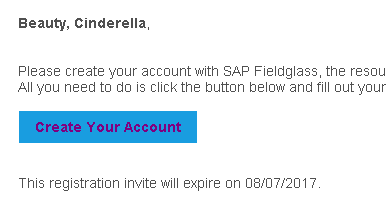
Create Your Account

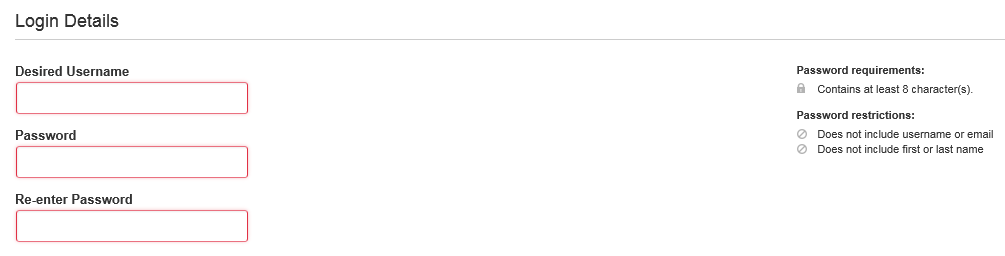
You will be prompted to set-up your account in Fieldglass.

You will receive an invitation from Fieldglass to join the SAP Fieldglass system.

1. Click **Create Your Account**.



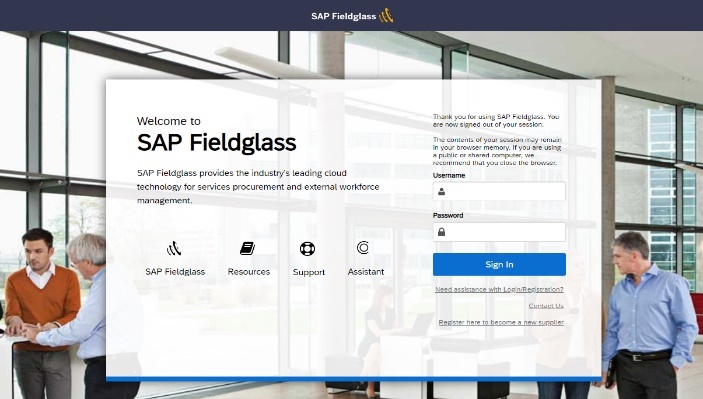
1. Enter the **email address** that will receive the Fieldglass notifications.
2. Enter your **Security** **ID** **number**. This number is 0, followed by your two-digit birth month and your two-digit birth day, followed by the last four-digits of your Social Security number. (e.g., 001021234).
3. Enter your desired **Username** and **Password**.



1. Click **Sign In**.
2. Review your **Locale Preferences** and click **Save**.

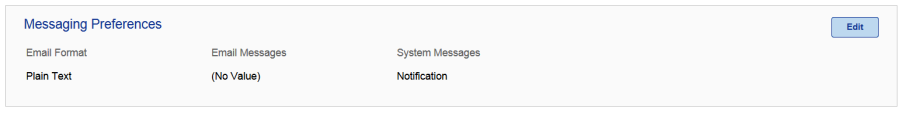
Login Process

1. Access the Fieldglass application via [www.fieldglass.net](http://www.fieldglass.net).
2. Enter your **Username** and **Password**. (Password is case sensitive)
3. Click **Sign In**.



Profile Maintenance

1. Click the  icon in the upper right-hand corner of the screen and select **My Preferences**.
2. Review the information on the **My Preferences** tab, **Edit** as desired.
3. Scroll down to **Messaging** **Preferences** and click **Edit**.



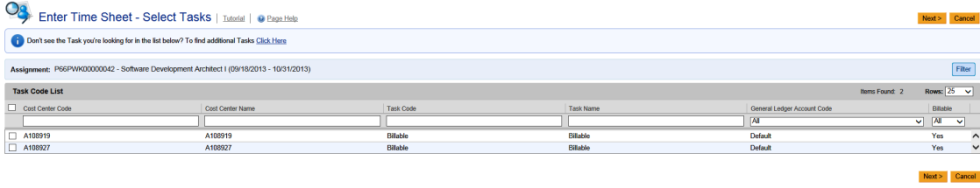
1. Ensure that **Email** is **checked** for **Notification** and **Work** **Item**. This will ensure you are notified of approved/rejected time/expense sheets.
2. Click the **Update** button.
3. Notification and Work Items will display under Email Messages.

