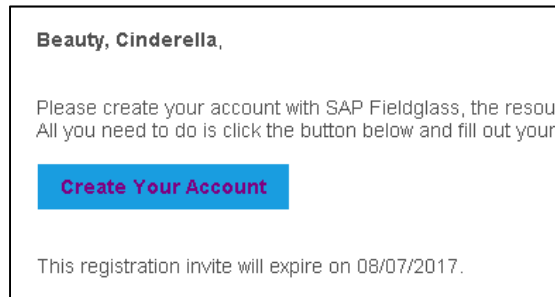


CREATE YOUR ACCOUNT

You may be prompted to set-up your account in Fieldglass, if you **don't** receive your username and password from your employer (Supplier). If you have received your username and password from your employer, you can skip the steps in this section.

1. You will receive an invitation from Fieldglass to join the SAP Fieldglass system.
2. Click **Create Your Account**.



3. Enter the **email address** that will receive the Fieldglass notifications.
4. Enter your **Security ID number**. This number is the two digit birth month, two digit birth day, followed by the last four digits of your national ID (SSN number), e.g., MMDDXXXX.
5. Enter your desired **Username** and **Password**.

Login Details	
Desired Username <input type="text"/>	Password requirements: <input checked="" type="checkbox"/> Contains at least 8 character(s).
Password <input type="text"/>	Password restrictions: <input type="checkbox"/> Does not include username or email <input type="checkbox"/> Does not include first or last name
Re-enter Password <input type="text"/>	

6. Click **Sign In**.
7. Review your **Locale Preferences** and click **Save**.

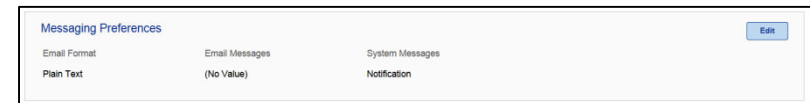
LOGIN PROCESS

1. Access the Fieldglass application via www.fieldglass.net.
2. Enter your **User Name** and **Password**. (Password is case sensitive)
3. Click **Sign In**.



PROFILE MAINTENANCE

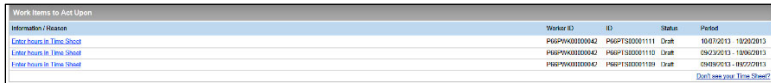
1. Click your name in the upper right-hand corner of the screen and select **My Preferences**.
2. Review the information on the **My Preferences** tab, **Edit** as desired.
3. Scroll down to **Messaging Preferences** and click **Edit**.



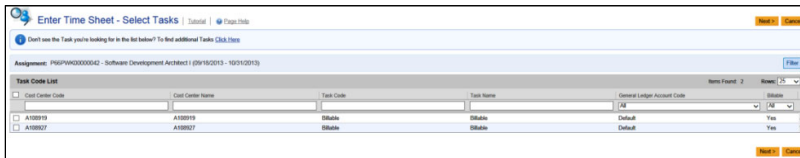
4. Ensure that **Email** is **checked** for **Notification** and **Work Item**. This will ensure you are notified of approved/rejected time/expense sheets.
5. Click the **Update** button.
6. Notification and Work Items will display under Email Messages.

TIME SHEET PROCESS

1. Log into the Fieldglass application.
2. Click Enter hours in time sheet from the desktop.



3. Select the task or project codes, if needed.



4. Enter the hours worked on each day.
 - a. Time In/Time Out Time Sheet – enter the hours for starting work each day, time out for meals and the time that you ended work each day
 - b. Also, enter the number of hours worked in the Time Worked section.

Time In/Time Out									
Please Note To enter time, you can either type the time in the entry box or select the time from the dropdown list and edit it from there. You can also copy all the time entries from one day to another by clicking the icon.									
Day	3/10 Sun	3/11 Mon	3/12 Tue	3/13 Wed	3/14 Thu	3/15 Fri	3/16 Sat	Total	
Time In									
Meal Break 1 Out									
Meal Break 1 In									
Meal Break 2 Out									
Meal Break 2 In									
Meal Break 3 Out									
Meal Break 3 In									
Time Out									
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

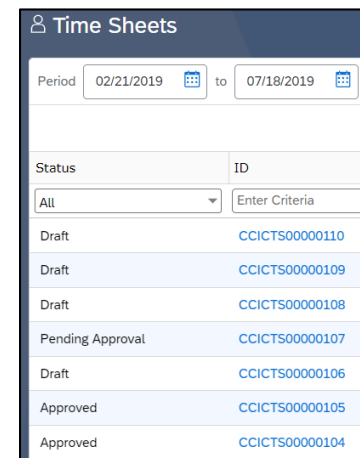
Time Worked									
Day	3/10 Sun	3/11 Mon	3/12 Tue	3/13 Wed	3/14 Thu	3/15 Fri	3/16 Sat	Total	
Billable									

- c. Enter the Overtime hour hours (if applicable)
 - i. Overtime should be entered as state law requires, i.e. after 40 hours per week or after 8 hours per day.
5. Use the **Tab** key to move from one day to the next and continue to enter the hours worked.
 6. Enter any **Comments** (explanation of time off).
 7. Click the **Submit** button to submit the Time Sheet for approval.
 8. A **warning** will appear asking you to verify that you want to submit the time sheet.
 9. **Verify** that the time sheet is correct and click **OK**.

