MSP Program

Worker Reference Guide - Fieldglass

Time and Expense Entry

Table of Contents

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…

Registration and Login

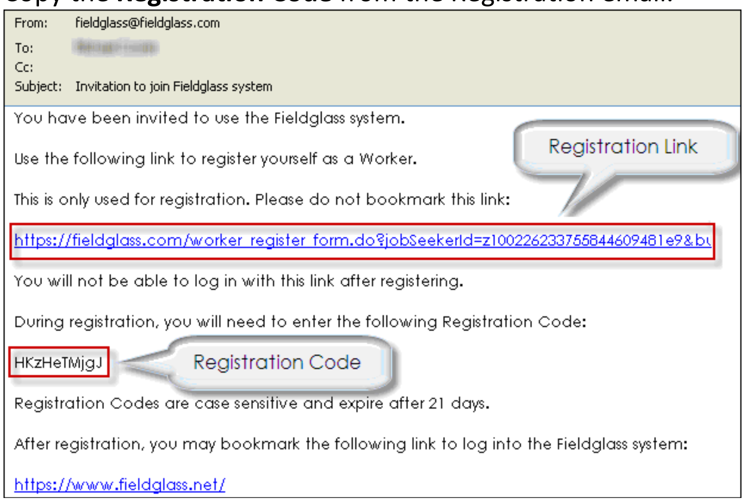
Background

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

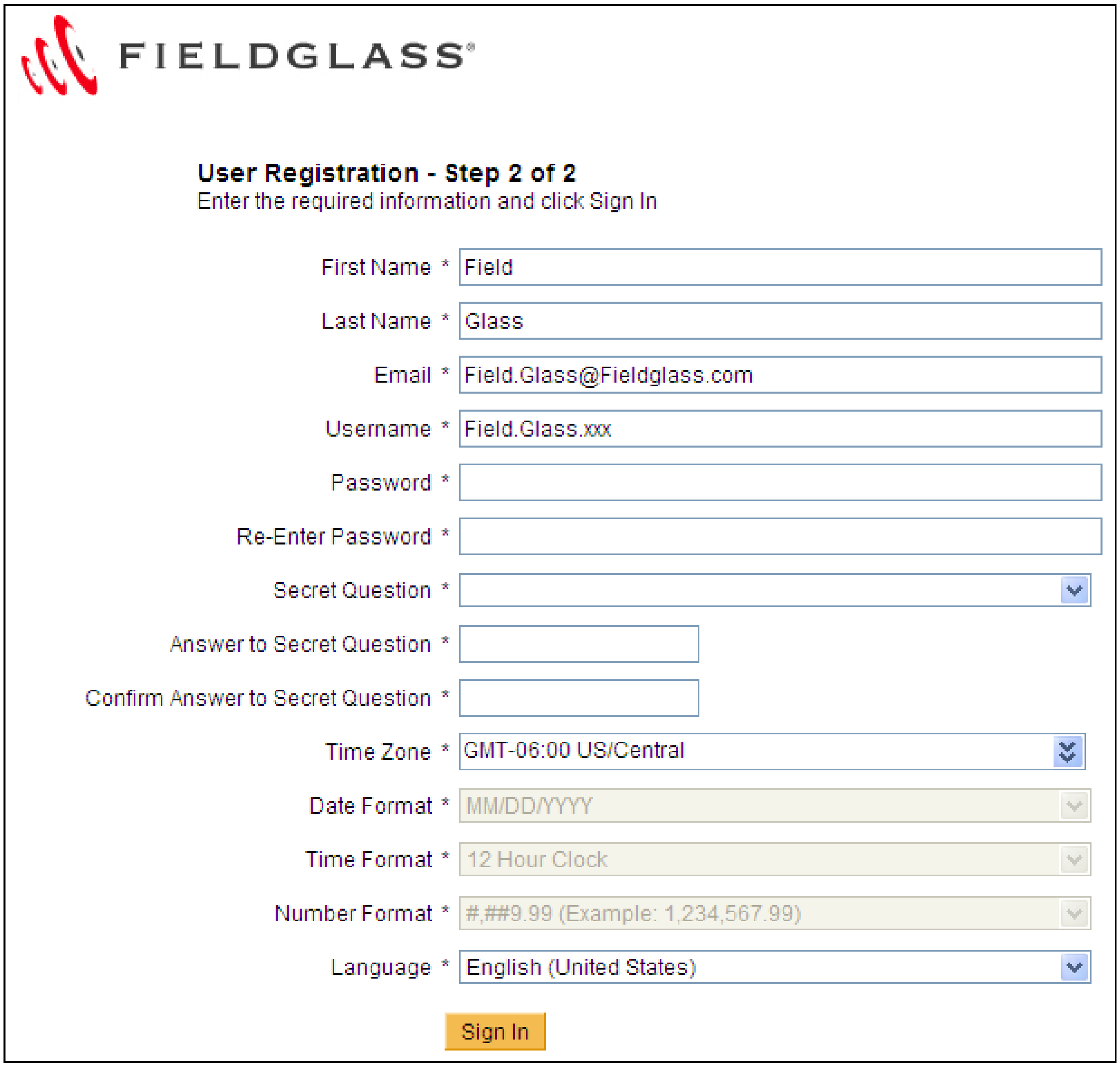
Registration

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**.

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.



FIELDGLASS

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

First Name *	Field
Last Name *	Glass
Email *	Field.Glass@Fieldglass.com
Username *	Field.Glass.xxx
Password *	
Re-Enter Password *	
Secret Question *	
Answer to Secret Question *	
Confirm Answer to Secret Question *	
Time Zone *	GMT-06:00 US/Central
Date Format *	MM/DD/YYYY
Time Format *	12 Hour Clock
Number Format *	#,##9.99 (Example: 1,234,567.99)
Language *	English (United States)

