

# MSP Program

## Worker Reference Guide - Fieldglass

### Time and Expense Entry

## **Table of Contents**

<b>Registration and Login .....</b>	<b>3</b>
Background .....	3
Step-by-Step Procedures .....	3
Registration.....	3
Log In .....	5
<b>Forgotten Username/Password .....</b>	<b>6</b>
Background .....	6
Step-by-Step Procedure.....	6
<b>Home Page .....</b>	<b>7</b>
Background .....	7
Overview.....	7
Main Menu Bar .....	7
Work Items to Act Upon .....	7
Reference Library.....	8
Log Out .....	8
<b>Navigation .....</b>	<b>9</b>
Background .....	9
General Navigation .....	9
<b>My Profile .....</b>	<b>11</b>
Background .....	11
Basic Information.....	11
Step-by-Step Procedures .....	11
Change Password.....	12
Step-by-Step Procedures .....	12
Change Secret Question/Answer.....	13
Step-by-Step Procedures .....	13
<b>My Preferences.....</b>	<b>14</b>
Background .....	14

Account Setup and Desktop Preferences .....	14
Step-by-Step Procedures .....	14
<b>Time Sheets .....</b>	<b>16</b>
Background .....	16
Step-by-Step Procedures .....	16
Basic Time Sheet Submittal .....	16
Submit Time to More than One Cost Center .....	17
General Time Entry Rules .....	17
Time In/Time Out (TITO) Entries for Workers in CA, NH, and WI .....	17
Non-exempt Time Sheet Examples (not AK, NV, CA, NH, and WI) .....	17
Exception States (AK, NV, and CA) .....	18
Requirements for CA Workers .....	19
Canada .....	20
<b>Expense Sheets .....</b>	<b>21</b>
Background .....	21
Step-by-Step Procedures .....	21
General Expense Sheet Guidelines .....	23
Time/Expense Sheet Statuses .....	23
<b>Creating an Absence .....</b>	<b>24</b>
Background .....	24
Step-by-Step Procedures .....	24

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**Note:** Screens and terminology used in this guide are for illustration purposes only. They are standard and may not exactly represent the configuration of your program's Fieldglass environment. The procedures are accurate, regardless of any differences in your program's screen terminology or field labels; however you should consult your **Program Guide** to identify which procedures apply to your particular role. Also consult your Program Guide for a glossary of equivalent terms and for program guidelines surrounding specific fields, valid entries, program policies, etc...

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# Registration and Login

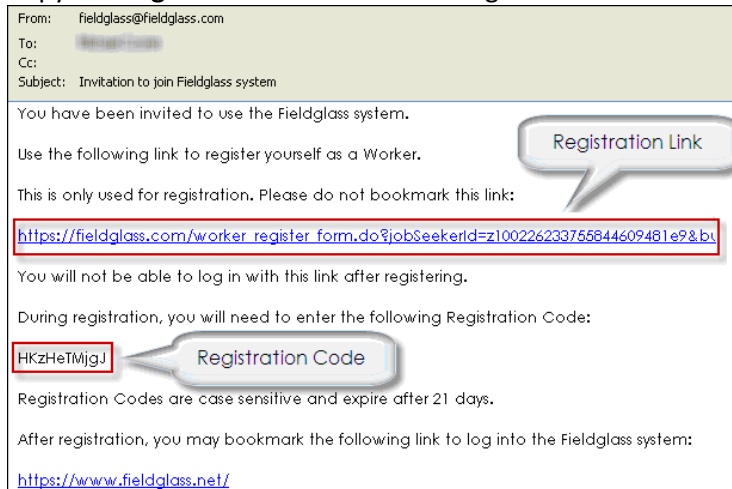
## Background

Fieldglass is a web-based tool selected to support the Managed Service Program (MSP). To access Fieldglass, you will need to register initially. From then on, you will login using your Username and Password. Once assigned as a Worker, you will receive an email from **Fieldglass** with a registration code and link. If you do not have email access, this email will be sent to your Supplier agency.

## Step-by-Step Procedures

### Registration

1. Copy the **Registration Code** from the Registration email.



2. Click the **Registration Link**.  
*Step 1 of the Registration process will be displayed.*

3. Paste the **Registration Code**.

**FIELDGLASS®**

Worker Registration - Step 1 of 2

Registration Email : [redacted]

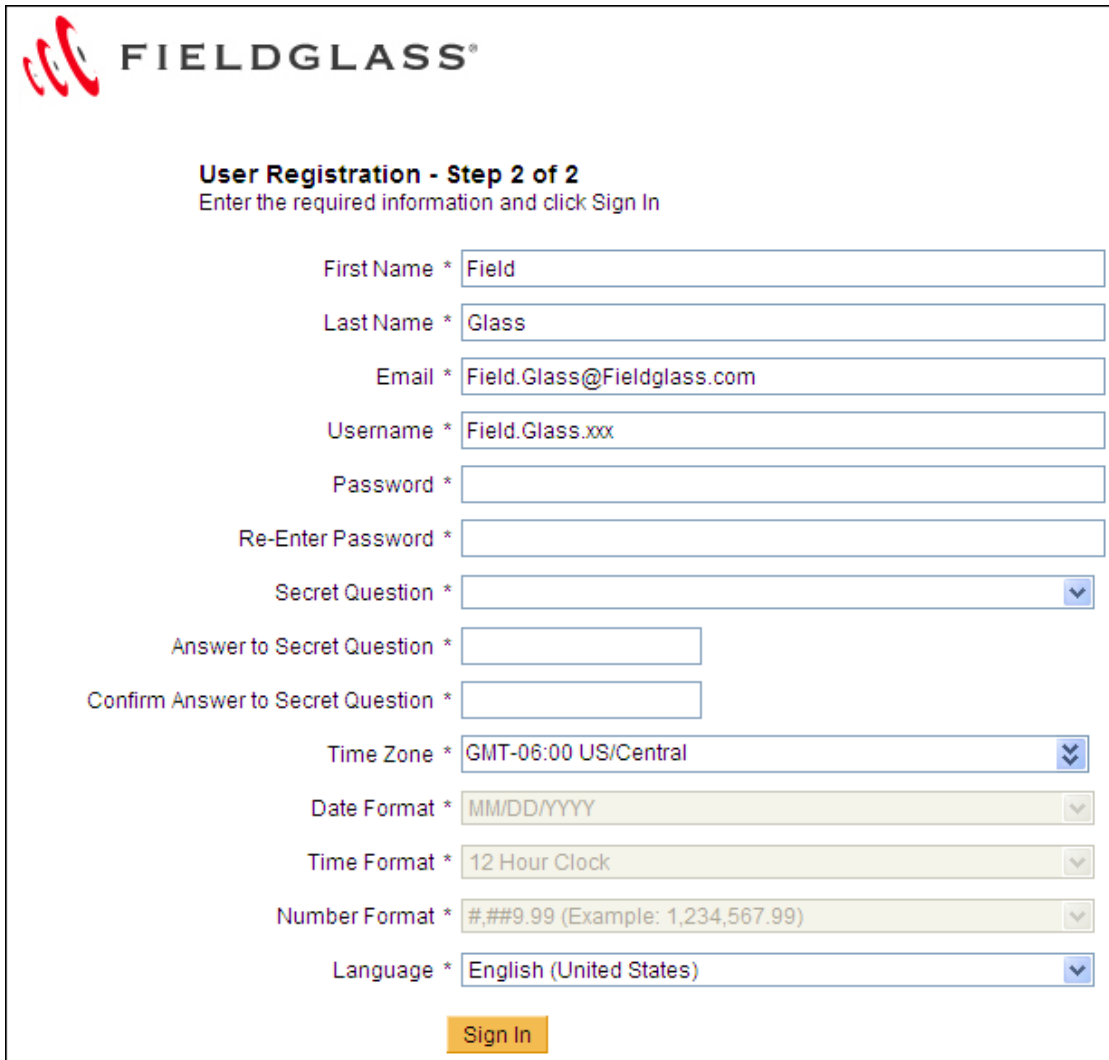
Registration Code : [redacted]

