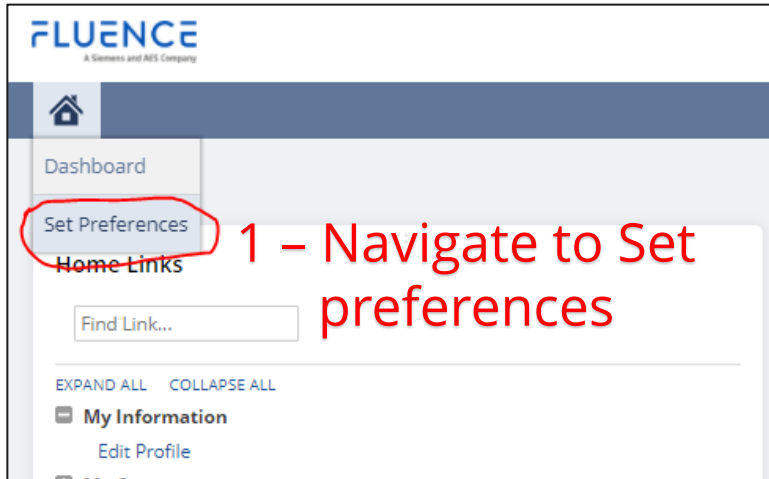# FY22 Time and Non-labor Spend Tracking

Labor Tracking: FTEs and Internal Contractors, Directors and below, on the R&D, Program Management, Product Management* teams

1. Timesheet instructions: NS set up and Search for projects/tasks
2. Time categories: (**Use GmbH codes if you are on the GmbH team; Otherwise, use the LLC codes**)
   1. Sales Support: Time supporting Sales team request
   2. Time off / Holidays
   3. Customer Project Support: Time supporting Customer Project request
   4. Non-project productive time: catch all for non program/project specific spends, meetings, etc.
   5. **Programs: Time supporting product programs (new for FY2022)**
3. Resources:
   - Submitted time to approve reminder: [Timesheet Approval for Time Approvers: Results - NetSuite (Fluence Energy LLC)](#)
   - Timesheet overview: [NetSuite Training (sharepoint.com)](#)
   - Power BI Time Tracking: [Timesheet Tracker - Power BI](#)
   - Program descriptions / status/ progress: https://fluenceenergy.atlassian.net/wiki/spaces/APD/pages/2536898605/Aggregate+Program+Status+In+Progress

*pending confirmation

1. Step-1: Ensure Preferences in NS are set correctly

1 – Navigate to Set preferences

2 – Set numbers as shown and hit save

For access to timesheet, you need:
1. Access to NS
2. Designated as a Project Resource
3. Get access to specific projects/Tasks

1 Step-2: Search on Timesheet using % (applies to any dropdown field in NS)

Type % and the project you are looking for.

A "classification" field is added to make reporting easier

2. 1-4 Sales Support, Time off, Holidays, Non-Project Productive time, and customer project support

Sales Support		Use these projects/tasks for Sales Support E.g. TRSO tickets
PRJ-0092	**PRJ-0095**	
LLC Team	**GmbH Team**	
Sales - North America: Utility	Sales - North America: Utility	
Sales - North America: C&I	Sales - North America: C&I	
Sales - South America	Sales - South America	
Sales - EMEA: UK, Middle East and Africa	Sales - EMEA: UK, Middle East and Africa	
Sales - EMEA: Continental Europe	Sales - EMEA: Continental Europe	
Sales - APAC	Sales - APAC	

Paid Time Off/Public Holidays		Use these projects to report any time taken off or public holidays
PRJ-0089	**PRJ-0093**	
LLC Team	**GmbH Team**	

Non-Project Productive Time		Use these projects to report any non-program / admin time, and non-proj specific meetings such as: Safety meeting, all-hands, Fluent on Fluence, Gongs, MPR meeting, performance reviews, Recruiting, Regional meetings, general M&A, etc.
PRJ-0090	**PRJ-0094**	
LLC Team	**GmbH Team**	

Requisition Engineering / Customer Project Support:		Use these projects to report time support existing customer projects. E.g. TRPD, TRCS tickets, FTB/FCR requests
PRJ-0399	**PRJ-0400**	
LLC Team	**GmbH Team**	

Internal Software Work		Use these projects for Tech internal SW work (QA, CI/CD, Tools, etc.)
PRJ-0767	**PRJ-0768**	
LLC Team	**GmbH Team**	

Non-Program Lab Work		Use these projects for non-program specific spend on Lab activities
PRJ-0491	**PRJ-0492**	
LLC Team	**GmbH Team**	

- Requisition Engineering Activities:

1. Use Prj-0399/0400, if you work on activities that support a specific project
2. Use Prj-0480/0481, if you work on non-project specific Requisition Engineering work
3. Generally, any non-labor spend should use prj-0480/0481
4. For items 2&3, please work with Denis to get that right task information

