

Time/Labor



This section of the Knowledge Center focuses on Unanet timesheets, including dilution, vacation, holidays, adjustments, and more.

Approvals

- [FAQ - Can I require that expenses be pre-approved?](#)
- [FAQ - Do you support daily time approval?](#)
- [FAQ - How can I get all outstanding timesheets through the approval process so that I can run payroll?](#)
- [FAQ - How can I tell my Primary Approvals from my Alternate Approvals?](#)
- [FAQ - How can I tell which timesheets I approved and which were approved by my alternate manager?](#)
- [FAQ - How can we avoid requiring all approvers to re-approve a disapproved expense report or timesheet?](#)
- [FAQ - How do approvals and partial approvals work?](#)
- [FAQ - How do I configure my Unanet to require Project Approvers to approve time/expense prior to HR Managers/Supervisors?](#)
- [FAQ - Is there a way to change the approval chain for Leave Requests only?](#)
- [FAQ - What prevents submitters from appearing in my project approval queue?](#)
- [FAQ - Why are my approvers missing the Approve buttons when viewing timesheets in their approval queue?](#)
- [Quick Topic - Alternate Manager Approvers in Unanet](#)
- [Quick Topic - Approval Order \(Project and Manager approvals\)](#)
- [Quick Topic - Procedures for Manager Approval](#)

Compensated Overtime for Exempts

- [Quick Topic - Straight Time Overtime for Salaried Employees](#)

General - Time/Labor

- [FAQ - Can I delete a timesheet?](#)
- [FAQ - Can I have negative labor entries?](#)
- [FAQ - Can I see a timesheet status report by Project?](#)
- [FAQ - How can I create a Floor Check report?](#)
- [FAQ - How can I enter time on behalf of someone else?](#)
- [FAQ - How can I handle breaks using TITO \(Time In/Time Out\)?](#)
- [FAQ - How might I use Admin Time Populate?](#)
- [FAQ - How should I derive an hourly cost rate for salaried employees?](#)
- [FAQ - What could have caused timesheet entries to "disappear"?](#)
- [FAQ - What is a typical 9/80 work week?](#)
- [FAQ - What is the "My Projects" button on the timesheet for?](#)
- [FAQ - What is the best practice for "My Projects" search/filter settings?](#)
- [FAQ - What is the timesheet's primary key?](#)
- [FAQ - Why am I receiving "Cannot insert duplicate key row..." error?](#)
- [FAQ - Why can't I extract zero hour Completed timesheets?](#)
- [FAQ - Why does "Salaried" show up on the timesheet?](#)
- [FAQ - Why does a user have to enter Time In/Time Out \(TITO\)?](#)
- [FAQ - Why doesn't a project appear in my timesheet?](#)
- [FAQ - Why do I get a "NonAdminCanEdit" error message when I try to approve something in my queue?](#)
- [Quick Topic - 9/80 Month End Billing](#)
- [Quick Topic - Best Practices for Handling Time and a Half Overtime and Double Time in Unanet](#)
- [Quick Topic - Capturing subcontractor hours and expenses in Unanet for non-Financials customers](#)
- [Quick Topic - Creating Custom Time Periods For Stub End-of-Month Periods](#)
- [Quick Topic - Daily cost rate \(vs hourly cost rate\)](#)
- [Quick Topic - Displaying Custom Text Messages on the Timesheet](#)
- [Quick Topic - End-User Timesheet Training](#)
- [Quick Topic - Example of Pre-Billed Labor](#)
- [Quick Topic - Hazard Pay/Danger Pay](#)
- [Quick Topic - Historical data load considerations of project expense](#)
- [Quick Topic - Historical data load considerations of project labor](#)
- [Quick Topic - How do I change my time period \(i.e., from Semi-Monthly to Weekly\)?](#)
- [Quick Topic - Mobile Timesheets](#)
- [Quick Topic - Overtime Authorization](#)
- [Quick Topic - Using Additional Pay Per Hour in a Pay Code](#)
- [Quick Topic - Using the Time In/Out \(TITO\) Feature](#)
- [Quick Video - T&M projects that drive rates by labor category](#)
- [Quick Video - Timesheet Entry](#)
- [Service Contract Act \(SCA\) topics](#)
 - [Quick Topic - Accommodating for the Service Contract Act \(SCA\) in Unanet](#)
 - [Quick Topic - Service Contract Act \(SCA\) - A Deeper Dive](#)
- [Webinar - Diagnose and Remedy Series - Timesheets](#)
- [Webinar - Easy Tips to Ensure DCAA Compliance \(2016\)](#)
- [Webinar - Unanet CSM Webinar - Mobile Timesheet Demo](#)
- [Webinar - Unanet CSM Webinar - Time Out for Time Management \(Part 1\)](#)
- [Webinar - Unanet CSM Webinar - Time Out for Time Management \(Part 2\)](#)
- [Webinar - Unanet Foundation Series - Time Entry, Reporting and Approval Reviewed](#)

Time Off (Leave Time)

