

# SAP Fieldglass Quick Reference Guide

## Supplier Review of Timesheet (R2.0)

### Supplier Process

*\*All screenshots provided are examples only*

## Overview

The new Supplier Review a Timesheet function enables the Supplier to check/edit timesheets, prior to the automated invoicing (Recipient Created Tax Invoice, RCTI), where necessary ensuring the Relevant Industrial Instrument (RII) and or overtime/allowances have been identified and recorded accurately.

Suppliers should communicate any changes with the Worker and ensure these are accurate reflections of their working hours.

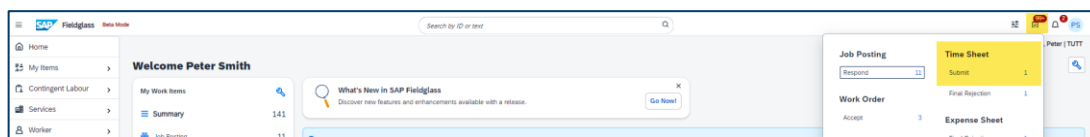
Rates 2.0 Fieldglass timesheets will reflect the paid/invoiced hours according to the RII terms and conditions, for example; overtime and allowances. If paid/invoiced hours differ to the actual worked hours due to the RII overtime and allowances terms, note this in the 'Comments' field.

This process will only occur when a Workers' Fieldglass Settings have been enabled for Supplier Timesheet Reviews.

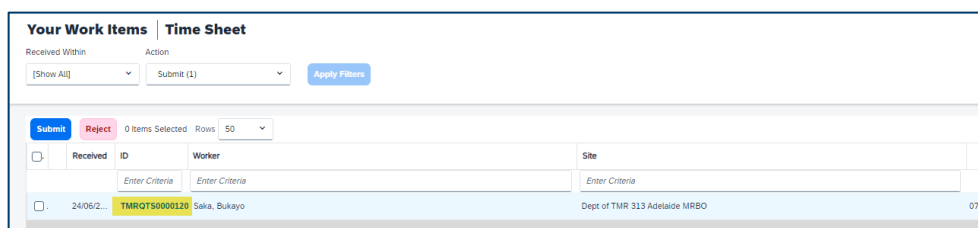
## Instructions

### Step 1:

Once a Worker submits their timesheet, the Supplier will receive a message to review the Worker's timesheet. Under the '**View all Work Items**' (clipboard) button > select '**Timesheet**' > select the '**Submit**' link.



Select the relevant '**Timesheet ID**' link.



Step 2:

A Supplier can submit, edit, reject, or withdraw a Worker’s timesheet.

If any overtime is worked, ensure to review the Comments field.

Workers should identify any further information to support their timesheet, for example, overtime hours, and have provided an email attachment detailing prior approval of the overtime.

Ensure any overtime hours are in accordance with the Worker’s Relevant Industrial Instrument (RII) and that the timesheet reflects the total hours to be paid/invoiced.

Please ensure that if the hours paid/invoiced differ to those that were worked due to the RII overtime and allowances terms, note this in the ‘Comments’ field.

Time Sheet List

Saka, Bukayo

SubmitRejectEditWithdrawActions

Status

Next Step

Time Sheet ID

Period

Buyer

Department of Transport and Main Roads

Pending Review by Supplier

Need to submit

TMRQT500001205

01/06/2024 to 07/06/2024

TimeSheet will be sent to Supplier for Review.

Details

Rate Details

Related

Job Posting

Worker ID

GG00000\_ADM\_Administration Officer Road/Traffic - TMRQT500000289

TMRQW00000146

Time In/Time Out

Day	1/6 Sat	2/6 Sun	3/6 Mon	4/6 Tue	5/6 Wed	6/6 Thu	7/6 Fri	Total Worked
Time In			8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM	
Time Out			10:30 AM (20 mins)	10:30 AM (20 mins)	10:30 AM (20 mins)	10:30 AM (20 mins)	10:30 AM (20 mins)	
Time In			1:00 PM (30 mins)	1:00 PM (30 mins)	1:00 PM (30 mins)	1:00 PM (30 mins)	1:00 PM (30 mins)	
Time Out			5:00 PM (30 mins)	5:00 PM (30 mins)	5:00 PM (30 mins)	5:00 PM (30 mins)	5:00 PM (30 mins)	
Total Worked	0.00	0.00	8.00	8.00	8.00	10.00	8.00	42.00

Time Worked

Day	1/6 Sat	2/6 Sun	3/6 Mon	4/6 Tue	5/6 Wed	6/6 Thu	7/6 Fri	Total Worked
Time In								
Time Out								
Total Worked	0.00	0.00	8.00	8.00	8.00	10.00	8.00	42.00

Comments

Entered	Name	Comment
24/06/2024 08:24 AM	Saka, Bukayo	Overtime worked to complete job

Step 3:

Ideally, you as the Supplier reviews the timesheet, the information is correct, you select ‘Submit’ to submit the timesheet. This will workflow to the TMR supervisor of the worker to review and seek approval.

Should edits or a timesheet withdrawal be required, there are various workflows available; please utilise the most suitable for your circumstances:

- Supplier ‘Edits’ a timesheet, then Submits, this will go to the TMR supervisor for their review and approval.
- Supplier ‘Rejects’ a timesheet, (add a comment in the comment field for the Worker to action), this will go back to the Worker to correct and re-submit for Supplier review again.

**Reject Time Sheet**

Reason  
Time Sheet rejected by Supplier.

Comments  
Can you please supply more detail of overtime. Was this pre-approved by TMR? If so please provide email attachment.

Remaining: 885

**Reject** **Cancel**

**Reject Time Sheet**

Reason  
Time Sheet rejected by Supplier.

Comments  
Wrong overtime code used.

Remaining: 975

**Reject** **Cancel**

- Supplier **'Withdraws'** a timesheet, (add a comment in the comment field for the worker to action), this will return the timesheet to the Worker to redo and re-submit for Supplier review again.

**Withdraw Time Sheet**

Comments:  
|

Remaining: 1000

**Withdraw** **Cancel**

**Note:** After a timesheet is submitted to TMR for review, either by the Worker or the Supplier, TMR can reject the timesheet. This will return the timesheet to both the Worker and the Supplier as an item for actioning.

### Need further assistance?

For SAP Ariba enquiries please contact the Ariba Support team on [Ariba\\_Support@tmr.qld.gov.au](mailto:Ariba_Support@tmr.qld.gov.au)  
For SAP Fieldglass enquiries please contact the Fieldglass Central PMO team on [Fieldglass\\_CentralPMO@tmr.qld.gov.au](mailto:Fieldglass_CentralPMO@tmr.qld.gov.au)

## Document control

Version	Date	Additions/Amendments	Author / Reviewer	Peer review / Approver
1.0	31/07/24	Creation	B2B	B2B
2.0	16/08/24	Rates 2.0	Xanthe Nightingale	Shane Ravenswood
2.1	06/08/25	Qld Govt branding, document control	Xanthe Nightingale	Kevin Shires