## Fieldglass Quick Reference Guide-How to Submit Your Time-Hourly



## To Access Your Time Sheet:

From the Dashboard, click *Enter Hours in Time Sheet*. Be sure to select the correct week, the older time sheets are at the bottom of the list and the most recent time sheets are listed at the top. You can also access your timecards by going to *View>Time Sheets* from the main menu.

Home View Dreate						Home	View Create	
Create Expense Sheet	View Time S	Sheets	Sele	ct Favori	te Tasks	200	Time Sheets Expense Sheets	Ŀ,
Hours by Week	Time Sheet Reminder TEST EMAIL (05/10/2011 12:00 AM)     Fieldglass Release Notes - Click here to see what's new X Remove							
20	Information ( Reason Fenter hours in Time Sheet Enter hours in Time Sheet Enter hours in Time Sheet	Worker ID TUFTWK00000001 TUFTWK00000001 TUFTWK00000001	ID TUFTTS00000672 TUFTTS00000641 TUFTTS00000610	Status Draft Draft Draft	Period 03/25/2012 - 03/31/2012 03/18/2012 - 03/24/2012 03/11/2012 - 03/17/2012			
11/26/2011 9/2011 2/2011	Enter hours in Time Sheet	TUFTWK00000001	TUFTTS00000579	Draft	03/04/2012 - 03/10/2012			

## To Enter Time and Submit Your Time Sheet:

Enter the number of hours worked for each day in either the 'ST/Hr' or 'OT/Hr' field. Please note: Overtime (OT) for your state is paid after 40 hours in a week. Please do not enter hours as OT until you've reached 40 Regular (ST) hours total in the ST row.

All overtime should be approved by your manager in advance. To enter time daily, use the *Complete Later* button to save your time. Once you have entered time for the week, click *Submit* to send your timesheet to your manager for approval. Do not click Submit until you have entered all time for the week!

Enter Time Sheet   1 ine Sheet (MPITS00001011) Day Billable MVMX00000048-100-6217 - Corporate Deve Hours Worked (Hours Worked) Task code ST /Hr Total Summary Billable Break-Out Billable Break-Out Time Break-Out	Cutorial 6/20 6/21 6/21 6/21 6/21 Tue lopment (100-6217) CL Account	≥in 6/22 = Wed	:) 6/23 ≡) Thu	- 6/24 ≡► Fri	Complete Later 6/25 ≡► Sat	Submit 6/26 T Sun	Cancel Fime Sheet Total
ime Sheet (MPITS00001011) Day Billable Billable Hours Worked (Hours Worked) Total Summary Billable Break-Out Billable Non-billable Time Break-Out	6/20 => 6/21 Mon Tue lopment (100-6217) e1 Account	6/22 Wed	• 6/23 ≡• Thu	6/24 Fri	6/25 <b>≡</b> ► Sat	6/26 1 Sun	Time Sheet Total
Day Billable MPWrk00000048-100-6217 - Corporate Deve Hours Worked (Hours Worked) Task Code ST /Hr OT /Hr Total Summary Billable Break-Out Billable Non-billable Non-billable	6/20 6/21 Mon Tue Iopment (100-6217) 91 Account	► 6/22 Wed	● 6/23 ■ Thu	6/24 Fri	6/25 Sat	6/26 1 Sun	Time Sheet Total
Billable MPIWk00000048-100-6217 - Corporate Deve Hours Worked (Hours Worked) Task Code ST /Hr OT /Hr Total Summary Billable Break-Out Billable Non-billable Time Break-Out	lopment (100-6217) OL Account						
MPIWK00000048-100-6217 - Corporate Deve Hours Worked (Hours Worked) - Task Code ST /Hr OT /Hr Total Summary Billable Break-Out Billable Non-billable Time Break-Out	lopment (100-6217) OL Account						
Hours Worked (Hours Worked) Team Code ST /Hr OT /Hr Summary Billable Break-Out Billable Non-billable	CL Account						
Total Summany Billable Break-Out Billable Non-billable Time Break-Out		1				-	
Total Summary Billable Break-Out Billable Non-billable Time Break-Out							
Total Summary Billable Break-Out Billable Non-billable Time Break-Out							
Summary Billable Break-Out Billable Non-billable Time Break-Out							0.00
Billable Break-Out Billable Non-billable Time Break-Out							
Billable Non-billable Time Break-Out							
Non-billable Time Break-Out	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00
Time Break-Out	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00
ST /Hr	0.00 0.00	0.00	0.00	0.00	0.00	0.00	
OT /Hr	0.00 0.00	0.00	0.00	0.00	0.00	0.00	
Total	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00
Time Sheet Fields							
MPI/VK00000048							
Comments							
(2000	characters remaining)						
					Complete Later	Output	Conset

## **Helpful Hints:**

- Holidays and non-standard working days (i.e. weekends) are designated in purple on your timesheet. If you work during one of these days, a warning message will appear. This is a warning only and can be bypassed by clicking the submit button again.
- If your manager rejects your timesheet, you will receive an email notification. It is your responsibility to edit the timesheet and resubmit it for approval. Time sheets that are rejected will not be processed for Payroll which may cause a delay in your pay.
- If you need additional help entering your time please contact a member of the Randstad Program Office.