Copy the Registration Code from the registration email you received

Do you already have a Worker account?: ☐ Yes ☒ No [Tell Me More](#)

**Next >**

4. Answer the question: Do you already have a Worker account?
  - a. If you never had a Fieldglass account, select **No**.
  - b. If you have a Fieldglass account, link your accounts by selecting **Yes**.
  - c. If you work on multiple Work Orders, link your accounts by selecting **Yes**.
  - d. If you select **Yes**, but do not remember your Username or Password:  
Click [Tell Me More](#) and select the [Forgot Username](#) or [Forgot Password](#) links.
5. Click **Next**.  
*Step 2 of the Registration process will be displayed.*



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**User Registration - Step 2 of 2**  
Enter the required information and click Sign In

First Name \*

Last Name \*

Email \*

Username \*

Password \*

Re-Enter Password \*

Secret Question \*

Answer to Secret Question \*

Confirm Answer to Secret Question \*

Time Zone \*

Date Format \*

Time Format \*

Number Format \*

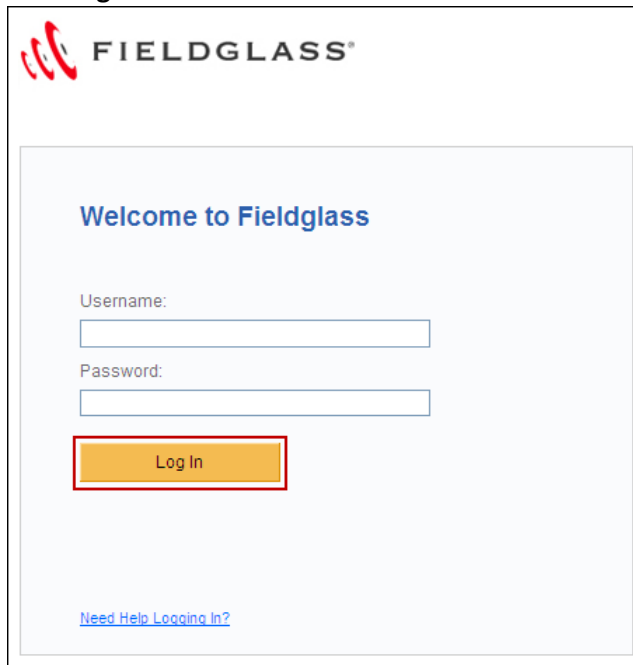
Language \*

[Sign In](#)

6. Complete First Name, Last Name and Email fields.
7. Create your Username. (consult your **Program Guide** for any specific guidelines)
8. Create a Password (must be a minimum of eight alphanumeric characters).
9. Select a Secret Question from the pick-list.
10. Type the answer to your Secret Question.
11. Re-type the answer to your Secret Question.
12. Verify the remaining required (\*) fields (including fields not displayed above).
  - a) If you are required to enter a **Security ID**, enter the 2-digit month and 2-digit day of your birth date + the last 4 digits of the Social Security Number as entered by the Supplier Agency during Worker setup: mmdd####.
13. Click **Sign In** to complete the registration process.  
*The Fieldglass Home page will be displayed.*

## Log In

1. Access Fieldglass from <https://www.Fieldglass.net> (save URL as a favorite).
2. Enter the **Username** and **Password** you established during the registration procedure.
3. Click **Log In**.



**FIELDGLASS®**

Welcome to Fieldglass

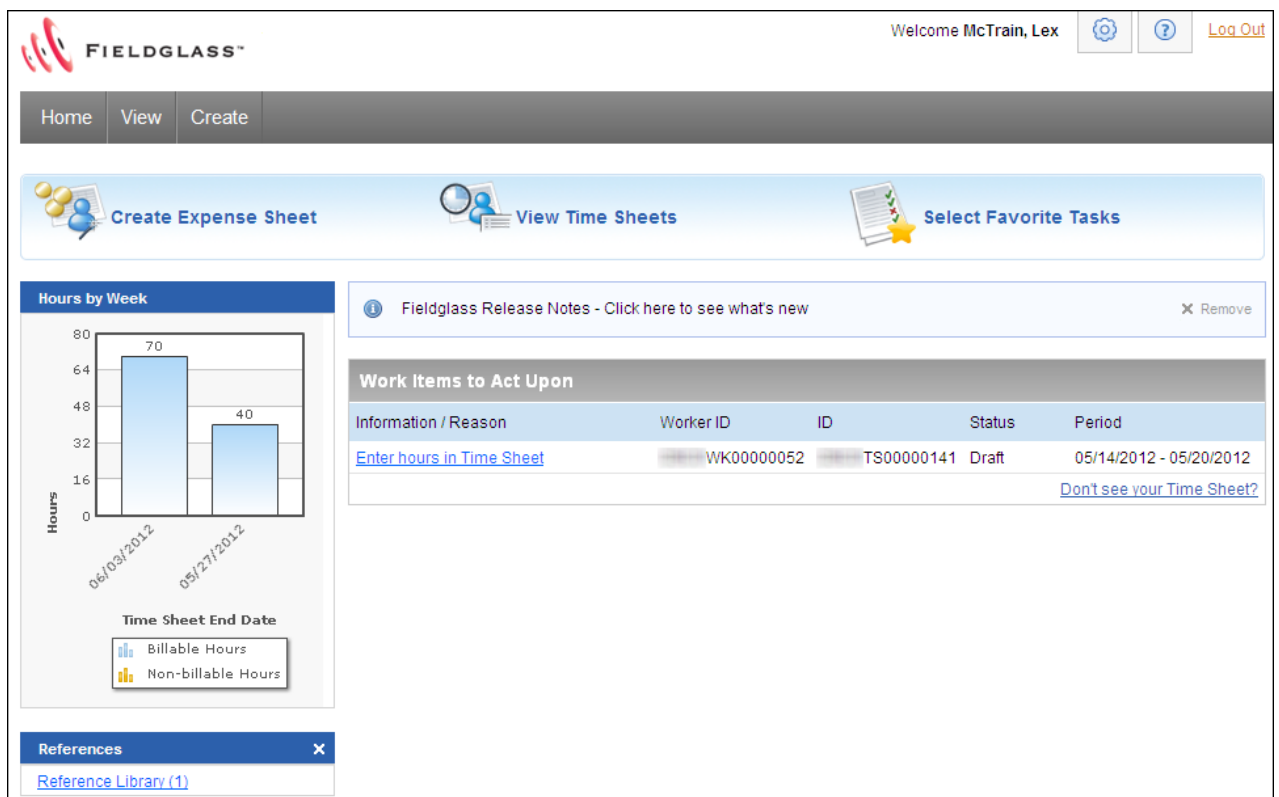
Username:

Password:

**Log In**

[Need Help Logging In?](#)

The Fieldglass Home page will be displayed.