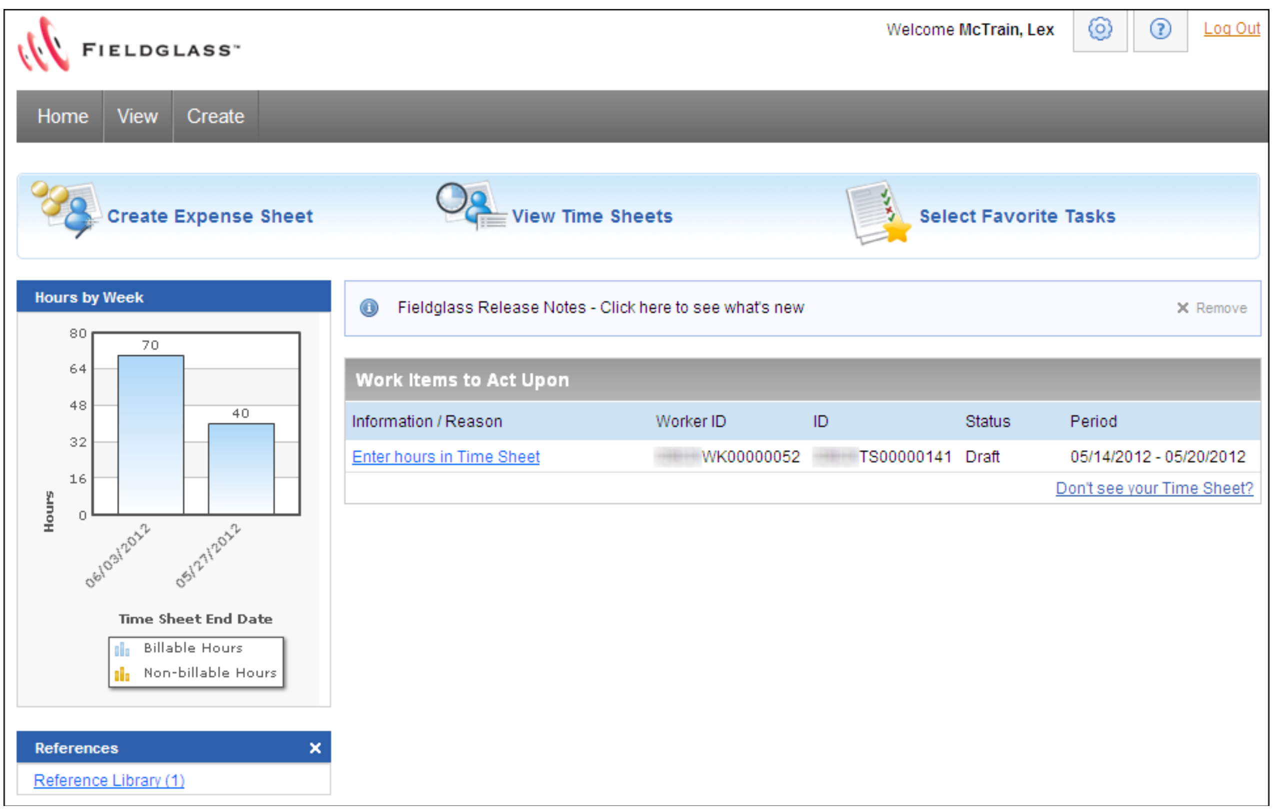
Sign In

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**.

The Fieldglass Home page will be displayed.



Forgotten Username/Password

Background

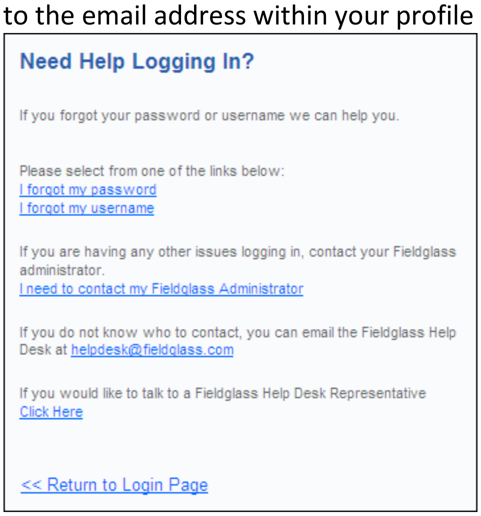
Users who have forgotten their Fieldglass username or password can use the Fieldglass self-help method of obtaining their user information.

Step-by-Step Procedure

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

The "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.