2.5 Latest Program List (per Mar fcst update)

Program (Labor and Non-Labor)	Program manager	Prj-LLC	Prj-GmbH	Task
Gridstack				
Gridstack Product Advancement	Terrance Stringer	Prj-0462	Prj-0463	Product advancement
Gridstack Channel Enablement & Product Only Scope	TBD	Prj-0462	Prj-0463	Product Offering & Channel Enablement
Gridstack TCO Reduction Program	Chris Kebler	Prj-0462	Prj-0463	Gridstack TCO Reduction Program
Gridstack Samsung-based Gen6 system with air-cooled cube (AES)	Andrew Jones	Prj-0462	Prj-0463	Samsung-based Gen6 Gridstack with air-cooled cube
Gridstack APAC Adv5 with Non-Chinese batteries (Samsung M4)	Nawazish Awan	Prj-0462	Prj-0463	APAC Adv5 with Non-Chinese batteries (Samsung M4)
Gridstack system with Northvolt	Jeff Silvan	Prj-0429	Prj-0433	program at prj level...multiple tasks available
Gridstack Gen7	Jim Daigle	Prj-0462	Prj-0463	Gen 7
Gridstack w/PE Gen 3 Inverter	Terrance Stringer	Prj-0462	Prj-0463	Gridstack w/PE Gen 3 Inverter
Gridstack for India (w/ Gamesa inverter)	Suhas Sathyanarayana	Prj-0462	Prj-0463	Gridstack for India
Sunstack				
Sunstack SMA integration	Terrance Stringer	Prj-0464	Prj-0465	Sunstack SMA integration
Sunstack Samsung-based Gen6 system with ACC and GPTech inverters (AES)	Andrew Jones	Prj-0464	Prj-0465	Samsung-based Sunstack with ACC and GPTech inverters
Sunstack GPtech Productization	Terrance Stringer	Prj-0464	Prj-0465	Sunstack- GPTech Productization
OS Programs				
F.OS Architecture (Banana PI/Cisco) for GEN 6 Gridstack	Jon Campbell	Prj-0460	Prj-0461	Architecture (Banana PI/Cisco) for GEN 6 Gridstack
F.OS GEN6.5 (OS 6.5 / TCO) W DAS/UI	Jon Campbell	Prj-0460	Prj-0461	Architecture Improvement TCO Gridstack
F.OS Grid Following application productization	Scott Derby	Prj-0460	Prj-0461	FOS Grid following
F.OS Grid Forming applications productization	Scott Doyle	Prj-0460	Prj-0461	FOS Grid forming
Other Programs				
Fluence-Make Module & Battery System Program/Battery Strategy (incl. PSI and BMS)	Beth Schroeder	Prj-0476	Prj-0477	Fluence-Make Module & Battery System
TSO Program	Shariful Islam	Prj-0485	Prj-0486	prog at prj level...multiple tasks available
Services Self-Warranty (>10 yrs)	Ed Morris	Prj-0487	Prj-0488	Self Warranty
Tiger Teams for Gen6 Stabilization	Ray H.	Prj-0462	Prj-0463	Tiger Teams for Gen6 Stabilization
Requisition Engineering	Steve Van Cott	Prj-0480	Prj-0481	prog at prj level...multiple tasks available
System Test Lab - Pennsylvania	Ben Verschueren	Prj-0491	N/A	System Test Lab - Pennsylvania
Edgestack - BTM Market and product evaluation	Josh Bowman	Prj-0468	Prj-0469	prog at prj level...multiple tasks available
DevOps CI/CD		Prj-0767	Prj-0768	CI/CD
PLM	Mary Ann Edge	Prj-0474	N/A	prog at prj level...multiple tasks available

Non-Labor Tracking (How to issue a program PO):

All POs need to have the following highlighted areas populated:

1. Item: nature of the spend
2. Project: specific Program (see page 6-7)
3. Cost Center: for program spend always R&D: Technology Projects
4. Task: specific Task (see page 6-7)
5. Classification: consistent with Task

