

Worker Training Guide



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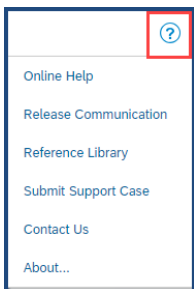
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NOTE:

Screen shots and data in this job aid are examples only to illustrate functionality and may not exactly reflect the actual screens or client-specific configurations.

For Questions and Support

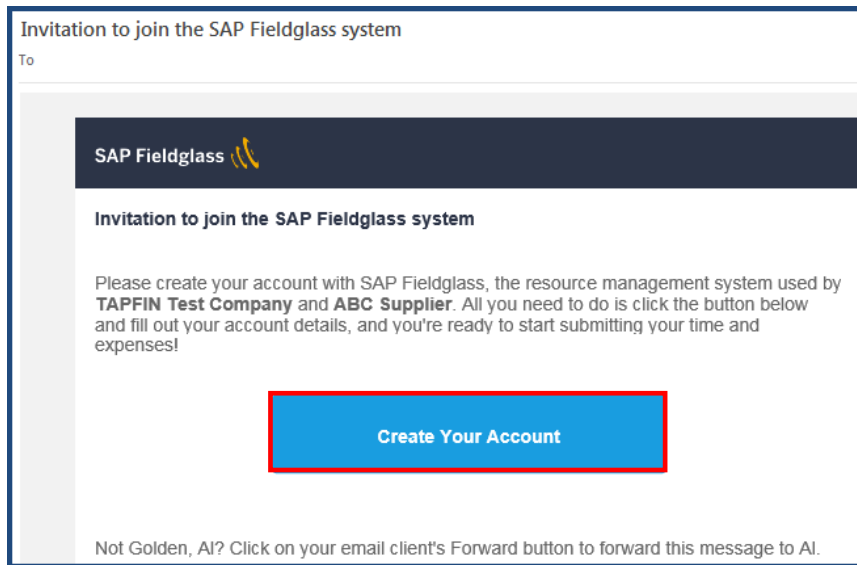
- Contact your employer (supplier) or the SAP Fieldglass Help Desk.
- Job aids and other materials are found by clicking **Help – Question Mark** icon and selecting **Reference Library**.



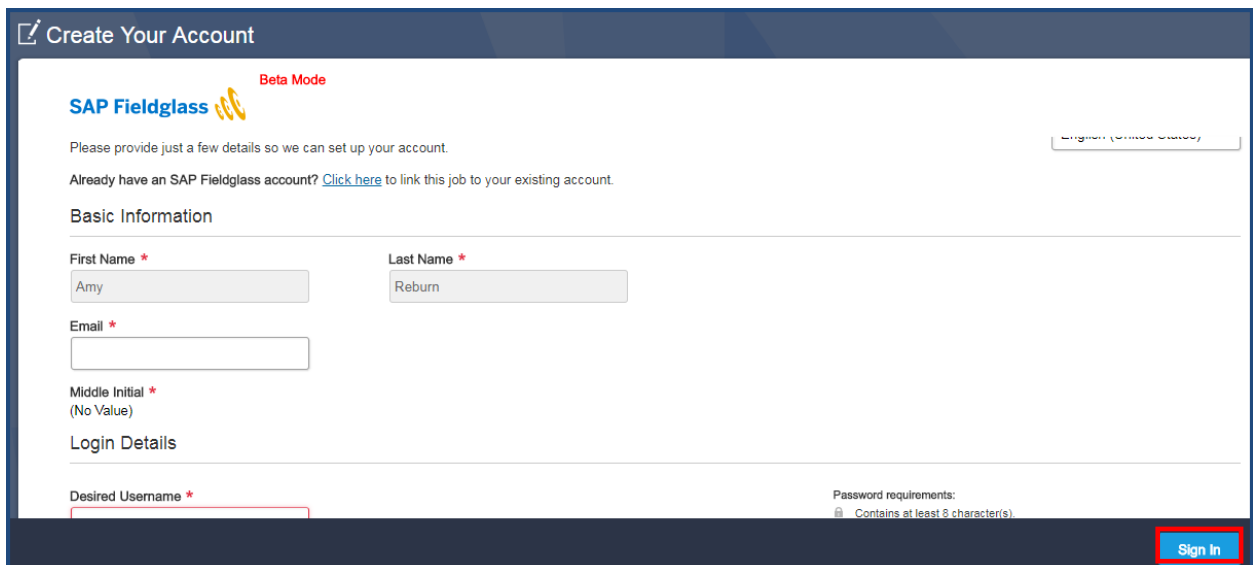
SAP FIELDGLASS REGISTRATION

Before beginning an assignment, you receive an email invitation to register for the SAP Fieldglass application you use to record your time and expenses. You must activate your SAP Fieldglass account before you can enter time sheets or expense sheets data. Use the following instructions to activate your SAP Fieldglass account and begin using the application to record your time and expenses.

1. Once you receive the registration email, click **Create Your Account** to access the registration site.



2. Complete the fields on the **Create Your Account** screen.
3. If required, a **Security ID** is provided either in a second email or is given to you by your employer (supplier). Refer to your Worker's Program Guide for more details.
4. Once the fields are complete, click **Sign In**.

The image shows the "Create Your Account" registration page. At the top, it says "Create Your Account" and "SAP Fieldglass Beta Mode". Below the logo, it asks the user to provide details and includes a link for existing accounts. The "Basic Information" section contains input fields for "First Name" (filled with "Amy"), "Last Name" (filled with "Reburn"), "Email", and "Middle Initial" (with a note "(No Value)"). The "Login Details" section has a "Desired Username" field. On the right, there are "Password requirements" listed as "Contains at least 8 character(s)". A blue "Sign In" button is located at the bottom right corner.

5. Your registration is complete. Now you can set **Preferences**. After selecting your preferences, click **Save**. **Note:** You receive this screen every time you log in. To turn this off, select **Don't show this window again** check box in the bottom left.