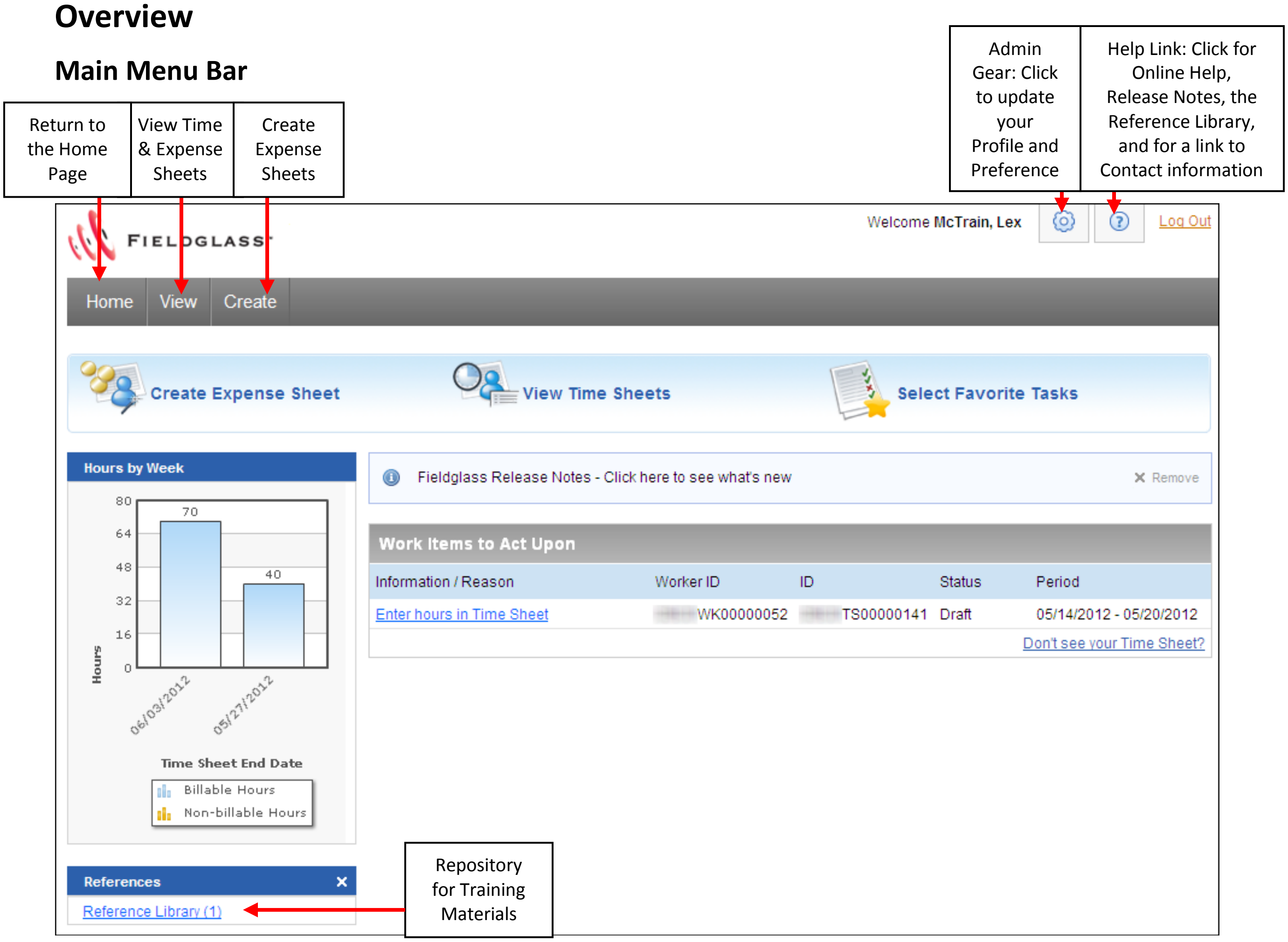
Home Page

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.

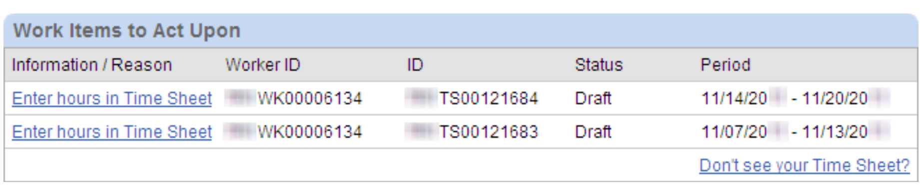
Overview

Main Menu Bar



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
Enter hours in Time Sheet	WK00006134	TS00121684	Draft	11/14/20 - 11/20/20
Enter hours in Time Sheet	WK00006134	TS00121683	Draft	11/07/20 - 11/13/20
				Don't see your Time Sheet?

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

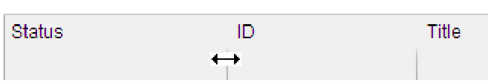
Where allowed, click Complete Later *or* Draft *to save and close your uncompleted work in a draft status so you can complete/return to it later.*

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

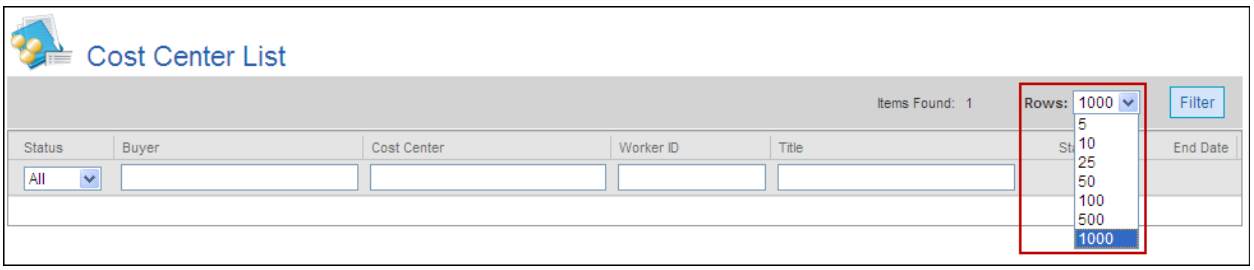
Fields marked with an asterisk (*) are required.

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



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

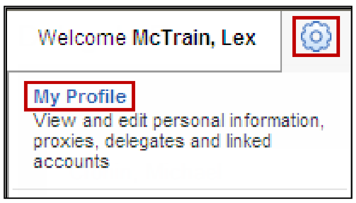
My Profile allows users to view and edit (if applicable) their Basic Information and Password.

Basic Information

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

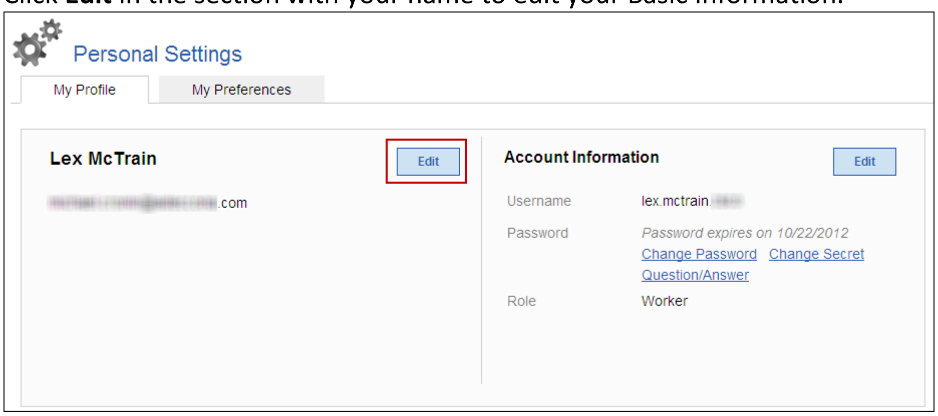
Step-by-Step Procedures

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



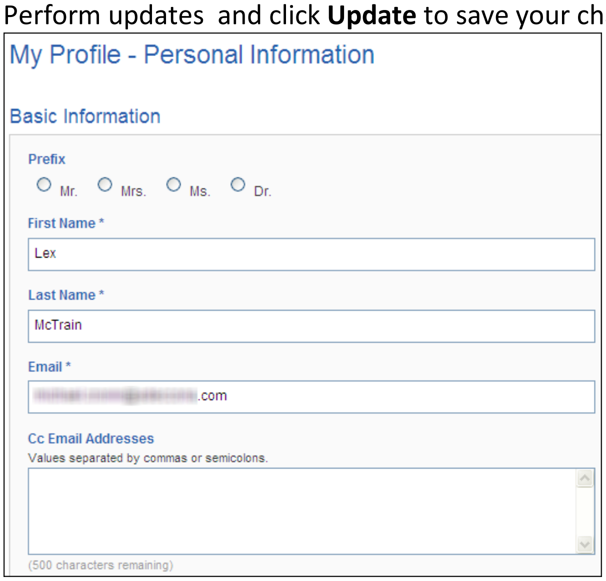
The Personal Settings page displays the My Profile tab.

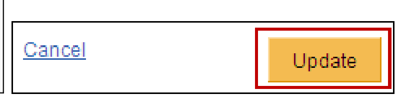
3. Click **Edit** in the section with your name to edit your Basic Information.



