

Worker Quick Reference



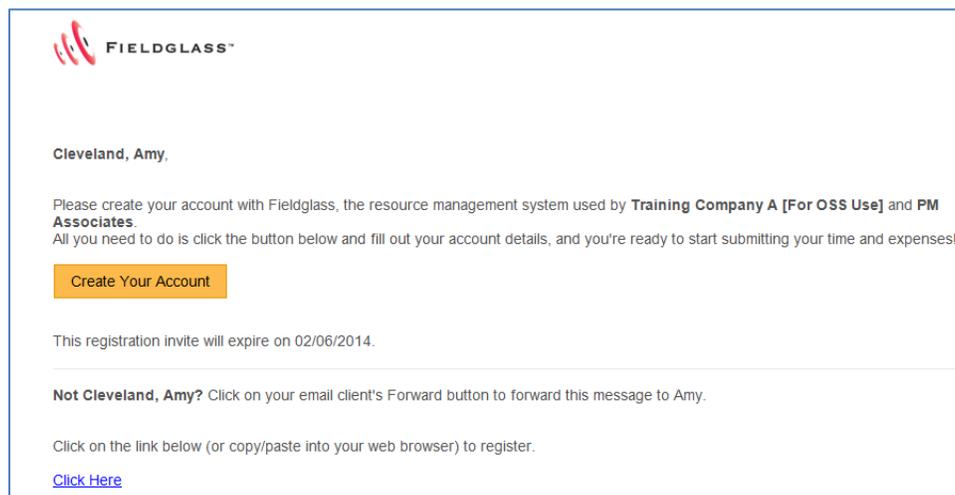
Introduction

This quick reference guide describes how to do the following actions. Click on the item you would like more information on to be taken to the relevant section.

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Register your Fieldglass Worker Account

Before you can enter time in the Fieldglass application, you must register within the Fieldglass system. You will receive an email with instructions, a link to the registration page, and a temporary registration code.



1. Click the **Create Your Account** button to open the Create Your Account page.

The screenshot shows the 'Create Your Account' page for Fieldglass. At the top, there is a logo and a language dropdown set to 'English (United States)'. Below the title, there is a message: 'We'll need a few details to set up your worker account. If you have any questions please contact your supplier.' A link is provided for users who already have an account: 'Already have a Fieldglass account? [Click here](#) to link this job to your existing account.'

The form is divided into several sections:

- Basic Information:** Includes fields for 'First Name' (filled with 'Emily'), 'Last Name' (filled with 'Woicott'), and 'Email' (filled with 'qatest0@fieldglass.com').
- Login Details:** Includes fields for 'Desired Username', 'Password', and 'Re-enter Password'. To the right, there are 'Password requirements' (radio button selected for 'Contains at least 8 characters') and 'Password restrictions' (radio buttons selected for 'Does not include username or email' and 'Does not include first or last name').
- Password Recovery:** Includes a 'Secret Question' dropdown menu, and 'Answer to Secret Question' and 'Confirm Answer' text input fields.
- Fieldglass Privacy Collection Statement:** A section with a small text block explaining data collection and a link to the full privacy policy.

A yellow 'Sign In' button is located at the bottom right of the form.

2. If you currently have a Fieldglass worker account, you can link a new account to an existing account using the **Click here** link located at the top of the page.

Note: Linking accounts will enable you to access all time sheets from one Worker account.

3. Create a **Username** and **Password**.
4. Create a **Secret Question** and **Answer**.
5. Click **Sign In**.
6. Update your Locale Preferences (if necessary) and click **Save**.

Select '**Don't show this window again**' to prevent the Locale Preferences page from displaying the next time you sign in.

Welcome to Fieldglass! Your registration is complete. Feel free to change the following fields according to your preferences. Save your changes and proceed to the next page.

Locale Preferences

Email test@fieldglass.com	This email will be used for notifications and password recovery.
Time Zone GMT-06:00 US/Central	Example: 11:05 AM
Date Format MM/DD/YYYY	Example: 01/16/2014
Time Format 12 Hour Clock	Example: 05:05 PM
Number Format #,##9.99 (Example: 1,234,567.99)	Example: 1,234,567.99
Language English (United States)	Example: Welcome
Calendar Start Day Sunday	

Don't show this window again Save >>

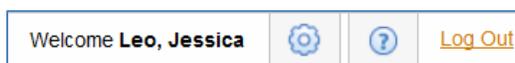
Sign in to Fieldglass

After you have registered your account, you can log directly into Fieldglass to enter your time, create expense sheets, or edit your profile and preference information.

1. Navigate to **www.fieldglass.net** from your internet browser.
2. Enter your **Username** and **Password**.
3. Click **Sign In**.