Welcome **Golden, Al**

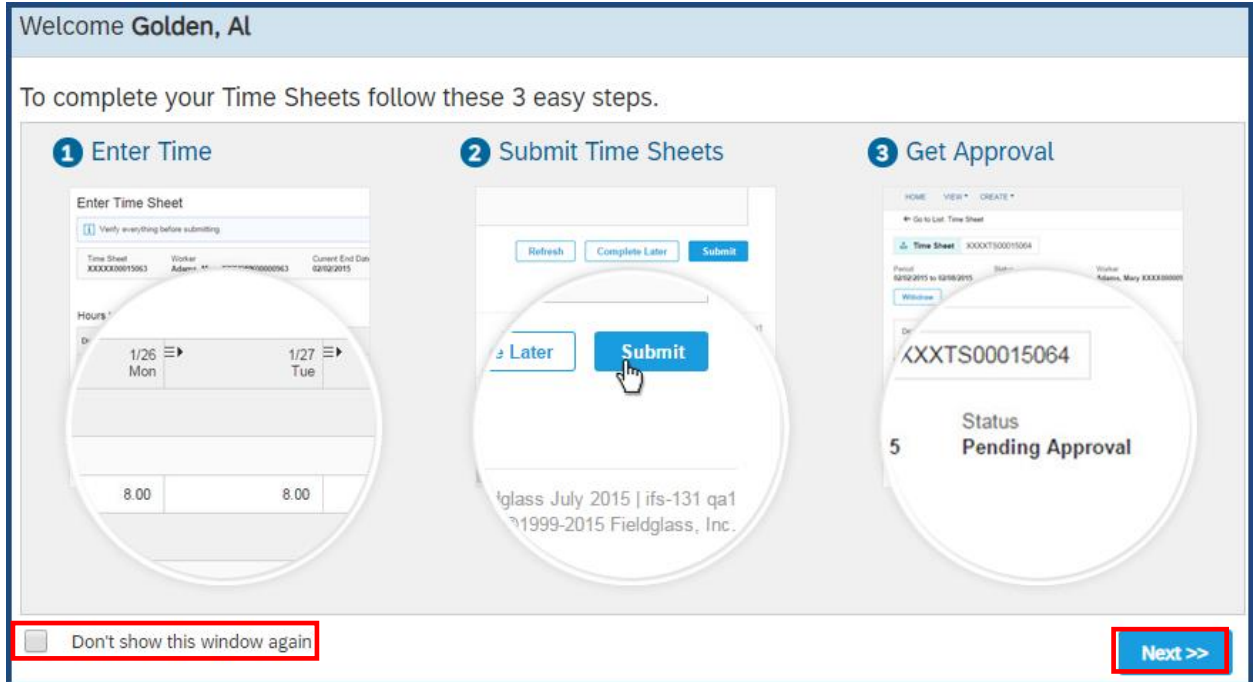
Welcome to SAP Fieldglass! Your registration is complete. Feel free to change the following fields according to your preferences. Save your changes and proceed to the next page.

Locale Preferences

Email *	<input type="text" value="fg_qatest8@sap.com"/>	This email will be used for notifications and password recovery .
Time Zone *	<input type="text" value="US/Eastern"/>	Example: 05:33 PM
Date Format *	<input type="text" value="MM/DD/YYYY"/>	Example: 02/13/2019
Time Format *	<input type="text" value="12 Hour Clock"/>	Example: 10:33 PM
Number Format *	<input type="text" value="#.##9.99 (Example: 1,234,567.99)"/>	Example: 1,234,567.99
Language *	<input type="text" value="English (United States)"/>	Example: Welcome
Calendar Start Day *	<input type="text" value="Saturday"/>	

Don't show this window again

- The **Time Sheets** instructions screen appears. After reviewing the steps, click **Next**. **Note:** You receive this screen every time you log in. To turn this off, select **Don't show this window again** check box in the bottom left.

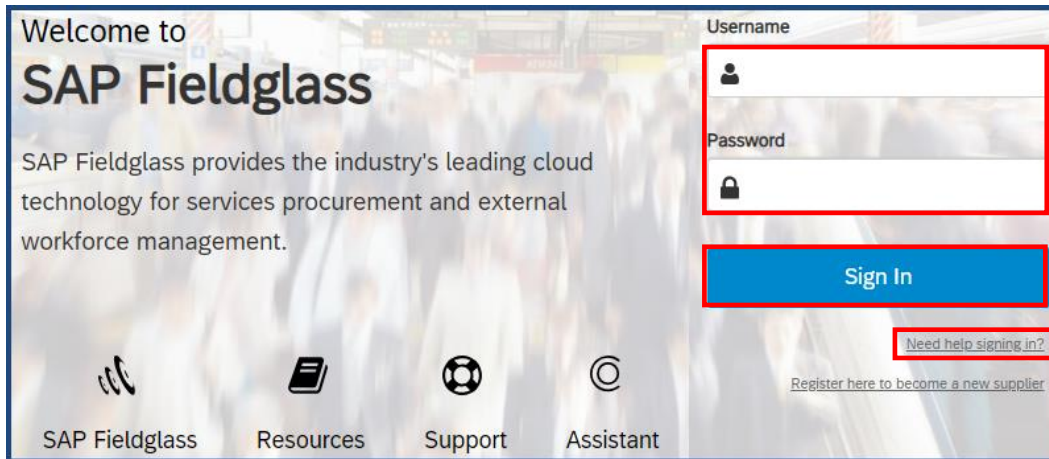


- The **Expense Sheets** instructions screen appears. After reviewing the steps, click **Continue to SAP Fieldglass**. **Note:** You receive this screen every time you log in. To turn this off, select **Don't show this window again** check box in the bottom left.

LOGGING IN TO SAP FIELDGLASS

Follow the steps below to log into SAP Fieldglass:

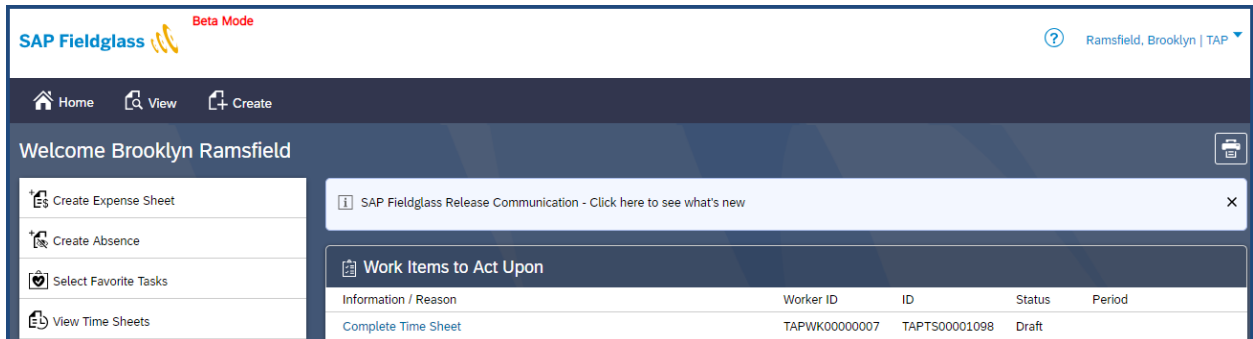
1. Go to URL: <https://www.fieldglass.net>
2. Enter your **Username** and **Password**.
3. Click **Sign In**.



4. If you have forgotten your password, click the **Need help signing in?** link.

NAVIGATION OVERVIEW

The **Desktop** page is the starting point for you within SAP Fieldglass.

