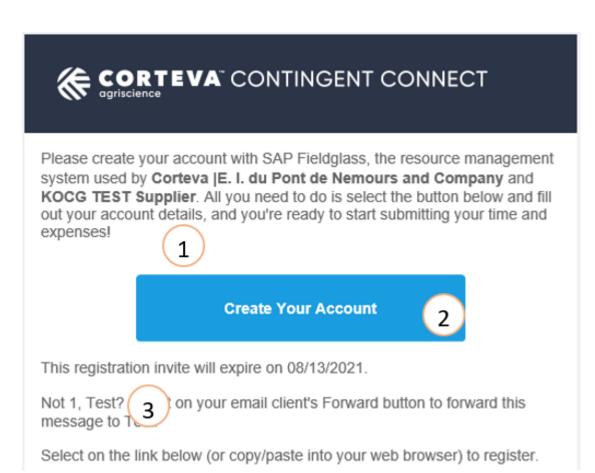
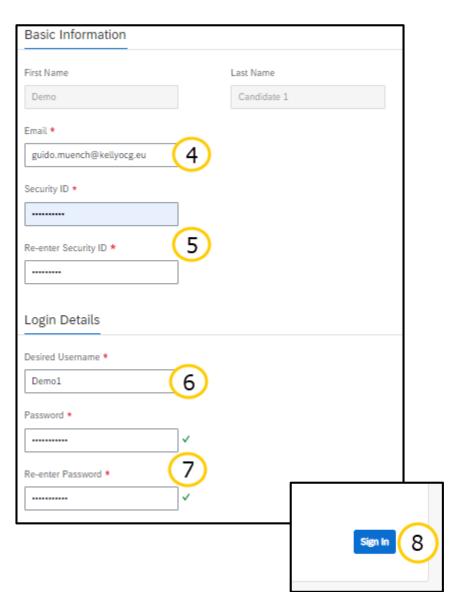


Worker Fieldglass Quick Reference Guides

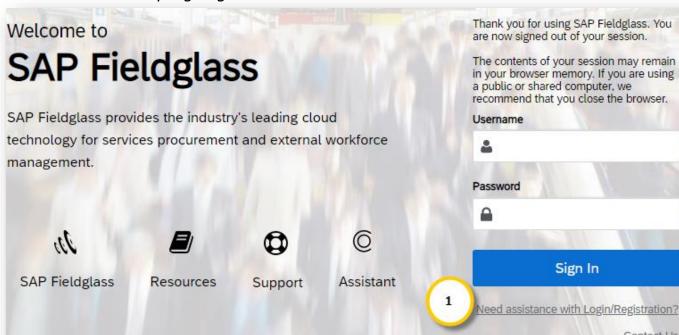
1. Worker: Fieldglass Registration



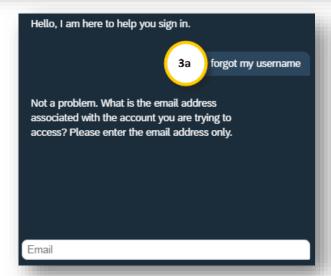


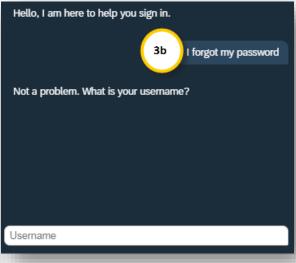
- 1. Client company and
 Supplier: Ensure client
 company and Supplier
 Names are correct within the
 invitation
- **2. Name:** Ensure your name is correct within the invitation
- **3. Click here** to register the account within Fieldglass
- **4. Email:** confirm this is your preferred email address
- **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?



Hello, I am here to help you sign in. I forgot my username 2 I forgot my password Resend Invitation

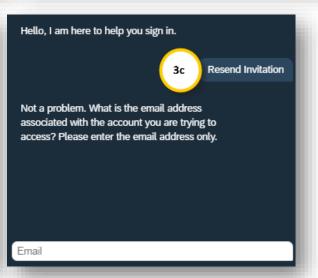




Sign In

Register here to become a new supplier

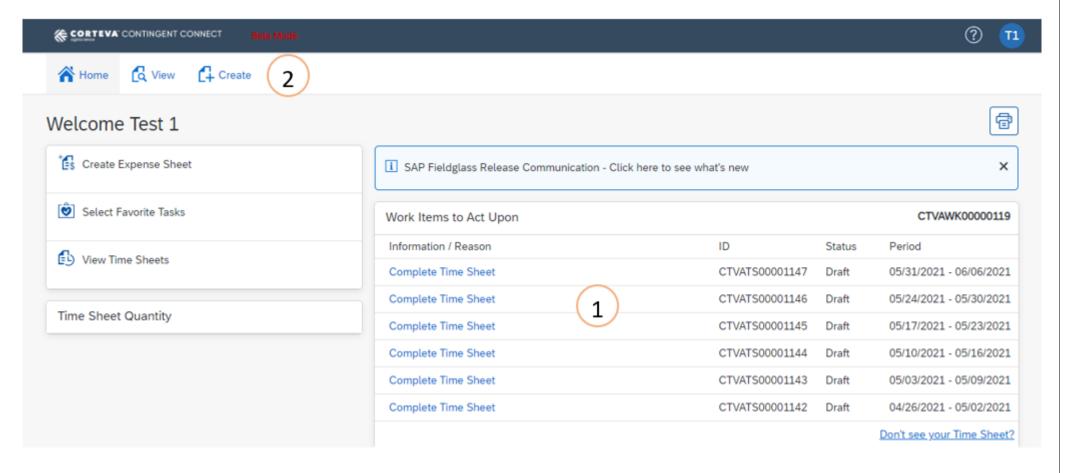
Contact Us



- 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.

