



Labcorp

Contingent Worker User Guide

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Submitting an Expense Sheet in Fieldglass

Step 1: From your dashboard, go to **Create Expense Sheet**.

Step 2: Select Expense Code and scroll down to enter your expense details.

Note – If you support Drug Development – select **TRAVEL_OOP**. If you support Diagnostics – select **MILEAGE** or **EXPENSE**.

The screenshot shows the Labcorp Fieldglass dashboard. The top navigation bar includes 'Home', 'View', and 'Create' buttons. A welcome message for 'Erin Lindsay' is displayed. On the left, there is a sidebar with 'Create Expense Sheet', 'Select Favorite Tasks', and 'View Time Sheets'. A notification banner for 'SAP Fieldglass Release Communication' is visible. The 'Work Items to Act Upon' section shows a table with columns: Information / Reason, ID, Status, and Period. The table contains one row: 'Complete Time Sheet' with ID 'CVDTS00204350', Status 'Draft', and Period '07/12/2021 - 07/18/2021'. A link 'Don't see your Time Sheet?' is at the bottom right of the table.

The screenshot shows the 'Create Expense Sheet' page. It has a 'Back to Home' button. A warning message states: 'To add an Expense entry, click an Expense Code below.' Below this is a message: 'Don't see the Expense you're looking for in the list below? To find additional Expenses [Click here](#)'. The 'Expense Codes' section shows an assignment: 'CVDWK00017066 - Business Systems Analyst I (06/14/2021 - 12/13/2021)' with '1 item Found' and an 'Apply Filters' button. Below is a table with columns: Cost Center, Expense Code, Expense Name, General Ledger Account Code, Expense Type, and Billable. The table has one row: 'Infra - Office (8879)' with Expense Code 'TRAVEL_OOP', Expense Name 'TRAVEL_OOP', General Ledger Account Code 'Default', Expense Type 'TRAVEL_OOP', and Billable 'Yes'.

Step 3: Enter your expense details

- **Enter Date**
- **Merchant**
- **Description**
- **Expense Amount**
- **Comments**
- **Attach Receipt**

Please Note: You can add additional expense items to this expense report by clicking on the expense code again.

The screenshot shows the 'Billable' form. The top section is 'General Information'. It includes a 'Comments (optional)' text area. Below this is a table with columns: Merchant, Description, Expense Amount, and Total. The table has one row: 'Infra - Office (8879)' with Merchant 'TRAVEL_OOP (TRAVEL_OOP)-Default', Description 'TRAVEL_OOP (TRAVEL_OOP)-Default', Expense Amount '0.00 USD', and Total '0.00 USD'. There are 'X' and 'Copy' buttons next to the Merchant field.

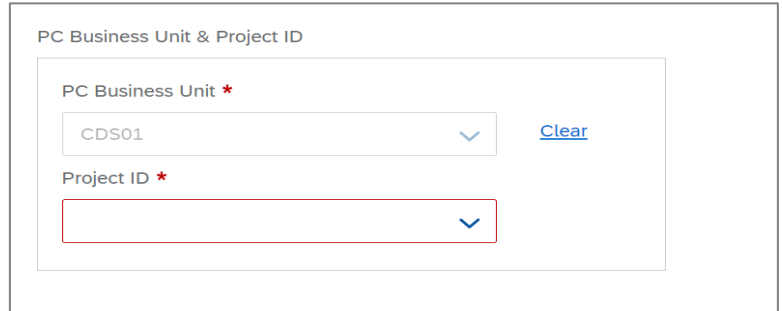
Receipts **must** be submitted for all expense items. If submitting mileage, you must enter where you drove, how many miles were driven, and the mileage rate used (aligned to current IRS mileage rate).

Step 4: Populate required fields denoted with an asterisk (*).

- **PC Business Unit*** - Will default to CDS01
- **Project ID*** - Select from the predefined picklist

Step 5: Once the expense report is complete and all receipts are attached. Click **Submit**

Step 6: Congratulations! You have successfully submitted the expense. It has been routed for approval.