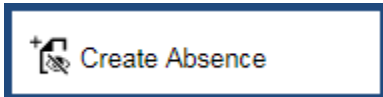


From the left-side of the Desktop page, you can:

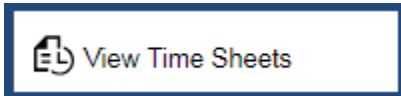
- **Create Expense Sheet** This area allows you to create an expense sheet.



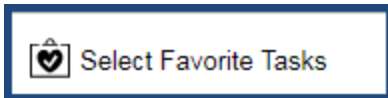
- **Create Absence** This area allows you to indicate if you are unable to work. Note, this functionality must be configured for your client, you may not see this.



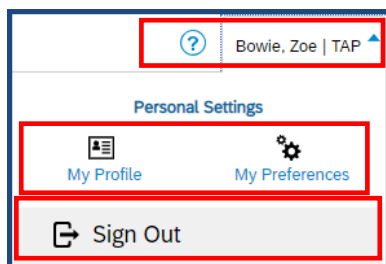
- **View Time Sheets** This area allows you to view all your submitted time sheets.



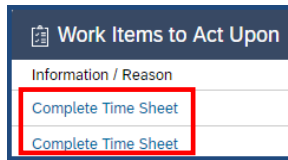
- **Select Favorite Tasks** This area allows you to indicate if there are tasks you want to see every week on your timesheet. This applies to you if you are working on multiple tasks (aka projects, cost centers, etc.).



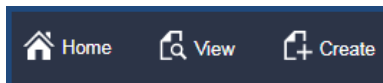
- **My Profile and My Preferences** This area shows your user profile. Go here to change your password, change your email address and make other updates to your user profile. Click **Your Name** and select either the **My Profile** or **My Preferences** link. Click **Sign Out** to exit SAP Fieldglass.



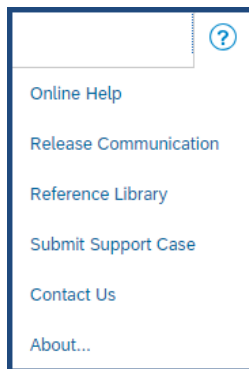
- **Work Items to Act Upon** Work Items are tasks that need your attention such as completing a time sheet.



- **Main Menu**



- **Home** icon – returns you to the Desktop
 - **View** – allows you to view your time sheets, expense sheets and / or milestones
 - **Create** – allows you to create an expense sheet
- **Help**
 - **Help - Question Mark** icon – the Help menu allows you to access SAP Fieldglass Help and your Reference Library on Online Help.



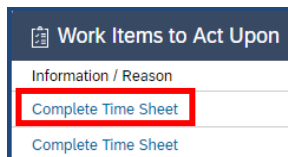
TIME SHEET ENTRY

Hours Worked Entry

At the beginning of each time entry period, a time sheet is sent to your Desktop as a **Work Item to Act Upon**. **Note**, this is applicable:

- If you are in a State that requires a different type of time entry; such as, California, you must enter time using the **Time In / Time Out** format. Please see the section on how to enter time in the Time In / Time Out format below.
- If you are on a **daily job**, report your time using the standard hourly timesheet. Regardless of the number of hours entered per day, your time is calculated as a one day unit.

1. Click the **Complete Time Sheet** link to open the time sheet you wish to enter hours worked for.



2. If your timesheet includes tasks, select the task(s) you worked on for this work week.
 - a. Note, if you are not presented with this screen your manager did not assign you any tasks. If you should have tasks and are not seeing any, reach out to your manager.
 - b. Note: you can make a task(s) a favorite. When marked as a favorite a task always displays on your timesheet which eliminates a step. This is applicable if you work on multiple tasks (which would be projects, cost centers, lines, etc.) throughout the week. Refer to the **Selecting a Task as a Favorite** section of this document for steps.

- Click the appropriate check box(s), and select **Continue**.

Enter Time Sheet

Time Sheet Worker
TAPTS00001110 Golden, Al TAPWK00000013

Don't see the Task you're looking for in the list below? To find additional Tasks [Click here](#)

Selected Assignment: TAPWK00000013 - Administrative Assistant I Filter

Task Code List Items Found: 3 Rows: 25

<input type="checkbox"/>	Cost Center Code	Cost Center Name	Task Code	Task Name	General Ledger Account Code	Billable
	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	All	All
<input type="checkbox"/>	F2001C	Marketing	HRS	Billable Hours	GLA	Yes
<input type="checkbox"/>	F2001C	Marketing	Field2001	Field2001	GLA	Yes
<input type="checkbox"/>	F2001C	Marketing	NB	Non Billable Hours	GLA	No

[Cancel](#) Continue

- The **Enter Time Sheet** page displays for that time period.
- Enter hours in the **ST/Hr** row for straight time. Total hours automatically calculate in the **Total** column. If you work overtime, allocate those hours into the **OT/Hr** row.

Enter Time Sheet

Time Sheet Worker
TAPTS00001089 Ramsfield, Brooklyn TAPWK00000007

Time Worked

Day	1/21 Mon	1/22 Tue	1/23 Wed	1/24 Thu	1/25 Fri	1/26 Sat	1/27 Sun	Total
Billable								
Marketing (F2001C) - Billable Hours (HRS) - General Ledger Account (GLA)								
ST /Hr								
OT /Hr								


- If your hours are to be divided and allocated to multiple cost centers, enter the appropriate number of hours in the appropriate cost center section.

Billable

Marketing (F2001C) - Billable Hours (HRS) - General Ledger Account (GLA)								
ST /Hr	8.00	8.00			4.00			20.00
OT /Hr								
Marketing (F2001C) - Field2001 - General Ledger Account (GLA)								
ST /Hr			8.00	8.00	4.00			20.00
OT /Hr								

- If you are entering hours worked in a shaded day (weekend, holiday) you receive a warning pop up alerting you. Confirm the correct hours by clicking **Submit**.

Time Worked											
Day	1/21 Mon	1/22 Tue	1/23 Wed	1/24 Thu	1/25 Fri	1/26 Sat	1/27 Sun			Total	
Billable											
Marketing (F2001C) - Billable Hours (HRS) - General Ledger Account (GLA)											
ST /Hr										0.00	
OT /Hr											
Marketing (F2001C) - Field2001 - General Ledger Account (GLA)											
ST /Hr										0.00	
OT /Hr											

 **Warning:** Time Sheet hours has been entered on Non-working Day(s) Click 'Submit' to proceed.
Your data has not been saved. Please review the errors or warnings and try again.

- Add any **Comments**, if needed.
- Add any attachments by clicking the **Add Attachments** link.
- Click **Complete Later** to save the time sheet and come back to it later or once finished, click **Submit** to submit your time sheet for approval. **Note:** Your session times out after 15 minutes of inactivity. Click **Complete Later** to avoid losing your work if you are not ready to submit your time sheet.