The Profile – Personal Information page displays.

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



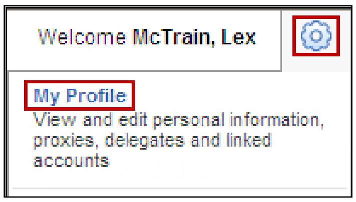


Change Password

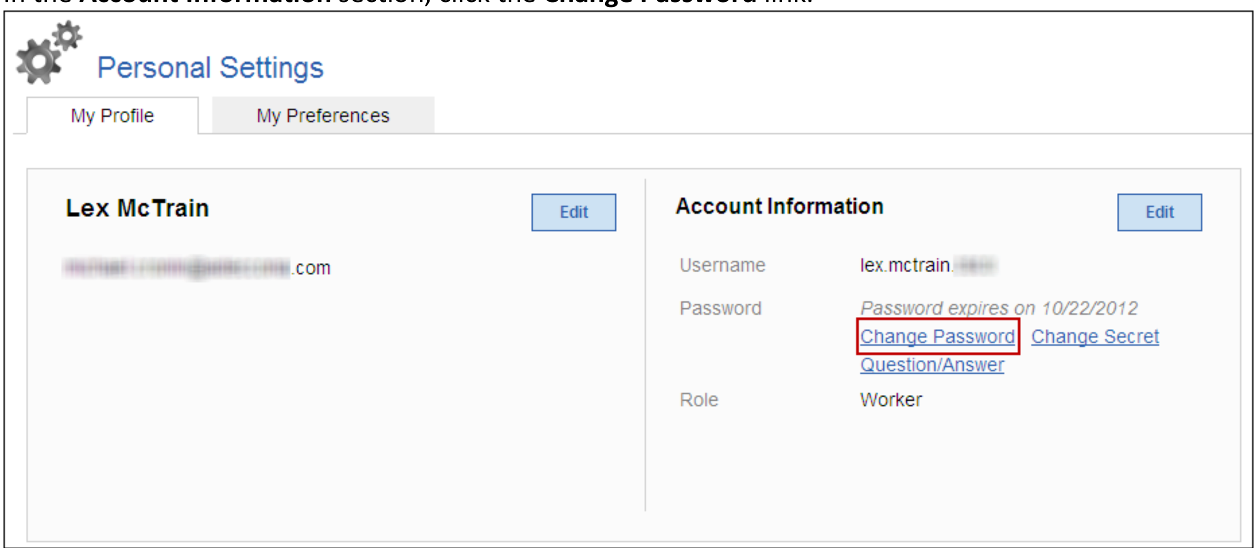
Users may change their password or secret question/answer at any time. Be sure to follow any company-specific password security guidelines.

Step-by-Step Procedures

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

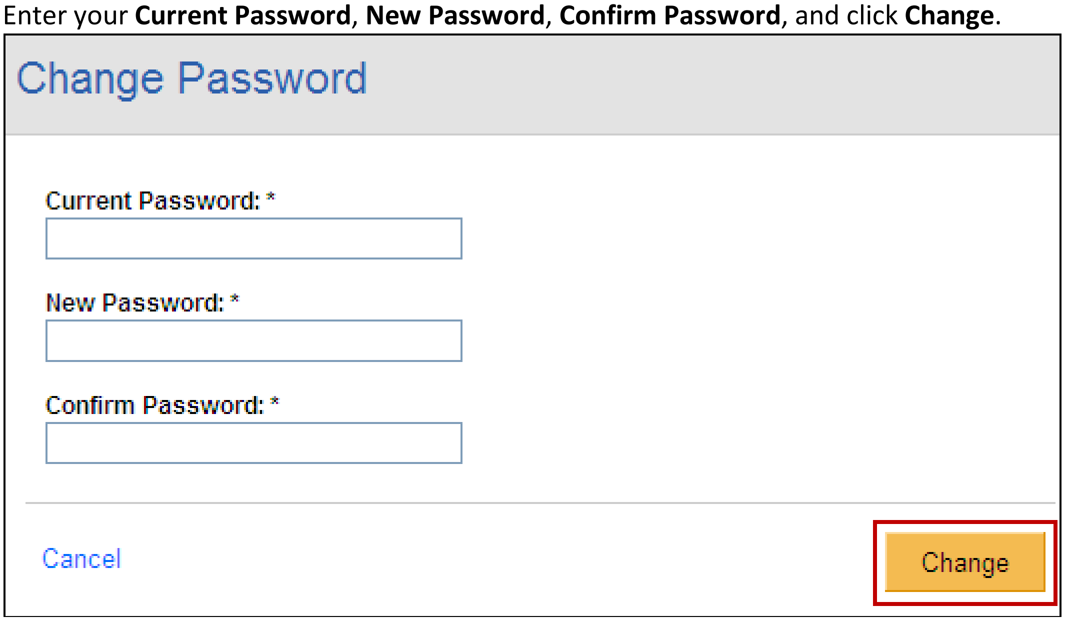


3. In the **Account Information** section, click the **Change Password** link.



The Change Password window displays.

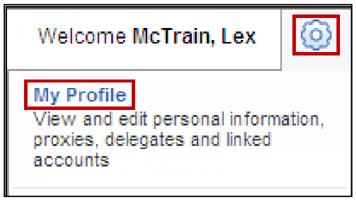
4. Enter your **Current Password**, **New Password**, **Confirm Password**, and click **Change**.



