

# Contingent Worker – Fieldglass Quick Reference Guide

## Fieldglass Home Page

1

**Work Items to Act Upon** – Contains links to draft timesheets requiring action by week-ending date.

2

**Create Expense Sheet** – Allows the user to submit a pre-approved expense sheet for reimbursement.

3

**Person Icon** - Used to adjust personal settings.

4

**View Time Sheets**- Allows the user to take a historic standpoint of all timesheets in draft status, submitted, and approved.

The screenshot shows the Fieldglass Home Page for user John Adams. The page includes a navigation bar with 'Home', 'View', and 'Create' options. A 'Welcome John Adams' message is displayed. On the left, there are three main action buttons: 'Create Expense Sheet' (2), 'Select Favorite Tasks', and 'View Time Sheets' (4). A 'Time Sheet Quantity' bar chart shows a quantity of 39 for the period 10/04/2020. On the right, there is a notification for 'SAP Fieldglass Release Communication' (3) and a 'Work Items to Act Upon' table (1). The table lists several 'Complete Time Sheet' entries in draft status with their respective IDs and periods. A 'Don't see your Time Sheet?' link is provided below the table. At the bottom right, there is a promotional banner for the 'SAP Fieldglass' mobile app, featuring a hand holding a smartphone and the text 'Time entry anywhere, anytime'.

Information / Reason	ID	Status	Period
Complete Time Sheet	1663TS00001244	Draft	11/09/2020 - 11/15/2020
Complete Time Sheet	1663TS00001173	Draft	11/02/2020 - 11/08/2020
Complete Time Sheet	1663TS00001146	Draft	10/26/2020 - 11/01/2020
Complete Time Sheet	1663TS00001097	Draft	10/19/2020 - 10/25/2020
Complete Time Sheet	1663TS00001062	Draft	10/12/2020 - 10/18/2020
Complete Time Sheet	1663TS00001061	Draft	10/05/2020 - 10/11/2020

URL: [www.fieldglass.net](http://www.fieldglass.net)

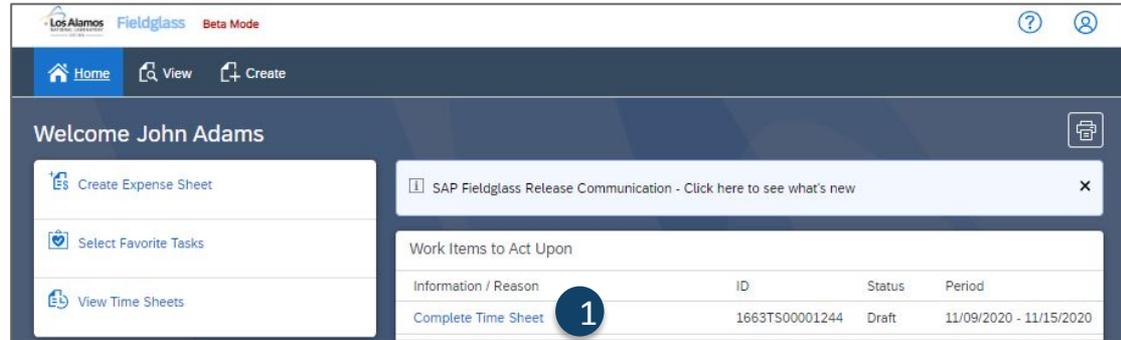
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## Submit Time Sheet

1 Click **Complete Time Sheet** for desired week.

2 Insert the number of **Hours** worked for each applicable day.  
*Days highlighted in purple reflect holidays or weekends, but workers may still insert hours for those days.*

**Important note: Any Overtime must be pre-approved by the LANL Manager**



Day	11/09 Mon	11/10 Tue	11/11 Wed	11/12 Thu	11/13 Fri	11/14 Sat	11/15 Sun	Total
<b>Billable</b>								
X CNTL-DISB (9A100C) - Billable - Default GL Account A40M00;OWA10000								
ST /Hr	8.00	8.00	8.00	8.00	8.00			40.00
OT /Hr								0.00
DT /Hr								0.00

2

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## Submit Time Sheet, continued

3

**Summary** – Will automatically update to reflect the hours inserted in above section.

4

**Comments** – Add any comments, if applicable.

5

**Attachments** – Add any attachments or supporting documentation, if applicable.

6

**Submit / Complete Later** – Clicking Submit will send the time sheet to the LANL Manager for approval. Clicking Complete Later will save the time sheet as a draft.

