SAP Fieldglass Worker Quick Reference Guide InGenesis MSP

INTRODUCTION

This quick reference guide describes how to:
- Register your SAP Fieldglass Worker Account
- Sign in to SAP Fieldglass
- Edit My Profile and My Preferences
- Submit Time Sheets
- Submit Expense Sheets
- View your Time Sheet History
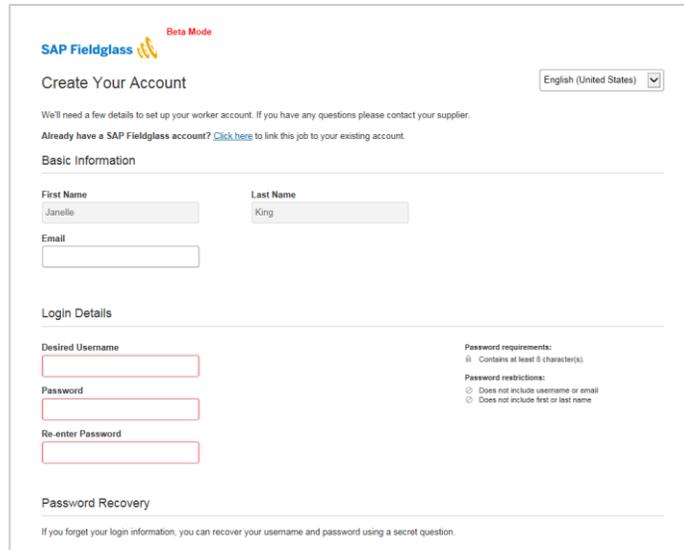- Withdraw a Time Sheet
- Get Help

REGISTER YOUR SAP FIELDGLASS WORKER ACCOUNT

Before you can enter time in the SAP Fieldglass application, you must register your worker account. You will receive an email with instructions, a link to the registration page, and a temporary registration code.
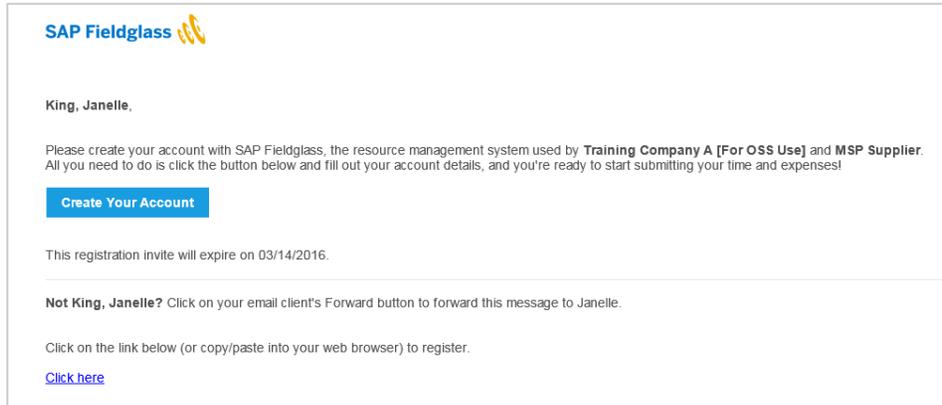
1. Click the **Create Your Account** button to open the Create Your Account page.

2. If you currently have an SAP Fieldglass worker account, you can link a new account to an existing account using the **Click here** link located at the top of the page.
   Note: Linking accounts will enable you to access all time sheets from one worker account.
3. Create a **Username** and **Password**.
4. Create a **Secret Question** and **Answer**.
5. Click **Sign In**.
6. Update your Locale Preferences (if necessary) and click **Save**.
   Select **Don't show this window again** to prevent the Locale Preferences page from displaying the next time you sign in.

SIGN IN TO SAP FIELDGLASS

After you have registered your account, you can log directly into SAP Fieldglass to enter your time, create expense sheets, or edit your profile and preference information.
1. Navigate to **www.fieldglass.net** from your internet browser.

