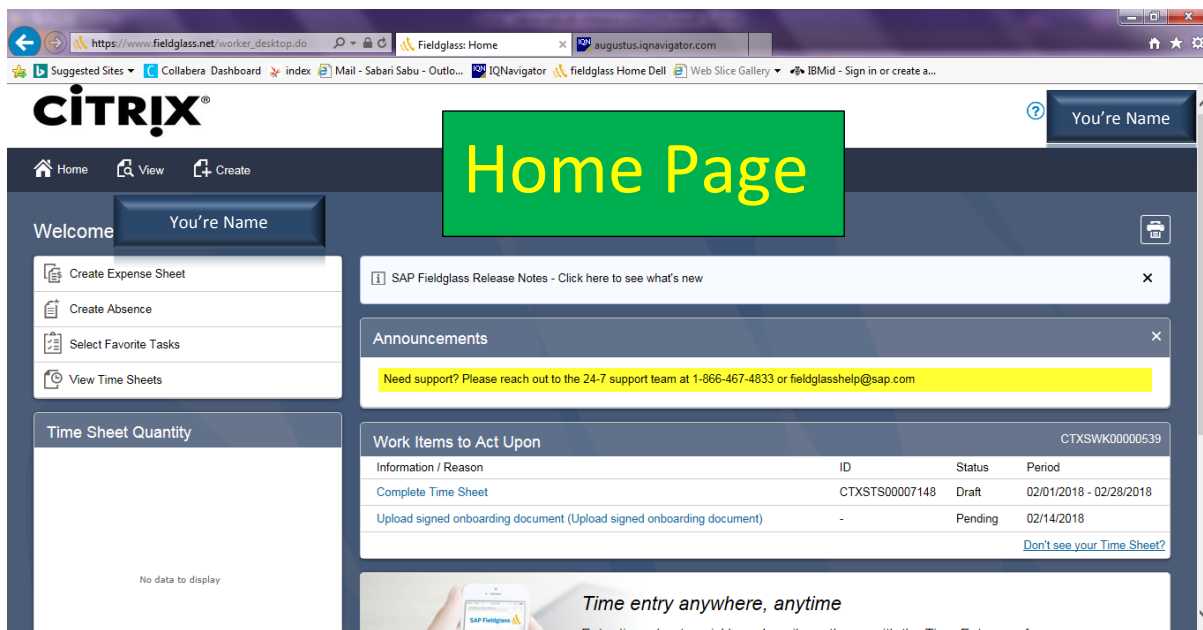
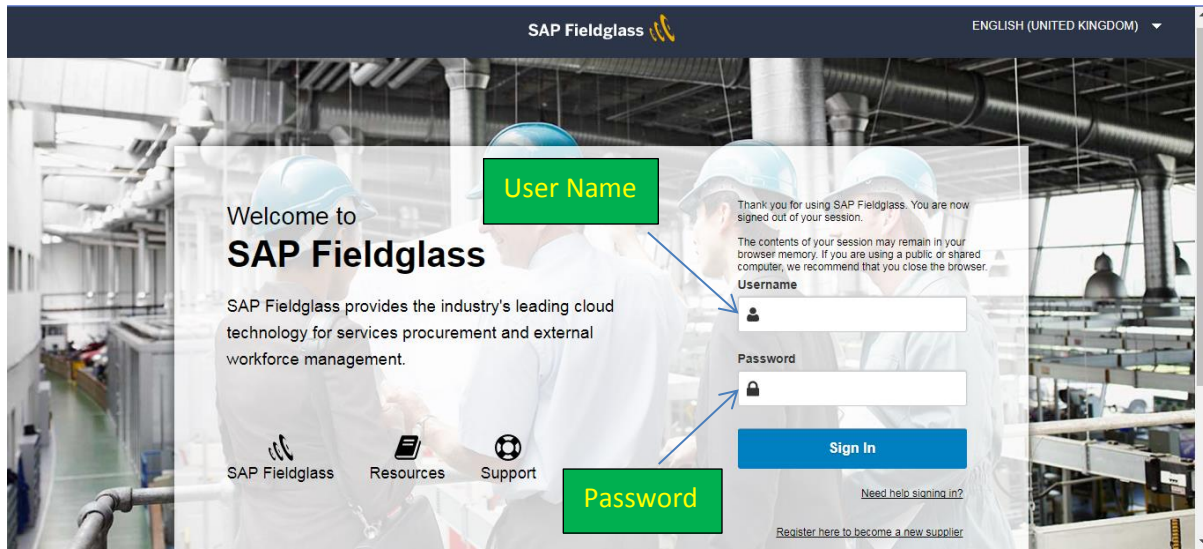