Summary **3**

Day	11/09 Mon	11/10 Tue	11/11 Wed	11/12 Thu	11/13 Fri	11/14 Sat	11/15 Sun	Total
Billable Break-Out								
Billable	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00
Non-billable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Time Break-Out								
ST /Hr	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00
OT /Hr	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DT /Hr	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00

Time Sheet Fields

Comments (optional)

**4**

Remaining: 2000

Attachments

No Attachments Defined

[+ Add Attachments](#) **5**

**6**

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## Submit Expense Sheet

1

Click **Create Expense Sheet**

2

Select needed Expense Code type. Filter or scroll through the pages to search for various types of expense codes.

Multiple Expenses can be submitted within the same Expense Sheet. Select all that are needed (ex: Room Rate, Parking, Car Rental, etc.)

For this example, Room Rate will be selected.

**Important note: Any Expenses must be pre-approved by the LANL Manager and require an attached receipt or supporting documentation.**

**All submitted Expense Sheets are first approved by the worker's Employer, and are then routed to the LANL Manager for approval.**

The screenshot shows the Fieldglass web application interface. At the top, there are navigation links for Home, View, and Create. Below this, a welcome message for John Adams is displayed. A sidebar on the left contains three main options: 'Create Expense Sheet' (highlighted with a circled '1'), 'Select Favorite Tasks', and 'View Time Sheets'. On the right, there is a notification for 'SAP Fieldglass Release Communication' and a 'Work Items to Act Upon' table with columns for Information / Reason, ID, Status, and Period. The table contains one entry: 'Complete Time Sheet' with ID '1663TS00001244', Status 'Draft', and Period '11/09/2020 - 11/15/2020'.

**Expense Codes**

Assignment: 1663WK00000055 - Applications Administrator 1 (09/28/2020 - 10/31/2021) 7 Items Found [Apply Filters](#)

Cost Center	Expense Code	Expense Name	Segmented Object Det...	Expense Type	Billable
All	<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
CNTL-DISB (9A100C)	<a href="#">Room Rate</a> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2</span>	Room Rate	A40M00;0WA10000		Yes
CNTL-DISB (9A100C)	<a href="#">Room Tax</a>	Room Tax	A40M00;0WA10000		Yes
CNTL-DISB (9A100C)	<a href="#">M&amp;IE</a>	M&IE	A40M00;0WA10000		Yes
CNTL-DISB (9A100C)	<a href="#">Parking</a>	Parking	A40M00;0WA10000		Yes
CNTL-DISB (9A100C)	<a href="#">Airfare</a>	Airfare	A40M00;0WA10000		Yes
CNTL-DISB (9A100C)	<a href="#">Car Rental</a>	Car Rental	A40M00;0WA10000		Yes
CNTL-DISB (9A100C)	<a href="#">Mileage/POV</a>	Mileage/POV	A40M00;0WA10000	Mileage/POV	Yes

[Clear Sort](#) [Clear Filters](#)

Page  Rows  1-7 of 7

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## Submit Expense Sheet, continued

- 3 Once selected, Expense Code populates below within the Billable section.
- 4 Insert **Date** of the Expense
- 5 Insert the **Merchant** name
- 6 Insert the **Dollar Amount** in USD
- 7 Insert a **Description**
- 8 Add **Comments**, if applicable
- 9 Add the receipt or supporting documentation as an **Attachment**, required for all expenses
- 10 **Submit / Complete Later** – Clicking Submit will send the expense sheet for approval. Clicking Complete Later will save the expense sheet as a draft.

### Billable

CNTL-DISB (9A100C)

Room Rate - A40M00:0WA10000 6

X
4 11/10/2020 📅
5 Merchant: Hilton 250.00 USD

📎
7 Description: Room stay for Business Travel

Total 250.00 USD

#### General Information

Comments (optional)

8

Remaining: 2000

#### Attachments

File Name	Attached By	X
Test Upload Doc.docx (8.7 KB)	Adams, John 11/10/2020 07:03 PM	<a href="#">View</a> X

Description

9

Remaining: 959

[+ Add Attachments](#)

Refresh
Submit
10 Complete Later
Cancel