- [FAQ - Can I allow future charges on Vacation and be DCAA compliant?](#)
- [FAQ - Can I export accrual balances?](#)
- [FAQ - Can I prevent users from going over budget on PTO?](#)
- [FAQ - Can we allow people to go into a negative balance up to 40 hours?](#)
- [FAQ - Can we require that people charge leave in 8-hour increments?](#)
- [FAQ - How can I create an exception report for holiday hours based on hours worked?](#)
- [FAQ - How can I process the recovery of a negative PTO balance when an employee terminates?](#)
- [FAQ - How do accrual begin dates and hire dates impact partial/full accruals?](#)
- [FAQ - How do I capture an employee's hourly PTO cashout when they leave?](#)
- [FAQ - How do I know if my Leave Request is approved?](#)
- [FAQ - How do I transfer accrued hours for an employee from one accrual plan to another?](#)
- [FAQ - How should I populate accrual "Months of Service"?](#)
- [FAQ - Is there an import function for holidays?](#)
- [FAQ - On the Accrual Details report, why does the latest balance not match the Available Hours?](#)
- [FAQ - Where can employees view hours worked year-to-date?](#)
- [FAQ - Where can employees view their vacation balances?](#)
- [FAQ - Why are accrued hours not appearing?](#)
- [Quick Topic - Accrual for the Full Period if only a partial period is worked](#)
- [Quick Topic - Accrual Plans - Annually by Hire Date \(on first of month\)/Block Grant/SCA Anniversary Date Grant](#)
- [Quick Topic - Best Practice if full accruals need to be automated for partial periods](#)
- [Quick Topic - Best Practice if you accrue leave by actual hours worked](#)
- [Quick Topic - California Sick Time Accruals Based on Hours Worked](#)
- [Quick Topic - Carrying Over Leave Balances to Next Year](#)
- [Quick Topic - Comp/Banking/Flex Time/Accruals Based on Hours Worked](#)
- [Quick Topic - Federally Mandated Sick Leave](#)
- [Quick Topic - Handling Emergency Sick Leave Under Families First Coronavirus Response Act \(FFCRA\) \(COVID-19\)](#)
- [Quick Topic - How should I handle yearly leave budgets?](#)
- [Quick Topic - Maryland Sick and Safe Leave Process](#)
- [Quick Topic - Preventing Users from Accruing Leave](#)
- [Quick Topic - Runtime Exception - No Valid Pay Code For Holiday](#)
- [Quick Video - Best Practice if you have Floating Holidays](#)
- [Quick Video - Holiday Creation](#)
- [Quick Video - Leave Request](#)
- [Quick Video - Managing Accruals in Unanet](#)
- [Video - 2019 Champions Conference - Speed Learning - Accrual Plans](#)
- [Webinar - Diagnose and Remedy - Leave Accrual and Management](#)
- [Webinar - Leave Management and Accruals](#)

Timesheet Adjustments

- [FAQ - What do "Retroactive Cost Rate Adjustment" and "Automated Adjustment resulting from reference data change" mean?](#)
- [FAQ - What kind of adjustments to bill rates will be made when I edit the Rates tab?](#)
- [FAQ - What types of adjustments exist?](#)
- [Quick Topic - Corrections To LOCKED/EXTRACTED Time Via Time Import](#)
- [Quick Topic - How should I handle adjustments generated by Person imports?](#)

Uncompensated Overtime for Exempts

- [Dilution](#)
 - [Dilution - Partially Worked Periods, Leave Without Pay \(LWOP\)](#)
 - [FAQ - Dilution and Partial Periods - Handling New and Terminating Salaried Employees](#)
 - [Quick Topic - Dilution and partial periods - Adjusting the Period Hours method - Percentage of Period Pay](#)
 - [Quick Topic - Dilution and Partial Periods - Leave Without Pay \(LWOP\) - Percentage of Period Pay](#)
 - [LWOP - Sample Legacy Calculations](#)
 - [Quick Topic - Dilution and Partial Periods - Leave Without Pay \(LWOP\) - Straight Pay](#)
 - [FAQ - How can I trigger Dilution with a SQL Script?](#)
 - [FAQ - How does Dilution work in a leap year, with 366 days?](#)
 - [FAQ - Where can I find an overview of Unanet's Dilution process?](#)
 - [FAQ - Which Dilution style should I use in Unanet?](#)
 - [FAQ - Why does my non-exempt user's time appear to be diluted?](#)
 - [Quick Topic - Considerations in the alignment of timesheets and payroll periods](#)
 - [Quick Topic - Dilution Calculation Tool](#)
 - [Quick Topic - Dilution Examples](#)
 - [Quick Topic - Dilution for Salaried Employees with Non-Standard Business Weeks \(e.g., 32 hours per week\)](#)
 - [Quick Topic - Dilution With Raises That Occur Mid-Period](#)
 - [Quick Topic - How do I turn Dilution on in a system that has been in use for some time?](#)
 - [Quick Topic - Semi-monthly dilution example where hourly cost is lower in a shorter period](#)
 - [Quick Topic - Weekly Timesheet, Monthly or Semi-Monthly payroll](#)
 - [Quick Topic - What does the property "Use Business Week Hours For Dilution" do?](#)
- [Quick Topic - Handling Payroll Variance in Unanet](#)
- [Quick Topic - Uncompensated Overtime for Exempts - Overview](#)