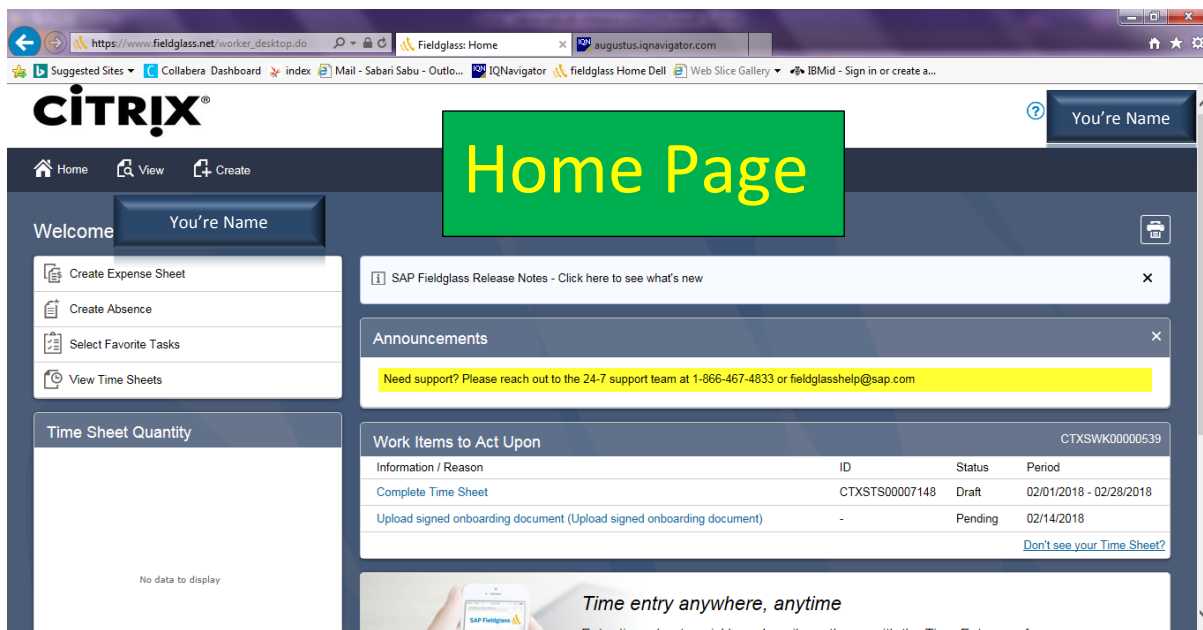# Citrix Timesheet Guidelines
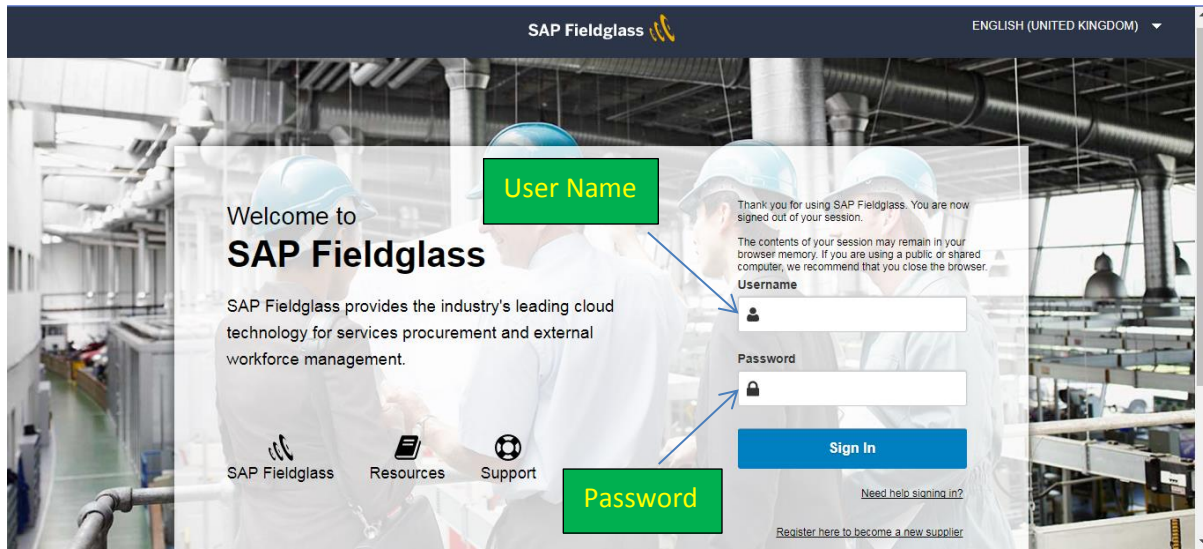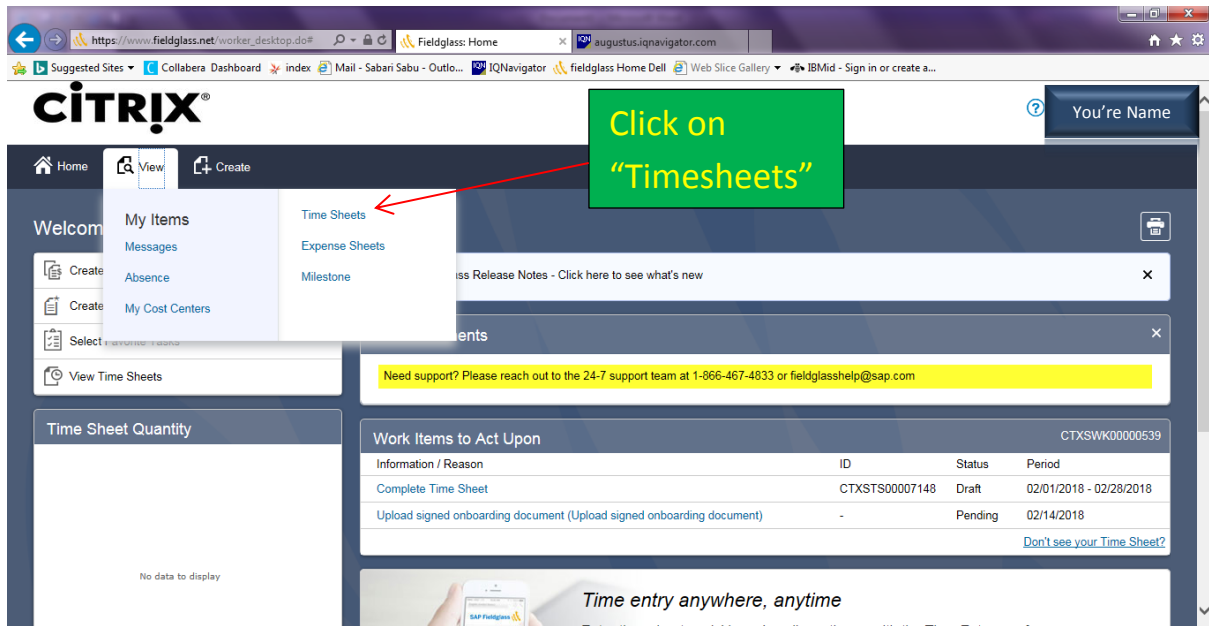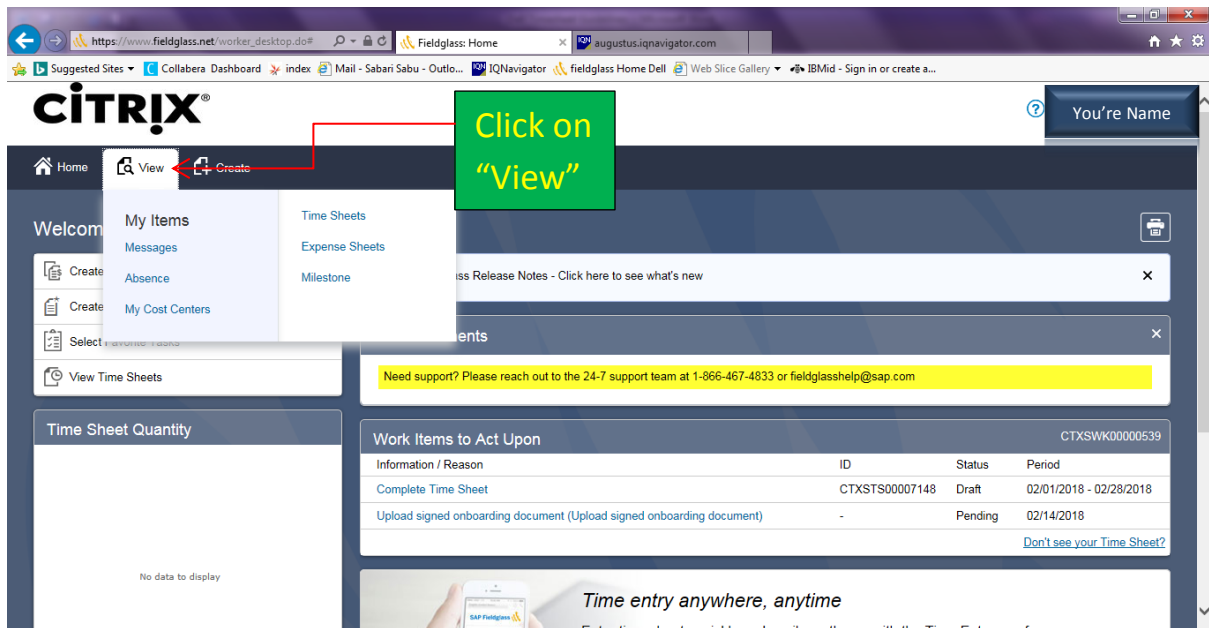
➢ **Filling timesheet on FG Field glass portal.**

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

Click on "View"

Click on "Timesheets"

CITRIX®

You're Name

🏠 Home 🔍 View ➕ Create

👤 Time Sheets

Click on "ID"

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
All ▼										
Draft	CTXSTS00007148	0	CTXSJP00000639	02/01/2018	02/28/2018	0.00	0.00	0.00	0.00	0.00

Clear Sort Clear Filters

Page [1] 1-1 of 1 ◄ ►

Data as of 06:16 PM 🔄 Refresh ⬇ Save as CSV

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← Go to List: Time Sheet

Click on "Edit"

👤 Time Sheet CTXSTS00007148

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

Posting Information

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

Fill Time In –

Fill Time Out –

Total should be "8" hours.

Working hours "8" in "ST/ Mo" Column.

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

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