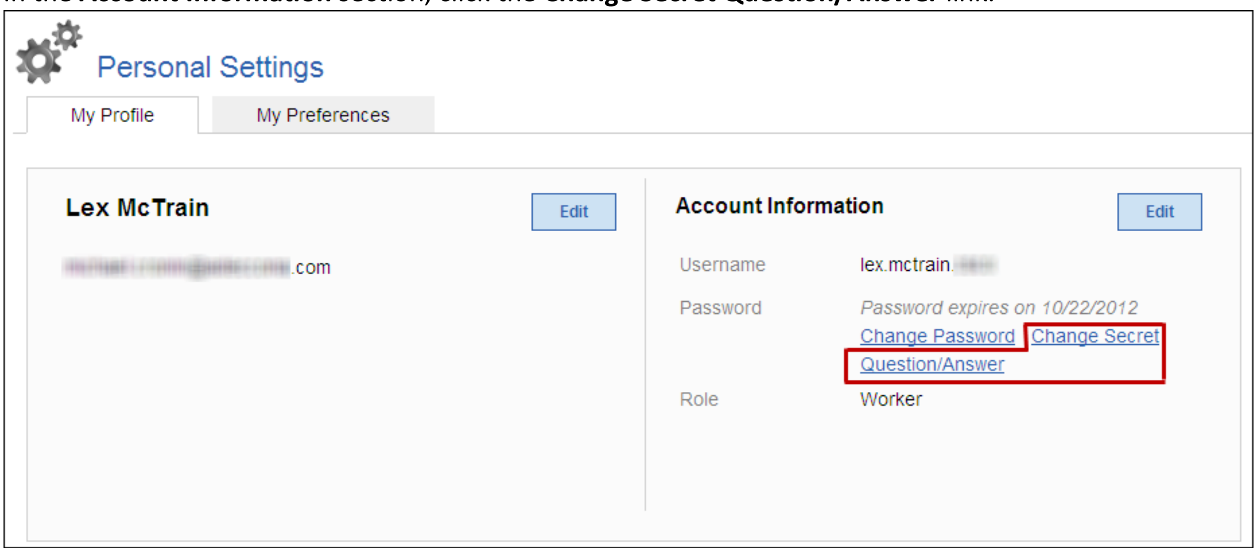
Change Secret Question/Answer

Step-by-Step Procedures

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

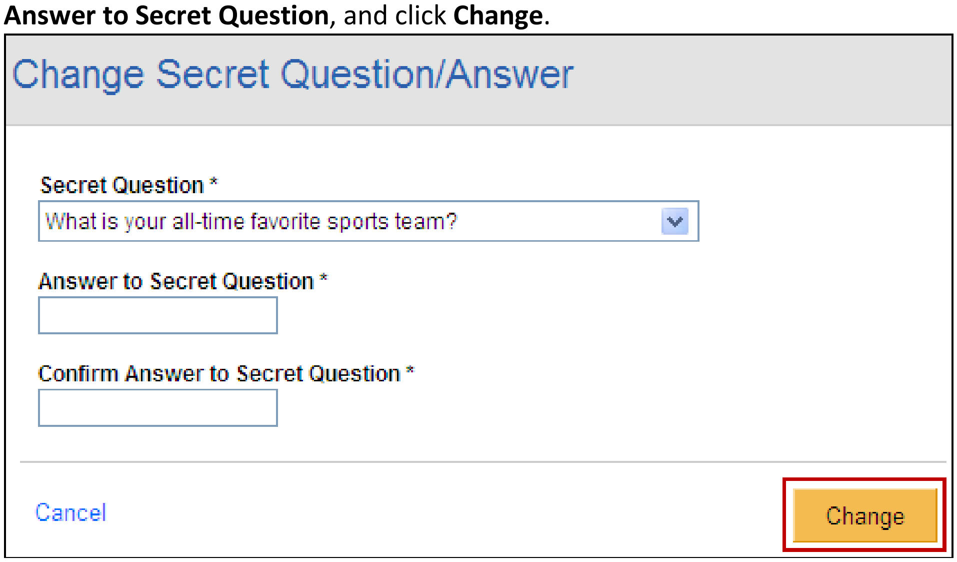


3. In the **Account Information** section, click the **Change Secret Question/Answer** link.



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**.