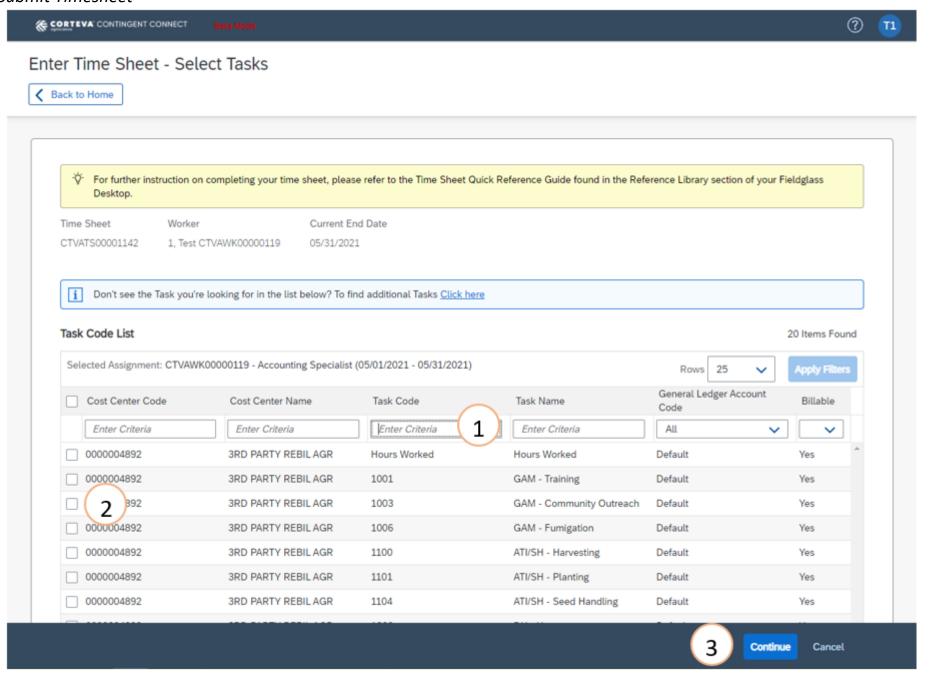
Note: First time logging into Fieldglass? You should have received your username from your Supplier, follow step 3b to complete your registration process.

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

3. Worker: Submit Timesheet



- 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	ne time from the dropdown list and edit	t 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				E→ 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		2 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	3 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	4 41.50

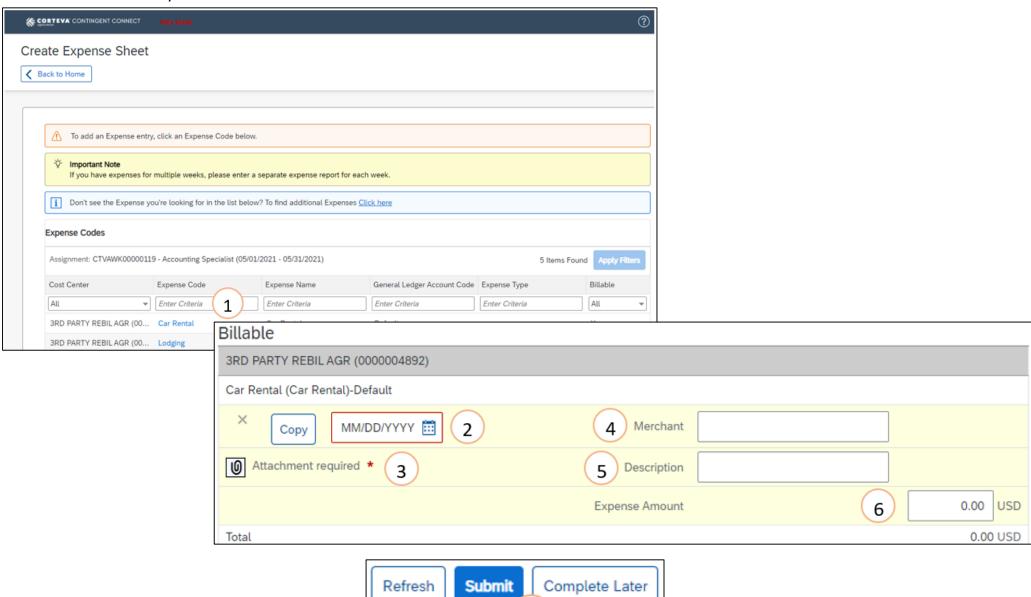
Time Worked								
Day	5/19 Sun	5/20 Mon	5/21 Tue	□• 5/22 Wed		□• 5/24 Fri	5/25 Sat	Total
Billable								
Cost Center 1 (CC1) - Hours Worked (HW) - Default								
ST /Hr		8.00	5	8.00	8.00	8.00		6 32.00
OT /Hr						1.50		1.50
Cost Center 1 (CC1) - Project 1 (P1) - Default								
ST /Hr			8.00					8.00
OT /Hr								0.00
Cost Center 1 (CC1) - Project 2 (P2) - Default								
ST /Hr								0.00
OT /Hr								7 0.00
Total	0.00	8.00	8.00	8.00	8.00	9.50	0.00	41.50

- 5/19 5/20 5/21 5/22 5/23 5/24 5/25 Total Sun Mon Tue Wed Thu Fri Sat 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

- 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



- 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