SAP Fieldglass

Complete Time Sheets and Expense Sheets (Workers and/or Supplier)

Version 3.0
July 2023

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Completing Time Sheets: Important Notes Upfront

Important Note:

For Time & Material engagements, time recording must be documented accurately based on the resources who have delivered the work. Concealed managed service model or any other form of creative invoicing is strictly not permitted. SAP will perform ad hoc checks on timesheets submitted by suppliers to monitor compliance with these requirements, including the up-to-date accuracy of master data maintained in Fieldglass, particularly regarding “Worker Tax Location”, which is used internally e.g., for IT Security evaluations.

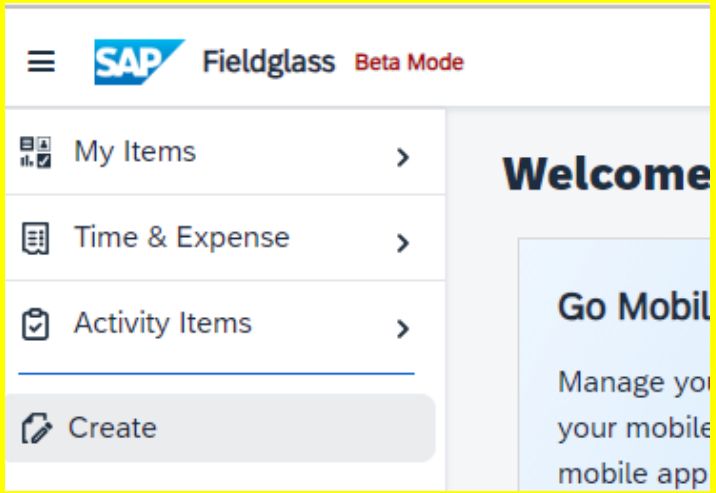
Additional Notes:

- Please be aware that Time Sheets need to be completed as accurate as possible. In case overtime needs to be entered, please align upfront with the SAP requestor to gain approval. This is of uppermost importance to ensure long-term collaboration between SAP and our suppliers in a trustful manner.
- In addition, please ensure that the worker tax location is accurate.
- All Expense Sheets and Time Sheets submitted are subject to SAP approval before the invoice can be created, either automatically or manually in SAP Fieldglass.
- From the worker account homepage in Fieldglass, under External Links, the reference guide is published. Please take notice of the Announcement section for any changes in the process.
- Time Sheets will be available for the period for which the work order is valid. In case Time Sheets are missing, please contact the External Workforce Center via sap_external_workforce_center@sap.com.
- Time Sheets in “Draft” status can be saved, completed and submitted at a later stage.
- Time Sheets can only be submitted for dates in the past, up to today. Time Sheets for dates in the future can not be submitted.
- Time Sheet Frequencies are specified in the Work Order as weekly or monthly. This has been pre-configured by the SAP requestor.
- Time is captured in hours except for education suppliers (using daily rates).
- If you are completing time sheets across multiple work orders from one account in SAP Fieldglass, please go to Fieldglass homepage Menu -> View - >Time Sheets to see more detail for which order you are completing the time sheet.

Supplier (Worker): Complete Time Sheets

Steps to be taken by the worker:

1) Please log in to your SAP Fieldglass Worker's account.
2) On the Left hand Side, please navigate to "Time & Expense".
3) This field can be unfolded. Please select now 'Time Sheets".