CORRECTING A TIME SHEET

If an error has been found on a time sheet after it has already been approved, a time sheet revision will need to be submitted.

1. Log into Fieldglass.
2. Click **View>Time Sheet**.
3. Click the **ID** of the time sheet that needs corrected. **NOTE:** The time sheet must be in an **'Approved'** status.



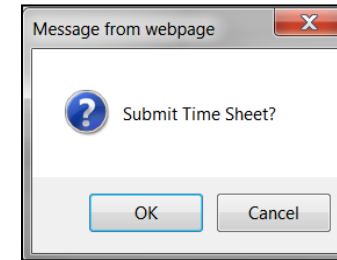
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4. Click **Actions>Revise**.
5. Fieldglass will show the original time sheet; enter the **corrected hours** for the appropriate day(s). The corrected time sheet should show all the hours worked for that week.
 - a. The **Time Worked** section will also need to be updated to reflect the appropriate changes made from the Time In/Time Out section.
 - b. In the example below, the worker only worked 7 hours on Wednesday instead of 8 hours.

Day	3/03 Sun	3/04 Mon	3/05 Tue	3/06 Wed	3/07 Thu	3/08 Fri	3/09 Sat	Total
Time In	-	08:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM	-	
Meal Break 1 Out	-	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	-	
Meal Break 1 In	-	01:00 PM	01:00 PM	01:00 PM	01:00 PM	01:00 PM	-	
Meal Break 2 Out	-	-	-	-	-	-	-	
Meal Break 2 In	-	-	-	-	-	-	-	
Meal Break 3 Out	-	-	-	-	-	-	-	
Meal Break 3 In	-	-	-	-	-	-	-	
Time Out	-	05:00 PM	05:00 PM	04:00 PM	05:00 PM	05:00 PM	-	
Total	0.00	8.00	8.00	7.00	8.00	8.00	0.00	39.00

Day	3/03 Sun	3/04 Mon	3/05 Tue	3/06 Wed	3/07 Thu	3/08 Fri	3/09 Sat	Total
Billable								
ST /Hr	-	8.00	8.00	7.00	8.00	8.00	-	39.00

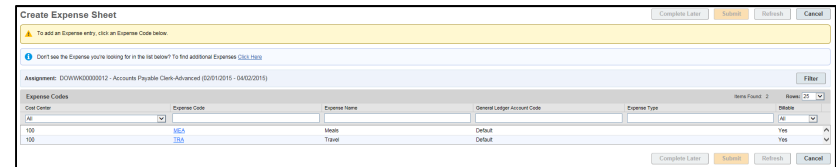
6. Select a **Reason** from the dropdown for the time sheet revision.
7. Enter any **Comments** if needed.
8. Click the **Submit** button to submit the Time Sheet for approval.
9. A warning will appear asking you to verify that you want to submit the time sheet.



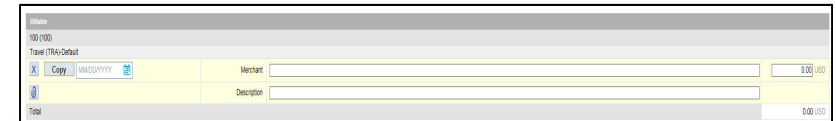
10. Click **OK**.
11. The time sheet will appear in the list as pending approval.

EXPENSE SHEET SUBMITTAL PROCESS

1. Log into the **Fieldglass** application.
2. Click **Create>Expense Sheet**.
3. Select the **Expense Code** for the first expense you intend to claim.



4. A new window will open for you to enter the expense details.



- a. Enter the **Date** you incurred the expense.
- b. Enter the **Merchant**.
- c. Enter the **amount of the expense**.
- d. Enter the **Description** of the expense.
- e. Click the **paperclip icon** to attach the receipt for the expense.

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5. Select an **Expense Code** for the next expense you intend to claim.
6. Repeat Steps above for each new expense item.
7. Enter any **Comments**.



8. Review your Expense Sheet.
9. Click the **Submit** button to submit the Expense Sheet for approval.

HELP DESK INFORMATION

Guidant Global Help Desk

866.750.9816 or helpdesk@guidantglobal.com

Hours: Monday- Friday 3 am – 8 pm, ET
(Excluding US published holidays)