**FIELDGLASS®** Welcome McTrain, Lex [Settings](#) [Help](#) [Log Out](#)

Home View Create

[Create Expense Sheet](#) [View Time Sheets](#) [Select Favorite Tasks](#)

**Hours by Week**

Fieldglass Release Notes - Click here to see what's new [Remove](#)

**Work Items to Act Upon**

Information / Reason	Worker ID	ID	Status	Period
<a href="#">Enter hours in Time Sheet</a>	WK00000052	TS00000141	Draft	05/14/2012 - 05/20/2012

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

**References** [Reference Library \(1\)](#)

# Forgotten Username/Password

### Background

Users who have forgotten their Fieldglass username or password can use the Fieldglass self-help method of obtaining their user information.

### Step-by-Step Procedure

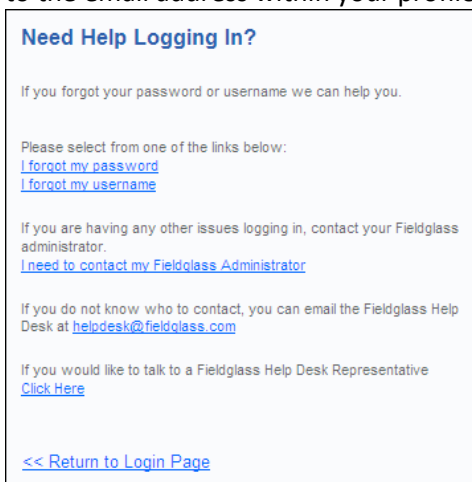
1. Click **Need Help Logging In?** on the Fieldglass login screen.



The image shows the Fieldglass login screen. At the top left is the Fieldglass logo. Below it, the text "Welcome to Fieldglass" is displayed. Underneath, there are two input fields: "Username:" and "Password:". Below these fields is an orange "Log In" button. At the bottom of the login area, there is a red rectangular button labeled "Need Help Logging In?".

The "Need Help Logging In?" window will display.

2. Click the appropriate link and follow the prompts to have your password or username emailed to the email address within your profile in Fieldglass.



The image shows the "Need Help Logging In?" window. The title "Need Help Logging In?" is at the top. Below it, the text "If you forgot your password or username we can help you." is displayed. Then, it says "Please select from one of the links below:" followed by two blue links: "I forgot my password" and "I forgot my username". Below these links, it says "If you are having any other issues logging in, contact your Fieldglass administrator." followed by a blue link: "I need to contact my Fieldglass Administrator". Then, it says "If you do not know who to contact, you can email the Fieldglass Help Desk at [helpdesk@fieldglass.com](mailto:helpdesk@fieldglass.com)". Below this, it says "If you would like to talk to a Fieldglass Help Desk Representative" followed by a blue link: "Click Here". At the bottom, there is a blue link: "<< Return to Login Page".

# Home Page

## Background

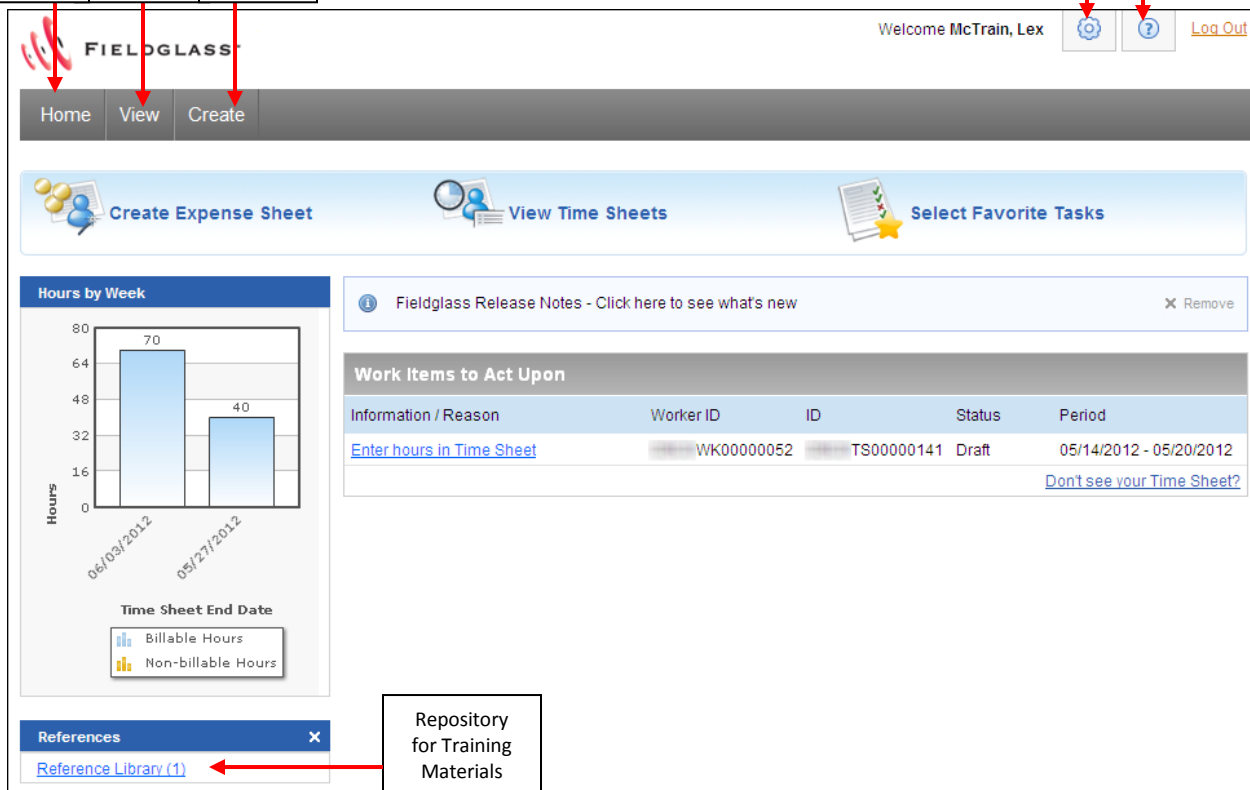
The Home Page is the first screen to display when you login to Fieldglass. Most of your tasks can be launched directly from this page.