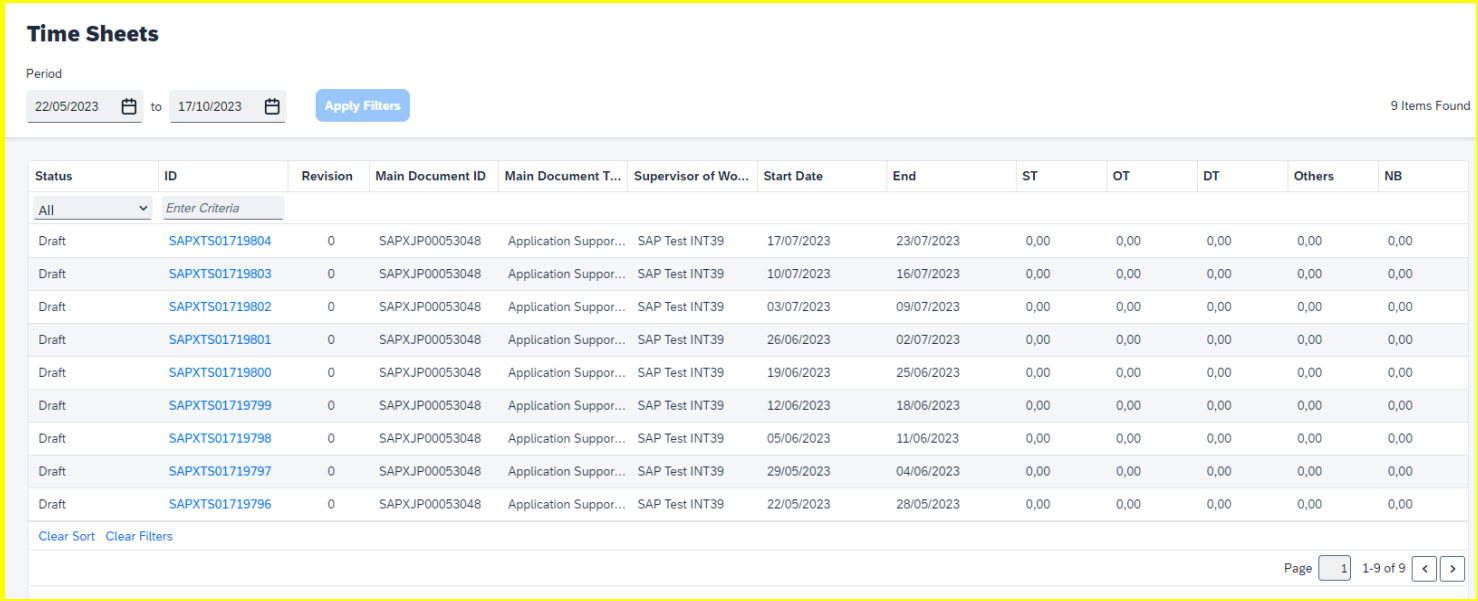


4) You will see all Time Sheets available for the period for which the work order is valid, together with the status of the Time Sheet.

Attention:

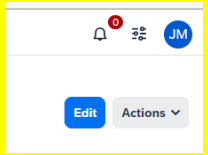
- If you don't find a specific time sheet, please select the correct period range above and click on "Apply Filters". This might broaden your search.
- Time Sheets will only be available for the period for which the work order is valid.
- If Time Sheets are missing, please contact the External Workforce Center via sap_external_workforce_center@sap.com.

5) Please select the Time Sheet which you wish to edit by clicking on the Time Sheet ID.