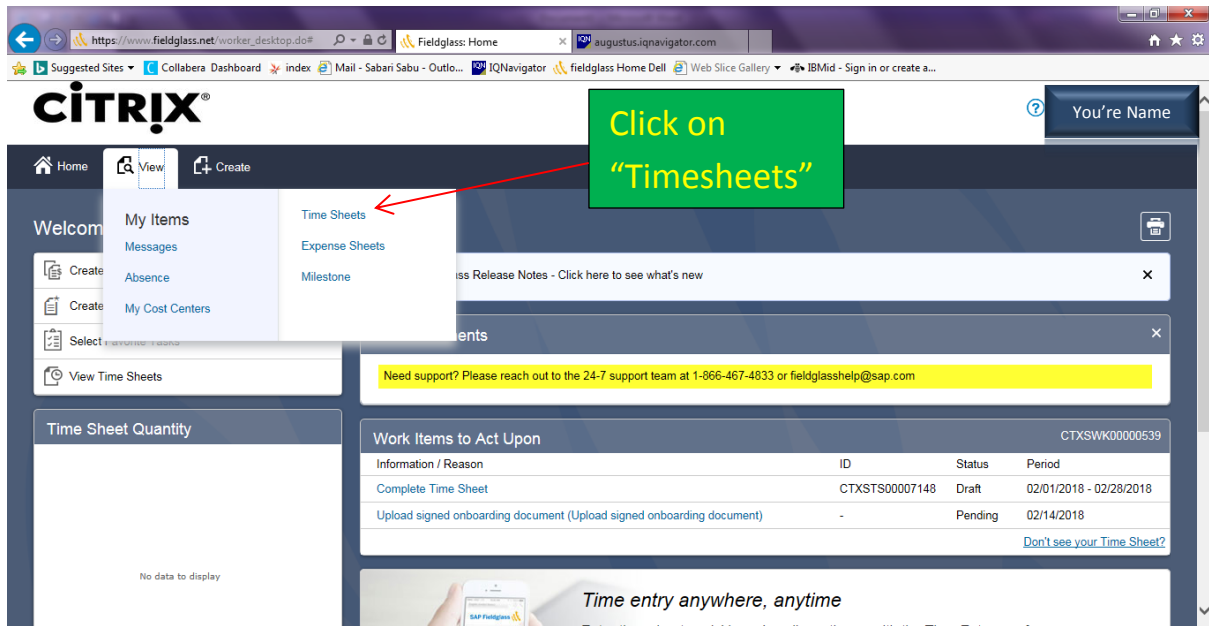
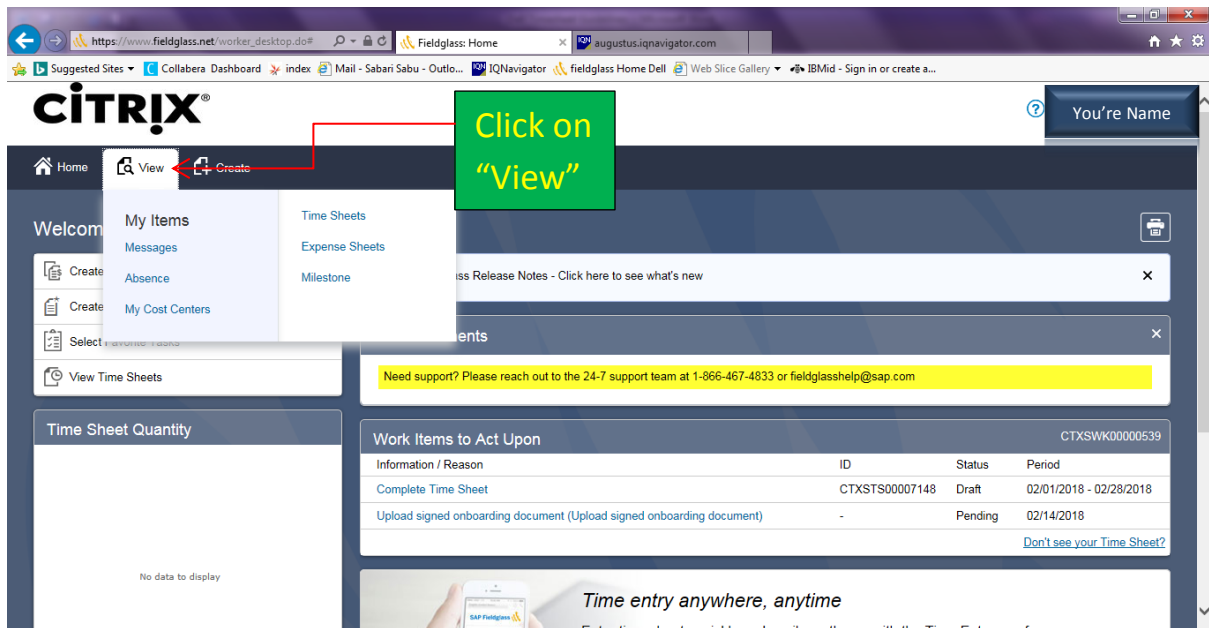