Time Sheet Process

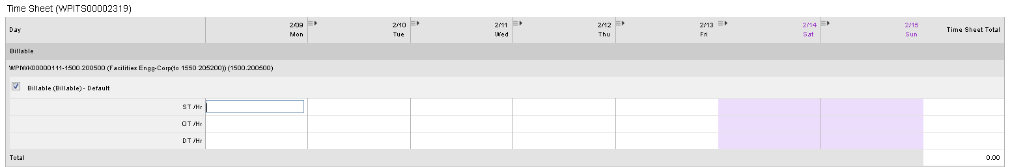
1. Log into the Fieldglass application.
2. Click Enter hours in time sheet from the desktop.



1. Select the task or project codes, if needed.



1. Enter the hours worked on each day.
   1. Summary Time Sheet – enter the hours per day



or

* 1. Time In/Time Out Time Sheet – enter the hours for starting work each day, time out for meals and the time that you ended work each day

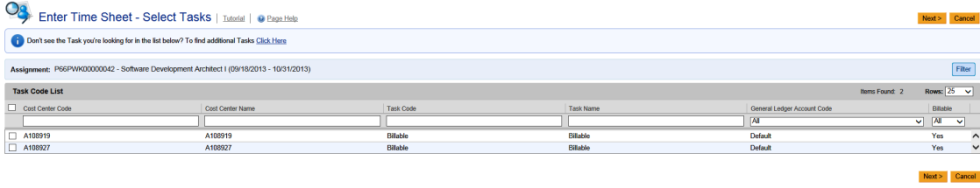
1. Use the **Tab** key to move from one day to the next and continue to enter the hours worked.
2. Enter any **Comments** (explanation of time off).
3. Click the **Submit** button to submit the Time Sheet for approval.
4. A **warning** will appear asking you to verify that you want to submit the time sheet.
5. **Verify** that the time sheet is correct and click **OK**.

Time Sheet Process Rate Schedules

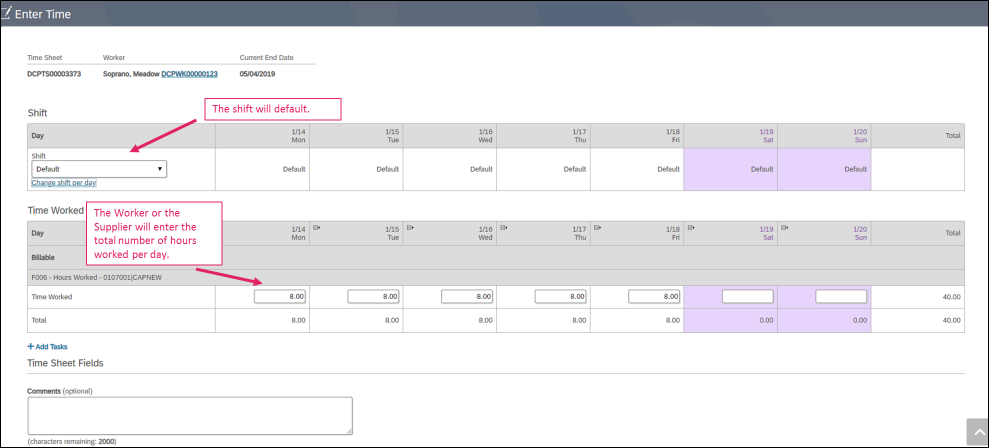
1. Log into the Fieldglass application.
2. Click **Enter hours in time sheet** from the desktop.



1. Select the **task or project codes**, if needed.

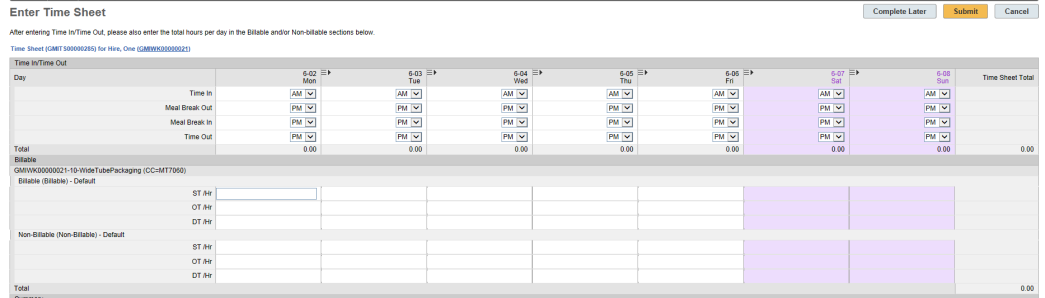


1. The timesheet window will display.
   1. Ensure the **Shift** is correct or choose the correct Shift from the dropdown
   2. Enter the **TOTAL of hours** worked for each day under the appropriate Cost Center/Task Code.