Supplier (Worker): Complete Time Sheets

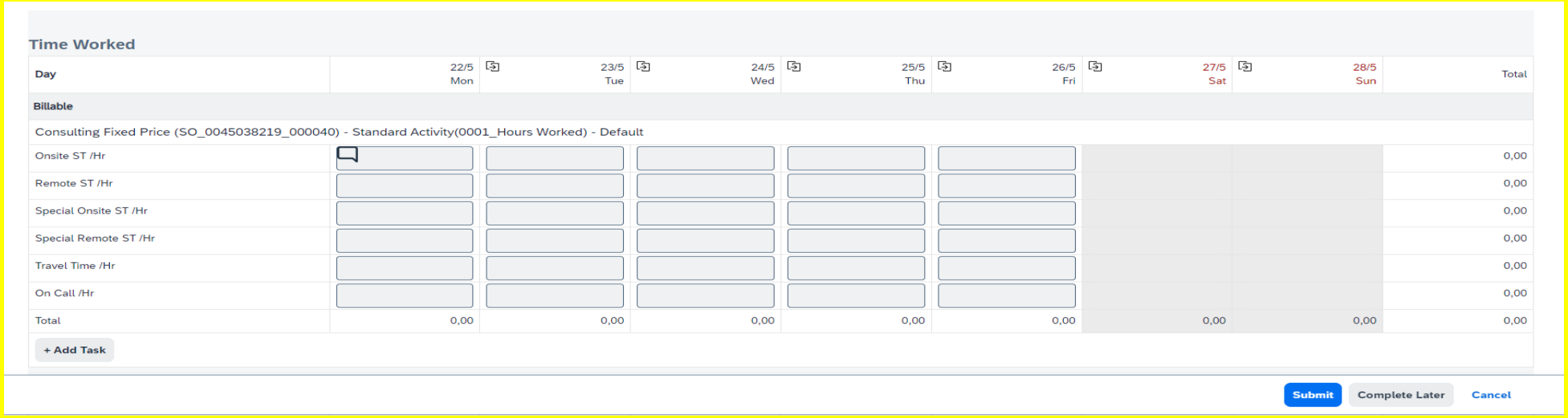
6) Once you have selected the Time Sheet, please click on “Edit” in the upper right corner:



7) Now The Time sheet is open for Completion. Please fill out the number of worked hours according to the actual delivered prestation.

Attention:

- If you are unsure under which category you need to enter time, please contact your requestor.
- Time Sheets can only be submitted for dates in the past, up to today. Time Sheets for dates in the future can not be submitted.
- Time Sheet Frequencies are specified in the Work Order as weekly or monthly. This has been pre-configured by the SAP requestor.
- Time is captured in hours except for education suppliers (using daily rates).
- In case you need to enter overtime and/or time during the weekend, please align with your requestor upfront. This need approval before the invoicing can take place.
- There are small text fields available (max. 40 characters). We recommend you to populate those with some key words, as this might make it easier for your requestor to approve the Time Sheet.



Supplier (Worker): Complete Time Sheets

8) Once you have filled out the Time Sheet, please scroll down to the bottom of the page.

- The Comments field is marked as Optional, but the more information you provide the easier it is for your SAP counterpart to understand and approve the Time Sheet. You can best align with the requestor if certain information is required here.
- For Time Sheets attachments are not mandatory, but also here applies that the more information you provide the easier it is for your SAP counterpart to understand and approve the Time Sheet. You can best align with the requestor if certain information or documents are required here.

9) On the bottom right, you can submit the completed Time Sheet. Now it will be routed to SAP for approval.

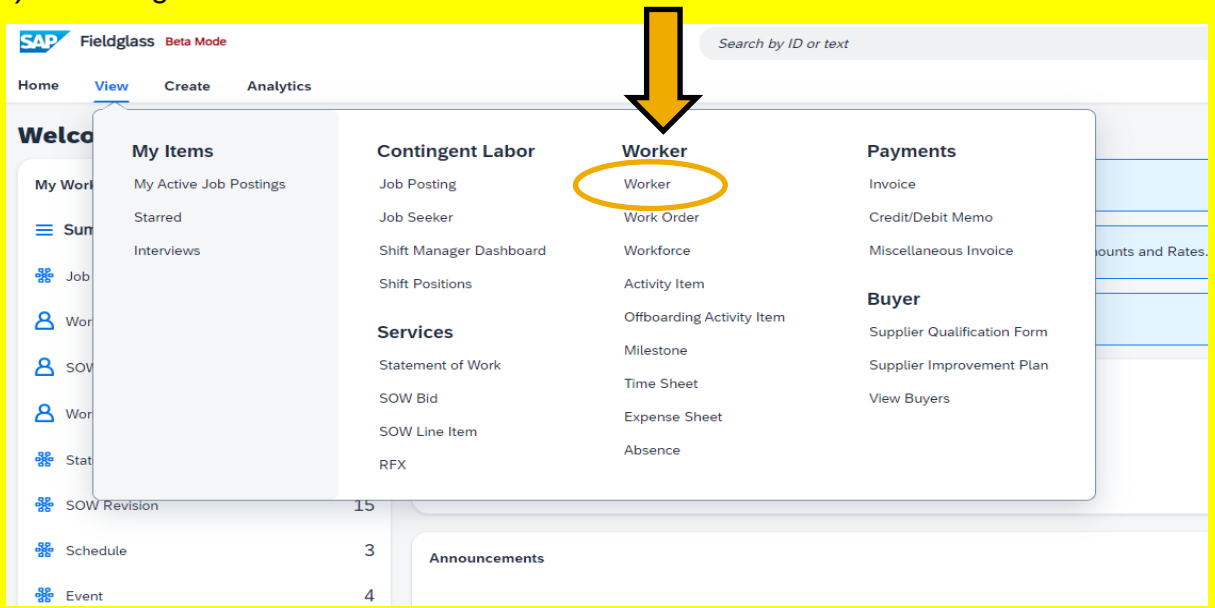
You can also keep it as a draft by selecting “Complete Later”.