Time Sheet Fields

Comments (optional)

(characters remaining: 2000)

Attachments

No Attachments Defined

+ Add Attachments

[Cancel](#) [Complete Later](#)

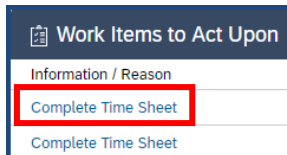
Submit

- Once submitted, your time sheet goes through the approval process. If your time sheet is rejected, you receive an email notification; you must correct your time sheet and re-submit it by following the steps listed above.
- A submitted timesheet can be edited if it has not been approved yet. Open the **Pending Approval** timesheet, click **Withdraw**, make the necessary changes and click **Submit**.

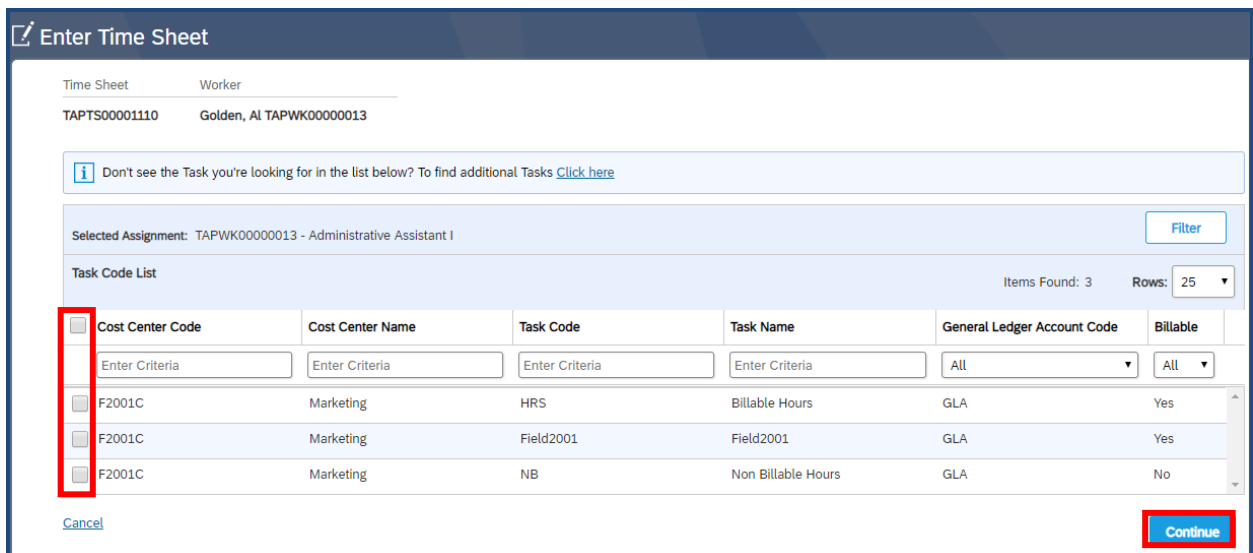
Time In / Time Out Entry

Some assignments or work locations require time to be captured by the actual time you started and stopped. This is common in California, New York and Puerto Rico, as your assignment might be subject to different overtime and double time calculations. To enter time when a time sheet captures both **Time In and Time Out**:

1. Click the **Complete Time Sheet** link to open the time sheet you wish to enter hours worked for.



2. If your timesheet includes tasks, select the task(s) you worked on for this work week. Note, if you are not presented with this screen, your manager did not assign you any tasks. If you should have tasks and are not seeing any, reach out to your manager.
3. Click the appropriate check box(s), and select **Continue**.



A screenshot of the "Enter Time Sheet" form. The form displays the "Task Code List" section, which includes a table with columns for Cost Center Code, Cost Center Name, Task Code, Task Name, General Ledger Account Code, and Billable. The first column contains checkboxes, and the first three rows are highlighted with a red rectangular box. The "Continue" button at the bottom right is also highlighted with a red rectangular box.

<input type="checkbox"/>	Cost Center Code	Cost Center Name	Task Code	Task Name	General Ledger Account Code	Billable
<input type="checkbox"/>	Enter Criteria	Enter Criteria	Enter Criteria	Enter Criteria	All	All
<input type="checkbox"/>	F2001C	Marketing	HRS	Billable Hours	GLA	Yes
<input type="checkbox"/>	F2001C	Marketing	Field2001	Field2001	GLA	Yes
<input type="checkbox"/>	F2001C	Marketing	NB	Non Billable Hours	GLA	No

4. The **Enter Time Sheet** page displays.

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	1/28 Mon	1/29 Tue	1/30 Wed	1/31 Thu	2/01 Fri	2/02 Sat	2/03 Sun	Total
Time In								
Meal Break Out								
Meal Break In								
Time Out								
Total	0.00		0.00	0.00	0.00	0.00	0.00	0.00

Time Worked

Day	1/28 Mon	1/29 Tue	1/30 Wed	1/31 Thu	2/01 Fri	2/02 Sat	2/03 Sun	Total
Billable								

Cancel Complete Later Submit

5. Enter the **Time In**, **Meal Break Out**, **Meal Break In** and **Time Out** for each day.
6. To copy the previous day's hours, click the **Copy** icon in the date section.

Day	1/28 Mon	1/29 Tue	1/30 Wed	1/31 Thu	2/01 Fri	2/02 Sat	2/03 Sun	Total
Time In	07:00 AM							
Meal Break Out	11:00 AM							
Meal Break In	12:00 PM							
Time Out	04:00 PM							
Total	8.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00

- Enter your total hours in the **Billable** section. If your hours are to be allocated to multiple cost centers, enter the appropriate number of hours in the appropriate cost center section.
- Enter any hours in the **Non-billable** section, if applicable.

Time Worked


Day	1/28 Mon	1/29 Tue	1/30 Wed	1/31 Thu	2/01 Fri	2/02 Sat	2/03 Sun	Total
Billable								
Marketing (F2001C) - Billable Hours (HRS) - General Ledger Account (GLA)								
ST /Hr	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OT /Hr								
Summary								
Day	1/28 Mon	1/29 Tue	1/30 Wed	1/31 Thu	2/01 Fri	2/02 Sat	2/03 Sun	Total
Billable Break-Out								
Billable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non-billable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Time Break-Out								
ST /Hr	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OT /Hr	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Cancel Complete Later **Submit**

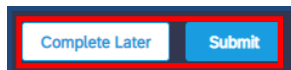
- If you are entering hours in a shaded-out day (weekend, holiday) you receive a warning pop up alerting you. Confirm the correct hours are entered by clicking **Submit**.