OR

* 1. **Time In/Time Out Time** by entering the hours for starting work each day, time out for meals and the time that you ended work each day



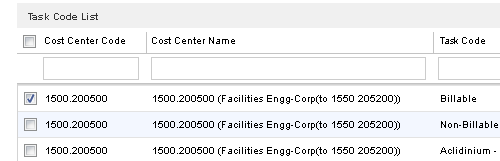
* 1. Use the **Tab** key to move from field to field.
  2. Add additional Task Codes by clicking **Add Tasks**
  3. **Enter** the total hours worked per day for the additional task code
  4. Enter any **Comments**
  5. Please ensure hours are submitted correctly.

1. Click **Submit**.
2. Verify that you want to submit the time sheet for Approval.
3. Click **OK**.

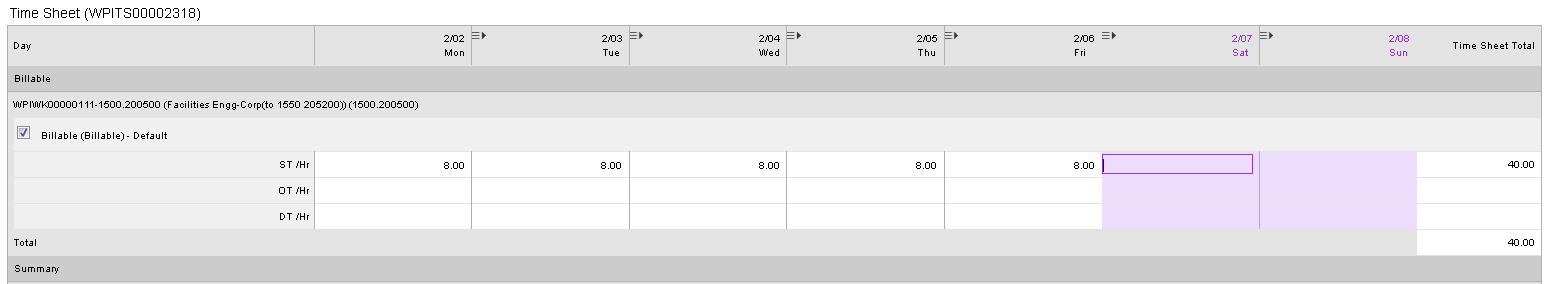
Correcting a Rejected Time Sheet

When a time sheet is submitted with the incorrect accounting string, the worker will be notified via email that a time sheet has been rejected.

1. Log into Fieldglass.
2. Click **View>Time Sheet**.
3. Click the **ID** of the rejected time sheet.
4. Click **Edit** and click **Add Task Codes.**
5. Choose the correct **Task Code** and click **Next.**

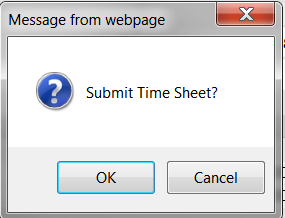


1. In the Billable section, ensure that the correct task code(s) are checked and the appropriate hours are entered.



* 1. Uncheck the incorrect task code.

1. Click the **Submit** button to submit the Time Sheet for approval.
2. A warning will appear asking you to verify that you want to submit the time sheet.

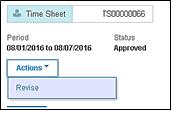


1. Click **OK**.
2. The time sheet will appear in the list as pending approval.

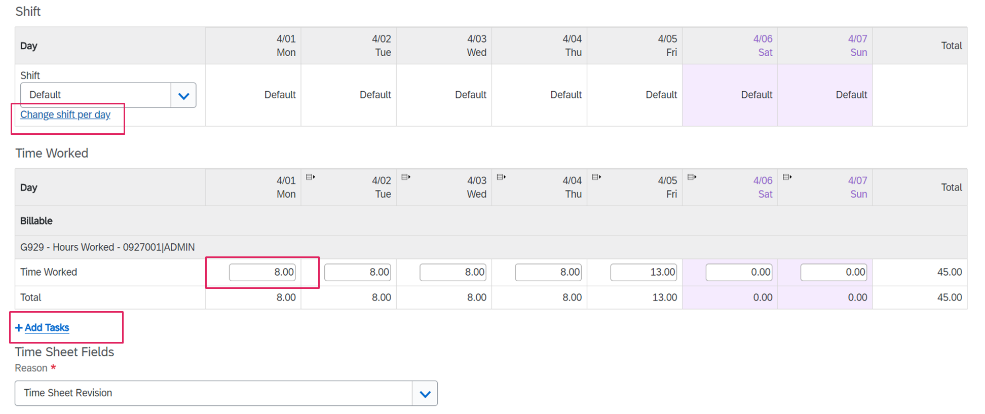
Time Sheet Revision

If an error has been found on a time sheet after it has already been approved, the time sheet revision will need to be submitted Click **View>Time Sheet**.

