




Worker
Fieldglass Quick Reference Guides

1. Worker: Fieldglass Registration

 **CORTEVA**™ CONTINGENT CONNECT
agriscience

Please create your account with SAP Fieldglass, the resource management system used by **Corteva |E. I. du Pont de Nemours and Company** and **KOCG TEST Supplier**. All you need to do is select the button below and fill out your account details, and you're ready to start submitting your time and expenses!

Create Your Account

This registration invite will expire on 08/13/2021.

Not 1, Test? [Click here](#) on your email client's Forward button to forward this message to Test.

Select on the link below (or copy/paste into your web browser) to register.

Basic Information

First Name

Demo

Last Name

Candidate 1

Email *

guido.muench@kellyocg.eu

Security ID *

Re-enter Security ID *

Login Details

Desired Username *

Demo1

Password *

✓

Re-enter Password *

✓


Sign In


1. **Client company and Supplier:** Ensure client company and Supplier Names are correct within the invitation
2. **Name:** Ensure your name is correct within the invitation
3. **Click here** to register the account within Fieldglass
4. **Email:** confirm this is your preferred email address
5. **Security ID:** enter and confirm your security ID provided by your supplier
6. **Username:** select a username for future Fieldglass logins
7. **Password:** enter and confirm your password
8. **Sign in:** complete your Fieldglass registration


2. Worker: Need Help Signing In?


Welcome to SAP Fieldglass

SAP Fieldglass provides the industry's leading cloud technology for services procurement and external workforce management.

SAP Fieldglass

Resources


Support

Assistant


Thank you for using SAP Fieldglass. You are now signed out of your session.

The contents of your session may remain in your browser memory. If you are using a public or shared computer, we recommend that you close the browser.

Username



Password



Sign In

1

[Need assistance with Login/Registration?](#)

[Contact Us](#)

[Register here to become a new supplier](#)

Hello, I am here to help you sign in.

2

I forgot my username

I forgot my password

Resend Invitation

Hello, I am here to help you sign in.

3a

forgot my username

Not a problem. What is the email address associated with the account you are trying to access? Please enter the email address only.

Email

Hello, I am here to help you sign in.

3b

I forgot my password

Not a problem. What is your username?

Username

Hello, I am here to help you sign in.

3c

Resend Invitation

Not a problem. What is the email address associated with the account you are trying to access? Please enter the email address only.


Email

1. Click **Need help signing in?** if you are unable to login to your account
2. Select either the **Forgot Username** or **Forgot Password** option and follow the online prompts to reset your password or receive your username
3. **Follow the steps below:**
 - a) Enter your **email** to receive your username
 - b) Enter your **username** to receive a temporary password
 - c) If your registration link has expired, enter your **email** to receive a new registration link.


Note: First time logging into Fieldglass? You should have received your username from your Supplier, follow step 3b to complete your registration process.

2. Worker: Home Page Navigation

- 1. **Work items:** access your timesheets to fill in and submit your working hours
- 2. **Create:** use the create button and select expense sheet to submit expenses

 CORTIVA CONTINGENT CONNECT

Beta Mode

 T1


Home

View

Create

2

Welcome Test 1




Create Expense Sheet

Select Favorite Tasks

View Time Sheets

Time Sheet Quantity

 SAP Fieldglass Release Communication - Click here to see what's new

X

Work Items to Act UponCTVAWK00000119

Information / Reason	ID	Status	Period
Complete Time Sheet	CTVATS00001147	Draft	05/31/2021 - 06/06/2021
Complete Time Sheet	CTVATS00001146	Draft	05/24/2021 - 05/30/2021
Complete Time Sheet	CTVATS00001145	Draft	05/17/2021 - 05/23/2021
Complete Time Sheet	CTVATS00001144	Draft	05/10/2021 - 05/16/2021
Complete Time Sheet	CTVATS00001143	Draft	05/03/2021 - 05/09/2021
Complete Time Sheet	CTVATS00001142	Draft	04/26/2021 - 05/02/2021

[Don't see your Time Sheet?](#)

3. Worker : Submit Timesheet

CORTEVA CONTINGENT CONNECTBeta Mode

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T1

Enter Time Sheet - Select Tasks

< Back to Home

💡 For further instruction on completing your time sheet, please refer to the Time Sheet Quick Reference Guide found in the Reference Library section of your Fieldglass Desktop.