Time In/Time Out

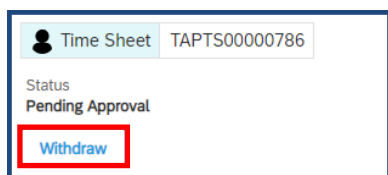
Day	1/28 Mon	1/29 Tue	1/30 Wed	1/31 Thu	2/01 Fri	2/02 Sat
Time In	07:00 AM	07:00 AM	07:00 AM	07:00 AM	07:00 AM	07:00 AM
Meal Break Out	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM
Meal Break In	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM
Time Out	04:00 PM	04:00 PM	04:00 PM	04:00 PM	04:00 PM	04:00 PM
Total	8.00	8.00	8.00	8.00	8.00	8.00

 Warning: Time Sheet hours has been entered on Non-working Day(s) Click 'Submit' to proceed.
Your data has not been saved. Please review the errors or warnings and try again.

10. Click **Complete Later** to save the time sheet and come back to it later or once finished, click **Submit** to submit your time sheet for approval. If your time sheet is rejected, you receive an email notification; you must correct your time sheet and re-submit it by following the steps listed above.



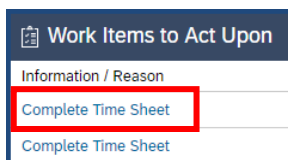
11. A submitted timesheet can be edited if it has not been approved yet. Select **View > Timesheets** from the Main Menu. Open the **Pending Approval** timesheet, click **Withdraw**, make the necessary changes and click **Submit**.



Daily Time Entry

If your work order / assignment is based on Daily rates (most common in United Kingdom and some EMEA countries) you need to enter the hours actually worked in the correct row. A time sheet is sent to your Desktop as a **Work Item to Act Upon**.

1. Click the **Complete Time Sheet** link to open the time sheet you wish to enter daily time for.



2. If your timesheet includes tasks, select the task(s) you worked on for this work week.
 - a. Note, if you are not presented with this screen your manager did not assign you any tasks. If you should have tasks and are not seeing any, reach out to your manager.
 - b. Note: you can make a task(s) a favorite. When marked as a favorite a task always displays on your timesheet which eliminates a step. This is applicable if you work on multiple tasks (which would be projects, cost centers, lines, etc.) throughout the week. Refer to the **Selecting a Task as a Favorite** section of this document for steps.

- Click the appropriate check box(s) and select **Continue**.

Enter Time Sheet

Time Sheet Worker
TAPTS00001110 Golden, AI TAPWK00000013

Don't see the Task you're looking for in the list below? To find additional Tasks [Click here](#)

Selected Assignment: TAPWK00000013 - Administrative Assistant I Filter

Task Code List Items Found: 3 Rows: 25

<input type="checkbox"/>	Cost Center Code	Cost Center Name	Task Code	Task Name	General Ledger Account Code	Billable
	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	All	All
<input type="checkbox"/>	F2001C	Marketing	HRS	Billable Hours	GLA	Yes
<input type="checkbox"/>	F2001C	Marketing	Field2001	Field2001	GLA	Yes
<input type="checkbox"/>	F2001C	Marketing	NB	Non Billable Hours	GLA	No

[Cancel](#) **Continue**


- Depending on the configuration, you either
 - enter a 0.25, 0.5, 0.75 or 1.00 value in the in the **ST / Day** field for each day worked.
 - enter hours in the **ST / Day** field for each full day worked that. Total hours automatically calculate in the **Total** column.
 - Refer to your Program Guide, located in the **Help > Reference Library** for additional details of which format to use.
 - Note: If configured for half days (rare), if you worked a half day, enter the number of hours in the **Half Day / Day** row as appropriate (not pictured).
- If your hours are to be divided and allocated to multiple cost centers, enter the appropriate number the value or hours in the appropriate cost center section.

Time Worked

Day	2/10 Sun	2/11 Mon	2/12 Tue	2/13 Wed	2/14 Thu	2/15 Fri	2/16 Sat	Total
Billable								
Billable Hours - Temporary Staff (80140)								
ST/Day		8.00	8.00	8.00	8.00	8.00		40.00
Total	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

- If you are entering hours worked in a shaded out day (weekend, holiday) you receive a warning pop up alerting you. Confirm the correct hours by clicking **Submit**.

Time Worked									
Day	2/10 Sun	2/11 Mon	2/12 Tue	2/13 Wed	2/14 Thu	2/15 Fri	2/16 Sat	Total	
Billable									
Billable Hours - Temporary Staff (8014)									
ST /Day		8.00	8.00	8.00	8.00	8.00		40.00	
Total	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	

 Warning: Time Sheet hours has been entered on Non-working Day(s) Click 'Submit' to proceed.
Your data has not been saved. Please review the errors or warnings and try again.

- Add any **Comments**, if needed.
- Add any attachments by clicking the **Add Attachments** link.
- Click **Complete Later** to save the time sheet and come back to it later or once finished, click **Submit** to submit your time sheet for approval.
- When finished, click **Submit** to submit your time sheet for approval. If your time sheet is rejected, you receive an email notification; you must correct your time sheet and re-submit it by following the steps listed above.

Time Sheet Fields

Comments (optional)

(characters remaining: 2000)

Attachments

No Attachments Defined

[+ Add Attachments](#)

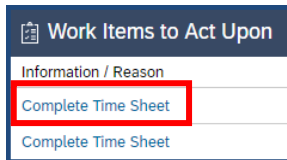
[Cancel](#) [Complete Later](#) [Submit](#)

- A submitted timesheet can be edited if it has not been approved yet. Open the **Pending Approval** timesheet, click **Withdraw**, make the necessary changes and click **Submit**.

