



Patriot Unanet Employee User Guide

Introduction

Welcome to the Patriot Unanet Employee User Guide, your go-to resource for tracking time, submitting timesheets, and managing your PTO/vacation balance in the Patriot Unanet System. This guide provides clear, step-by-step instructions to help you efficiently use Unanet's features, whether on your desktop or through the mobile app

What is Unanet?

Unanet is a user-friendly platform designed to help employees log work hours, submit timesheets, track PTO and vacation balances, and manage project assignments. With Unanet, you can ensure accurate time reporting while keeping track of your available leave.

Who Should Use This Guide?

This guide is intended for all employees who need to:

- ✓ Log in to Unanet
- ✓ Track and submit work hours
- ✓ Check PTO and vacation balances
- ✓ Use the Unanet Mobile Application

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- 📌 Step-by-step instructions for recording and submitting work hours

Unanet Mobile Application

- 📌 How to access and use Unanet on your mobile device

Getting Started

To begin, make sure you have your Unanet login credentials. If you encounter any login issues, refer to the **Logging into the Patriot Unanet System** section for troubleshooting steps.

Now, let's get started with logging in and managing your timesheets!

Logging into the Patriot Unanet System

<https://patriotenterprisesllc.unanet.biz/patriotenterprisesllc/action/home>

Username: Last Name, Birth Month, Birth Day
(ex. Feb 5th = TEST1005)

Initial Password: Patriot2026!
(You will need to change after initial login)



Unanet 25.10.7 – Login

Username:

Password:

[Forgot your password?](#)

1. Unanet Username and Password Login

Sign in with your Unanet username and password. Username is not case sensitive

- **Unanet Username:** Employee Last Name, Birth Month, Birthday
 - Example: Employee Last Name is **Test**, birth month is **October**; birth day is **5th**
 - The username = TEST1005
 - If your birth month or birthday is 1 digit, always add a leading 0. For example, for February, birth month = 02

- **Unanet Initial Password:** For your FIRST login your password will be **Patriot2026!**
 - You will need to change your password upon your initial log in. See Section 4 for Password change directions

2. Unanet Home Page Dashboard

Once logged in you will see your **Unanet** Dashboard

- This is where you will Change your Password; Create and View Timesheets; and if you are a Manager, Review and Approve Timesheets

You can navigate to the Home Dashboard at any time by clicking the Patriot Logo at the top left of the page.

Contracts Time Expense Reports My Account

Default Legal Entity PATRIOT - Patriot Enterprises LLC

My Reports
How to save reports

Quick Links
Completed Expenses
Completed Timesheets
Current Timesheet
Current Timesheet - Mobile
Notes

Unanet – Dashboard

Active Timesheets [+ Timesheet](#)

TIME PERIOD	HOURS	STATUS	CONTROLLER
There are no active timesheets.			

Active Expense Reports [+ Expense](#)

EXPENSE #	CURRENCY	EXPENSE	REIMBURSE	STATUS	PURPOSE	VOIDING / VOIDED BY
There are no active expense reports.						

Active Expense Requests [+ Request](#)

EXPENSE #	CURRENCY	EXPENSE	REIMBURSE	STATUS	PURPOSE
There are no active expense requests.					

3. Password Change:

Upon your INITIAL login you will need to change your password

- Navigate to > **My Account** > **Preferences**

Contracts Time Expense Reports My Account

Default Legal Entity PATRIOT - Patriot Enterprises LLC

My Reports
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Quick Links
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Completed Timesheets
Current Timesheet
Current Timesheet - Mobile
Notes

Unanet – Dashboard

Active Timesheets [+ Timesheet](#)

TIME PERIOD	HOURS	STATUS	CONTROLLER
There are no active timesheets.			

Active Expense Reports [+ Expense](#)

EXPENSE #	CURRENCY	EXPENSE	REIMBURSE	STATUS	PURPOSE	VOIDING / VOIDED BY
There are no active expense reports.						