Supplier: Complete Time Sheets as an Admin User

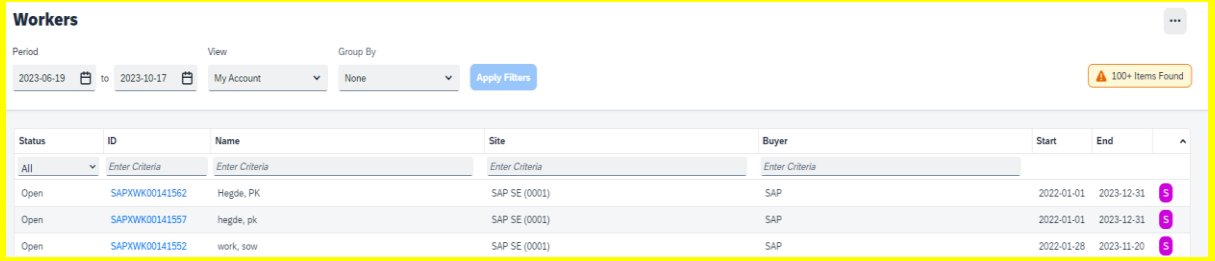
You can also complete Time Sheets on behalf of your worker(s) as an admin user.

In order to do so:

1) Please log in to your SAP Fieldglass Supplier account.
2) Please go to View -> Worker.



3) Select the relevant worker by clicking on the ID.



4) Click on the Tab “Time & Expense”.