Appendix: Prj-0399/0400 has underlying tasks corresponding to customer projects

Task-1
PRJ-0054 - Brunswick 2 - Planned commissioning & software support
PRJ-0055 - Edison Material Supply - Planned commissioning & software support
PRJ-0062 - Alamitos - Planned commissioning & software support
PRJ-0063 - SDGE - Fallbrook - Planned commissioning & software support
PRJ-0076 - Services - Escondido - Planned commissioning & software support
PRJ-0077 - Services - El Cajon - Planned commissioning & software support
PRJ-0079 - Services - APS McMicken - Planned commissioning & software support
PRJ-0080 - Services - APS Festival Ranch - Planned commissioning & software support
PRJ-0081 - Services - Kilroot - Planned commissioning & software support
PRJ-0082 - Services - Zeeland - Planned commissioning & software support
PRJ-0083 - Services - Masinloc - Planned commissioning & software support
PRJ-0084 - Services - Andres D.R. - Planned commissioning & software support
PRJ-0085 - Services - Los Mina DPP - Planned commissioning & software support
PRJ-0086 - Services - IPL Harding Street - Planned commissioning & software support
PRJ-0087 - Services - Laurel Mountain - Planned commissioning & software support
PRJ-0088 - Services - Warrior Run - Planned commissioning & software support
PRJ-0091 - Lempäälä - Planned commissioning & software support
PRJ-0099 - VSB Wölkisch - Planned commissioning & software support
PRJ-0103 - SW München II - Planned commissioning & software support
PRJ-0106 - Princeton R&D Facility - Planned commissioning & software support
PRJ-0107 - India - Delhi - Planned commissioning & software support
PRJ-0109 - Services - Punkin Center - Planned commissioning & software support
PRJ-0116 - DE_SCA Mainz - Planned commissioning & software support
PRJ-0119 - SW Hassfurt II - Planned commissioning & software support
PRJ-0130 - ITABO - Planned commissioning & software support
PRJ-0132 - UKPR II - Cowstead - Planned commissioning & software support
PRJ-0133 - Borrego Cronin Rd - Planned commissioning & software support
PRJ-0134 - IC - Kabankalan - Installation & Commissioning - Planned commissioning & software s
PRJ-0135 - NEXIF - Planned commissioning & software support
PRJ-0136 - Services - Ballarat - Planned commissioning & software support
PRJ-0138 - UKPR II - Battery Lane - Planned commissioning & software support
PRJ-0141 - NEXIF - Planned commissioning & software support
PRJ-0142 - C-Energy Plana - Planned commissioning & software support
PRJ-0159 - Algonquin College - Planned commissioning & software support

Task - 2
PRJ-0054 - Brunswick 2 - unplanned commissioning & software support
PRJ-0055 - Edison Material Supply - unplanned commissioning & software support
PRJ-0062 - Alamitos - unplanned commissioning & software support
PRJ-0063 - SDGE - Fallbrook - unplanned commissioning & software support
PRJ-0076 - Services - Escondido - unplanned commissioning & software support
PRJ-0077 - Services - El Cajon - unplanned commissioning & software support
PRJ-0079 - Services - APS McMicken - unplanned commissioning & software support
PRJ-0080 - Services - APS Festival Ranch - unplanned commissioning & software support
PRJ-0081 - Services - Kilroot - unplanned commissioning & software support
PRJ-0082 - Services - Zeeland - unplanned commissioning & software support
PRJ-0083 - Services - Masinloc - unplanned commissioning & software support
PRJ-0084 - Services - Andres D.R. - unplanned commissioning & software support
PRJ-0085 - Services - Los Mina DPP - unplanned commissioning & software support
PRJ-0086 - Services - IPL Harding Street - unplanned commissioning & software support
PRJ-0087 - Services - Laurel Mountain - unplanned commissioning & software support
PRJ-0088 - Services - Warrior Run - unplanned commissioning & software support
PRJ-0091 - Lempäälä - unplanned commissioning & software support
PRJ-0099 - VSB Wölkisch - unplanned commissioning & software support
PRJ-0103 - SW München II - unplanned commissioning & software support
PRJ-0106 - Princeton R&D Facility - unplanned commissioning & software support
PRJ-0107 - India - Delhi - unplanned commissioning & software support
PRJ-0109 - Services - Punkin Center - unplanned commissioning & software support
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PRJ-0138 - UKPR II - Battery Lane - unplanned commissioning & software support
PRJ-0141 - NEXIF - unplanned commissioning & software support
PRJ-0142 - C-Energy Plana - unplanned commissioning & software support
PRJ-0159 - Algonquin College - unplanned commissioning & software support

*only a portion is shown for illustration

Appendix: FY21 and older Project Codes now retired for labor or non-labor uses

	Casey		Isaiah		Lutz
Fluence LLC Project ID	**PRJ-0311**		~~**PRJ-0306**~~ **PRJ-0289**		**PRJ-0305**
Fluence Gmbh Project ID	**PRJ-0300**		**PRJ-0291**		**PRJ-0294**
Project Name	**Platform**		**DCS**		**Infrastructure**

	Isaiah	Isaiah	Lutz	Steve	
Fluence LLC Project ID	**PRJ-0312**	**PRJ-0288**	**PRJ-0304**	**PRJ-0303**	
Fluence GmbH Project ID	**PRJ-0302**	**PRJ-0290**	**PRJ-0293**	**PRJ-0292**	
Project Name	**Tools**	**Cybersecurity**	**Documentation**	**Digital Intelligence**	