Active Expense Requests [+ Request](#)

EXPENSE #	CURRENCY	EXPENSE	REIMBURSE	STATUS	PURPOSE
There are no active expense requests.					

Log Out
Preferences
Help
About Set your preferences

- Once you are in the Preferences Profile – click the **Password** tab
- Enter the **Current Password (Patriot2026!)** and then enter your **New Password**
- Click **SAVE**
- **NOTE:** Passwords are case sensitive

The screenshot shows the Patriot Enterprises Unanet interface. At the top, there are navigation tabs for Contracts, Time, Expense, and Reports. On the left, a sidebar menu includes Profile, Alternates, Attachments, Dashboards, and Credit Cards. The main content area is titled 'Preferences – Profile' and has sub-tabs for Profile, Roles, Time, Expense, and Password. The Password tab is active, showing three input fields: 'Current Password', 'New Password', and 'Confirm Password'. A 'Save' button is located below the fields. On the right side of the form, it says 'Last updated: 1/28/2026 5:53 PM'. A small asterisk indicates that the fields are required.

- As a reminder, at any time you can navigate back to the home page dashboard by clicking the [Patriot Logo](#) in the upper left corner of any page

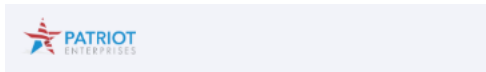
For assistance or questions please contact UnanetHelp@patriotenterprisesllc.com or the Unanet Help Desk at 1-877-223-9129 Option 4

Creating a Timesheet / Entering Time and Submitting a Timesheet

This instructional guide will provide directions for creating a new timesheet in Unanet and how to edit existing timesheets.

1. Login into the Patriot Unanet System

<https://patriotenterprisesllc.unanet.biz/patriotenterprisesllc/action/home>



Unanet 25.10.7 – Login

Username:

Password:

[Forgot your password?](#)

Username: Last Name, Birth Month, Birth Day
(ex. Oct5th = TEST1005)

Initial Password: Patriot2026!
(You will need to change after initial login)

2. Create a New Time Sheet

A new Time Sheet must be created each time period.

- Navigate to the **Unanet Home Screen** (click Patriot logo at upper left corner of screen).
- On the home screen, scroll down to **Active Timesheets** and click **+Timesheet** (upper right corner)

On the resulting screen, the **DATE** field will be populated by default with the current date. If the date is not the beginning of a time period, use the calendar icon to change to a date fall that within the time period you are creating. Click> **SAVE**

1. Time Sheet Entry

On the Time Sheet entry page, you will have ability to select dropdowns for **Project, Task, Location, Pay Code** and then the ability to add hours for each day in the time period.

Select one option from each of the following dropdown columns:

- **PROJECT** - contains projects that are active and available for the user to charge time against
 - **TASK** - contains tasks/projects associated with the selected project that are active and available for the user to charge time against
 - **LOCATION** - contains various site locations that are associated with a Task/project
 - **PAYCODE** - contains various pay codes to charge against such as PTO, Holiday (HOLS), Regular time (REG)
- For each project, enter time DAILY in the proper day/date box.
 - Time can be entered in increments of .25 hours
 - Holiday hours will be prepopulated via the system
 - You cannot enter hours in advance unless you are adding leave hours
 - You can add projects and or tasks for additional projects by clicking on the **“add row icon”** at the bottom of timesheet (see 4. below for additional information on adding projects)
 - Comments can be added as needed
 - Click **SAVE** after completing time entries

[Contracts](#)
[Time](#)
[Expense](#)
[Reports](#)

 My Account

Time – Timesheet for Test, Timmy (1/18/2026 - 1/31/2026) Status: INUSE

PROJECT	TASK	LOCATION	PAY CODE	SUN 18	MON 19	TUE 20	WED 21	THU 22	FRI 23	SAT 24	SUN 25	MON 26	TUE 27	WED 28	THU 29	FRI 30	SAT 31	TOTALS
<input type="text" value="PATRIOT G&A"/>	<input type="text" value="Company Mandated Training"/>	<input type="text" value="Remote FL"/>	<input type="text" value="REG"/>															2
Totals:																		2

Comments:

Save
Submit
Preview
My Projects
Attachments (0)


3. Adding Comments

You also can add a comment to any time entry. Comments must be associated to an entry

- To add, click on the date you wish to associate a comment
- Move to the comment box, enter your comment (s).
- Click **SAVE**

A triangle will appear in the upper right-hand corner of the time entry indicating a comment has been entered.

