

SAP Fieldglass Quick Reference Guide

Timesheet Processes (R2.0)

Contingent Worker/Supplier on behalf of a Contingent Worker

**All screenshots provided are examples only*

Overview

Contingent Workers/or a Supplier on behalf of a Contingent Worker, are required to submit their weekly timesheets via SAP Fieldglass.

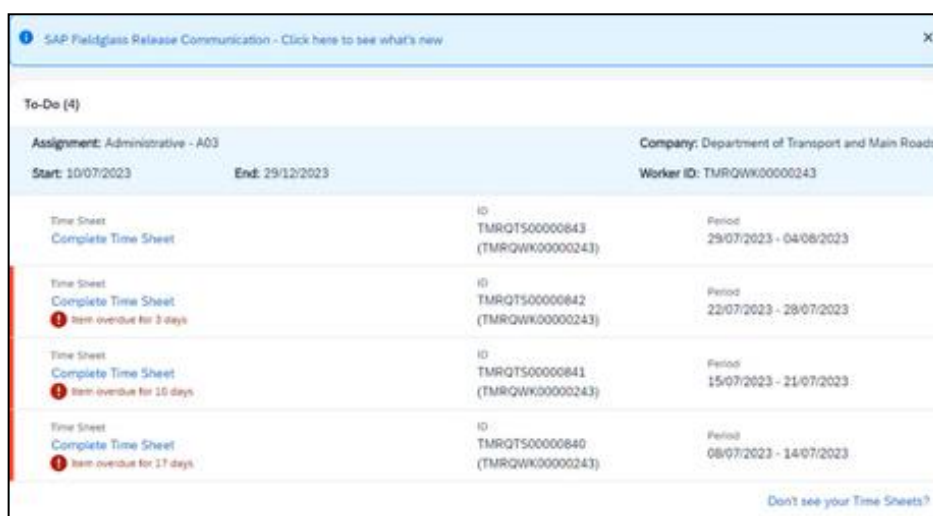
This QRG includes the following timesheet processes:

- How to complete a timesheet – page 1,
- What to do when a Worker is absent or on leave – page 5,
- How to re-submit a timesheet – page 6.

Instructions

How to complete a timesheet

Each week a Contingent Worker will receive an email notification to submit a time sheet entry into SAP Fieldglass.



The screenshot shows a 'To-Do (4)' list in SAP Fieldglass. At the top, it says 'SAP Fieldglass Release Communication - Click here to see what's new'. Below this, the list is filtered by 'Assignment: Administrative - A03', 'Company: Department of Transport and Main Roads', 'Start: 10/07/2023', 'End: 29/12/2023', and 'Worker ID: TMRQWK00000243'. The list contains four items, each with a 'Time Sheet' icon and a 'Complete Time Sheet' button. The first item is for ID TMRQTS00000843 (TMRQWK00000243) for the period 29/07/2023 - 04/08/2023. The second item is for ID TMRQTS00000842 (TMRQWK00000243) for the period 22/07/2023 - 28/07/2023, with a red icon indicating it is 'overdue for 3 days'. The third item is for ID TMRQTS00000841 (TMRQWK00000243) for the period 15/07/2023 - 21/07/2023, with a red icon indicating it is 'overdue for 15 days'. The fourth item is for ID TMRQTS00000840 (TMRQWK00000243) for the period 08/07/2023 - 14/07/2023, with a red icon indicating it is 'overdue for 17 days'. At the bottom right, there is a link that says 'Don't see your Time Sheets?'.

To-Do (4)		
Assignment: Administrative - A03		Company: Department of Transport and Main Roads
Start: 10/07/2023	End: 29/12/2023	Worker ID: TMRQWK00000243
Time Sheet Complete Time Sheet	ID TMRQTS00000843 (TMRQWK00000243)	Period 29/07/2023 - 04/08/2023
Time Sheet Complete Time Sheet 1 item overdue for 3 days	ID TMRQTS00000842 (TMRQWK00000243)	Period 22/07/2023 - 28/07/2023
Time Sheet Complete Time Sheet 1 item overdue for 15 days	ID TMRQTS00000841 (TMRQWK00000243)	Period 15/07/2023 - 21/07/2023
Time Sheet Complete Time Sheet 1 item overdue for 17 days	ID TMRQTS00000840 (TMRQWK00000243)	Period 08/07/2023 - 14/07/2023

Don't see your Time Sheets?