Workday Time & Absence

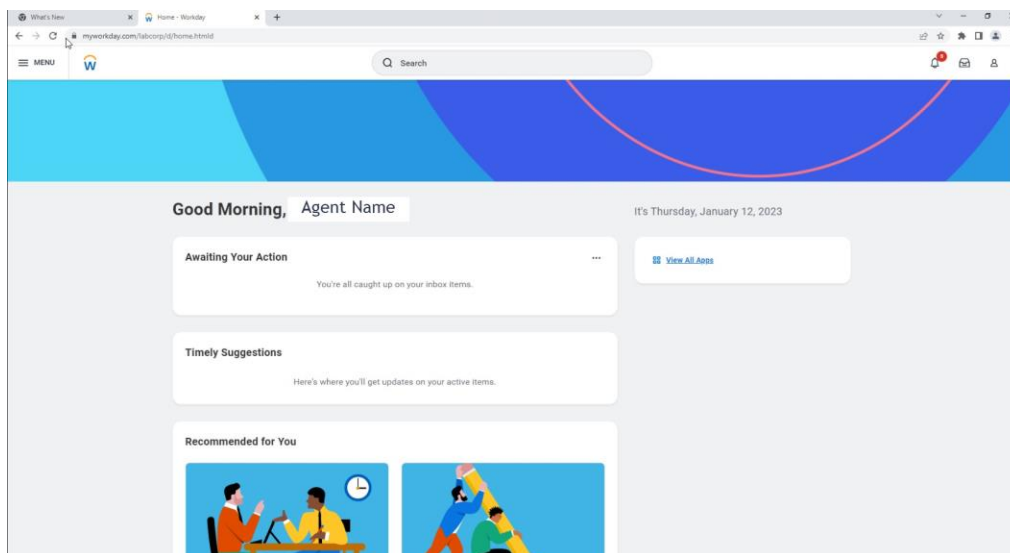
1) Workday Access

Drug Development & Fortrea Contingent Workers that use Workday Time and Absence should have access to WD T&A within their first 1-3 days on assignment. The hiring manager is responsible for helping the worker gain access to WD T&A and they should instruct the worker on how to access WD T&A.

If access issues arise, the contingent worker must escalate to their Labcorp supervisor immediately.

If a worker is unsure if they will utilize Workday T&A or Fieldglass for time entry, the supplier should reference the worker profile in Fieldglass. Diagnostics contingent workers will never utilize WD T&A.

Example: Workday Time & Absence Home Page



2) Workday Time Submittal

Once the Contingent Worker has access to Workday Time and Absence, they will enter their time into WD T&A. The time should be entered after every shift, but not submitted for approval until the week is complete. The reporting Manager will approve in

WD T&A, then the approved WD T&A will integrate into Fieldglass between 1:00 – 1:30 pm EST on the day of approval for invoicing. If approved after this period, it will flow over the following day.

Example: Workday Time & Absence Blank Timesheet

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Profile

Enter Time

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Jan 8 – 14, 2023

Week

Actions

Sun, 1/8 Hours: 0	Mon, 1/9 Hours: 0	Tue, 1/10 Hours: 0	Wed, 1/11 Hours: 0	Thu, 1/12 Hours: 0	Fri, 1/13 Hours: 0	Sat, 1/14 Hours: 0
	Time Period Lockout 01/01/2023 - 01/07/2023				Pay date 01/01/2023 - 01/07/2023	Time Period End 01/08/2023 - 01/14/2023

Summary

Jan 8 – 14, 2023

Project Hours 0

Example: Workday Time & Absence Timesheet, Saved but not Submitted

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Jan 8 – 14, 2023

Week

Actions

Sun, 1/8 Hours: 0	Mon, 1/9 Hours: 8	Tue, 1/10 Hours: 8.75	Wed, 1/11 Hours: 8	Thu, 1/12 Hours: 0	Fri, 1/13 Hours: 0	Sat, 1/14 Hours: 0
	Time Period Lockout 01/01/2023 - 01/07/2023	Non-Billable Projects 0.5 Hours - Billable Administration >	Non-Billable Projects 0.5 Hours - Billable Administration >		Pay date 01/01/2023 - 01/07/2023	Time Period End 01/08/2023 - 01/14/2023
	Non-Billable Projects 0.5 Hours - Billable Administration >	Hotline/PAP 0.75 Hours TL_General Client >	Hotline/PAP 7.5 Hours TL_General Client >			
	Hotline/PAP 7.5 Hours TL_General Client >	Hotline/PAP 7.5 Hours TL_General Client >				