- To view, click on time entry box displaying the triangle. The associated comment will appear as shown


Contracts Time Expense Reports
My Account

Time – Timesheet for Test, Timmy (1/18/2026 - 1/31/2026) Status: INUSE

PROJECT	TASK	LOCATION	PAY CODE	SUN 18	MON 19	TUE 20	WED 21	THU 22	FRI 23	SAT 24	SUN 25	MON 26	TUE 27	WED 28	THU 29	FRI 30	SAT 31	TOTALS
<input type="text" value="Patriot G&A"/>	<input type="text" value="Company Mandated Training"/>	<input type="text" value="Remote FL"/>	<input type="text" value="REG"/>															2
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>															
Totals:																		2

Comments:

Mandatory 2 HR Training

Save
Submit
Preview
My Projects
Attachments (0)

4. Viewing Projects or Adding New Projects, LWOP

Additional projects and/or tasks may be added to the timesheet dropdown menus.

- To view all your projects available, click the **My Projects** tab the bottom of the timesheet. This will display your current project available to allocate time.

MANAGE PROJECT(/TASK) DISPLAY

AVAILABLE PROJECTS(/TASKS)

PATRIOT LWOP

SELECTED PROJECTS(/TASKS)
FOR TIMMY TEST (TEST1005)

C_ACC 2032_MFH-SOS_BY
CLIN 0002 MFH-SOS - Full Performance
PATRIOT G&A
Company Mandated Training
PATRIOT HOLIDAY:11.SCA
New Year's Day
Martin Luther King Jr Day
Washington's Birthday

Tasks are only displayed for those projects defined with the 'Manage Assignments at Task Level' option.

Save < Timesheet

- If there is a project or task that needs to be part of your dropdown for timekeeping, select the project that needs to be added from the *Available Projects (Tasks)* queue. Use the right arrow icon to move to selected projects to *Selected Projects (Tasks)*.
- Click > **Save**
- Return to editing the timesheet by Clicking >**Timesheet**.


5. Saving the Timesheet

After entering time data, Click > **Save** at the bottom of the screen.

The timesheet will remain in a status of **INUSE** and will be available to you for time entry during the remainder of the time period.

6. Edit a Timesheet

- Navigate to **Time > Dashboard; Time > List** and find *Active Timesheets*.
- Click the **edit pencil icon** to open timesheet and continue entry or to edit entries.
- Enter a comment for edited entries.

Contracts Time Expense Reports

Default Legal Entity **PATRIOT - Patriot Enterprises LLC**

My Reports



How to save reports

Quick Links

- Completed Expenses
- Completed Timesheets
- Current Timesheet
- Current Timesheet - Mobile
- Notes

Unanet – Dashboard

Active Timesheets + Timesheet

	TIME PERIOD	HOURS	STATUS	CONTROLLER
 	1/18/2026 — 1/31/2026	2.00	INUSE	1/29/2026 5:52 PM Timmy Test (test1005)

[Edit timesheet for 1/18/2026 - 1/31/2026](#)

Active Expense Reports + Expense

EXPENSE #	CURRENCY	EXPENSE	REIMBURSE	STATUS	PURPOSE	VOIDING / VOIDED BY
<i>There are no active expense reports.</i>						

Active Expense Requests + Request

EXPENSE #	CURRENCY	EXPENSE	REIMBURSE	STATUS	PURPOSE
<i>There are no active expense requests.</i>					

7. Audit Trail

Updates to prior saved date will require a **Change Reason**. A viewable audit trail will store the data. After editing the cells and Clicking > **Save**, a Change Reason prompt will appear for this data entry.