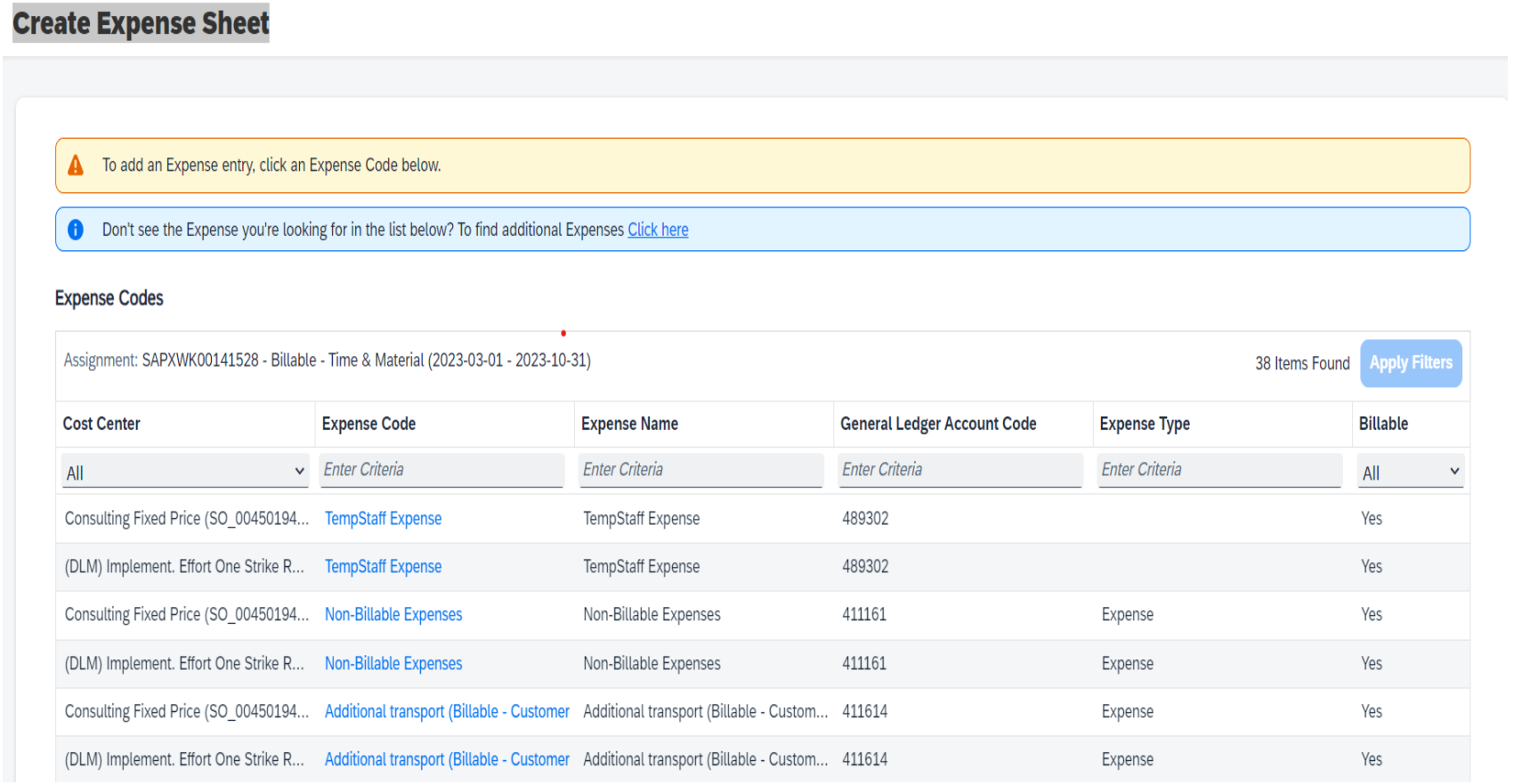
5) This will bring you to a new view, where all the Time Sheets are displayed.

From here you can follow all steps as outlined on page 3 – 6.