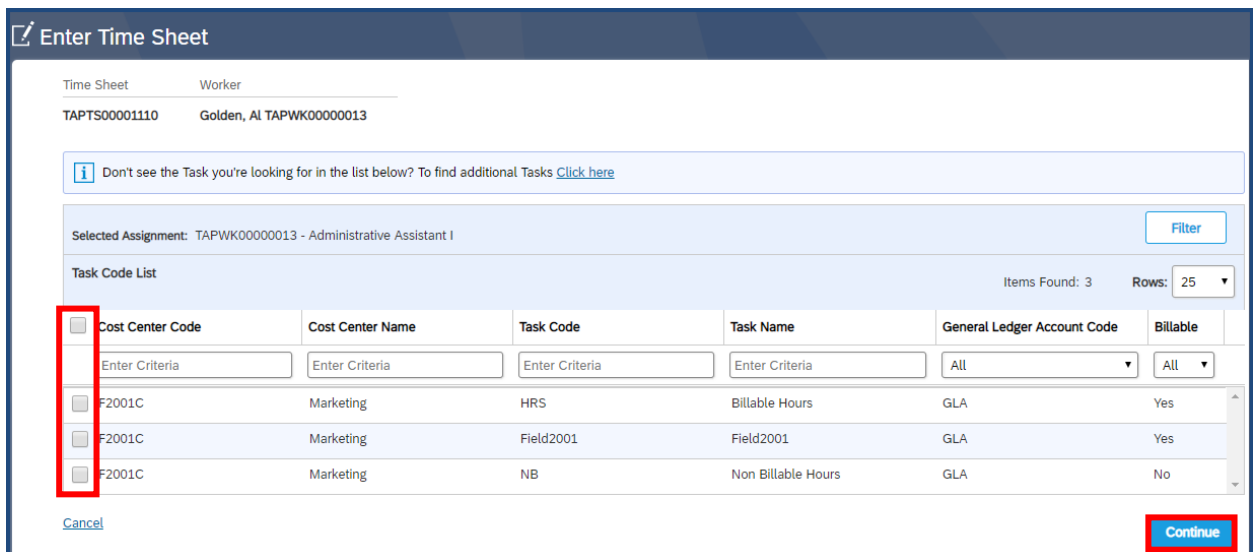
Monthly Hours Worked Entry

In the rare case you enter time for an entire month before submitting it, at the beginning of each month, a monthly time sheet is sent to your Desktop as a **Work Item to Act Upon**.

1. Click the **Complete Time Sheet** link to open the time sheet you wish to enter hours worked for.



2. If your timesheet includes tasks, select the task(s) you worked on for this work week.
 - a. Note, if you are not presented with this screen your manager did not assign you any tasks. If you should have tasks and are not seeing any, reach out to your manager.
 - b. Note: you can make a task(s) a favorite. When marked as a favorite a task always displays on your timesheet which eliminates a step. This is applicable if you work on multiple tasks (which would be projects, cost centers, lines, etc.) throughout the week. Refer to the **Selecting a Task as a Favorite** section of this document for steps.
3. Click the appropriate check box(s) and select **Continue**.



A screenshot of the 'Enter Time Sheet' interface. The title bar shows a pencil icon and the text 'Enter Time Sheet'. Below the title bar, there are fields for 'Time Sheet' (TAPTS00001110) and 'Worker' (Golden, Al TAPWK00000013). A message box says 'Don't see the Task you're looking for in the list below? To find additional Tasks [Click here](#)'. Below that, it says 'Selected Assignment: TAPWK00000013 - Administrative Assistant I' with a 'Filter' button. The main section is 'Task Code List' with 'Items Found: 3' and 'Rows: 25'. There are search criteria fields for 'Cost Center Code', 'Cost Center Name', 'Task Code', and 'Task Name', and dropdowns for 'General Ledger Account Code' and 'Billable'. A table lists three tasks with checkboxes in the first column. The first column is highlighted with a red box. At the bottom, there are 'Cancel' and 'Continue' buttons, with 'Continue' highlighted in red.

<input type="checkbox"/>	Cost Center Code	Cost Center Name	Task Code	Task Name	General Ledger Account Code	Billable
<input type="checkbox"/>	Enter Criteria	Enter Criteria	Enter Criteria	Enter Criteria	All	All
<input type="checkbox"/>	F2001C	Marketing	HRS	Billable Hours	GLA	Yes
<input type="checkbox"/>	F2001C	Marketing	Field2001	Field2001	GLA	Yes
<input type="checkbox"/>	F2001C	Marketing	NB	Non Billable Hours	GLA	No

- The **Enter Time Sheet** page displays for that month.
- Week 1 is selected (in blue). To change the week you want to enter hours worked, click the respective button.

Enter Time Sheet

Time Sheet

Week 1
Week 2
Week 3
Week 4
Week 5

- Enter hours in the **Standard Time / Mo** field for each day of that week. Total hours automatically calculate in the **Total** column.
- If your hours are to be divided and allocated to multiple cost centers, enter the appropriate number of hours in the appropriate cost center section. No Standard Time / Mo Option

Time Worked									
Day	9/25 Sun	9/26 Mon	9/27 Tue	9/28 Wed	9/29 Thu	9/30 Fri	10/01 Sat	Total	
Billable									
x *Hours Worked (HRS) - GL Account (Default)									
Standard Time /Mo							-		
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

- If you are entering hours worked in a shaded out day (weekend, holiday) you receive a warning pop up alerting you. Confirm the correct hours by clicking **Submit**.

Time Worked									
Day	1/28 Mon	1/29 Tue	1/30 Wed	1/31 Thu	2/01 Fri	2/02 Sat	2/03 Sun	Total	
Billable									
Marketing (F2001C) - Billable Hours (HRS) - General Ledger Account (GLA)									
ST /Hr								0.00	
OT /Hr									

Warning: Time Sheet Date has been specified on a Non-Working day. Click 'Submit' to continue.
Your data has not been saved. Please review the errors or warnings and try again.

9. Add any **Comments**, if needed.
10. Add any attachments by clicking the **Add Attachments** link.
11. Click **Complete Later** to save the time sheet and come back to it for the upcoming weeks.
12. When finished for the month, click **Submit** to submit your time sheet for approval. If your time sheet is rejected, you receive an email notification; you must correct your time sheet and re-submit it by following the steps listed above.

Time Sheet Fields

Comments (optional)

(characters remaining: 2000)

Attachments

No Attachments Defined

[+ Add Attachments](#)

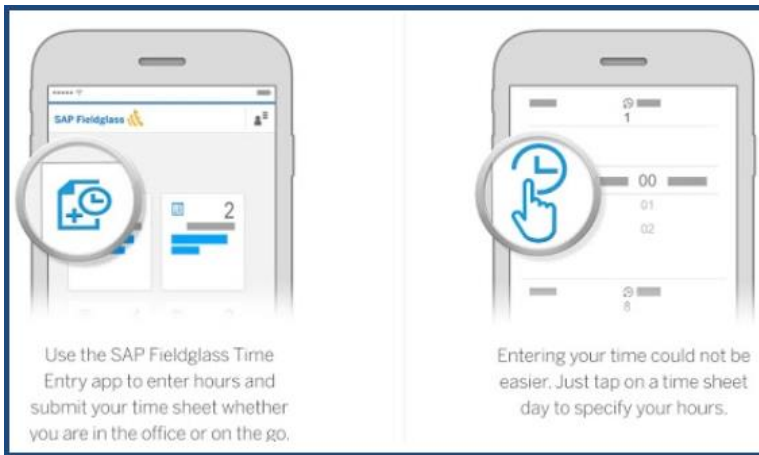
[Cancel](#) [Complete Later](#) [Submit](#)

13. A submitted timesheet can be edited if it has not been approved yet. Open the **Pending Approval** timesheet, click **Withdraw**, make the necessary changes and click **Submit**.

