

# User Quick Guide to Unanet Timesheets

## Log in

1. Use your browser to navigate to the Unanet system:  
[www5.unanet.biz/cornell/action/login](http://www5.unanet.biz/cornell/action/login)
2. Enter **Username** and **Password**.  
Your username is NOT case sensitive.  
Your password IS case sensitive.  
Your manager will give you your username and initial password.
3. Click **Login**.

If you need help with any aspect of using Unanet, please send email to [IT-TIME@cornell.edu](mailto:IT-TIME@cornell.edu). Additional information can also be found at our website: [www.it.cornell.edu/services/effort/](http://www.it.cornell.edu/services/effort/)

Unanet will launch, taking you to your **Home Dashboard**, showing all active timesheets.



If you have not already done so, you should change your password: click **Preferences** (at the right end of the blue header on the web page), then click the **Password** tab.

The screenshot shows the Unanet web interface. At the top, there is a blue header with the Unanet logo and navigation links: Home, Project, Time, Reports. On the right side of the header, there are links for Log Out, Preferences, Help, and About. The 'Preferences' link is circled in red. Below the header, the page title is 'Preferences - Profile'. There are several tabs: Profile, Alternates, Dashboards, Profile, Roles, Time, and Password. The 'Password' tab is selected and circled in red. An orange arrow points from the 'Preferences' link in the header to the 'Password' tab. The 'Password' tab contains three input fields: 'Current Password', 'New Password', and 'Confirm Password'. To the right of these fields is the text 'Last updated: 7/15/2011 10:01 AM'. At the bottom of the page, there is a 'Save' button. The footer contains the text 'Approved for use by Cornell University - Logged in' and 'Copyright © 1997-2011 Unanet Technologies'.

The most common actions at this point (each described below) are

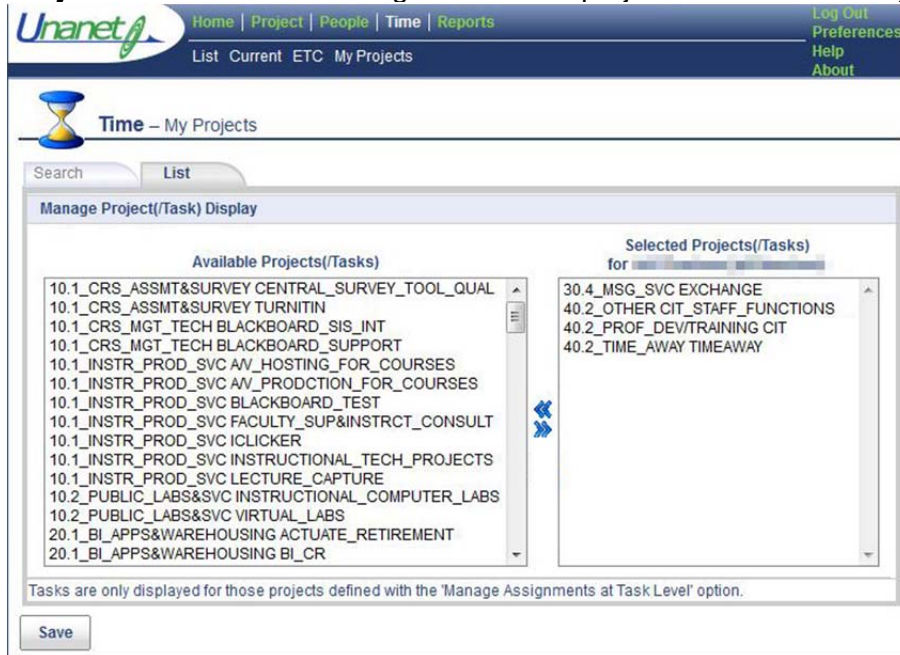
- edit your “My Projects” list,
- create a new timesheet, or
- edit an existing timesheet.

## Edit “My Projects” list

The projects you have selected for your My Projects list are available for you to select when filling out your timesheets. This list is maintained globally across all your timesheets. You can edit the list either from the Dashboard, or “on the fly” while working in a timesheet.

### Edit the list from the Dashboard

1. If you are not currently viewing th
2. e **Home Dashboard**, click **Home** at the left end of the blue Unanet header bar.
3. Click **Time**.
1. Click **My Projects**. The list on the left shows all **Available Projects** not currently on your **My Projects** list. The list on the right shows the projects that are currently on your **My Projects** list.



4. To add a project, select it on the left, then click the blue right-facing arrows.
5. To remove a project, select it on the right, then click the blue left-facing arrows.
6. If the project you need does not appear in either list (remember, each project will only be in one of the two lists), contact your manager.
7. Click **Save** when you’re finished editing your **My Projects** list.

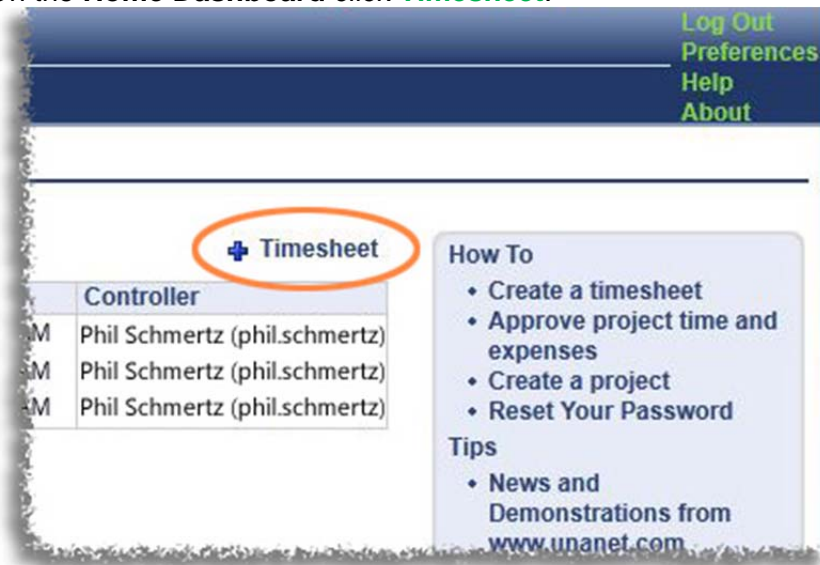
### Edit the list while editing a timesheet