[Contracts](#) [Time](#) [Expense](#) [Reports](#)

Time – Timesheet for Test, Timmy (test1005) (1/18/2026 - 1/31/2026)

Audit Trail - Enter a change reason for all modified entries

Cell Details

Time Changes

DATE	PROJECT	TASK	LABOR CATEGORY	LOCATION	PROJECT TYPE	PAY CODE	WORK HOURS	PROJECT TIME IN/OUT		
								IN-OUT	NON-WORK HOURS	COMMENTS
Thu 29	PATRIOT G&A	Company Mandated Training		Remote FL	G&A	REG	2			
Comments:										
	PATRIOT G&A	Company Mandated Training		Remote FL	G&A	REG	0			
Comments:										
Change Reason: <input type="text" value="<Please pick a value>"/>										

Save

8. Timesheet Completion and Approval

At the end of each time period, you must complete all data entry and submit the timesheet for approval.

- Click > **Submit** at the bottom of the timesheet to complete this process. You will be prompted to certify the time entry is complete and accurate. Click > **OK**.
- On the resulting screen you have the option to enter a comment if further information is necessary. If not, Click > **SUBMIT** to submit your timesheet for approval.

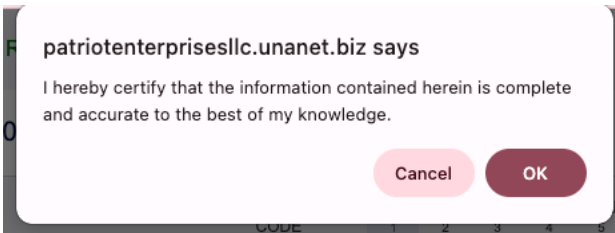


Time – Timesheet for Test, Timmy (2/1/2026 - 2/14/2026)

Status: INUSE

PROJECT	TASK	LOCATION	PAY CODE	SUN 1	MON 2	TUE 3	WED 4	THU 5	FRI 6	SAT 7	SUN 8	MON 9	TUE 10	WED 11	THU 12	FRI 13	SAT 14	TOTALS	
C_ACC 2032_MFH-SOS_BY	CLIN 0002 MFH-SOS - Full Performance	Remote FL	REG		8	8	8	8	8			8	8	8	8	8	8	88	
Totals:					8	8	8	8	8			8	8	8	8	8	8	8	88

Comments:



9. Approval History

After the timesheet is submitted, it will move through an approval routing process defined by the System.

- All users entering data, submitting a timesheet and approving a timesheet will record an entry in the Approval History with the username, date, time, and any comments.
- To review this information, navigate to the Home Page, scroll down to **Active Timesheets**, click the **magnifying glass icon** for the desired timesheet

10. Timesheet Status

- To review the status of a timesheet, navigate to **Time > List**. Timesheets can be viewed according to category:
 - *Active Timesheets*
 - *Completed Timesheets*

Active and Completed timesheets will be displayed with one of the following statuses:

- **INUSE** - Timesheet is in use by the employee. It has been saved but not submitted for approval
- **SUBMITTED** - Timesheet has been submitted and has not been reviewed by an Approver
- **APPROVING** - Timesheet has been approved by one or more approvers, but additional approval is necessary. View the *Approval History* entries to determine who has approved the timesheet.
- **COMPLETED** - Once all approvals have been made, the status is changed to COMPLETED. When the timesheet enters this state, it is no longer visible under *Active Timesheets*. At this point, the timesheet can be viewed under *Completed Timesheets*.
- **EXTRACTED** - Timesheet has been LOCKED and may no longer be available to edit
- **LOCKED** – Timesheet is auto-lock upon Completion (final approval) and not available for change by the employee. Any changes after the timesheet is locked must to be requested to the Corporate Operations Manager

As a reminder, at any time you can navigate back to the home page dashboard by clicking the [Patriot Logo](#) in the upper left corner of any page

For assistance or questions please contact UnanetHelp@patriotenterprisesllc.com or the Unanet Help Desk at 1-877-223-9129 Option 4

Unanet Mobile Application

This instructional guide will provide directions for how to create a new timesheet and edit an exist timesheet in the Unanet Mobile Application.

