

FAQ - Do you support daily time approval?

Question

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Solution

Unanet supports daily time entry, which is a requirement of DCAA for both paper and electronic systems.

Some clients ask about daily time approval, which is not a DCAA requirement. If, however, you want to have daily approvals on time (manager approves each day), this can be accomplished in Unanet as follows:

1. Have user enter time daily AND submit.
2. This allows managers to approve (supervisor and/or PM).
3. Then user draws back the timesheet to the INUSE status the next day. They enter time again and submit again.
4. The process continues until the end of the selected time period. After the final day in the period is approved, the timesheets are LOCKED and EXTRACTED.
5. Note: The Approval history captures daily time approval.