Step 1:

Click ‘Complete Timesheet’.

Time Sheet
Complete Time Sheet
 Item overdue for 3 days

ID
TMRQTS00000842
(TMRQWK00000243)

Period
22/07/2023 - 28/07/2023

Step 2:

The following timesheet window will open.

Note
Please ensure you are following your local business timesheet requirements. Contact your Hiring Manager or Fieldglass PMO for further information.

Time Sheet

Worker
TMRQTS00001641 Bones, Tom TMRQWK00000259

Current End Date
29/03/2024

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	23/3 Sat	24/3 Sun	25/3 Mon	26/3 Tue	27/3 Wed	28/3 Thu	29/3 Fri	Total
Time In	<div>12:00 AM</div>							
Meal Break 1 Out								
Meal Break 1 In								
Meal Break 2 Out								
Meal Break 2 In								
Meal Break 3 Out								
Meal Break 3 In								
Time Out								
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Time Worked

Day	23/3 Sat	24/3 Sun	25/3 Mon	26/3 Tue	27/3 Wed	28/3 Thu	29/3 Fri	Total
Billable								
INCHD Org Capability (0000000930) - Hours Worked - GLA								
ST/Hr								0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Each ‘Time’ field has a Dropdown window to select the appropriate time.

23/7 Sun

24/7 Mon

08:00

I

00:00

00:30

01:00

01:30

02:00

02:30

0.00

Handy Tip

If the following weekdays are the same, simply click on the arrow located next to the date, to copy the previous day values.

24/7 Mon

25/7 Tue

08:00

12:00

08:00

12:00

Copy previous day values

Step 3:

Fieldglass allows for a 'Time In' and 'Time Out' plus up to three (3) break, 'Break In' and 'Break Out', entries throughout a day.

Enter your daily time movements.

The image below displays examples of daily time in and time out layout options.

If you have worked Overtime, according to the Relevant Industrial Instrument (RII) you are engaged under, you will be required to enter the total hours of Overtime which you are entitled to be paid for. Attach your pre-approval for Overtime worked and detail your hours worked and hours to be paid in the 'Comments' field.

Contact your Supplier if you are unsure about your RII, Overtime Rate Code/s and or Allowances/Entitlements.

Alternatively, if your profile has been set up for Supplier timesheet review, your timesheet can be directed to your Supplier for review of Overtime requirements. Talk to your Hiring Manager to confirm whether your timesheets are being directed to your Supplier for review. The default setting for this is not enabled – the Hiring Manager or Branch PMO can change this setting on your Worker profile.

If you have not worked for a day, ensure zero/'0' hours are entered the into 'ST/HR' field under the 'Billable' section.

The screenshot displays the SAP Fieldglass timesheet interface. At the top, there are navigation tabs for 'Time Sheet', 'Worker', and 'Current End Date'. Below this, the 'Time In/Time Out' section is active, showing a table with columns for days of the week (23/3 Sat, 24/3 Sun, 25/3 Mon, 26/3 Tue, 27/3 Wed, 28/3 Thu, 29/3 Fri) and a 'Total' column. The table contains rows for 'Time In', 'Meal Break 1 Out', 'Meal Break 1 In', 'Meal Break 2 Out', 'Meal Break 2 In', 'Meal Break 3 Out', 'Meal Break 3 In', and 'Time Out'. A dropdown menu is open for the 'Time In' row on 23/3, showing a list of times from 08:30 AM to 11:00 AM. The 'Time Worked' section is also visible, showing a table with columns for days of the week and a 'Total' column. The 'Billable' section is at the bottom, showing a table with columns for days of the week and a 'Total' column. The 'ST/HR' field is highlighted in the 'Billable' section.