My Preferences

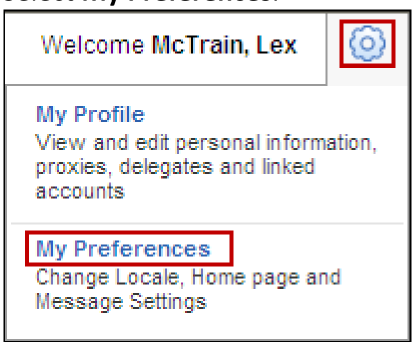
Background

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

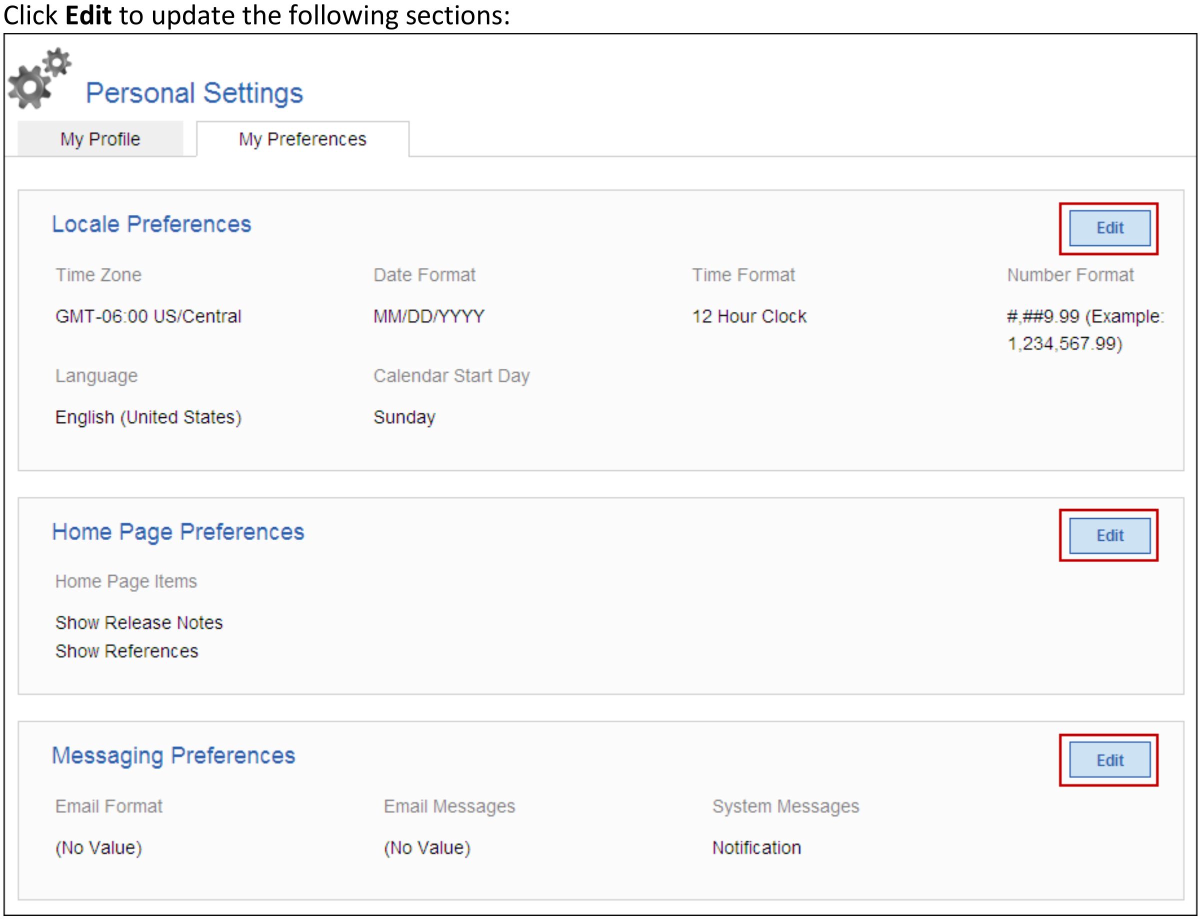
Step-by-Step Procedures

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

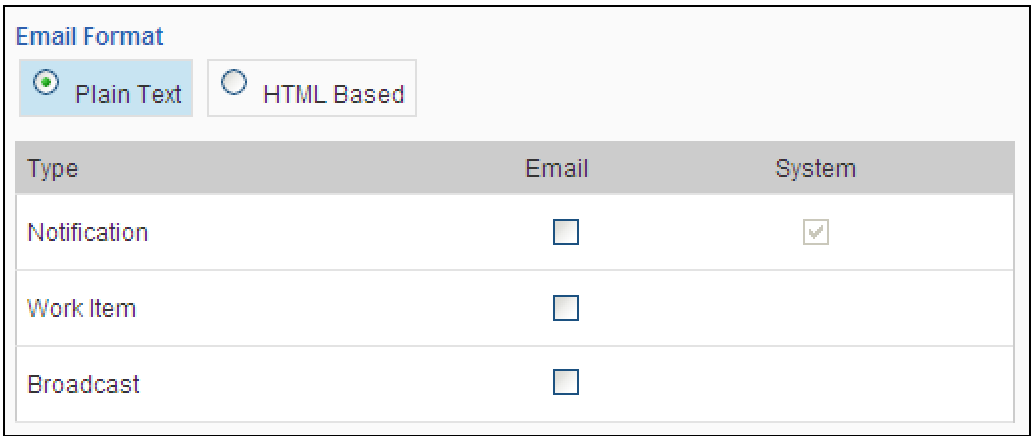


The Personal Settings page displays the My Preferences tab.

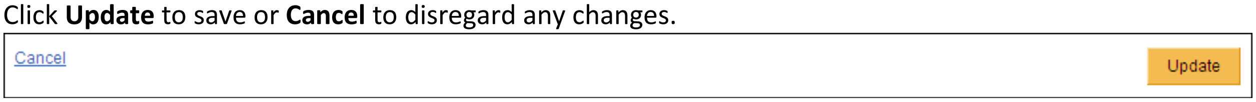
3. Click **Edit** to update the following sections:



- **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



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



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

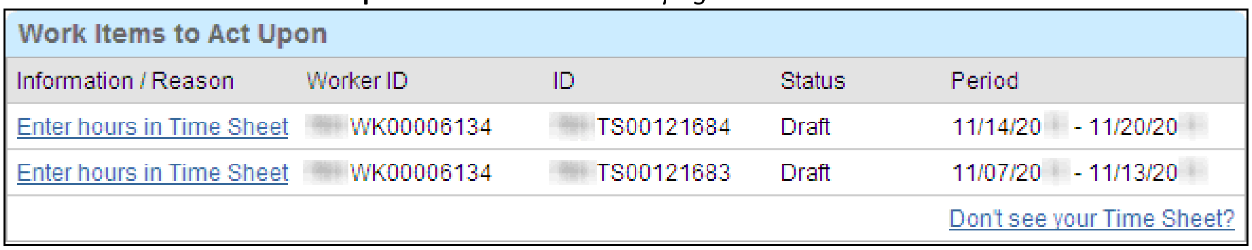
Basic Time Sheet Submittal

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.

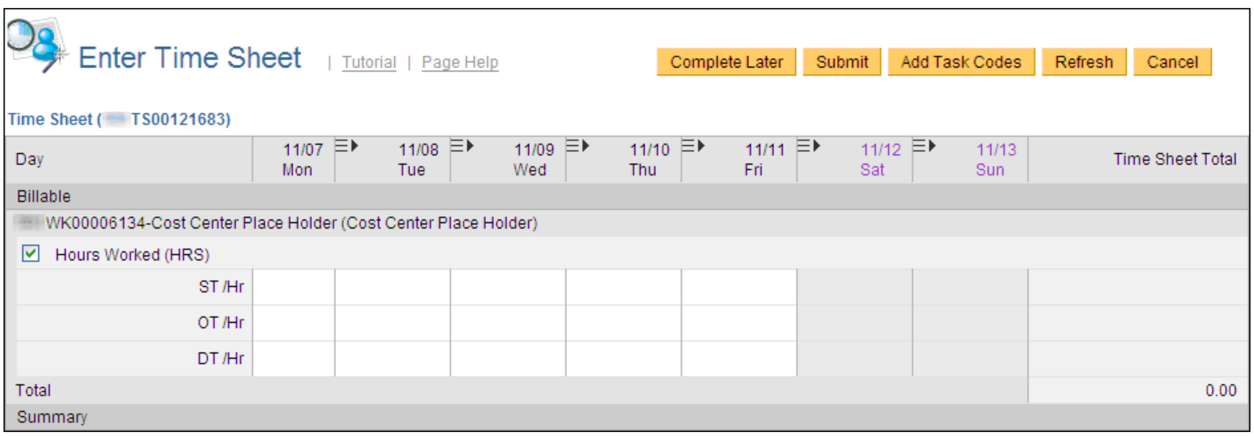
1. View the **Work Items to Act Upon** section of the *Home page*.


Work Items to Act Upon

Information / Reason	Worker ID	ID	Status	Period
Enter hours in Time Sheet	WK00006134	TS00121684	Draft	11/14/20 - 11/20/20
Enter hours in Time Sheet	WK00006134	TS00121683	Draft	11/07/20 - 11/13/20

Don't see your Time Sheet?

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.



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.

Bad 1	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.

Good 2	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.