Supplier (Worker): Create Expense Sheets

Steps to create an Expense Sheet in Fieldglass

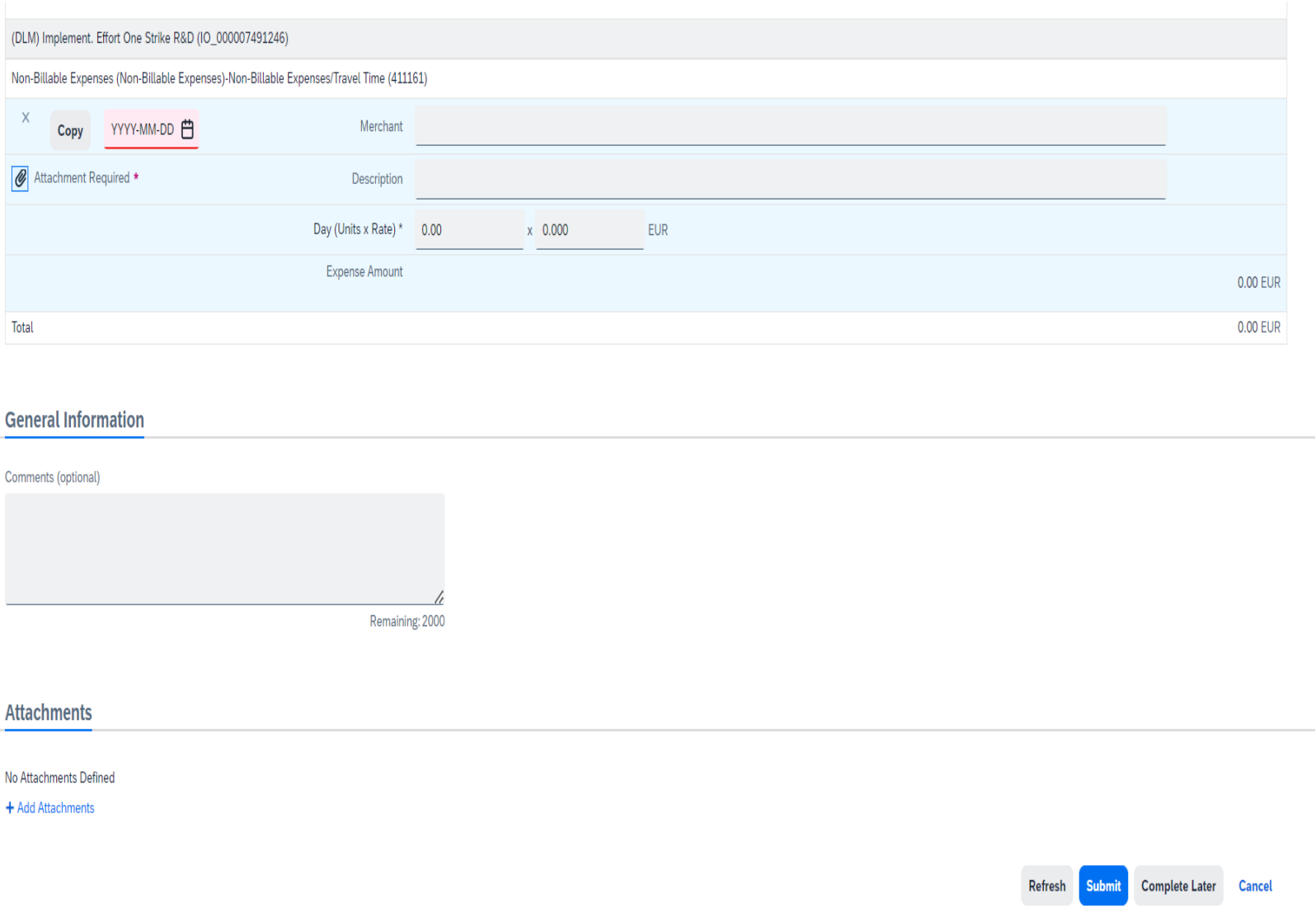
- From the Fieldglass Worker Homepage, please select "**Create Expense Sheet**".
- Select the **Expense Code** which is relevant for your assignment. If you have any questions here, please reach out to your SAP Requestor.
- Specially for **Billable Expenses** the list is quite detailed, as the expenses are not covered by SAP directly but by a third party.
- If you don't see the Expense Code you are looking for, please follow the link in the blue line.



Supplier (Worker): Create Expense Sheets

Steps to create an Expense Sheet in Fieldglass (Continued)

- Once you have selected the relevant **Expense Code,** a new field will open as shown here on the right.
- Please enter all the details in the relevant fields.
- **Important:** the expense sheet needs to be submitted in the currency in which the work order was created. Please use the conversion rate which is used in the Expense sheet Description field.
- If you wish to copy the expense sheet, please select “Copy” in the upper left corner.
- If you wish to remove a line item from the expense sheet, please click the ‘X”.
- The Comments Field is marked as optional but we recommend to provide further detail here – This to ensure that the Expense Sheet can get smoothly approved.
- **Important:** Please make sure that the **original invoice** is attached under Attachments. Without the original invoice, the Expense Sheet will not get approved.
- Once the Expense Sheet has been completed, you can click on “Submit”. Now it will go back to SAP for review and approval.
- You can also keep the Expense Sheet as a draft by clicking “Complete Later”.