Please ensure you utilise the 'Comments' and 'Attachments' section, for any additional information. For example, Identifying pre-approved additional hours/on-call requirements, with the attached TMR approval email.

Step 4:

Under the 'Billable' section:

- For **Standard Hours**, enter the actual hours worked into the Rate Code 'ST/Hr' and day;
- For **Overtime/Nightworks Hours**, enter the hours to be paid (according to RII) into the relevant Rate Code line and day.

These fields should match the calculated 'Total' line from the 'Day' section at the top of the page.

Day	22/7 Sat	23/7 Sun	24/7 Mon
Billable			
NCHD Org Capability (0000000930) - Hours Worked - GLA			
ST /Hr			7.50
Total	0.00	0.00	7.50

Time Worked							
Day	27/4 Sat	28/4 Sun	29/4 Mon	30/4 Tue	1/5 Wed	2/5 Thu	
Billable							
Fleet Management (0000000200) - Hours Worked - GLA							
ST /Hr	-	-	-	-	7.50	7.50	
Overtime 1.5 /Hr	-	-	-	-	2.45		
Overtime 2.0 /Hr	-	-	-	-		1.25	
NightWorks150 /Hr	-	-	-	-			
NightWorks200 /Hr	-	-	-	-			
Total	0.00	0.00	0.00	0.00	9.95	8.75	
+ Add Task							

Select ‘**Complete Later**’ to save the current data and return at a later stage.
OR
Repeat the above **Steps 3-4** for the remaining days.

Step 5:

Select ‘**Submit**’.

Confirmation

Submit Time Sheet?

Submit

Cancel

The timesheet has now been successfully submitted and is awaiting approval.

Bones, Tom

Time Sheet

Withdraw

Actions

Status

Next Step

Time Sheet ID

Period

Buyer

Pending Approval

Buyer needs to approve

TMROT500001641

23/03/2024 to 29/03/2024

Department of Transport and Main Roads

Success!

Time Sheet has been submitted.

Details

Rate Details

Related

Q

Job Posting

Worker ID

Operational 003 - TMRQJP00000261

TMRQWK00000259

Time In/Time Out

Day	23/3 Sat	24/3 Sun	25/3 Mon	26/3 Tue	27/3 Wed	28/3 Thu	29/3 Fri	Total Worked
Time In	9:00 AM		8:00 AM	8:30 AM	7:00 AM	7:30 AM		
Meal Break 1				10:00 AM - 10:30 AM (30 mins)	8:00 AM - 8:30 AM (30 mins)	12:00 PM - 1:00 PM (1h)		
Meal Break 2				1:00 PM - 2:00 PM (1h)	10:30 AM - 10:45 AM (15 mins)			
Meal Break 3					2:30 PM - 2:40 PM (10 mins)			
Time Out	11:30 AM		12:00 PM	5:30 PM	5:05 PM	6:00 PM		
Total Worked	2.50	0.00	4.00	7.50	9.17	9.50	0.00	32.67

Time Worked

Day	23/3 Sat	24/3 Sun	25/3 Mon	26/3 Tue	27/3 Wed	28/3 Thu	29/3 Fri	Total Worked
Billable								
NCHD Org Capability (0000000930) - Hours Worked - GLA								
ST /Hr	2.50	-	4.00	7.50	9.17	9.50	-	32.67

Completing timesheets when a worker is absent or on leave

Step 1:

When a worker is on leave, they should leave the ‘**Time In/Time Out**’ section blank for the days they have not worked.

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	13/1 Sat	14/1 Sun	15/1 Mon	16/1 Tue	17/1 Wed	18/1 Thu	19/1 Fri	Total
Time In	-	-	-	-	-			
Meal Break 1 Out	-	-	-	-	-			
Meal Break 1 In	-	-	-	-	-			
Meal Break 2 Out	-	-	-	-	-			
Meal Break 2 In	-	-	-	-	-			
Meal Break 3 Out	-	-	-	-	-			
Meal Break 3 In	-	-	-	-	-			
Time Out	-	-	-	-	-			
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Step 2:

When a worker is on leave, they should enter **0.00 (zero hours)** in the **Time Worked** section for the days they have not worked.