Bad 2	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)

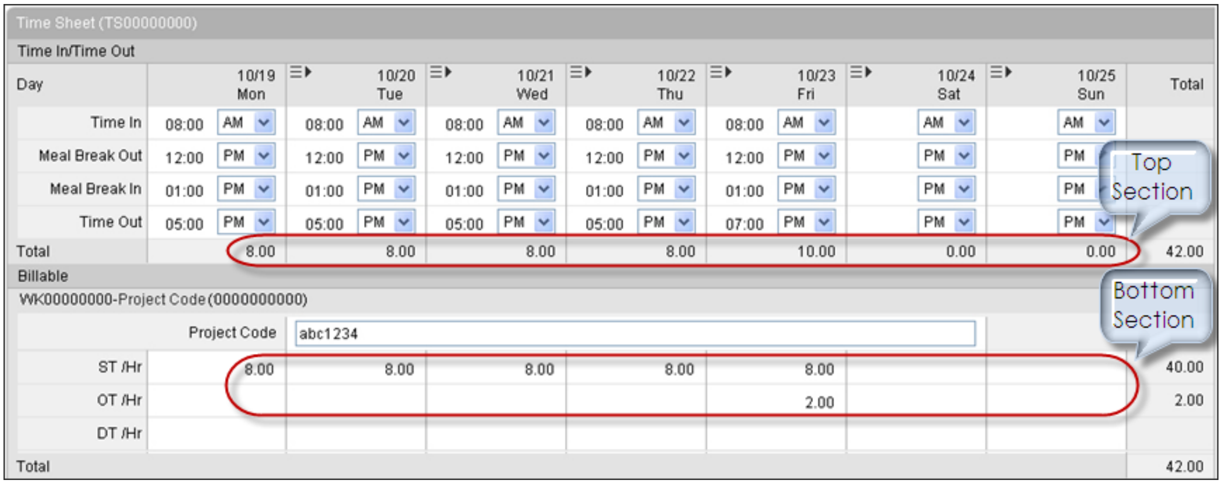
Below is an example of the **CORRECT** way to complete a Time Sheet for non-exempt Workers in Alaska (AK) and Nevada (NV) and in California [(CA) which also has the Time In/Time Out (TITO) requirement along with New Hampshire (NH), and Wisconsin (WI)]:

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

Good 3	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	AM	
Meal Break Out	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	PM	PM	
Meal Break In	01:00 PM	01:00 PM	01:00 PM	01:00 PM	01:00 PM	PM	PM	
Time Out	05:00 PM	05:00 PM	05:00 PM	05:00 PM	07:00 PM	PM	PM	
Total	8.00	8.00	8.00	8.00	10.00	0.00	0.00	42.00

Billable

WK00000000-Project Code (0000000000)

Project Code	abc1234							
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

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

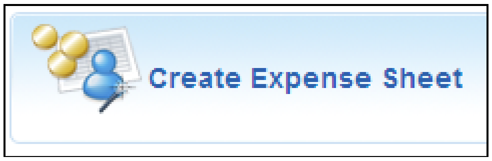
Expense Sheets

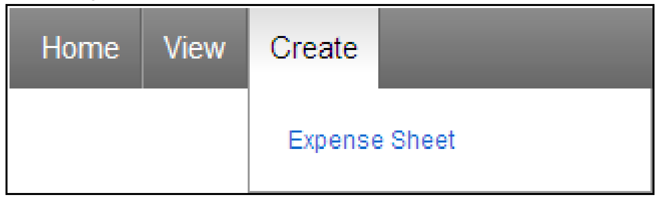
Background

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.