2. Click **My Projects**. The list on the left shows all **Available Projects** not currently on your **My Projects** list. The list on the right shows the projects that are currently on your **My Projects** list.
3. To add a project, select it on the left, then click the right-facing arrows.
4. To remove a project, select it on the right, then click the left-facing arrows.
5. If the project you need does not appear in either list (remember, each project will only be in one of the two lists), contact your manager.
6. Click **Save** when you’re finished editing your **My Projects** list.
7. Click **Timesheet** to return to the timesheet you were editing.

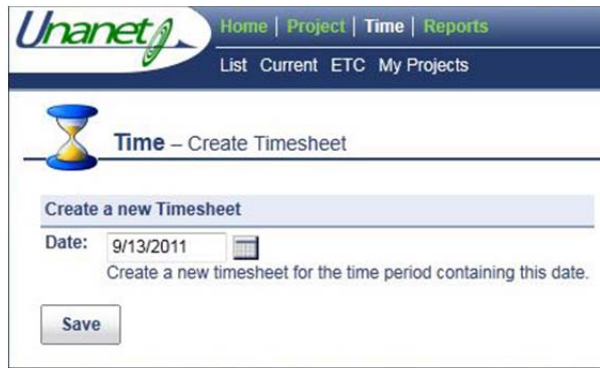
If you remove an entry from your list, it will no longer be available in the drop-down list on your timesheets, but it will still appear on any existing timesheet where you’ve already used it (and saved the timesheet).

## Create a timesheet

1. If you are not currently viewing the **Home Dashboard**, click **Home** at the left end of the blue header bar.
2. On the **Home Dashboard** click **Timesheet**.



The **Create Timesheet** window will open with today's date filled in.



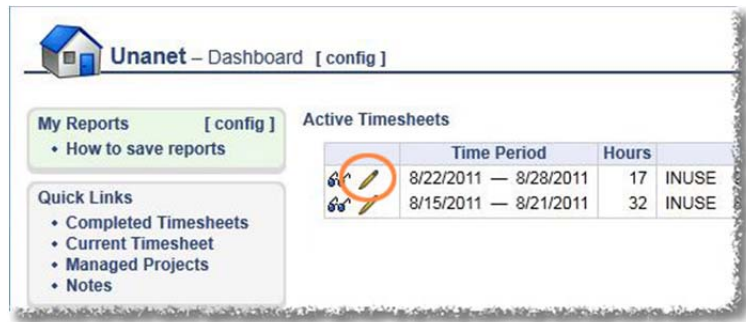
3. If you want to create a new timesheet for the current week, click **Save**.  
If you want to create a timesheet for a different week, either type any date contained in that week into the **Date** field, or click the calendar icon and click a date in that week. Then click **Save**.

Note: Weeks run from Monday through Sunday.

After clicking **Save**, you'll be taken to the new timesheet.

## Edit a timesheet

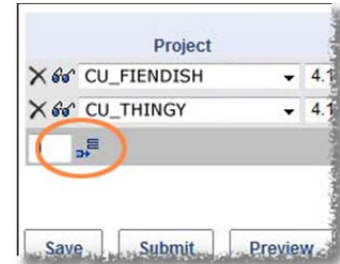
1. If you are not currently viewing the **Home Dashboard**, click **Home** at the left end of the blue Unanet header bar.
2. Click the pencil icon on the desired row.



## Add a project row to a timesheet

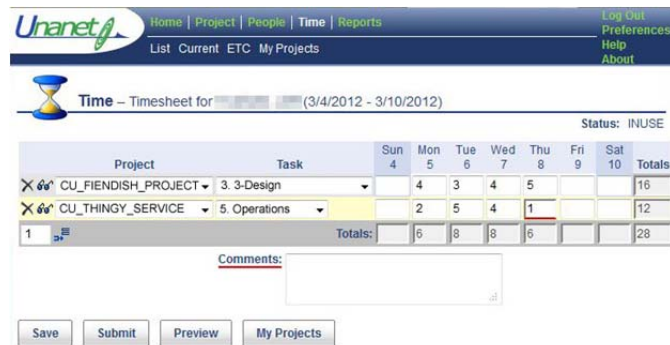
If there are no blank rows showing on your timesheet, click the add a row icon at the left end of the **Totals** row.

Be careful to add a new row for each Project you need. It's easy to forget, and use the Project drop-down list on an existing row, in effect deleting the project you picked previously.



## Enter hours on a timesheet

1. Use the **Project** and **Task** drop-downs to select the values you need.
2. Enter hours worked to the 1/10th hour, for example, 4.5 hours. (If working with whole hours, you do not need to enter the decimal and the zero.)
3. (optional, used by some units) Double-click on a date at the top of a column to enter **Daily Time In/Out**.
4. (optional) The **Comments** field allows you to add notes specific to a particular project/date combination. Each cell has its own Comments field.
5. Click **Save** when finished.



Note: When you save, only the projects with hours reported are saved. So, for example, if you added rows for all the projects you planned to work on this week, but only entered hours for one project (then saved and quit), when you returned to this timesheet, only that one project would be listed.

## Submit Timesheet for Approval

When you have completed your entries for a timesheet, click **Submit** to alert your manager that it is ready for their review and approval.