## Overview

### Main Menu Bar

Return to the Home Page	View Time & Expense Sheets	Create Expense Sheets
-------------------------	----------------------------	-----------------------

Admin Gear: Click to update your Profile and Preference	Help Link: Click for Online Help, Release Notes, the Reference Library, and for a link to Contact information
---	---



## Work Items to Act Upon

Work Items are Time Sheets that need your attention and are displayed as hyperlinks that link to the appropriate Time Sheet.

Work Items to Act Upon				
Information / Reason	Worker ID	ID	Status	Period
<a href="#">Enter hours in Time Sheet</a>	WK00006134	TS00121684	Draft	11/14/20 - 11/20/20
<a href="#">Enter hours in Time Sheet</a>	WK00006134	TS00121683	Draft	11/07/20 - 11/13/20
<a href="#">Don't see your Time Sheet?</a>				

## Reference Library

The Reference Library houses documentation related to the program. This is where you will find all training and reference materials. Click the link in the **References** section of the Home Page to access the Reference Library or select **Help > Reference Library**.



## Log Out

Click the **Log Out** link in the upper-right corner to exit from the system.

Note: The system automatically logs you out of the system after 15 minutes of inactivity.



# Navigation

## Background


The Fieldglass user interface is structured to provide consistency across various screens and tasks which can make it easier for you to learn and use the tool.

## General Navigation

### Action Buttons

*Actions buttons are gold, making them easier to find the actions that can be performed on a document. Examples of Action buttons are: Next, Submit, Approve or Decline.*

### Additional Information


*Click the blue  where listed for additional information about a field.*

### Browser Buttons

*Browser navigation buttons do not work in Fieldglass.*





### Calendar icon

*Click  to select a date from a calendar for date fields.*



### Color Scheme

*The overall color scheme of the application has been designed to give you important visual cues, for example, error messages display in RED and hyperlinks are underlined in BLUE or GRAY.*

### Complete Later/Draft

*Where allowed, click  or  to save and close your uncompleted work in a draft status so you can complete/return to it later.*

### Expand/Collapse


*Click  and  to expand and collapse collapsible sections.*

### Horizontal Resize


*If you wish to adjust the width of a column, hover your mouse over the edge of a column to enable the horizontal resize-arrow. Left-click, hold, or drag the arrow to resize the column.*




### Page Help

*Click  [Page Help](#) to open a new browser with Fieldglass information about that page.*

### Pick-list

When a field or menu item offers a pre-set list of options to choose from, you can click on the drop-down arrow  to display the pick-list from which to select.



## Print

Click  **Print** where available to print the data on a screen.

## Required Fields

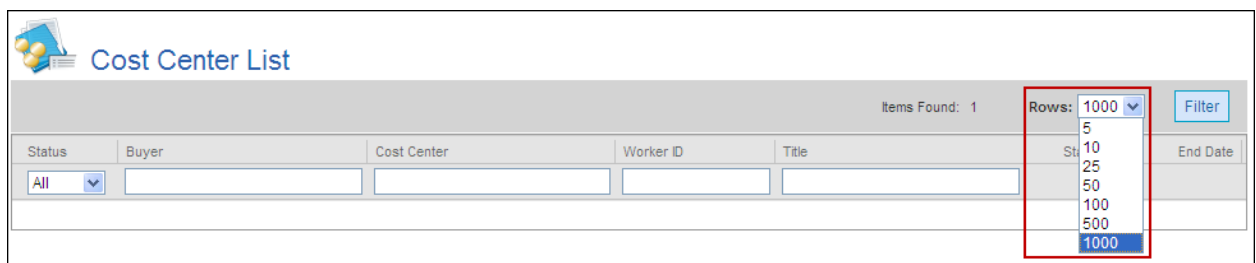
Fields marked with an asterisk (\*) are required.

## Rows

Many screens allow you to adjust the number of items you see on a single page without having to use **Next Page** () or **Last Page** () buttons.

## Rows (Change value)

Click the Rows pick-list to change the number of displayed rows to 5, 10, 25, 50, 100, 500, or 1000



The screenshot shows the 'Cost Center List' interface. At the top right, it says 'Items Found: 1'. Below this is a table with columns: Status, Buyer, Cost Center, Worker ID, Title, and End Date. The 'Status' column has a dropdown menu currently set to 'All'. To the right of the table is a 'Rows' pick-list dropdown menu, which is open, showing options: 5, 10, 25, 50, 100, 500, and 1000. The '1000' option is highlighted. A 'Filter' button is located to the right of the 'Rows' dropdown.

## Sort

Click a column header to sort the data in ascending order. Click again to sort in descending order.

## Time-out feature

The system times out after 15 minutes of non-activity. Save Work Items as a draft when you are working within Fieldglass and need to step away before completing a task.

## Today's date

Double-click in date fields to load today's date.

# My Profile


## Background

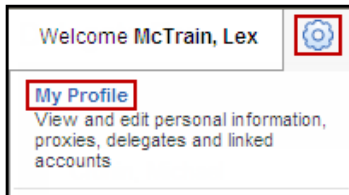
**My Profile** allows users to view and edit (if applicable) their Basic Information and Password.

## Basic Information

Users may update their name or email address in the Basic Information section.

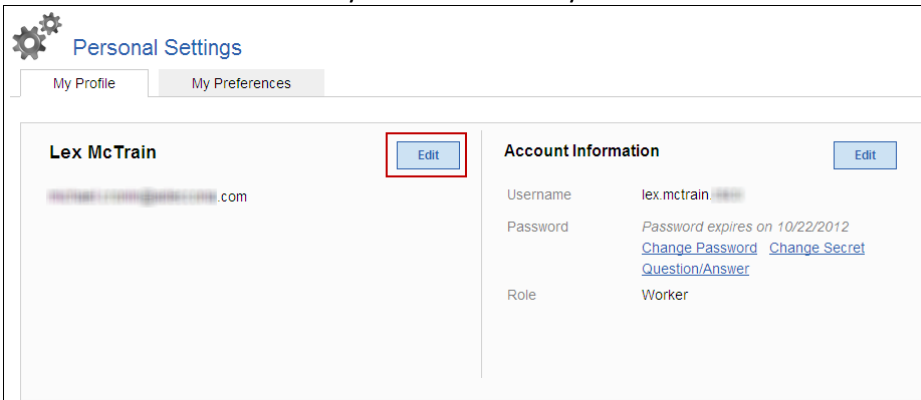
## Step-by-Step Procedures

1. Click the **Admin Gear** in the upper-right corner of the Home Page .
2. Select **My Profile**.



The Personal Settings page displays the My Profile tab.

3. Click **Edit** in the section with your name to edit your Basic Information.




The Profile – Personal Information page displays.

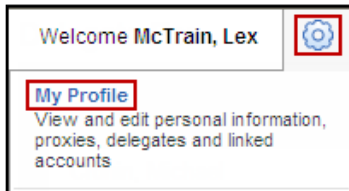
4. Perform updates and click **Update** to save your changes (or **Cancel** to disregard your changes).