Time Worked

Day	13/1 Sat	14/1 Sun	15/1 Mon	16/1 Tue	17/1 Wed	18/1 Thu	19/1 Fri	Total
Billable	NCHD Org Capability (0000000930) - Hours Worked - GLA							
ST /Hr	-	-	-	-	-	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

+ Add Task

Day	27/4 Sat	28/4 Sun	29/4 Mon	30/4 Tue	1/5 Wed	2/5 Thu	3/5 Fri
Billable	Fleet Management (0000000200) - Hours Worked - GLA						
ST /Hr	-	-	0.00	0.00	7.50	7.50	0.00
Overtime 1.5 /Hr	-	-					
Overtime 2.0 /Hr	-	-					
NightWorks150 /Hr	-	-					
NightWorks200 /Hr	-	-					
Total	0.00	0.00	0.00	0.00	7.50	7.50	0.00

Step 3:

Select ‘**Submit**’.

You will be asked to confirm your time sheet submission. Click ‘**Submit**’.

Confirmation

Submit Time Sheet?

Submit

Cancel

The time sheet has now been submitted and is awaiting approval by the worker’s supervisor.

Time Sheet

Status

Time Sheet ID

Period

Buyer

Pending Approval

TMRQTS00001498

13/01/2024 to 19/01/2024

Department of Transport and Main Roads

Success!

Time Sheet has been submitted.

Resubmitting a Timesheet

Step 1:

Worker will need to select the Timesheet from the populated list.
Manually type in the Timesheet ID if known.

Draft	TMRQTS0000152	0	TMRQJP00000...	Administrative ~...	HM01 TMRQ	313 Adelaide S...	27/01/2024	02/02/2024	0.00	0.00	0.00
Approved	TMRQTS0000151	0	TMRQJP00000...	Administrative ~...	HM01 TMRQ	50 Wises Road ...	27/01/2024	02/02/2024	24.00	0.00	0.00
Draft	TMRQTS0000150	0	TMRQJP00000...	Administrative ~...	HM01 TMRQ	50 Wises Road ...	20/01/2024	26/01/2024	0.00	0.00	0.00
Pending Approval	TMRQTS0000149	0	TMRQJP00000...	Administrative ~...	HM01 TMRQ	50 Wises Road ...	13/01/2024	19/01/2024	0.00	0.00	0.00

Step 2:

Select **‘Edit’** to make changes to the timesheet.

Time Sheets List

Time Sheet

Status

Time Sheet ID

Period

Buyer

Supplier

Draft

TMRQTS00001186

27/04/2024 to 03/05/2024

Department of Transport and Main Roads

TUTT BRYANT HIRE PTY LTD(TUTT)

Edit

Actions

Update the cells which require edits.
Select **‘Submit’**.
You will be asked to confirm your time sheet submission. Click **‘Submit’**.

Confirmation

Submit Time Sheet?

Submit

Cancel

The time sheet has now been submitted and is awaiting review, refer to the ‘Status’ to identify where it has been directed to for review (Worker’s Supervisor or Supplier review).

Time Sheet

Status

Time Sheet ID

Period

Buyer

Pending Approval

TMRQTS00001498

13/01/2024 to 19/01/2024

Department of Transport and Main Roads

Success!

Time Sheet has been submitted.

Need further assistance?

For SAP Ariba enquiries please contact the Ariba Support team on Ariba_Support@tmr.qld.gov.au

For SAP Fieldglass enquiries please contact the Fieldglass Central PMO team on Fieldglass_CentralPMO@tmr.qld.gov.au

Document control

Version	Date	Additions/Amendments	Author / Reviewer	Peer review / Approver
1-20	21/05/24	Creation	S2P	S2P
3.0	07/08/24	Rates 2.0	Xanthe Nightingale	Shane Ravenswood
3.1	06/08/25	Qld Govt branding, document control	Xanthe Nightingale	Kevin Shires