For users interested in entering time via a mobile device (iOS or Android), the Unanet mobile app, Unanet GovCon, is available in the Apple Store or Play Store.



Once you have the mobile app installed you will be able to add, edit and submit timesheet entries. Managers can approve timesheets and expense reports using the Mobile App.

Getting Started:

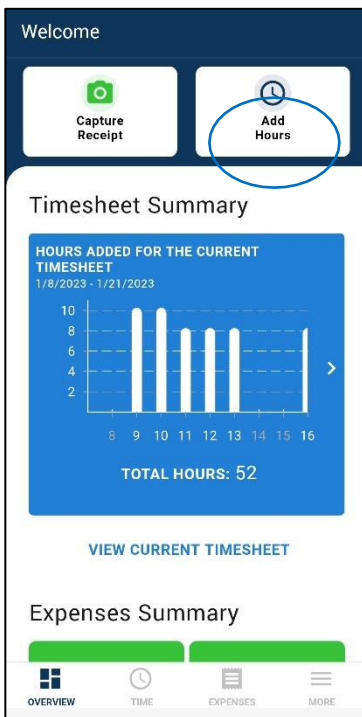
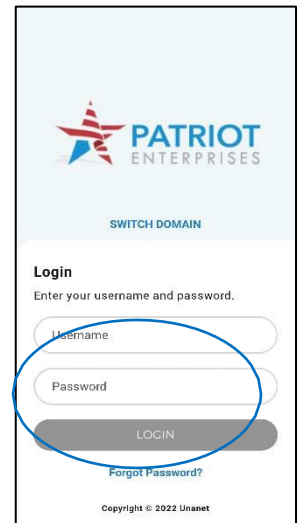
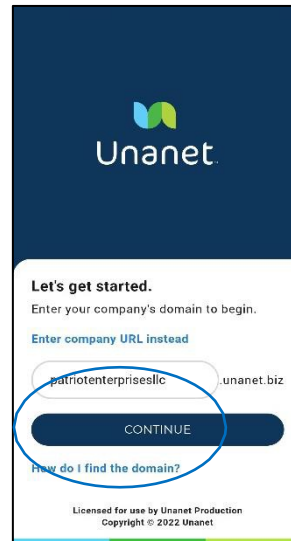
- Enter Patriot URL: **patriotenterprisesllc**
- Tap **CONTINUE**

Patriot login screen will display

- Enter **Username** and **Password**
- Tap **LOGIN**

Overview Screen

Once logged in the Overview screen will display. This screen displays a graph of hours logged by day for the current time period and options to add hours and check expenses. (Note: Expense feature is restricted at this time.)



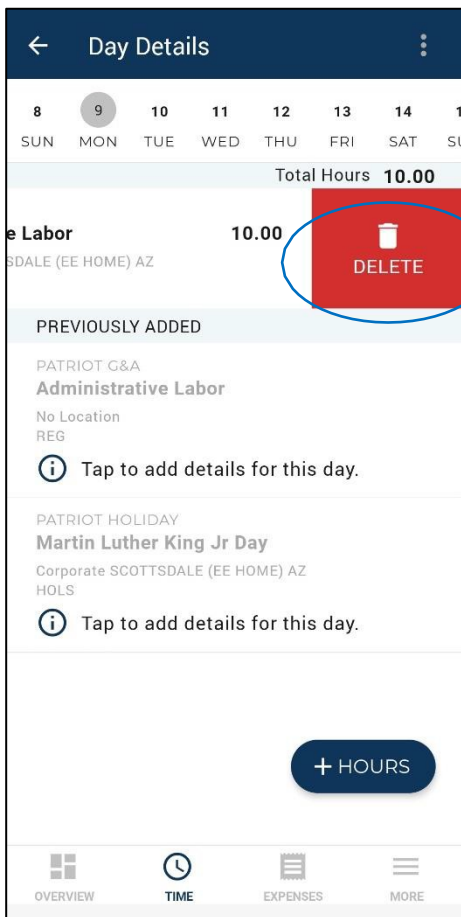
1. Create a Timesheet

- Tap **+Timesheet** to create a timesheet. You can create a timesheet for the current pay period or choose a specific date.