2. Enter your **Username** and **Password**.
3. Click **Sign In**.

EDIT MY PROFILE AND MY PREFERENCES

You can use My Profile and My Preferences to update your contact information, enter a new password, and change your secret question and answer.
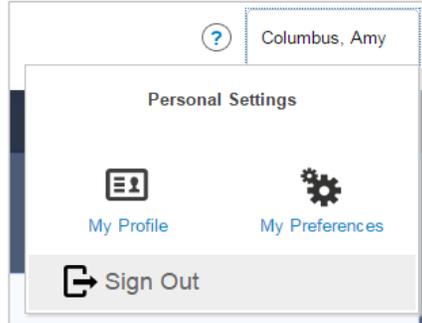
To update your contact information, enter a new password, or change your secret question and answer:
1. Click on your name in the upper right corner of the page. Select **My Profile** in the menu that appears.
2. To update your contact information, click **Edit** in the section where your name is displayed. Make the necessary changes and click **Update**.
3. To change your password, click the **Change Password** link in the **Account Information** section. Enter your new password information and click **Change**.
4. To change your secret question and answer, click the **Change Secret Question/Answer** link in the **Account Information** section. Select a new secret question and enter the answer. Click **Change** to save your entries. Secret questions are used if you have forgotten your password. Click the **Need help signing in?** link on the sign in page, enter the answer to your secret question, and SAP Fieldglass will email you a temporary password allowing you to log in.

To change the notifications that you receive by email:
1. Click on your name in the upper right corner of the page. Select **My Preferences** in the menu that appears.
2. Click **Edit** in the **Messaging** section. Select the types of notifications that you want to receive by email and click **Update**.

SUBMIT TIME SHEETS

To enter hours worked into your time sheet:
1. From the SAP 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.
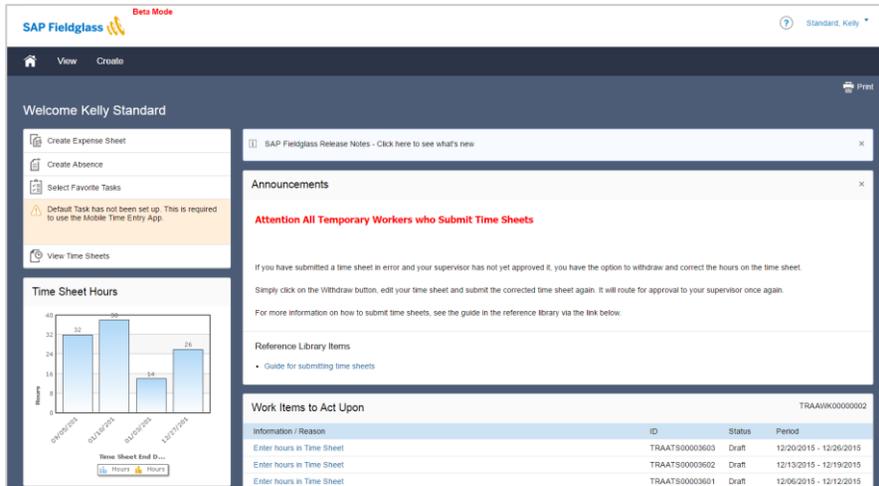
2. If prompted, select your related **Task Codes** from the Task Code List and click **Next**.
3. Enter your hours worked on the time sheet.

4. 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**.
5. When you have entered all your hours, click **Submit**. Your time sheet will be routed for approval.

SUBMIT EXPENSE SHEETS

To create an expense sheet for billable expenses:
1. From the SAP Fieldglass home page, click the **Create Expense Sheet** link on the left side of the page.
2. Click an **Expense Code**. If you do not see the expense code you need, click the **Click here** link to find additional expense codes.

3. Enter the **Date**, **Merchant**, **Description**, and **Amount**. Enter **Comments** if desired.
4. To add another expense, click the appropriate expense code and enter the expense information.
5. To attach receipts on individual line items, click the attachment icon (📎) for the expense.
6. Receipts can also be attached by clicking **Add Attachments** in the Attachments section at the bottom of the screen.

7. Click **Complete Later** to save your changes without submitting the expense sheet. You can complete your expense sheet at a later time by clicking **Edit**.
8. When you have entered all your expenses, click **Submit**. Your expense sheet will be routed for approval.

VIEW YOUR TIME SHEET HISTORY

To view the history and status of your time sheets:
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 a specific status.
3. Use the date 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 been approved. Time sheets that have not been approved will display in your Time Sheets 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.

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.

GET HELP

SAP Fieldglass Customer Support Specialists are always available to assist you.
You may speak to a Customer Support Specialist by calling:
- US (toll free) 1 866 467 4833
- EMEA (toll free) +44 (0) 800 169 1741
- EMEA (toll free) +44 (0) 800 169 1674
- APAC (toll free) +61 1800 395912

You may also email your questions to SAP Fieldglass Customer Support at fieldglasshelp@sap.com.