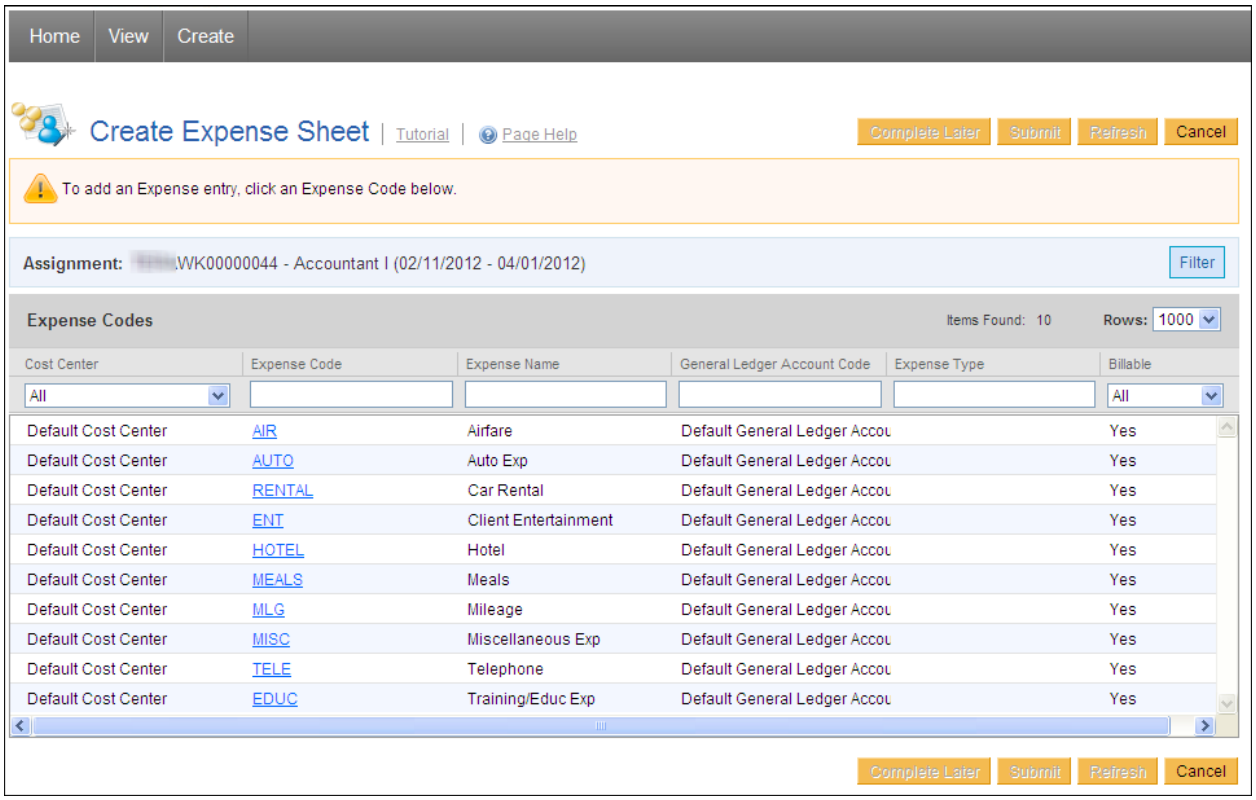
Step-by-Step Procedures

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

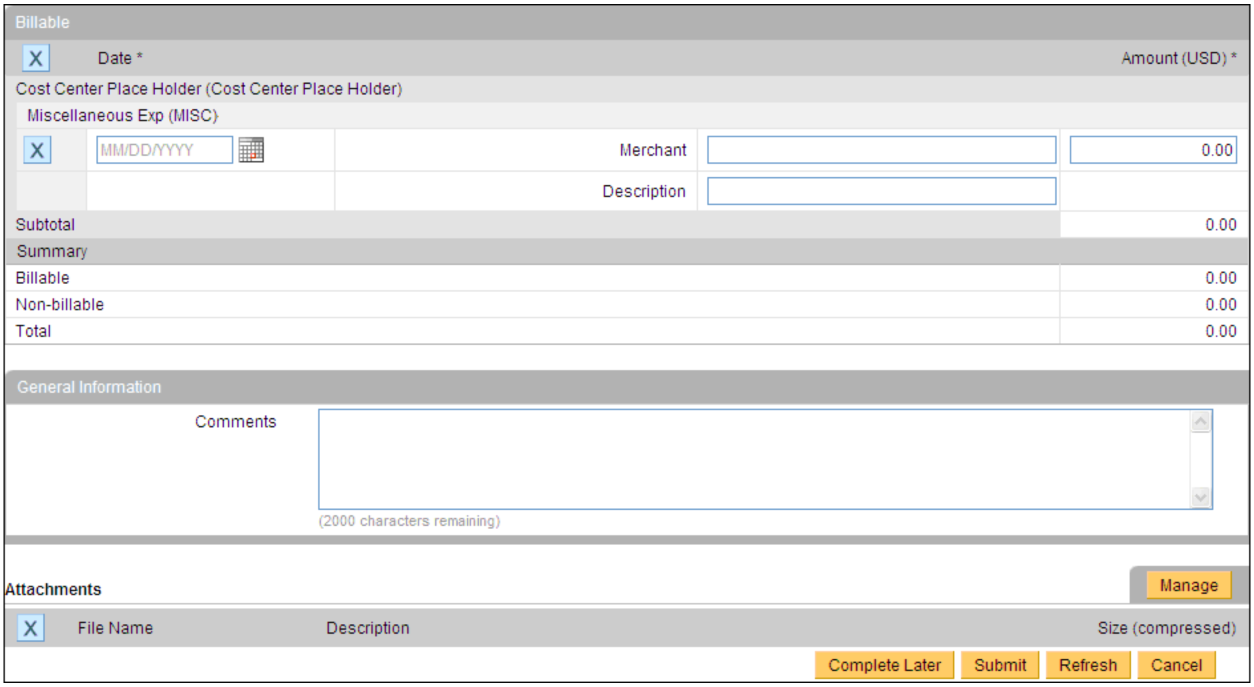




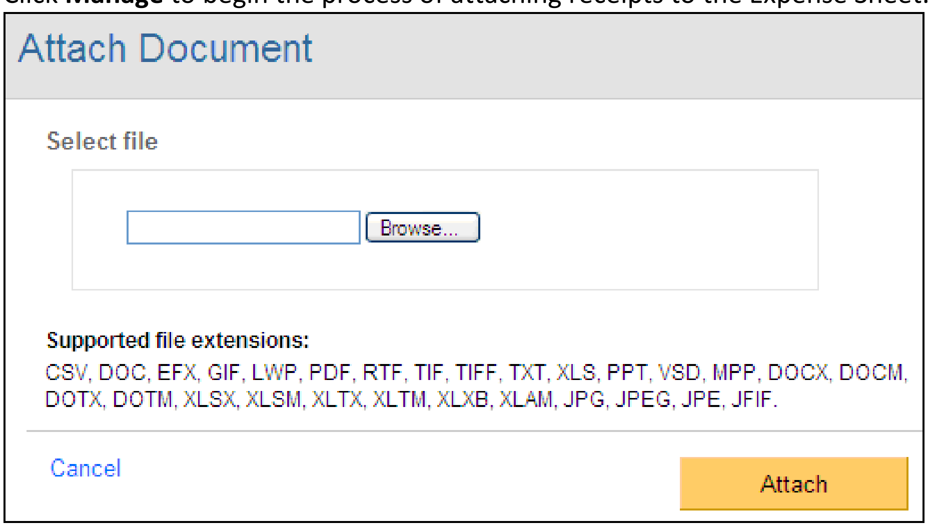
The Create Expense Sheet page will be displayed.



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.



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.



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.

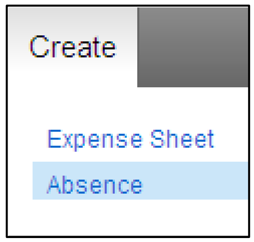
Creating an Absence

Background

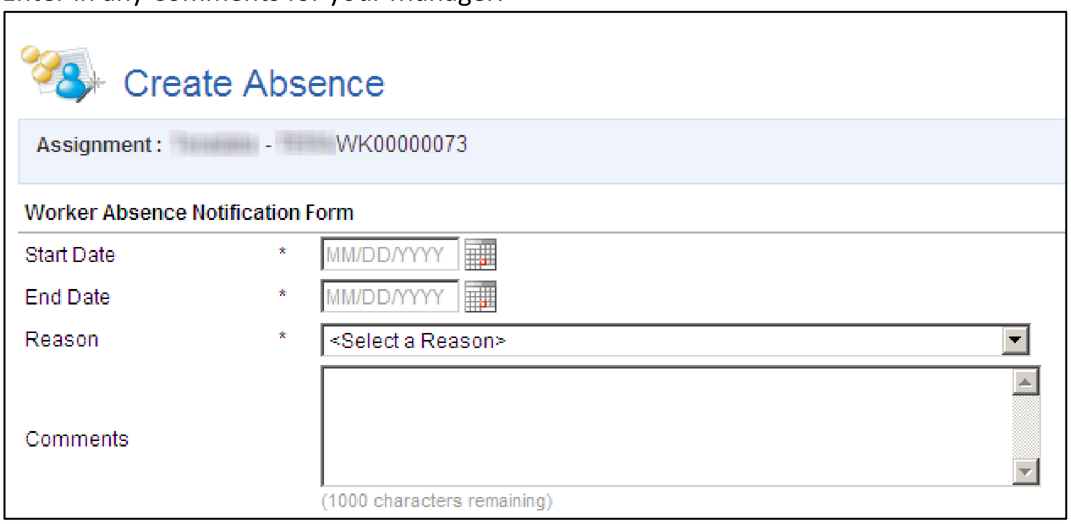
Your supplier or you can to inform your Manager that they will be late or absent. When an absence is recorded, it does not require approval or acknowledgement.

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.