## Change Password

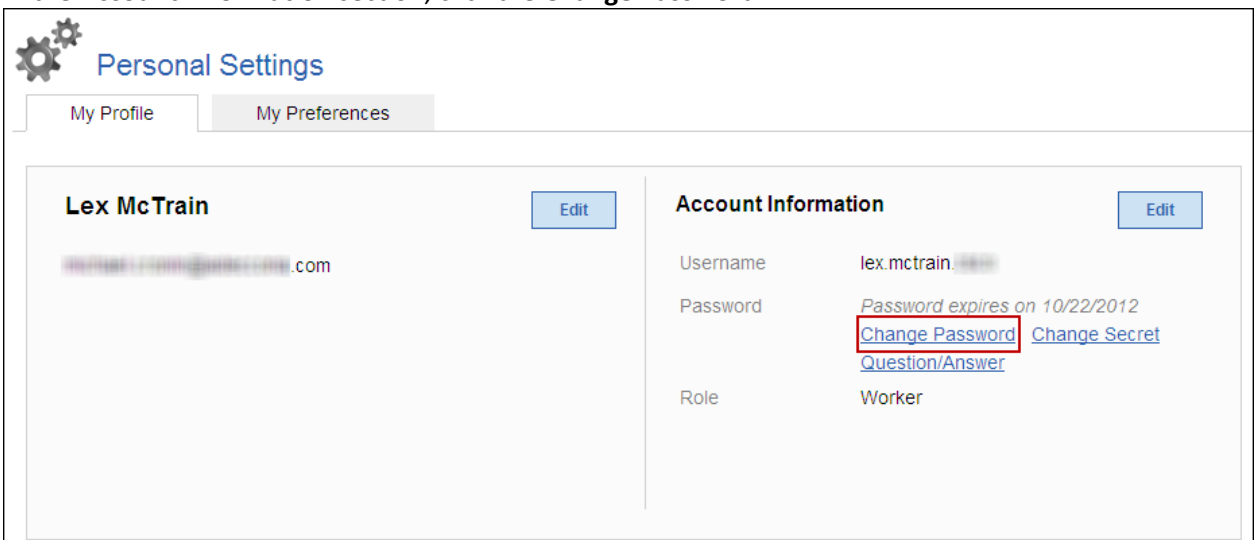
Users may change their password or secret question/answer at any time. Be sure to follow any company-specific password security guidelines.

### Step-by-Step Procedures

1. Click the **Admin Gear** in the upper-right corner of the Home Page .
2. Select **My Profile**.



3. In the **Account Information** section, click the **Change Password** link.



*The Change Password window displays.*

4. Enter your **Current Password**, **New Password**, **Confirm Password**, and click **Change**.

### Change Password

Current Password: \*

New Password: \*


Confirm Password: \*

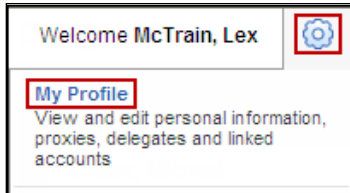
Cancel

Change

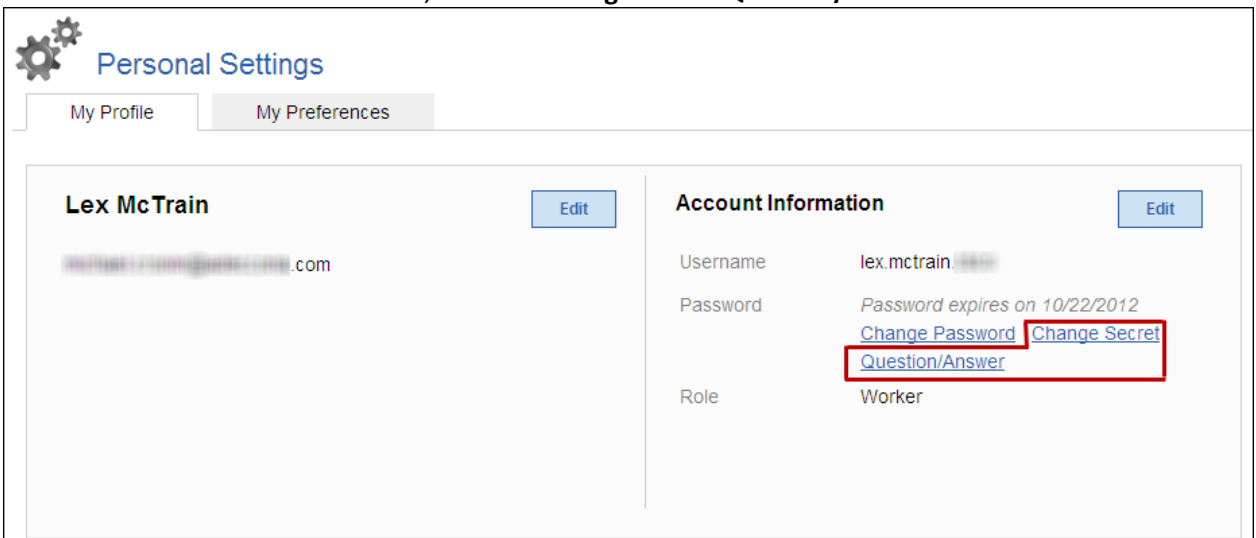
## Change Secret Question/Answer

### Step-by-Step Procedures

1. Click the **Admin Gear** in the upper-right corner of the Home Page .
2. Select **My Profile**.



3. In the **Account Information** section, click the **Change Secret Question/Answer** link.




The Change Password window displays.

4. Select a **Secret Question** from the pick-list, enter an **Answer to Secret Question**, **Confirm Answer to Secret Question**, and click **Change**.

### Change Secret Question/Answer

**Secret Question \***

What is your all-time favorite sports team? 

**Answer to Secret Question \***

**Confirm Answer to Secret Question \***

[Cancel](#) [Change](#)


# My Preferences

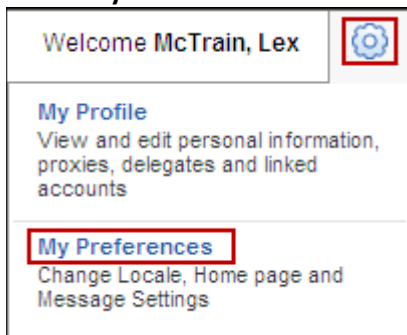
## Background

**My Preferences** allows users to view and edit their Locale, Home Page, and Messaging preferences. It is recommended that the first time you access the system you review your preferences for accuracy.

