Time and Expense Management
via SAP Fieldglass
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Introduction

Workers can enter and submit time sheets and expense sheets for review and approval once they were assigned to a project. Time and Expense Sheets are relevant for Contingent workers.

- Time sheets are required to track and bill the number of hours spent by the worker on different tasks.
- Expense sheets are required for reporting expenses for reimbursement. If a buyer has authorized a worker's account for expenses, they can bill expenses for travel or other items by submitting an expense sheet.

After time and expense sheets are submitted and approved cost object agent (Applicant), invoices can be created accordingly by Finance.

1.1 Account Activation

As soon as the onboarding process has been completed and the work order has been approved and activated, the worker will receive an email from SAP Fieldglass to create their account.
By clicking on “Create Your Account” the worker will be redirected to Fieldglass.

It is mandatory to enter the “Security ID” as a part of the Basic information, the security ID is initially maintained in Fieldglass by the supplier and should be communicated to the worker by them. However, this ID follows a standard format: it consists of First 4 letters of first name, month of birth, date of birth and first 3 letters of surname. For example for Max Mustermann born on 15 Jan 1992, the security ID would be MAXX0115MUS (if the name is less than 4 characters, an “X” should be added as the fourth character).

Please note if the supplier enters a wrong value for the security ID at the initial step, it cannot be changed, and the worker should enter the same value in this step to create their account.

In the next step, the worker must select a username and password, which will be used to log in Fieldglass in future to maintain and submit the sheets. It is recommended to bookmark this page or save this link for future logins (https://www.fieldglass.eu/).
The worker can change their username and password from their profile, which can be accessed through “Settings” menu from the top right corner:

In case the worker has deleted the invitation email, the invitation email can be resend by the purchasing colleagues.

Purchaser can open the respective work order and resend the invitation from the Actions menu:
1.2 Maintaining and Submitting the Time Sheets

From the home page, the worker is able to see the active time sheet in their To-Do list:

Time sheet can be maintained by clicking on “Complete Time Sheet”: 
Then the worker needs to add a task by clicking on “+Add Task”: 

<table>
<thead>
<tr>
<th>Time Sheet</th>
<th>Worker</th>
<th>Current End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEBOTS00000986</td>
<td>Registration Test DEBOHY00000273</td>
<td>31/12/2022</td>
</tr>
</tbody>
</table>

**Time Worked**

<table>
<thead>
<tr>
<th>Day</th>
<th>21/11 Mon</th>
<th>22/11 Tue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Summary**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Idle Break-Out</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
</tr>
<tr>
<td>Non Idle</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
</tr>
<tr>
<td>Time Break-Out</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
</tr>
<tr>
<td>Total</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
</tr>
</tbody>
</table>
The worker will see the task assigned to them, they should select it, and click on “Add Task”:

![Add Task](image1)

It is now possible to navigate through the weeks and enter the hours accordingly. In case the worker has not worked on certain days, those fields can be left blank.

![Time Sheet](image2)

If required, additional details can be added in the comments field or via attaching documents.
Hours can be entered on a daily, weekly, or monthly basis; however, the time sheet needs to be submitted only once, by end of the month.

“Complete later” button can be used to save the input during the month and “Submit” to send the time sheet for approval by month’s end.
Please note suppliers can submit time sheets from the SAP Fieldglass user interface on behalf of a worker as well. As the supplier has an overview of the time sheets of their workers, they are able to edit, maintain and submit them.

Once submitted, a success message will appear, and the status of the time sheet changes to “Pending Approval”:

![Time Sheet](image1)

### 1.3 Correcting the Time Sheets

If a time sheet has been submitted by mistake, or some corrections need to be made after submitting, there is the possibility to “withdraw” the time sheet:

![Withdraw Time Sheet](image2)

It is now possible to click on “Edit” and make the necessary changes:
Once the Time Sheet is submitted, the cost object agent (Applicant) will get an email notification to approve this document:

To check the status of the Time Sheet, worker can navigate from their home page to click on “View” from the top bar menu and select “Time Sheets”: 
An overview of their Time Sheets will appear:

It is also possible to amend the time sheet after it has been approved by the cost object owner. It can be achieved by opening the respective time sheet and selecting “Revise” option under the “Actions” menu:
A reason needs to be provided for the revision in the Time Sheet Fields:

After submitting the revised version, the Time Sheet ID will change, and again is sent for the approval of the cost object agent:
1.4 Expense Sheet

To create expense sheet, the worker should navigate to their home page, from the top bar menu click on “Create” and “Expense Sheet”:

To create an entry, the worker should click on the Expense Code shown in the table:

It is now possible to maintain the relevant details, such as the date, description and the amount and submit the expense sheet, receipts or other relevant documents can also be attached to the Expense sheet:
Once the worker submitted his expenses, it will go to Supplier and then to Cost Object Agent for approval.

Same process as Time sheets, expense sheets can be revised as well.
1.5 Reporting

Reporting and analytics feature enables easy access and report on spend data. Nearly every field in the platform is auditable and reportable which allows for better costs forecasting and budget planning.

From home page, via “Analytics” button on the top menu, there is the option to “Create Report”:

Here the desired reporting category can be selected:

A report template based on your selection will appear.
These templates can be modified based on the requestor’s needs.

From the “Fields” side bar, any field can be added to the current template via drag and drop functionality (1). The columns can be reordered (2) renamed (3) and the values to be sorted Ascending or Descending (4). Filters can be applied regarding time or a specific status on the report (5). Please note that filters differ based on the reporting category selected earlier.

Once the report has been configured, it should be given a name and it also possible to choose the desired output format (6):
The reports can be accessed from home page, under the “Analytics” regardless of whether it has been configured by the requestor itself or has been set up by the admins (request via UHD ticket).

Please note that for more advanced functionalities, such as automatic report generation on specific periods and sharing with defined users, admin support is required (UHD ticket).