

Fieldglass Timesheet Quick Reference

Submit Time Sheets

To enter hours worked into your time sheet:

1. From the Fieldglass Home page, click the **Enter hours in Time Sheet** link for the desired period.

You can also click **View Time Sheets** to view all your available time sheets. Select the time sheet for which you want to enter time, and then click **Edit**.

Welcome Aaron Ramsey

Create Expense Sheet

Select Favourite Tasks

Default Task has not been set up. This is required to use the Mobile Time Entry App.

View Time Sheets

Time Sheet Hours

No data to display

SAP Fieldglass Release Notes - Click here to see what's new

Work Items to Act Upon

Information / Reason	ID	Status	Period
Enter hours in Time Sheet	NSWCTS00018015	Draft	30/05/2016 - 05/06/2016
Enter hours in Time Sheet	NSWCTS00017563	Draft	23/05/2016 - 29/05/2016
Enter hours in Time Sheet	NSWCTS00017562	Draft	16/05/2016 - 22/05/2016
Enter hours in Time Sheet	NSWCTS00017561	Draft	09/05/2016 - 15/05/2016
Enter hours in Time Sheet	NSWCTS00017560	Draft	02/05/2016 - 08/05/2016
Enter hours in Time Sheet	NSWCTS00017559	Draft	25/04/2016 - 01/05/2016
Enter hours in Time Sheet	NSWCTS00017558	Draft	18/04/2016 - 24/04/2016
Enter hours in Time Sheet	NSWCTS00017557	Draft	11/04/2016 - 17/04/2016
Enter hours in Time Sheet	NSWCTS00017556	Draft	04/04/2016 - 10/04/2016

Don't see your Time Sheet?

2. Enter your hours worked on the time sheet.

- You will first need to enter the hours worked in the 'Time in/Time out' section. (You can copy the entry from the previous day, by selecting the small black arrow in the top left of the field).
- Then under the 'Hours Worked' section of the timesheet, you will need to allocate the number of billable hours worked across each category; ie. standard hours, overtime, standard day, half day, etc. (See example below)

Only rate categories associated to your work order will appear, so if a rate category that you are looking to allocate time against does not appear as an option, please contact your supplier agency.

Time In/Time Out

Please Note

To enter time, you can either type the time in the entry box or select the time from the dropdown list and edit it from there. You can also copy all the time entries from one day to another by clicking the icon.

Day	4/4 Mon	5/4 Tue	6/4 Wed	7/4 Thu	8/4 Fri	9/4 Sat	10/4 Sun	Total
Time In	08:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM			
Meal Break Out	12:00 PM	12:00 PM	12:00 PM					
Meal Break In	01:00 PM	01:00 PM	01:00 PM					
Time Out	05:00 PM	05:00 PM	05:00 PM	12:00 PM	12:00 PM			
Total	8.00	8.00	8.00	4.00	4.00	0.00	0.00	32.00

Hours Worked

Day	4/4 Mon	5/4 Tue	6/4 Wed	7/4 Thu	8/4 Fri	9/4 Sat	10/4 Sun	Total
Billable								
eRecruit Operations (HS) (106124) - Hours Worked - GLA								
ST_Day /Day	8.00	8.00						24.00
ST_HalfDay /Day				4.00				4.00
Total	8.00	8.00	8.00	4.00	4.00	0.00	0.00	28.00

- Click **Complete Later** to save your changes without submitting the time sheet. You can complete your time sheet at a later time by clicking **Edit**.
- When you have entered all your hours, click **Submit**. Your time sheet will be routed for approval.
- You will receive a notification when your timesheet has been approved.
- If your timesheet is rejected by your manager, you will receive an email notification to inform you of the status and any comments made by the manager. You may then correct and re-submit the timesheet for approval.

Daily rate / Half-day Time Sheets

If you are being paid on a daily rate, the day rate / half-day rate categories will appear as rows in the 'billable hours' section of your timesheet. For five hours or less, you will need to allocate the total number of hours for that day into the 'ST_HalfDay /Day row', otherwise, please enter the total hours worked in the 'ST_Day /Day row'

Day	11/4 Mon	12/4 Tue	13/4 Wed	14/4 Thu	15/4 Fri
Time In	08:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM
Meal Break Out	12:00 PM		12:00 PM	12:00 PM	
Meal Break In	01:00 PM		01:00 PM	01:00 PM	
Time Out	05:00 PM	12:00 PM	05:00 PM	05:00 PM	12:00 PM
Total	8.00	4.00	8.00	8.00	4.00

Hours Worked

Day	11/4 Mon	12/4 Tue	13/4 Wed	14/4 Thu	15/4 Fri
Billable					
eRecruit Operations (HS) (106124) - Hours Worked - GLA					
ST_Day /Day	8.00		8.00	8.00	
ST_HalfDay /Day		4.00			4.00
Total	8.00	4.00	8.00	8.00	4.00

Time Sheets with Overtime

If your work order allows for overtime, the overtime rate categories will appear as rows in the 'billable hours' section of your timesheet for you to allocate time against. Ensure to allocate any overtime hours worked into the correct row, see example below.

Your supplier agency will be able to help qualify overtime entitlement based on the award that you are employed through.

Time In/Time Out

Please Note
To enter time, you can either type the time in the entry box or select the time from the dropdown list and edit it from there. You can also copy all the time entries from one day to another by clicking the icon.