2. Timesheet Entry

- From the Overview Screen, tap **Add Hours**, in the upper right-hand corner of your screen.
- The Day Details screen will display. Scroll across the top of your screen and tap the correct **date** for your time entry

- Tap the **+HOURS** button
- Select one option from each dropdown. NOTE: some dropdowns may automatically populate.
 - **PROJECT** - contains projects that are active and available for the user to charge time against
 - **TASK** - contains tasks/projects associated with the selected project that are active and available for the user to charge time against
 - **LOCATION** - contains various site locations that are associated with a Task/project
 - **PAYCODE** - contains various pay codes to charge against such as Regular time (REG), PTO, Holiday (HOLS).
- Enter hours (Time can be entered in increments of .25 hours)
- Tap **Save** or **Save & Copy**. The latter option will save the timesheet and copy the details (project, task, etc.) to the next day in the timesheet. Hours and comments are not copied. The save actions will be disabled until the timeslip becomes unique (as you select the data).



3. Edit / Delete Timesheet Entry

You can edit timesheets that meet the following criteria:

- In INUSE or DISAPPROVED status (including Adjustment statuses) (if timesheet is in SUBMITTED, APPROVING, or COMPLETED status when you try to edit, you will see a warning that the timesheet will go through the approval process again if you proceed).
- In LOCKED or EXTRACTED status. Work date is on or after the user's effective date.
- Time period allows edits.

- From the Overview screen, tap **VIEW CURRENT TIMESHEET**.
- Tap the **date** you wish to edit
- In the Day Details screen:
 - To edit hours entered: tap the **hours** entry, edit as needed, and tap **SAVE**
 - To delete hours entered: swipe left and tap the **TRASH CAN**

4. Submit a Timesheet

- From the Overview screen, tap **VIEW CURRENT TIMESHEET**.
- Tap on the **THREE DOTS** in the upper right corner.
- **TAP SUBMIT**

You will be given the option to add a comment to the timesheet.

If you made timesheet adjustments, you will be prompted to enter an adjustment change reason.

- After submitting, a "**Rate Me**" popup will display. If you tap the sad face, you will be prompted to submit a suggestion.

Validations

The mobile timesheets follow the same validations as the main Unanet web application, including custom business rules. If there are messages displayed, tap **Open Error Message** or **Open Warning Message** to view the errors or warnings. You can rotate your device to view the errors and warnings in landscape view.

If you have warning messages (e.g., a day with more than 24 hours), you can choose to cancel your submission or continue your submission.

NOTE: If you have error messages, you cannot submit until the errors are corrected.

If comments are required for timesheet cells, the colored borders indicate the following:

- **Black border** - Comments have been entered
- **Yellow** - Warning, no comments but not required
- **Red** - Error, no comments and they are required

Approvals Tab

To view the approval history for a timesheet, tap to open the timesheet from the list. Tap the *Approvals* tab. You will see a listing of the approval history (date/time, approver name).

