Project

Task

+ ADD NEW ROW

- Select a “*Project*” and if applicable “*Task*.”
If no project or Task is available reach out to your Company’s Unanet Approver and they will contact the appropriate Aptive channel to ensure your project code is made available.

ADD ROW ×

Project ▼

Task ▼

CLOSE **+ ADD** **+ ADD & NEXT**

- Enter time and click “*SAVE CHANGES*” to save your entry or “*SUBMIT*” to submit your entry at the end of the week.

PREVIEW			
Thu	Fri	Sat	Totals
13	14	15	
0.00	0.00	0.00	0.00

Please note: *If you submit a timesheet and need to make an adjustment, you may make changes until it is fully approved.*

- If the status of your timesheet is “*Submitted*” or “*Approving*,” use the pencil icon to edit and re-submit ASAP.



- If the status of your timesheet says “*Approved*” reach out to your company’s Unanet Manager/Administrator ASAP for potential adjustment.
- Aptive will not accept further changes once a timesheet has been “*Completed*” and/or “*Locked*.” Therefore, it is extremely important that you save accurate time daily.

PASSWORD RESET

Users can reset their password two ways.

Method 1: Forgot Password

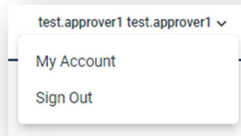
To reset a password upon login:

1. Select “*Forgot Password*” on the login screen.

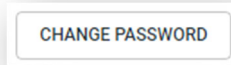
2. Enter your username and business email address. You will receive a password reset email from aptive@unanet.biz.
*If you do not know your username or email address utilized, reference your Unanet welcome email or reach out to your company’s designated timesheet approver for verification.

Method 2: Update Password Upon Login

1. When logged in navigate to “*My Account*” in the top right corner.



2. Select *“Change Password”* located in the center of the page.



3. Follow the prompts on the page and select *“CHANGE PASSWORD”* to submit changes or *“CANCEL”* to return without changes.