TIMESHEET APP

SAP Fieldglass has a mobile app for both Android and IOS. To use the SAP Fieldglass Time Entry mobile app, you must already be a registered worker in the SAP Fieldglass system and be able to log in using a username and password. To do this:

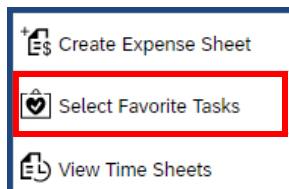
1. You must register in Fieldglass first using the steps in the registration section above.
2. Download the app from Google Play or the App Store.
3. Enter time using the mobile app. Refer to the Google Play or App Store sites for more details.



SELECTING A TASK AS A FAVORITE

Your timesheet may be comprised of tasks. They could be projects, cost centers, etc. where you work or items you work on during the week. There may be times where you want a task(s) to always appear on your timesheet or when you want to not see a task on a timesheet. You do this by indicate which task(s) is a favorite. To select a task(s) as a favorite:

1. Click **Select Favorite Tasks** under the **Main Menu** bar.



2. The **Select Favorite Tasks** screen displays.
3. If no tasks display, select the **Click Here** link towards the top and pick which ones you want to make your favorites and click **Add**.
4. Any tasks that currently are favorites display. To add them to your current timesheet and all future timesheets, click the check box(es).
5. Click **Add Selected** and then click **Update**.

Don't see the Task you're looking for in the list below? To find additional Task, [Click here](#)

Selected Assignment: TAPWK00000013 - Administrative Assistant I Filter

Items Found: 2 Rows: 25

<input type="checkbox"/>	Cost Center Name	Cost Center Code	Task Code	Task Name	General Ledger Account	Billable?
<input type="checkbox"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	All
<input type="checkbox"/>	Marketing	F2001C	Field2001	Field2001	General Ledger Account	Yes
<input type="checkbox"/>	Marketing	F2001C	HRS	Billable Hours	General Ledger Account	Yes

Selected Task Favorites

<input type="checkbox"/>	Default	Cost Center Name	Cost Center Code	Task Code	Task Name	General Ledger Account	Billable	×
<input type="radio"/>		Marketing	F2001C	NB	Non Billable Hours	General Ledger Account	No	×

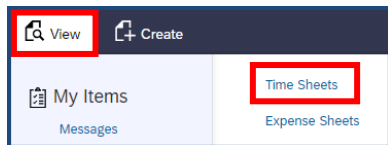
[Cancel](#)

6. When you navigate to the timesheet, the favorite tasks display and are available to enter hours worked against.

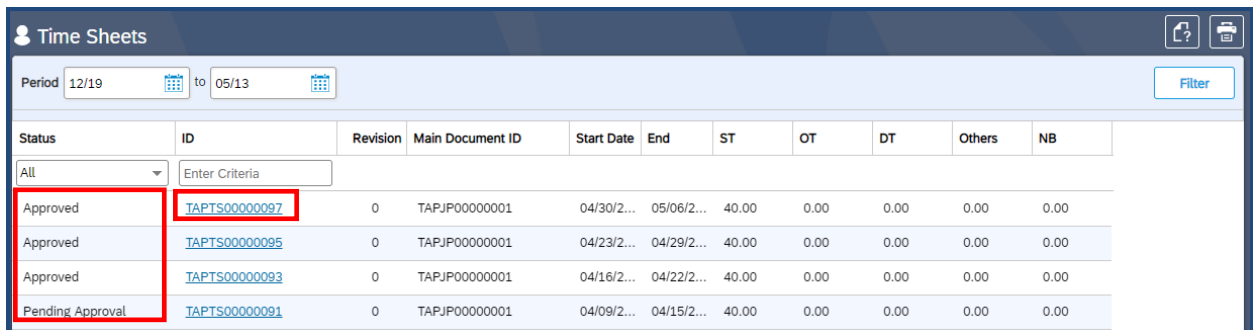
CREATE A TIME SHEET REVISION

The revised time sheets feature allows a worker to correct errors on a time sheet that has been approved and invoiced. Note: This function may or may not be turned on for your client. To revise an approved time sheet:

1. Click **View > Time Sheets** from the **Main Menu** bar.



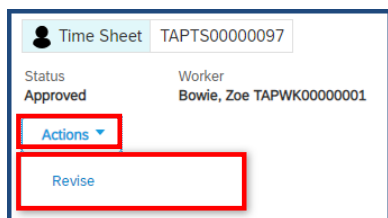
2. The **Time Sheet List** displays. The time sheet to revise must be in **Approved** status.
3. Select the time sheet **ID** link.



A screenshot of the 'Time Sheets' list in SAP. The table has columns: Status, ID, Revision, Main Document ID, Start Date, End, ST, OT, DT, Others, and NB. The first row is highlighted with a red box, showing an 'Approved' status and ID 'TAPTS00000097'. Other rows show 'Approved' and 'Pending Approval' statuses.

Status	ID	Revision	Main Document ID	Start Date	End	ST	OT	DT	Others	NB
Approved	TAPTS00000097	0	TAPJP00000001	04/30/2...	05/06/2...	40.00	0.00	0.00	0.00	0.00
Approved	TAPTS00000095	0	TAPJP00000001	04/23/2...	04/29/2...	40.00	0.00	0.00	0.00	0.00
Approved	TAPTS00000093	0	TAPJP00000001	04/16/2...	04/22/2...	40.00	0.00	0.00	0.00	0.00
Pending Approval	TAPTS00000091	0	TAPJP00000001	04/09/2...	04/15/2...	40.00	0.00	0.00	0.00	0.00

4. The time sheet opens. Verify the **Status** is **Approved**.
5. Click **Actions > Revise**. Note, if you do not have the Actions > Revise button, this functionality is not turned on for your client. Contact your employer (supplier) to report any revisions to an already approved time sheet.



- Revise the hours worked to reflect exactly what you worked. Note: the screenshot below displays the hours worked time sheet style, if you are using a time in / time out style your view is different.

Time Worked									
Day	4/30 Mon	5/01 Tue	5/02 Wed	5/03 Thu	5/04 Fri	5/05 Sat	5/06 Sun	Total	
Billable									
Marketing (F2001C) - Billable Hours (HRS) - General Ledger Account (GLA)									
ST /Hr	8.00	8.00	8.00	8.00	8.00				40.00
OT /Hr									

- Select the **Reason** for the revision.
- Enter any comments, if necessary, in the **Comments** field.
- Add any attachments by clicking the **Add Attachments** link.
- Click **Submit** when complete.

Time Sheet Fields

Reason *

[Select a Reason] ▼

Comments (optional)

(characters remaining: 2000)

Attachments

No Attachments Defined

+ Add Attachments

[Cancel](#) [Complete Later](#)

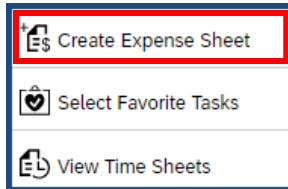
Submit

The time sheet goes to the appropriate reviewer for approval.