Day	4/4 Mon	5/4 Tue	6/4 Wed	7/4 Thu	8/4 Fri	9/4 Sat	10/4 Sun	Total
Time In	08:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM		
Meal Break Out	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM			
Meal Break In	01:00 PM	01:00 PM	01:00 PM	01:00 PM	01:00 PM			
Time Out	04:30 PM	04:30 PM	06:00 PM	04:30 PM	04:30 PM	12:00 PM		
Total	7.50	7.50	9.00	7.50	7.50	4.00	0.00	43.00

Hours Worked

Day	4/4 Mon	5/4 Tue	6/4 Wed	7/4 Thu	8/4 Fri	9/4 Sat	10/4 Sun	Total
Billable								
eHealth CIAP (eH) (651176) - Hours Worked - GLA								
ST /Hr	7.50	7.50	7.50	7.50	7.50			37.50
OT1.5 /Hr			1.50					1.50
OT2.0 /Hr						4.00		4.00
Total	7.50	7.50	9.00	7.50	7.50	4.00	0.00	43.00

View your Time Sheet History

To view the history and status of your time sheets:

1. From the **VIEW** menu, select **Time Sheets**.

 Time Sheets

Period: 05/25/2012



to

10/20/2015



Filter

Items Found: 25

Status	ID	Revision	Main Document ID	Start Date	End	ST Hrs	OT Hrs	DT Hrs	Others	NB Hrs
All										
Draft	TRAATS00003544	0	TRAAJP00000001	07/19/2015	07/25/2015	0.00	0.00	0.00	0.00	0.00
Draft	TRAATS00003537	0	TRAAJP00000001	07/12/2015	07/18/2015	0.00	0.00	0.00	0.00	0.00
Draft	TRAATS00003524	0	TRAAJP00000001	07/05/2015	07/11/2015	0.00	0.00	0.00	0.00	0.00
Draft	TRAATS00003503	0	TRAAJP00000001	06/28/2015	07/04/2015	0.00	0.00	0.00	0.00	0.00
Draft	TRAATS00003483	0	TRAAJP00000001	06/21/2015	06/27/2015	0.00	0.00	0.00	0.00	0.00
Draft	TRAATS00003463	0	TRAAJP00000001	06/14/2015	06/20/2015	0.00	0.00	0.00	0.00	0.00
Draft	TRAATS00003443	0	TRAAJP00000001	06/07/2015	06/13/2015	0.00	0.00	0.00	0.00	0.00
Draft	TRAATS00003417	0	TRAAJP00000001	05/31/2015	06/06/2015	0.00	0.00	0.00	0.00	0.00

2. The current status of your time sheets is displayed in the **Status** column. Use the Status field to filter the time sheet list for a specific status.
3. Use the **Time Sheet Period** fields and the **Filter** button to search for time sheets in a specific date range.

Withdraw a Time Sheet

If you notice an error on your time sheet after it has been submitted, you can withdraw the time sheet and make any necessary corrections, as long as the time sheet has **not** yet been approved. Time sheets that have not been approved will display in your Time Sheet list in a Pending Approval status. Once your time sheet is approved, it cannot be withdrawn.

To withdraw a time sheet:

1. From the **VIEW** menu, select **Time Sheets**.
2. The current status of your time sheets is displayed in the **Status** column. Use the Status field to filter the time sheet list for those in Pending Approval status. Only time sheets in a Pending Approval status can be withdrawn.
3. Click the **ID** of the time sheet you wish to withdraw.

 Time Sheet	NSWCTS00017556	
Period 04/04/2016 to 10/04/2016	Status Pending Approval	Worker Ramsey, Aaron NSWCKW00000857
Withdraw		

4. Click **Withdraw**.
5. Enter comments if desired and click **Withdraw** in the Withdraw Time Sheet dialog box.
6. The time sheet returns to a Draft status. Click **Edit** to make changes and resubmit the time sheet.

Revising a Time Sheet – (Once already approved)

If you notice an error on your time sheet after it has been approved, you will need to revise the time sheet to make any necessary corrections.

1. From the **VIEW** menu, select **Time Sheets**.
2. The current status of your time sheets is displayed in the **Status** column. Use the Status field to filter the time sheet list for those in **Approved** status.
3. Click the **ID** of the time sheet you wish to revise.
4. Click '**Actions**', and then select **Revise**
5. In the Time In/Time Out section, enter the correct time in, break, and time out into the timesheet

Time In/Time Out

Please Note

To enter time you can either type the time in the entry box or select the time from the dropdown and edit from there. You can also copy all the time entries from one day to another by clicking the icon.

Day	21/3 Mon	22/3 Tue	23/3 Wed	24/3 Thu	25/3 Fri	26/3 Sat	27/3 Sun	Total
Time In	08:00 AM	08:00 AM	08:00 AM	08:00 AM				
Meal Break Out	01:00 PM	01:00 PM	01:00 PM	12:00 PM				
Meal Break In	02:00 PM	02:00 PM	02:00 PM	12:30 PM				
Time Out	05:30 PM	05:00 PM	05:00 PM	05:00 PM				
Total	8.50	8.00	8.00	8.50	0.00	0.00	0.00	33.00

- In the Hours Worked section, enter the correct hours as per the new total in red above into the rate category line for the appropriate day

Hours Worked

Day	21/3 Mon	22/3 Tue	23/3 Wed	24/3 Thu	25/3 Fri	26/3 Sat	27/3 Sun	Total
Billable								
eHealth CIAP (eH) (651176) - Hours Worked - GLA								
ST_Day /Day	8.50	8.00	8.00	8.50				33.00
Total	8.50	8.00	8.00	8.50	0.00	0.00	0.00	33.00

- Select a reason from the drop down menu '*incorrect hours*'
- You can also enter comments to explain the changes by typing into the free text field in the comments section
- Click '**Submit**' then '**OK**'

Time Sheet Fields

Reason
Incorrect hours

Comments (optional)

(characters remaining: 2000)

Attachments

No Attachments Defined

[+ Add Attachments](#)

[Cancel](#)

[Complete Later](#)

[Submit](#)