## Account Setup and Desktop Preferences

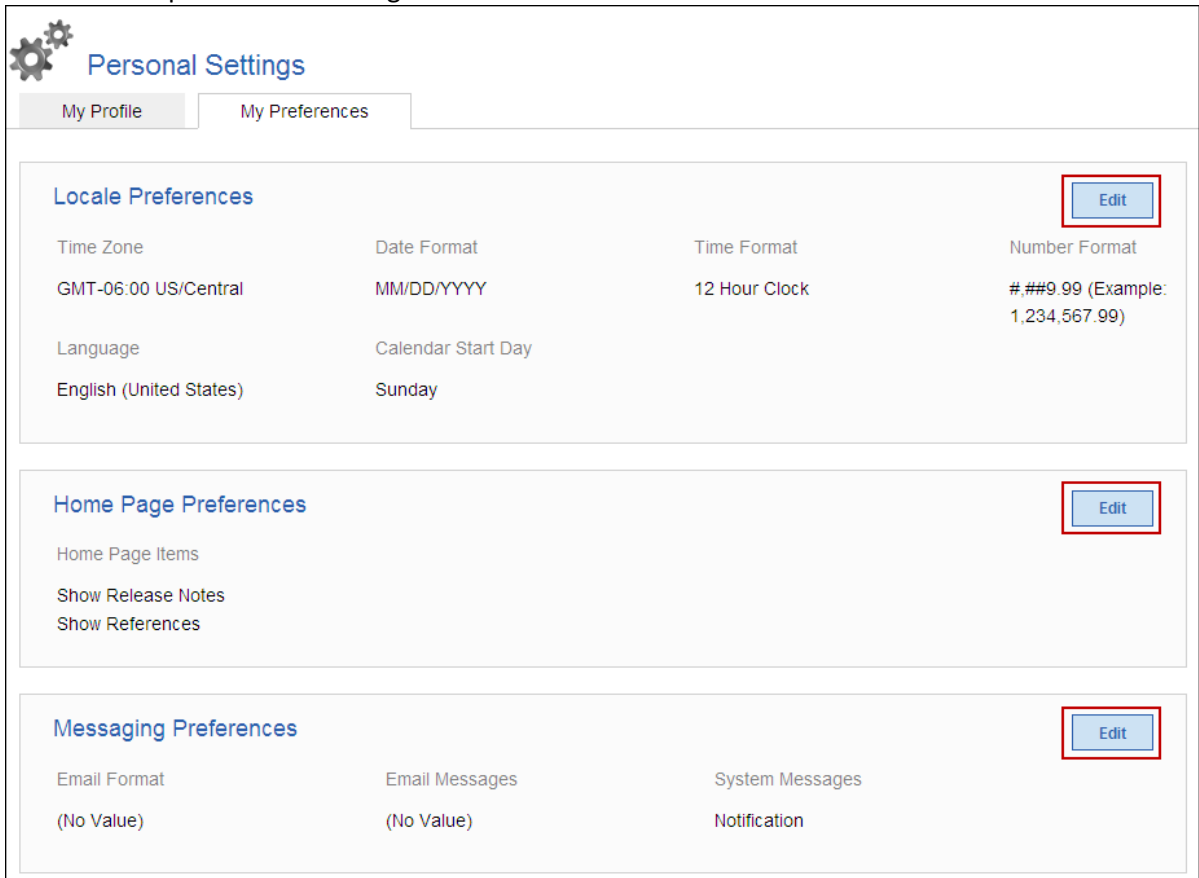
### Step-by-Step Procedures

1. Click the **Admin Gear** in the upper-right corner of the Home Page .
2. Select **My Preferences**.



*The Personal Settings page displays the My Preferences tab.*

3. Click **Edit** to update the following sections:



A screenshot of the 'Personal Settings' page. The 'My Preferences' tab is selected. The page is divided into three main sections, each with an 'Edit' button highlighted by a red box:

- Locale Preferences:** Contains settings for Time Zone (GMT-06:00 US/Central), Date Format (MM/DD/YYYY), Time Format (12 Hour Clock), Number Format (#,##9.99), Language (English (United States)), and Calendar Start Day (Sunday).
- Home Page Preferences:** Contains settings for Home Page Items, Show Release Notes, and Show References.
- Messaging Preferences:** Contains settings for Email Format (No Value), Email Messages (No Value), System Messages (Notification), and Notification.

➤ **Locale Preferences**

- **Time Zone:** verify time zone is correct
- **Date Format:** verify date format is correct
- **Time Format:** verify time format is correct
- **Number Format:** verify number format is correct
- **Language:** verify language is correct
- **Calendar Start Day:** verify calendar start day is correct

➤ **Home Page Preferences**

- **Show References:** displays the Reference Library on the Home Page
- **Show Release Notes:** displays a link to the Fieldglass Release Notes on the Home Page

➤ **Messaging Preferences**

- Check all boxes to receive email messages for the Fieldglass message types

**Email Format**

☒ Plain Text
☐ HTML Based

Type	Email	System
Notification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work Item	<input type="checkbox"/>	
Broadcast	<input type="checkbox"/>	

4. Click **Update** to save or **Cancel** to disregard any changes.

[Cancel](#)
Update

## Time Sheets

### Background

You will enter your time sheet into Fieldglass on a weekly basis. A Time Sheet link is sent to your Home Page at the beginning of each week. Refer to your **Program Guide** for specific deadlines and guidelines for time entry.

### Step-by-Step Procedures

#### Basic Time Sheet Submittal

Notes: Do **not** submit time prior to actually completing the scheduled workweek.


If the Time Sheet is submitted in error, ask your Supervisor to reject it. This will allow you to modify the Time Sheet and resubmit it.

If you will not work for an entire period, enter **0** for each day and click **Submit**. Your Time Sheet status will automatically change to **Approved**. Your time sheet approver will receive a notice that you submitted your Time Sheet, but will not have to approve it.

1. View the **Work Items to Act Upon** section of the *Home page*.

Work Items to Act Upon				
Information / Reason	Worker ID	ID	Status	Period
<a href="#">Enter hours in Time Sheet</a>	WK00006134	TS00121684	Draft	11/14/20 - 11/20/20
<a href="#">Enter hours in Time Sheet</a>	WK00006134	TS00121683	Draft	11/07/20 - 11/13/20
<a href="#">Don't see your Time Sheet?</a>				

2. Click the **Enter hours in Time Sheet** link for the correct week ending date Period.  
*The time sheet for the selected Period will be displayed.*


**Enter Time Sheet**
[Tutorial](#)
[Page Help](#)
Complete Later
Submit
Add Task Codes
Refresh
Cancel

Time Sheet (TS00121683)

Day	11/07 Mon	11/08 Tue	11/09 Wed	11/10 Thu	11/11 Fri	11/12 Sat	11/13 Sun	Time Sheet Total
Billable								
WK00006134-Cost Center Place Holder (Cost Center Place Holder)								
<input checked="" type="checkbox"/> Hours Worked (HRS)								
ST /Hr								
OT /Hr								
DT /Hr								
Total								0.00
Summary								

Alternate method: You can also access the time sheet by using **View > Time Sheets** and selecting the appropriate Draft Time Sheet.