Edit My Profile and My Preferences

You can use My Profile and My Preferences to update your contact information, enter a new password, and change your secret question and answer.



To update your contact information, enter a new password, or change your secret question and answer:

1. Click the **Admin** (⚙️) icon at the top of the page. Select **My Profile** in the menu that appears.
2. To update your contact information, click **Edit** in the section where your name is displayed. Make the necessary changes and click **Update**.
3. To change your password, click the **Change Password** link in the **Account Information** section. Enter your new password information and click **Change**.

- To change your secret question and answer, click the **Change Secret Question/Answer** link in the **Account Information** section. Select a new secret question and enter the answer. Click **Change** to save your entries. Secret questions are used if you have forgotten your password. Click the **Need help signing in?** link on the sign in page, enter the answer to your secret question, and Fieldglass will email you a temporary password allowing you to log in.

To change the notifications that you receive by email:

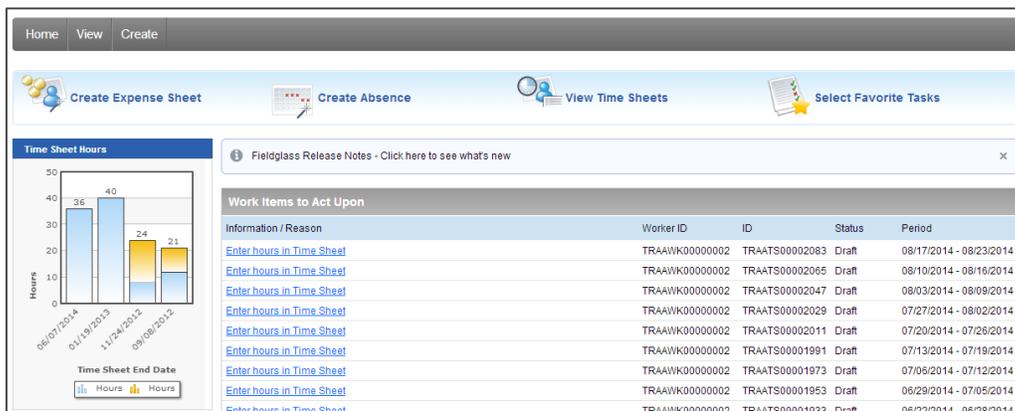
- Click the **Admin** (⚙️) icon at the top of the page. Select **My Preferences** in the menu that appears.
- Click **Edit** in the **Messaging Preferences** section. Select the types of notifications that you want to receive by email and click **Update**.

Submit Time Sheets

To enter hours worked into your time sheet:

- From the Fieldglass Home page, click the **Enter hours in Time Sheet** link for the desired period.

You can also click **View Time Sheets** to view all your available time sheets. Select the time sheet for which you want to enter time.



- If prompted, select your related **Task Codes** from the Task Code List and click **Next**.
- Enter your hours worked on the time sheet.

Enter Time Sheet

Time Sheet (TRAAW00000002694)

Day	11/30 Sun	12/01 Mon	12/02 Tue	12/03 Wed	12/04 Thu	12/05 Fri	12/06 Sat	Time Sheet Total
Billable	TRAAWK00000002-GBP700 (GBP700)							
<input checked="" type="checkbox"/> Hours Worked (Hours Worked) - Default								
Activities Performed								
ST/Hr								
OT/Hr								
Total								0.00

4. Click **Complete Later** to save your changes without submitting the time sheet. You can complete your time sheet at a later time by clicking **Edit**.
5. When you have entered all your hours, click **Submit**. Your time sheet will be routed for approval.

Submitting Hours Worked on a Holiday

1. If you are going to work on a T-Mobile recognized holiday, you must obtain advanced approval from your T-Mobile Manager.
2. The T-Mobile Manager must also send his/her approval, prior to the holiday, to the TAPFIN Team.

Submit Expense Sheets

To create an expense sheet for billable expenses:

1. From the Fieldglass home page, click the **Create Expense Sheet** icon.
2. Click an **Expense Code**. If you do not see the expense code you need, click the **Click Here** link to find additional expense codes.

Create Expense Sheet

To add an Expense entry, click an Expense Code below.

Don't see the Expense you're looking for in the list below? To find additional Expenses [Click Here](#)

Assignment: TRAAWK00000002 - Executive Assistant (09/01/2012 - 12/31/2014)

Expense Codes						Items Found: 1	Rows: 25
Cost Center	Expense Code	Expense Name	General Ledger Account Code	Expense Type	Billable		
All					All		
GBP700	Air	Airfare	Default		Yes		

3. Enter the **Date**, **Merchant**, **Description**, and **Amount**. Enter **Comments** if desired.
4. To add another expense, click the appropriate expense code and enter the expense information.
5. To attach receipts on individual line items, click the attachment icon () for the expense.
6. Receipts can also be attached by clicking **Manage** in the Attachments section at the bottom of the screen.

