



Job Aid : Time and Expense Sheets

Overview and Scope

This job aid is designed to equip workers with the knowledge needed to complete, review, and submit timesheets (TS) and expense sheets (ES) effectively in SAP Fieldglass. It explains the purpose of these submissions, how to enter the required details, avoid common errors, and track the status of their documents to ensure accurate billing and timely payment.

Section 1 | What are TS/ES?

Timesheets (TS) are used to record the hours completed for a specific assignment in SAP Fieldglass

Expense sheets (ES) are used to record business-related costs, such as travel, allowing Air Canada to review and reimburse approved expenses.

Both timesheets and expense sheets must be **accurate and submitted on time** to avoid delays in approval or payment.

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Section 2 | Submitting Timesheets

To submit timesheets as a worker, navigate to your homepage, where you'll find a list of timesheets available for submission. They're organized by time period (e.g., week or month) based on your engagement terms.

Click *Complete Timesheet* next to the relevant period to open the entry page.

To Do (11)		
Assignment: AIRCAN\CAD\IT Manager		Company: Air Canada
Start: 07/05/2025	End: 07/01/2026	Worker ID: AIRCANWK00000317
Time Sheet Complete Time Sheet	ID AIRCANTS00008962 (AIRCANWK00000317)	Period 10/06/2025 - 10/12/2025
Time Sheet Complete Time Sheet ! Item overdue for 3 days	ID AIRCANTS00008826 (AIRCANWK00000317)	Period 09/29/2025 - 10/05/2025
Time Sheet Complete Time Sheet ! Item overdue for 10 days	ID AIRCANTS00008668 (AIRCANWK00000317)	Period 09/22/2025 - 09/28/2025

Here you can:

1. Enter your **exact time worked** per day.
 - If the Work order is tied to more than one cost center or project/WBS, multiple rows will appear. Ensure hours are correctly allocated per cost center or project/WBS, per day.
2. To provide additional context, you may either add comments:
 - To individual time entry cells using the blue comment icon or
 - To the full timesheet using the dedicated comments box
3. Once completed, click **submit** to finalize the timesheet entry and send it for Air Canada approval.

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Section 3 | Submitting Expenses

To create an expense sheet, navigate to your homepage and click **Create Expense sheet**. An entry page will open, displaying a list of available expense codes.

To complete and submit your expense sheet:

1. Select your expense code from the available list.
If the work order is associated with more than one cost center, you'll notice **multiple entries** of the same expense type, one for each cost center.
2. Fill in the required details: date, merchant, description, unit, and rate. Then review the automatically calculated expense amount(s)
3. Attach a receipt for each line item
4. Follow the below guidelines to enter the purchase location:
 - For purchases in Canada and the US, enter the **City, Province/State** in this format
 - For international purchases, only the **Country** is required.
 - Purchases made within the **same province** may be grouped under a single city. *Example:* Purchases from both Toronto and Mississauga can be entered under **Toronto**.
5. To add another item of the **same expense category** to the submission, click on the appropriate category name to insert a new line, then follow steps 2 through 4 to complete the entry for that additional item.

IMPORTANT: Submitting multiple expense categories in a single request will result in rejection. Please ensure each category is submitted separately.

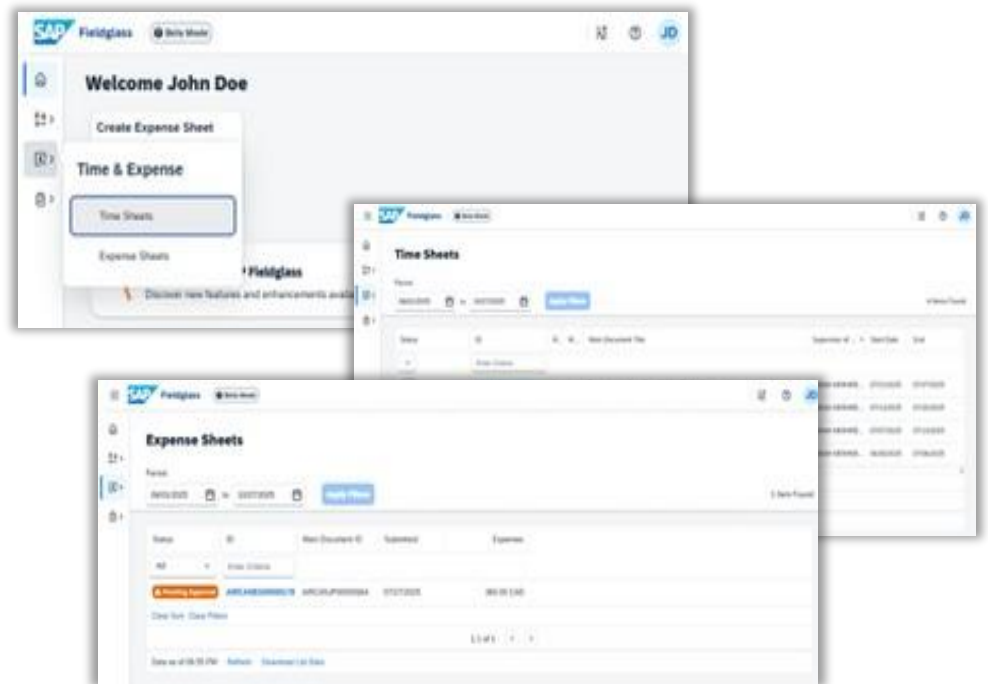
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Section 4 | Worker Tracking

Once you submit your timesheet or expense sheet, it will be reviewed by **the Work Order owner** – typically your hiring manager at Air Canada.

If your submission is **rejected**, you'll receive a notification outlining the reason, and you'll be able to make the necessary corrections before resubmitting.

Note: If a submitted timesheet contains an error, please do not use the withdraw options, **as per Air Canada's processes**. Instead, contact your supplier, who will coordinate with Air Canada's Procurement Operations Team to request support and take appropriate next steps.



Section 5 | Statuses

As a worker, it's important to understand what each status means as it will help you track your submission's progress and take timely action when needed. This section outlines the most common statuses to help you navigate the process efficiently and avoid unnecessary delays:

- **Draft** - The TS/ES has been created but not yet submitted. It remains editable, allowing you to review and update the information before officially submitting it for approval.
- **Pending Approval** - The TS/ES has been submitted and is awaiting review by Air Canada. Once submitted, no further changes can be made.
- **Rejected** - If the submission is rejected, it will be returned to you along with specific edit notes explaining the required corrections. You must revise the TS/ES accordingly before resubmitting.

Section 6 | Contact Information

For further assistance or any questions, please reach out to the **Air Canada Procurement Shared Services Center Team**: sharedservices.fieldglass@aircanada.ca