Citrix Timesheet Guidelines

- Filling timesheet on FG Field glass portal.

Link for Field Glass portal - <https://www.fieldglass.net/>





https://www.fieldglass.net/time_sheet_list.do?sgys... Fieldglass: Time Sheets augustus.ignavigator.com

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Time Sheets

Period 12/27/2017 to 05/21/2018 Filter

Items Found: 1

Status	ID	Revision	Main Document ID	Start Date	End	ST	OT	DT	Others	NB
Draft	CTXSTS00007148	0	CTXSJP00000639	02/01/2018	02/28/2018	0.00	0.00	0.00	0.00	0.00

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

Data as of 06:16 PM Refresh Save as CSV

Page 1 1-1 of 1

Click on "ID"

https://www.fieldglass.net/time_sheet_detail.do?id... Fieldglass: Time Sheet augustus.ignavigator.com

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Go to List: Time Sheet

Time Sheet CTXSTS00007148

Period February, 2018 Status Draft Worker CTXSWK00000539 Job Posting Customer Service Representative-Experienced-IND CTXSJP00000639 Buyer Citrix Systems, Inc

[Edit](#)

[Details](#)

Time Sheet

[Week 1](#) [Week 2](#) [Week 3](#) [Week 4](#) [Week 5](#)

Time Worked

Day	2/19 Mon	2/20 Tue	2/21 Wed	2/22 Thu	2/23 Fri	2/24 Sat	2/25 Sun	Total
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Click on "Edit"

You can see Column - ST/Mo to fill the working hours.

Time Sheet

Week 1 Week 2 Week 3 Week 4 Week 5

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.

Fill Time In –
Fill Time Out –
Total should be “8” hours.

Day	2/19 Mon	2/20 Tue	2/21 Wed	2/22 Thu	2/23 Fri	2/24 Sat	2/25 Sun	Total
Time In	09:00 AM							
Meal Break Out								
Meal Break In								
Time Out	05:00 PM							
Total	8.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00

Time Worked

Day	2/19 Mon	2/20 Tue	2/21 Wed	2/22 Thu	2/23 Fri	2/24 Sat	2/25 Sun	Total
Billable								
Non-Billable								
Summary								

Cancel Complete Later Submit

Working hours
“8” in “ST/ Mo”
Column.

Time Worked

Billable

WWTS-Customer Service - IN (000039438) - Hours Worked - Contingent Labor - 602850

Day	2/19 Mon	2/20 Tue	2/21 Wed	2/22 Thu	2/23 Fri	2/24 Sat	2/25 Sun	Total
ST /Mo	8.00							8.00
ST /Day								
Total	8.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00

Summary

Day	2/19 Mon	2/20 Tue	2/21 Wed	2/22 Thu	2/23 Fri	2/24 Sat	2/25 Sun	Total
Billable Break-Out								
Billable	8.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
Non-Billable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Time Break-Out								
ST /Mo	8.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
ST /Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	8.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00

Cancel Complete Later Submit

Once you fill the all working hours Final Timesheet will look like this

Fieldglass: Enter Time Sheet

Please enter time. 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	2/19 Mon	2/20 Tue	2/21 Wed	2/22 Thu	2/23 Fri	2/24 Sat	2/25 Sun	Total
Time In	09:00 AM	09:00 AM	09:00 AM	09:00 AM	09:00 AM			
Meal Break Out								
Meal Break In								
Time Out	05:00 PM	05:00 PM	05:00 PM	05:00 PM	05:00 PM			
Total	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00

Time Worked

Day	2/19 Mon	2/20 Tue	2/21 Wed	2/22 Thu	2/23 Fri	2/24 Sat	2/25 Sun	Total
Billable								
WWTS-Customer Service - IN (0000039438) - Hours Worked - Contingent Labor - 602850								
ST /Mo	8.00	8.00	8.00	8.00	8.00			40.00
ST /Day								0.00
Total	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00

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

Once the timesheet is filled from 1st to 31st click on Submit.

Fieldglass: Enter Time Sheet

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	2/26 Mon	2/27 Tue	2/28 Wed	3/01 Thu	3/02 Fri	3/03 Sat	3/04 Sun	Total
Time In	09:00 AM	09:00 AM	09:00 AM	-	-	-	-	
Meal Break Out				-	-	-	-	
Meal Break In				-	-	-	-	
Time Out	05:00 PM	05:00 PM	05:00 PM	-	-	-	-	
Total	8.00	8.00	8.00	0	0	0	0	24.00

Time Worked

Day	2/26 Mon	2/27 Tue	2/28 Wed	3/01 Thu	3/02 Fri	3/03 Sat	3/04 Sun	Total
Billable								
WWTS-Customer Service - IN (0000039438) - Hours Worked - Contingent Labor - 602850								
ST /Mo	8.00	8.00	8.00	-	-	-	-	24.00
ST /Day				-	-	-	-	0.00
Total	8.00	8.00	8.00	0.00	0.00	0.00	0.00	24.00

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