3. Enter time in the appropriate Categories for the days worked.
  - ST = Standard Time (Exempt Workers must enter all hours into the ST category.)
  - OT = Overtime
  - DT = Double Time
  - Enter/round time in 15 minute increments (e.g., 8:15 = 8.25, 8:30 = 8.5, 8:45 = 8.75).
4. Enter Comments, when applicable (e.g., explanation of time off).
5. Click **Complete Later** to save as a draft without submitting. Use this if you enter time at the end of each day.

OR

5. Click **Submit** to route your Time Sheet for supervisor approval and processing.

### Submit Time to More than One Cost Center

If you work on multiple Cost Centers, you will have more than one Time Sheet the first week only. Complete both as applicable. The following week, the Cost Centers will merge to create one Time Sheet.

## General Time Entry Rules

### Time In/Time Out (TITO) Entries for Workers in CA, NH, and WI

In accordance with applicable state requirements, Workers from **California (CA)**, **New Hampshire (NH)**, and **Wisconsin (WI)** must enter Time In/ Time Out entries in Fieldglass. This creates an area in which the Worker can enter a meal break in addition to arrival and departure time.

- Each time an **unpaid** meal break is taken, the following should be captured.
  - **MEAL BREAK OUT** field - the time you start an unpaid break
  - **MEAL BREAK IN** field - the time you return to work from an unpaid break
- Workers must also apply Total Billable Hours to be compensated for all hours worked. The total billable hours must match Total Time In/Time Out hours for a successful time sheet.
  - **CA:** Workers enter 8 hours per day in ST/Hr field. Hours over 8 per day should be entered in OT/Hr field. Hours over 12 per day should be entered in DT/Hr field.

**NH and WI:** Workers enter the first 40 hours in ST/Hr field. Any hours over 40 per week should be entered in OT/Hr field.

### Non-exempt Time Sheet Examples (not AK, NV, CA, NH, and WI)

Below are examples of the correct and incorrect way to complete Time Sheets for non-exempt Workers outside of Alaska, Nevada\*, California, New Hampshire, and Wisconsin.

**CORRECT:** 8 hours/day entered into ST.

Good 1	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
ST	8	8	8	8	8	-	-	40
OT	-	-	-	-	-	-	-	0
DT	-	-	-	-	-	-	-	0
TOTAL	8	8	8	8	8	-	-	40

**INCORRECT:** ST does not equal 40 hours, so there should not be any OT.

<b>Bad 1</b>	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
ST	7	8	7	8	7	-	-	37
OT	-	1	-	1	1	-	-	3
DT	-	-	-	-	-	-	-	0
TOTAL	7	9	7	9	8	-	-	40

**CORRECT:** OT starts after 40th hour of ST is accrued.

<b>Good 2</b>	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
ST	9	9	9	9	4	-	-	40
OT	-	-	-	-	5	-	-	5
DT	-	-	-	-	-	-	-	0
TOTAL	9	9	9	9	9	-	-	45

**INCORRECT:** The first 40 hours must be entered as ST.

<b>Bad 2</b>	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
ST	8	8	8	8	8	-	-	40
OT	1	1	1	1	1	-	-	5
DT	-	-	-	-	-	-	-	0
TOTAL	9	9	9	9	9	-	-	45

### Exception States (AK, NV, and CA)

Below is an example of the **CORRECT** way to complete a Time Sheet for non-exempt Workers in Alaska (AK) and Nevada (NV) and in California (CA) which also has the Time In/Time Out (TITO) requirement along with New Hampshire (NH), and Wisconsin (WI)]:

AK & NV: enter max 8 hours/ST/day (even if under 40 hours/ST) then enter OT.

<b>Good 3</b>	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
ST	8	8	8	8	-	-	-	32
OT	4	4	4	4	-	-	-	16
DT	-	-	-	-	-	-	-	0
TOTAL	12	12	12	12	-	-	-	48

## Requirements for CA Workers

- Workers enter the Time In, Meal Break Out, Meal Break In, and Time Out for each day.
- The total hours in the top section must match the total hours in the bottom section.
- The total ST hours cannot exceed 8 hours/day.
- Any time over 8 hours/day must be entered as OT.
- Any time over 12 hours/day must be entered as follows:
  - 8 hours/ST, 4 hours/OT, and the remaining hours as DT

Time Sheet (TS00000000)

Time In/Time Out

Day	10/19 Mon	10/20 Tue	10/21 Wed	10/22 Thu	10/23 Fri	10/24 Sat	10/25 Sun	Total
Time In	08:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM		AM	
Meal Break Out	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM		PM	
Meal Break In	01:00 PM	01:00 PM	01:00 PM	01:00 PM	01:00 PM		PM	
Time Out	05:00 PM	05:00 PM	05:00 PM	05:00 PM	07:00 PM		PM	
Total	8.00	8.00	8.00	8.00	10.00	0.00	0.00	42.00

Billable

WK000000000-Project Code (0000000000)

Project Code

ST /Hr	8.00	8.00	8.00	8.00	8.00			40.00
OT /Hr					2.00			2.00
DT /Hr								
Total								42.00

Top Section

Bottom Section

## Canada

- The standard Canadian workday is 7.5hrs/day (8.5hrs/day with an hour break)
- The standard Canadian workweek is 37.5hrs/week
- Eligibility for Overtime (OT) hours are dependent upon Canadian provincial and federal regulations
- Independent Contractors (ICs) are not eligible for OT. While they may work over 40hrs/week, they are not compensated for the extra hours

### Overtime Allocation

Min hrs to be paid (if called in)	2 hrs – ST 4hrs – ST if previously scheduled for +8 hrs	3 hrs - Min Wage	3 hrs - Min Wage	3 hrs - ST	3 hrs - Min Wage
Max hours before OT pay req'd	*8 hrs/day **40 hrs/week * A 4 hr day/week of 10 hrs/day allowed w/ permission from Dir of Labour Standards	8 hrs each work day in the week OR 44 hrs/week (whichever is greater)	8 hrs/day *40 hrs/week OR whichever is greater	8 hrs/day 40 hrs/week	44 hrs/week
Max hrs w/OT	* No Maximum	12 hrs per day  No weekly max	44 hrs	Generally 8 hrs/day and 40hrs/week	48 hrs/week
OT rate for hrs in excess	1.5 x ST for hrs over 8/day 2.9 x ST for hrs over 12/day	1.5 x ST	1.5 x ST	1.5 x ST	1.5 x ST

### Overtime Allocation

Min hrs to be paid (if called in)	3 hrs - Min Wage	3 hrs - Min Wage * If called in outside of reg work hrs	3 hrs - ST	3 hrs - ST	3 hrs - ST
Max hours before OT pay req'd	44 hrs/week	48 hrs/week	48 hrs/week	40 hrs/week	8hrs/day 40 hrs/week
Max hrs w/OT	* No Maximum	* No Maximum	* No Maximum	* No Maximum	48 hrs/week
OT rate for hrs in excess	1.5 x min wage	1.5 x ST	1.5 x ST	1.5 x ST	1.5 x ST

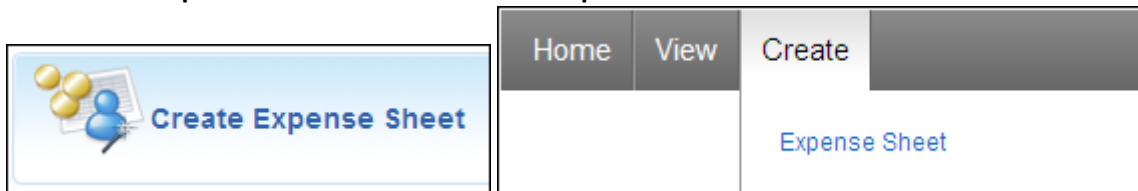
# Expense Sheets

## Background

Refer to your Program Guide for guidelines regarding expenses. If Receipts are required for any expense, the Expense Sheet will be rejected if not attached in Fieldglass.