Time Sheet

Worker

Current End Date

CTVATS00001142

1, Test CTVAWK000000119

05/31/2021

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

Task Code List

20 Items Found

Selected Assignment: CTVAWK000000119 - Accounting Specialist (05/01/2021 - 05/31/2021)

Rows25

Apply Filters

<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	
<input type="checkbox"/> 0000004892	3RD PARTY REBIL AGR	Hours Worked	Hours Worked	Default	Yes
<input type="checkbox"/> 0000004892	3RD PARTY REBIL AGR	1001	GAM - Training	Default	Yes
<input type="checkbox"/> 0000004892	3RD PARTY REBIL AGR	1003	GAM - Community Outreach	Default	Yes
<input type="checkbox"/> 0000004892	3RD PARTY REBIL AGR	1006	GAM - Fumigation	Default	Yes
<input type="checkbox"/> 0000004892	3RD PARTY REBIL AGR	1100	ATI/SH - Harvesting	Default	Yes
<input type="checkbox"/> 0000004892	3RD PARTY REBIL AGR	1101	ATI/SH - Planting	Default	Yes
<input type="checkbox"/> 0000004892	3RD PARTY REBIL AGR	1104	ATI/SH - Seed Handling	Default	Yes

3

Continue

Cancel

1. **Task Code:** Search for the task code for your timesheet, provided by the Hiring Manager
2. **Select** the right task code by marking the check box
3. **Continue:** press continue to proceed

4. Worker: Submit Timesheet

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	5/19 Sun	5/20 Mon	5/21 Tue	5/22 Wed	5/23 Thu	5/24 Fri	5/25 Sat	Total
Time In		07:30 AM	07:30 AM	07:30 AM	07:30 AM	07:30 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		04:30 PM	04:30 PM	04:30 PM	04:30 PM	06:00 PM		
Total	0.00	8.00	8.00	8.00	8.00	9.50	0.00	41.50

Time Worked

Day	5/19 Sun	5/20 Mon	5/21 Tue	5/22 Wed	5/23 Thu	5/24 Fri	5/25 Sat	Total
Billable								
Cost Center 1 (CC1) - Hours Worked (HW) - Default								
ST /Hr		8.00		8.00	8.00	8.00		32.00
OT /Hr						1.50		1.50
Cost Center 1 (CC1) - Project 1 (P1) - Default								
ST /Hr			8.00					8.00
OT /Hr								0.00
Cost Center 1 (CC1) - Project 2 (P2) - Default								
ST /Hr								0.00
OT /Hr								0.00
Total	0.00	8.00	8.00	8.00	8.00	9.50	0.00	41.50

Summary

Day	5/19 Sun	5/20 Mon	5/21 Tue	5/22 Wed	5/23 Thu	5/24 Fri	5/25 Sat	Total
Billable Break-Out								
Billable	0.00	8.00	8.00	8.00	8.00	9.50	0.00	41.50
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	8.00	8.00	8.00	8.00	8.00	0.00	40.00
OT /Hr	0.00	0.00	0.00	0.00	0.00	1.50	0.00	1.50
Total	0.00	8.00	8.00	8.00	8.00	9.50	0.00	41.50

Attachments

No Attachments Defined

+ Add Attachments

Cancel

Complete Later

Submit

1. Access the Worker Timesheet via the Worker's Time and Expense
2. Time In (Start Time)
3. Meal Break
4. Time Out (End Time)
5. Daily Total
6. Weekly Total
7. Allocation
8. Weekly Allocation Breakdown (Straight Time, Overtime)
9. Submit

4. Worker: Submit Expenses

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Beta Mode

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Create Expense Sheet

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

💡 Important Note

If you have expenses for multiple weeks, please enter a separate expense report for each week.

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

Expense Codes

Assignment: CTVAWK00000119 - Accounting Specialist (05/01/2021 - 05/31/2021) 5 Items Found

Apply Filters

Cost Center	Expense Code	Expense Name	General Ledger Account Code	Expense Type	Billable
All	<div>Enter Criteria</div>	<div>Enter Criteria</div>	<div>Enter Criteria</div>	<div>Enter Criteria</div>	All
3RD PARTY REBIL AGR (00...	Car Rental				
3RD PARTY REBIL AGR (00...	Lodging				

Billable

3RD PARTY REBIL AGR (0000004892)

Car Rental (Car Rental)-Default

×

Copy

MM/DD/YYYY

2

4 Merchant

📎

Attachment required *

3

5 Description

Expense Amount

6

0.00

USD

Total

0.00 USD

Refresh

Submit

Complete Later

7

- 1. Task Code:** Search for the expense code for your timesheet, provided by the Hiring Manager, select it by clicking on the expense code
- 2. Date** of when expenses occurred
- 3. Upload** the receipt for expenses
- 4. Merchant:** Name of invoicing party
- 5. Description** of expenses
- 6. Amount** of the expenses
- 7. Submit** the expenses once you finished all entries