7. Click **Complete Later** to save your changes without submitting the expense sheet. You can complete your expense sheet at a later time by clicking **Edit**.
8. When you have entered all your expenses, click **Submit**. Your expense sheet will be routed for approval.

View your Time Sheet History

To view the history and status of your time sheets:

1. From the **View** menu, select **Time Sheets**.

Status	ID	Revision	Main Document ID	Start Date	End	ST Hrs	OT Hrs	DT Hrs	Others	NB Hrs
Draft	TRAAATS00001853	0	TRAAJP00000001	06/29/2014	07/05/2014	0.00	0.00	0.00	0.00	0.00
Draft	TRAAATS00001833	0	TRAAJP00000001	06/22/2014	06/28/2014	0.00	0.00	0.00	0.00	0.00
Draft	TRAAATS00001813	0	TRAAJP00000001	06/15/2014	06/21/2014	0.00	0.00	0.00	0.00	0.00
Draft	TRAAATS00001893	0	TRAAJP00000001	06/08/2014	06/14/2014	0.00	0.00	0.00	0.00	0.00
Pending Approval	TRAAATS00001873	0	TRAAJP00000001	06/01/2014	06/07/2014	35.00	0.00	0.00	0.00	0.00
Approved	TRAAATS0000042	0	TRAAJP00000001	01/13/2013	01/19/2013	38.00	2.00	0.00	0.00	0.00
Approved	TRAAATS0000034	0	TRAAJP00000001	11/18/2012	11/24/2012	8.00	0.00	0.00	0.00	16.00
Approved	TRAAATS0000023	0	TRAAJP00000001	09/02/2012	09/08/2012	12.00	0.00	0.00	0.00	9.00
Approved	TRAAATS0000022	0	TRAAJP00000001	08/26/2012	09/01/2012	8.00	0.00	0.00	0.00	0.00

2. The current status of your time sheets is displayed in the **Status** column. Use the Status field to filter the time sheet list for a specific status.
3. Use the **Time Sheet Period** fields and the **Filter** button to search for time sheets in a specific date range.

To revise a time sheet:

If you find that you need to revise a previously submitted and approved time sheet:

1. From the **View** menu, select **Time Sheets**.
2. The current status of your time sheets is displayed in the **Status** column. Use the Status field to filter the time sheet list for a time sheet.
3. Click the **ID** of the time sheet you wish to revise.
4. Within the detailed view, use the Actions drop down and select Revise.
5. Update the hours within the time sheet.
6. Enter in relevant comments and select a Reason for the revision (this is required).
7. Hit the Submit button so that the revision is routed to the T-Mobile Manager for his/her approval.

To withdraw a time sheet:

If you notice an error on your time sheet after it has been submitted, you can withdraw the time sheet and make any necessary corrections, as long as the time sheet has not been approved. Time sheets that have not been approved will display in your Time Sheet List in a Pending Approval status. Once your time sheet is approved, it cannot be withdrawn.

1. From the **View** menu, select **Time Sheets**.
2. The current status of your time sheets is displayed in the **Status** column. Use the Status field to filter the time sheet list for a specific status. Only time sheets in a Pending Approval status can be withdrawn.
3. Click the **ID** of the time sheet you wish to withdraw.

Day	6/01 Sun	6/02 Mon	6/03 Tue	6/04 Wed	6/05 Thu	6/06 Fri	6/07 Sat	Hours
Billable Hours								
Hours Worked (Hours Worked) - Default								
Activities Performed (No Value)								
ST Hr	-	8.00	8.00	8.00	8.00	4.00	-	36.00
Subtotal	0.00	8.00	8.00	8.00	8.00	4.00	0.00	36.00

Posting Information	
Submit Date	06/03/2014 11:16 AM
Job Posting Owner	Anderson, Mike
Business Unit	Logistics (2001510)
Site	UKLondon (2001)

4. Click **Withdraw**.
5. Enter comments if desired and click **Withdraw** in the Withdraw Time Sheet dialog box.
6. The time sheet returns to a Draft status. Click **Edit** to make changes and resubmit the time sheet.

Get Help

For Program specific questions, please reach out to the TAPFIN Team:

- tmobilesms@tapfin.com

For Fieldglass system specific questions, please reach out to the Fieldglass Client Support Specialists.

You may speak to a Client Support Specialist by calling:

- US (toll free) 1 866 467 4833
- EMEA (toll free) +44 (0) 800 169 1741
- EMEA (toll free) +44 (0) 800 169 1674
- APAC (toll free) +800 9600 9700

You may also email your questions to our Help Desk at: helpdesk@fieldglass.com.