Example: Workday Time & Absence Timesheet, Approved

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Jan 1 – 7, 2023

Week

Actions

Sun, 1/1 Hours: 0	Mon, 1/2 Hours: 0	Tue, 1/3 Hours: 8.5	Wed, 1/4 Hours: 8	Thu, 1/5 Hours: 9	Fri, 1/6 Hours: 8.5	Sat, 1/7 Hours: 2
	Time Period Lockout 12/25/2022 - 12/31/2022	Non-Billable Projects 0.5 Hours - Billable Administration >	Non-Billable Projects 0.5 Hours - Billable Administration >	Non-Billable Projects 0.5 Hours - Billable Administration >	Pay date 12/25/2022 - 12/31/2022	Time Period End 01/01/2023 - 01/07/2023
	New Year's Day	Hotline/PAP 7.5 Hours TL_General Client >	Hotline/PAP 7.5 Hours TL_General Client >	Hotline/PAP 7.5 Hours TL_General Client >	Non-Billable Projects 0.5 Hours - Billable Administration >	Hotline/PAP 2 Hours TL_General Client >
		Hotline/PAP 0.5 Hours TL_General Client >		Hotline/PAP 1 Hours TL_General Client >	Hotline/PAP 7.5 Hours TL_General Client >	Hotline/PAP 0.5 Hours TL_General Client >

Summary

Jan 1 – 7, 2023

Project Hours 36

3 Alerts

Contingent workers should select PAYABLE codes for all working hours. Some administrative codes are non-payable, which will not generate correct payment to the contingent worker/supplier.

Example: “Non-billable” code should not be used for working hours

A search results window showing the code 4999022. The results list includes "4999022 Non-Billable Projects_/_ > Administration > Administrator (01/01/2000 - 12/31/2099)".

3) Overtime Hours

Overtime hours are not always auto calculated, so the contingent worker will need to manually break it down.

Adjustments to straight time and overtime hours that were originally approved incorrectly must be corrected in Workday.

The 'Enter Time' form for 01/11/2023. The 'Time Type' dropdown is set to 'Hotline/PAP > TL_General Client > TL_General Client'. The 'Hours' field is set to 1. The 'Details' section shows 'Time Reporting Country' and 'Time Entry Instructions' with 'Over Time' selected. The 'Time Reporting Code' dropdown is open, showing 'Over Time' as the selected option. The 'Comment' field is empty. The 'OK' and 'Cancel' buttons are at the bottom.

4) Blackout Period

There is a **Black Out Period** starting every Monday at 12:00 pm EST, that locks timesheets until Wednesday by 12:00 pm EST. All time must be submitted by COB on the last working day of the week (ex: Friday or Saturday COB).

5) Timesheet Revisions

When a worker revises a timesheet, they need to revise all days and hours, otherwise the adjustments will cancel out the previously submitted timecard when integrating to Fieldglass.

Time sheets will close in Workday after four weeks; therefore, all hours and revisions must be completed before expiration. If changes need to be made after this period, the contingent worker will notify their supplier agency, and the agency will escalate to AGS PMO, as needed. The AGS PMO team will advise the supplier agency and/or hiring manager of next steps to correct the timesheets.

6) Missing Timecards

The supplier should reach out to the AGS PMO for any contingent workers that are missing hours in Fieldglass. If the AGS PMO team discovers the time is missing from the Workday Integration File, the supplier must first confirm with the contingent worker that hours were submitted and provide a screenshot of approved time in Workday. If the screenshot shows unapproved time in Workday or shows approved time that did not integrate due to assignment end/profile closure, AGS will connect with the supervisor to remind them timecards are pending and/or confirm the last hours on assignment.

Any timecard submitted or adjusted after 60 days of service will be rejected.

Reporting Absences

Contingent Workers must inform their Employer (Agency Supplier) and Labcorp Hiring Manager in the event of any scheduled or unscheduled absence. The Contingent Worker's Employer is responsible for advising and guiding on personal leave or medical leave requests.

Contact Us

Your Agency Resource Supplier will be your main point of contact for timesheet and expense questions. Please reach out to them directly at any point in the process if assistance is needed.