Comments Tab

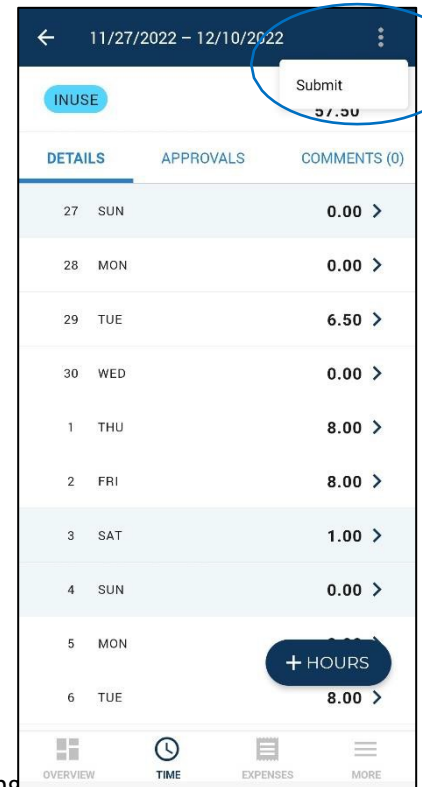
To view the comments for each time slip, tap to open the timesheet from the list. Tap the *Comments* tab. You will see a listing of the comments for each time sheet cell.

Audit Tab

This tab will display an audit history of changes. You will see a listing of each change work date, project/task, modified date, original values, new values, and change reasons.

Adjustments Tab

This tab will display if you have adjustments and the timesheet is in LOCKED, EXTRACTED, or one of the ADJUSTMENT statuses. You can view the modified date, the change from and to values, and the reason. A yellow bar on the left side of the screen indicates pending adjustments.



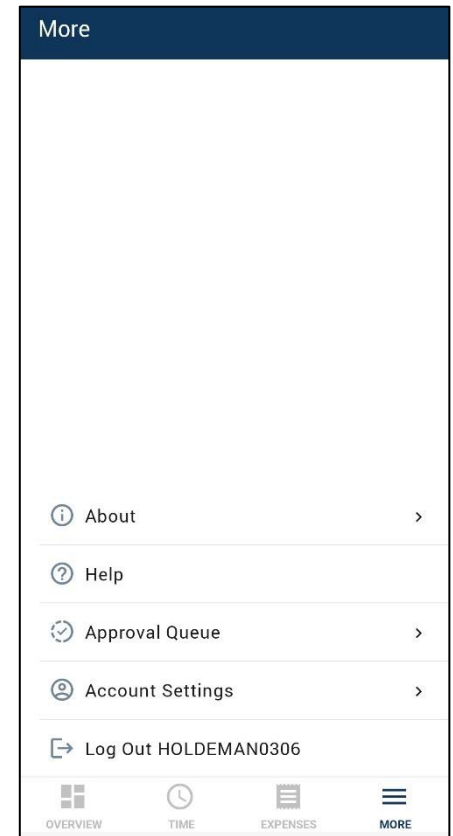
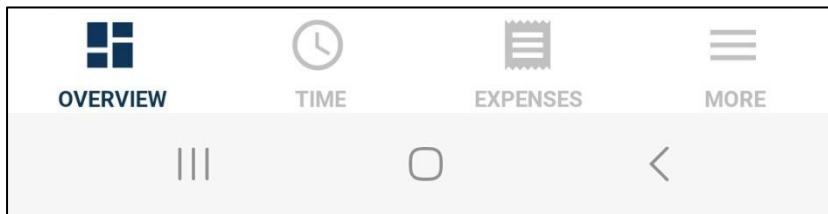
5. MORE

From any screen, tap the **MORE** button on the bottom right side of your screen to access additional features. Note: A red dot next to **More** indicates pending approvals in your approval queue.

- **About** - Tap to see the app version, platform version, and current platform URL. You can also see Unanet's Privacy Policy and Terms and Conditions. You can also enable/disable offline capabilities with the **Offline Data > Offline Enabled** option.
- **Help** – Tap to search the online help document
- **Approval Queue** – Tap to see the status of submitted timesheets and expenses
- **Account Settings** – Tap to set reminders and change password
- **Log Out**

6. OVERVIEW

From any screen, tap the **OVERVIEW** button and to return to the Overview Home Screen.



As a reminder, at any time you can navigate back to the home page dashboard by clicking the [Patriot Logo](#) in the upper left corner of any page

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