



## Enter Kepler Research Timesheets

- (1) Access Unanet Timesheet System:** Launch internet browser and enter the following URL to access the Unanet system: <https://keplerresearch.unanet.biz/keplerresearch/action/home>
- (2) Log In:** Username = first name.last name (ex. MARGIE.HEMINGER); Password = unanet.  
Note: Password set to 'unanet' for first login
- (3) Change Password:** Change password on first entry to system. Click 'Preferences' > 'Password'.
- (4) Creating a Timesheet:** On the Home Dashboard click '+ Timesheet' and Unanet will display the following:

**Time – Create Timesheet**

Create a new Timesheet

Date: 3/4/2008

Create a new timesheet for the time period containing this date.

Save

Press the 'Save' button to display a new timesheet for current period. On all subsequent days, Unanet will display your current timesheet:

**Time – Timesheet for Walsh, Brandon (3/1/2008 – 3/14/2008)**

Project	Task Code	Pay Code	Sat 1	Sun 2	Mon 3	Tue 4	Wed 5	Thu 6	Fri 7	Sat 8	Sun 9	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Totals
DISA TEST_PROJECT Sample Project Title	R																
Totals:																	0

Comments:

Save Submit Preview My Projects

- Select a Project from the 'Project' dropdown list.
- Select a Task from the 'Task' dropdown list (if available).
- If charging overtime hours, select a Pay Code from the 'Pay Code' dropdown list.
- Enter hours worked to the 1/4 hr. on appropriate day.
- Click the insert icon button to enter additional rows/projects.
- Press 'Save' button to record hours.

**(5) Submit Timesheet to Approver:** On last day of the time period, complete the timesheet and press the 'Submit' button. Unanet will display the following:

**Time – Timesheet for Walsh, Brandon (3/1/2008 – 3/14/2008)**

Timesheet Comments:

Submit Cancel

You have selected to submit this timesheet. You may optionally include comments with your submission. To confirm and continue the submission process, click on the Submit button. If you have reached this screen in error, simply click Cancel.

Press 'Submit' button to send timesheet to approver.