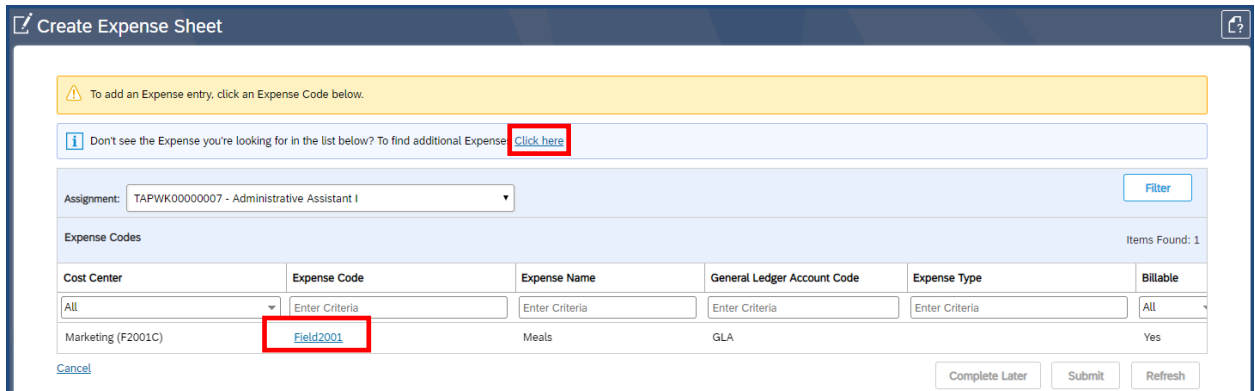
EXPENSE SHEET ENTRY

To create an expense sheet:

1. From the Desktop, click **Create Expense Sheet**.



2. Select the appropriate **Expense Code** (such as meals, airfare, tolls, etc.). If the code is not viewable, select the **Click here** link to find additional expense codes.

A screenshot of the 'Create Expense Sheet' form. At the top, there is a yellow warning banner: 'To add an Expense entry, click an Expense Code below.' Below this is an information banner: 'Don't see the Expense you're looking for in the list below? To find additional Expense [Click here](#)'. The form includes an 'Assignment' dropdown menu set to 'TAPWK00000007 - Administrative Assistant I' and a 'Filter' button. Below is a table titled 'Expense Codes' with columns: 'Cost Center', 'Expense Code', 'Expense Name', 'General Ledger Account Code', 'Expense Type', and 'Billable'. The table shows one entry: 'Marketing (F2001C)' with 'Field2001' as the Expense Code, 'Meals' as the Expense Name, 'GLA' as the General Ledger Account Code, and 'Yes' as the Billable status. The 'Field2001' code is highlighted with a red box. At the bottom, there are buttons for 'Cancel', 'Complete Later', 'Submit', and 'Refresh'.

3. Enter the **Date** of the expense transaction, the **Merchant**, the **Amount** and the **Description**.
4. To attach a scanned receipt for this particular entry, click the **paper clip** icon. Note: check with your employer (the supplier) to determine if you need to upload each receipt individually or if you can do it once at the end (see additional steps below).
5. To enter additional line items, click either **Copy** (next to the date) or select the **Expense Code** (above) link for each additional item.

Billable

Marketing (F2001C)

Meals (Field2001)-General Ledger Account (GLA)

×	Copy	MM/DD/YYYY	Merchant	0.00 USD
	Description			
Total				0.00 USD

6. Enter comments, if necessary, in the **Comments** field.
7. Click the **Add Attachments** link to upload the scanned copy of your receipt(s), if you did not attach them individually.

General Information

Comments (optional)

(characters remaining: 2000)

Attachments

No Attachments Defined

[+ Add Attachments](#)

[Cancel](#)

Complete Later
Submit
Refresh

8. Click **Choose File** to locate the file. Once done, click **Attach**.

Attach Document

Select file

Choose File

Supported file extensions:
 CSV, DOC, DOCX, DOTX, EFX, GIF, JFIF, JPE, JPEG, JPG, LWP, MPP, MSG, PDF, PNG,
 PPT, PPTX, RAR, RTF, TAR, TIF, TIFF, TXT, VSD, XLS, XLSM, XLSX, XLTX, XLXB, ZIP, 7Z.

The maximum upload size limit is 25 MB

Cancel
Attach

- Click **Complete Later** to save your expense sheet and come back to it later. Click **Submit** to submit your expense sheet for approval. **Note:** Your session times out after 15 minutes of inactivity.

Attachments

File Name	Attached By	×
Test Attachment.docx (10 KB)	Ramsfield, Brooklyn 01/31/2019 12:39 PM	View ×

Description

(Max. 250 characters, 250 characters remaining)

[+ Add Attachments](#)

Cancel

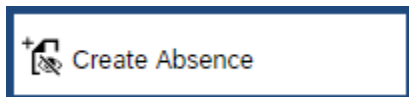
Complete Later
Submit

Refresh

ABSENCE ENTRY

If setup for your client, you can indicate any absences and why. To indicate an absence:

- From the Desktop, click **Create Absence**.



2. Complete all necessary fields. When finished, click **Submit**.

ONBOARDING ACKNOWLEDGEMENT

If setup for your client (rare), you may need to complete and sign certain onboarding documents prior to you beginning work at the client. To complete any onboarding items:

1. From the **Work Items to Act Upon** section, click the **Information / Reason** link of the item you need to acknowledge.

Work Items to Act Upon			WK00000241
Information / Reason	ID	Status	Period
Complete Time Sheet	TS00007791	Draft	
IT Acceptable Use Policy & Policy Signature Page	-	Pending	
Non-Solicitation & Confidentiality Agreement	-	Pending	

2. You may need to print, sign and upload the completed document. Click the Upload link and follow all on screen directions.
3. When that is complete, click **Mark as Complete**.

Activity Item

Mark as Complete

Details

Posting Information

Persons who have received Work Item	Martinez, Juan
Additional Email Address	fg_qatest8@sap.com
Send Work Items On	04/28/2017
Escalate On when Not Completed	05/09/2017

Details

Completion Type	Add Form Attachment
Usage	Mandatory
Prerequisite	(No Value)
Frequency	Once
Description	Please review within 24 hours of your engagement start date. After reading the IT Acceptable Use Policy, please sign, scan, and attach your copy of the IT Acceptable Use Policy Signature Page.

Attachments

Name	Attached By	Visibility [i]	Completed Documents
IT Acceptable Use Policy.pdf (40.4 KB)	Mejia, Lindy	Public	Upload
IT Acceptable Use Policy Signature Page.pdf (152.5 KB)	Mejia, Lindy	Public	Upload

The Mark as Complete pop-up window displays. Confirm / update the Completion Date and add and necessary Comments.

4. Click **Mark as Complete**.

Mark as Complete

Completion Date *

02/13 [calendar icon]

Comments (optional)

(characters remaining: 1000)

Cancel
Mark as Complete