USING THE SUBCONTRACTOR PORTAL

End User’s Navigation Guide – Time/Expense

Subcontractors using the portal will need to enter and submit time and expenses in adherence with the company’s reporting practices established in Unanet.

# MY ACCOUNT

**Navigate: Portal > Dashboard > Username (upper right corner) > My Account**

View and edit your email address, review attached files, or change your password

# MY TIMESHEETS

**Navigate: Portal > My Timesheets Dashboard**

Add a new timesheet or view details and approval status of existing timesheets

# ENTER TIME

**Navigate: Portal > My Timesheets Dashboard > Enter Time (left menu)**

Select this link to create a new timesheet or enter time in the current period’s timesheet

# MY EXPENSES

**Navigate: Portal > Dashboard > My Expenses (left menu)**

Add a new expense report or view existing report details and approval status

# MANAGE: MY TEAM

**Navigate: Portal > Dashboard > MANAGE > My Team (left menu)**

If you have been assigned a **Manager** role in the Subcontractor Portal, the My Team menu is available to view team members, their timesheets, and expense reports (including attachments) for which the manager is an approver

# MANAGE: APPROVALS

**Navigate: Portal > Dashboard > MANAGE > Approvals (left menu)**

Review and approve timesheets and expense reports for team members