1. Click the **ID Number** for the time sheet that needs to be adjusted. **NOTE:** The time sheet must be in **invoiced** status.
2. Click **Actions>Revise**.



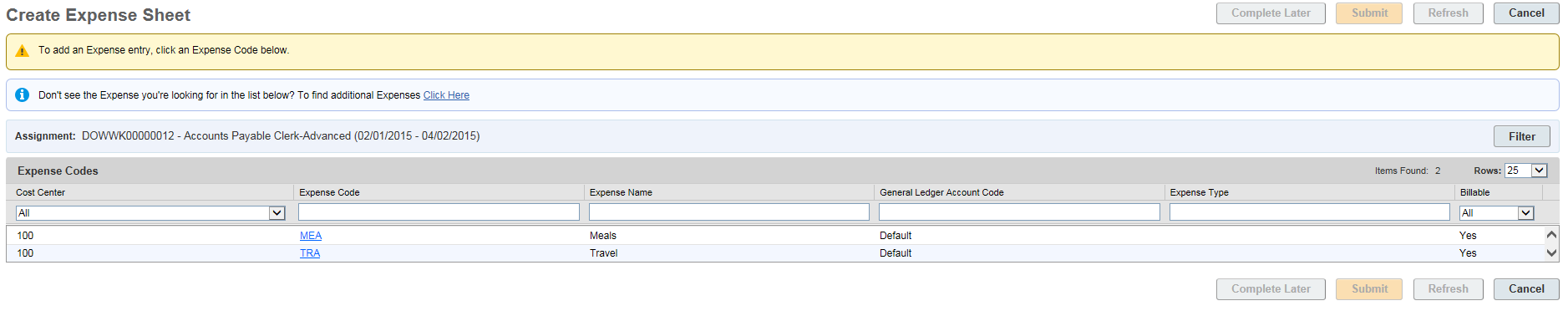
1. Fieldglass will show the original time sheet; you are able to change the shift, hours per day and add additional task codes.



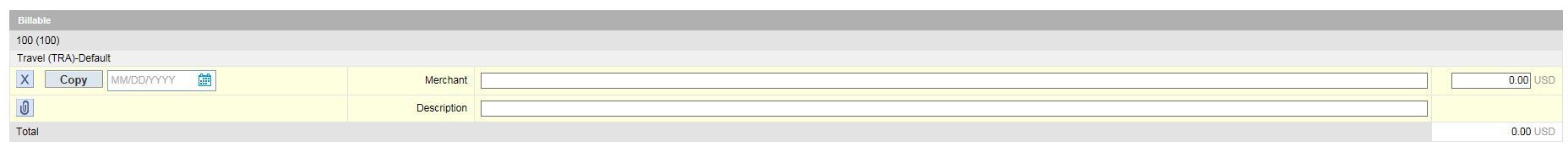
1. Select a **reason** from the dropdown.
2. Enter any comments and click **Submit**.

Expense Sheet Submittal Process

1. Log into the **Fieldglass** application.
2. Click **Create>Expense Sheet**.
3. Select the **Expense** **Code** for the first expense you intend to claim.



1. A new window will open for you to enter the expense details.



1. Enter the **Date** you incurred the expense.
2. Enter the **Merchant**.
3. Enter the **amount** **of** **the** **expense**.
4. Enter the **Description** of the expense.
5. Click the **paperclip** **icon** D:\Temp\Temporary Internet Files\Content.Word\New Picture (21).bmp to attach the receipt for the expense.
6. Select an **Expense** **Code** for the next expense you intend to claim.
7. Repeat Steps above for each new expense item.
8. Enter any **Comments**.



1. Review your Expense Sheet.
2. Click the **Submit** button to submit the Expense Sheet for approval.

Help Desk Information

**Guidant Global Help Desk**

866.750.9816 or [helpdesk@guidantglobal.com](mailto:helpdesk@guidantglobal.com)

Hours: Monday- Friday 3 am – 8 pm, ET

(Excluding US published holidays)