## Step-by-Step Procedures

1. Click **Create Expense Sheet** or select **Create > Expense Sheet**.



The Create Expense Sheet page will be displayed.

The screenshot shows the 'Create Expense Sheet' page. At the top, there are tabs for 'Home', 'View', and 'Create'. Below the tabs is a header area with the title 'Create Expense Sheet', a 'Tutorial' link, a 'Page Help' link, and buttons for 'Complete Later', 'Submit', 'Refresh', and 'Cancel'. A yellow warning box states: 'To add an Expense entry, click an Expense Code below.' Below this is an 'Assignment' section showing 'WK00000044 - Accountant I (02/11/2012 - 04/01/2012)' with a 'Filter' button. The main section is titled 'Expense Codes' and displays a table of expense codes. The table has columns for 'Cost Center', 'Expense Code', 'Expense Name', 'General Ledger Account Code', 'Expense Type', and 'Billable'. The table lists various codes like AIR, AUTO, RENTAL, ENT, HOTEL, MEALS, MLG, MISC, TELE, and EDUC. At the bottom right of the table, there are buttons for 'Complete Later', 'Submit', 'Refresh', and 'Cancel'.

Cost Center	Expense Code	Expense Name	General Ledger Account Code	Expense Type	Billable
Default Cost Center	<a href="#">AIR</a>	Airfare	Default General Ledger Accou		Yes
Default Cost Center	<a href="#">AUTO</a>	Auto Exp	Default General Ledger Accou		Yes
Default Cost Center	<a href="#">RENTAL</a>	Car Rental	Default General Ledger Accou		Yes
Default Cost Center	<a href="#">ENT</a>	Client Entertainment	Default General Ledger Accou		Yes
Default Cost Center	<a href="#">HOTEL</a>	Hotel	Default General Ledger Accou		Yes
Default Cost Center	<a href="#">MEALS</a>	Meals	Default General Ledger Accou		Yes
Default Cost Center	<a href="#">MLG</a>	Mileage	Default General Ledger Accou		Yes
Default Cost Center	<a href="#">MISC</a>	Miscellaneous Exp	Default General Ledger Accou		Yes
Default Cost Center	<a href="#">TELE</a>	Telephone	Default General Ledger Accou		Yes
Default Cost Center	<a href="#">EDUC</a>	Training/Educ Exp	Default General Ledger Accou		Yes

2. Click the appropriate **Expense Code** (e.g., MISC).

An area at the bottom of the page will be displayed identifying the Expense Code you selected and displaying the Billable, General Information, and Attachment sections.

Billable			
<input type="checkbox"/>	Date *	Amount (USD) *	
Cost Center Place Holder (Cost Center Place Holder)			
Miscellaneous Exp (MISC)			
<input type="checkbox"/>	<input type="text" value="MM/DD/YYYY"/>	Merchant <input type="text"/>	<input type="text" value="0.00"/>
		Description <input type="text"/>	
Subtotal			0.00
Summary			
Billable			0.00
Non-billable			0.00
Total			0.00
General Information			
Comments		<input type="text"/>	
(2000 characters remaining)			
Attachments			<input type="button" value="Manage"/>
<input type="checkbox"/>	File Name	Description	Size (compressed)
			<input type="button" value="Complete Later"/> <input type="button" value="Submit"/> <input type="button" value="Refresh"/> <input type="button" value="Cancel"/>

3. Enter the **Date** the expense was incurred.
4. Enter the **Merchant** that charged for the expense.
5. Enter the **Amount** of the expensed item.
6. Enter a *brief* **Description** (enter detailed information next, in the **Comments** field).
7. Enter detailed **Comments** about the expense.
8. Click **Manage** to begin the process of attaching receipts to the Expense Sheet.

### Attach Document

Select file

**Supported file extensions:**  
 CSV, DOC, EFX, GIF, LWP, PDF, RTF, TIF, TIFF, TXT, XLS, PPT, VSD, MPP, DOCX, DOCM, DOTX, DOTM, XLSX, XLSM, XLTX, XLTM, XLXB, XLAM, JPG, JPEG, JPE, JFIF.

9. Click **Browse** to locate scanned and saved receipts (saved in any of the supported file extensions).
10. Click **Attach** to attach the receipt(s).

Note: If you are unable to scan your receipts, have your Supplier agency scan them and email them to you so you can upload and attach them to your Fieldglass Expense Sheet.

11. Click **Submit** to submit the Expense Sheet

Note: Click Complete Later to save in a Draft status.

## General Expense Sheet Guidelines

- Do **not** Submit Expense Sheets for multiple weeks at once.
- Do **not** Submit Expense Sheets for future weekending dates.
- If you have additional questions, contact your Supplier agency.

## Time/Expense Sheet Statuses

Status	Description
Draft	Worker has not submitted Time or Expense Sheet
Pending Approval	Worker submitted Time or Expense Sheet, but the Hiring Manager has not approved it yet.
Approval Paused	The user roles or system roles defined in the approval group have no users assigned to them. The Client must assign users to these roles and then restart the approval process.
Rejected	Hiring Manager rejected the Time or Expense Sheet. Worker should make corrections and resubmit.
Approved	Hiring Manager approved the Time or Expense Sheet.
Invoiced	Worker submitted a Time or Expense Sheet and the Hiring Manager approved it.

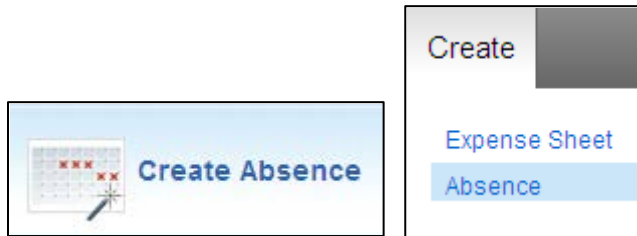
## Creating an Absence

### Background

Your supplier or you can to inform your Manager that they will be late or absent. When an absence is recorded, it does not require approval or acknowledgement.

### Step-by-Step Procedures

1. Click **Create Absence** or select **Create > Absence**.



2. Select the **Start Date** and **End Date** of when you will be absent.
3. Select a **Reason** from the pick list.
4. Enter in any Comments for your Manager.

5. Click **Submit** to submit this absence to your Manager.