Supplier: Create Expense Sheets as an Admin User

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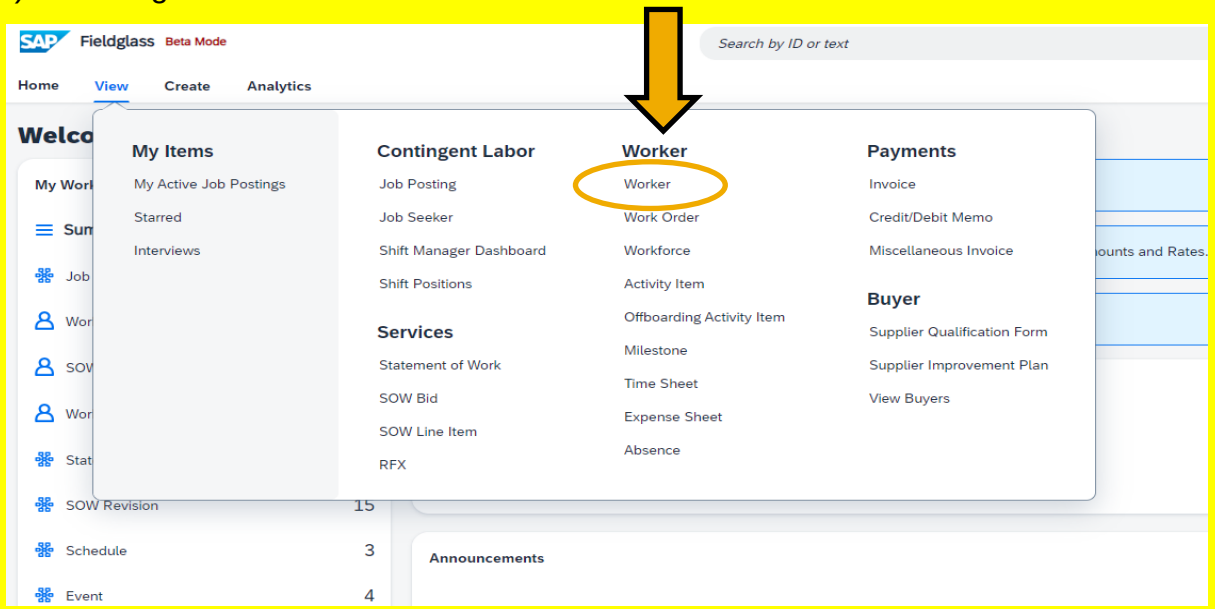
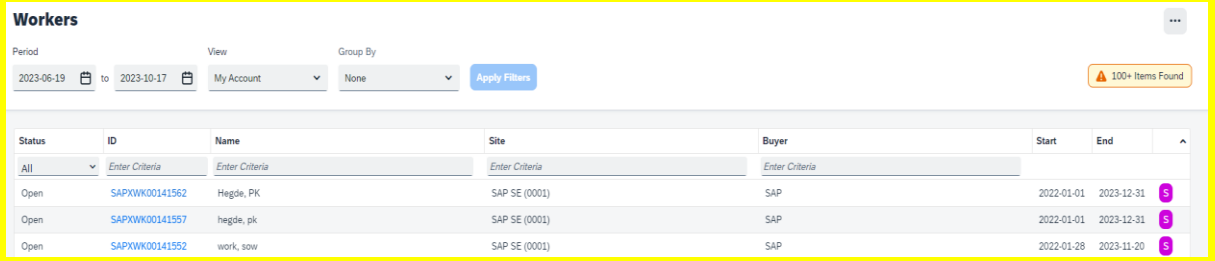
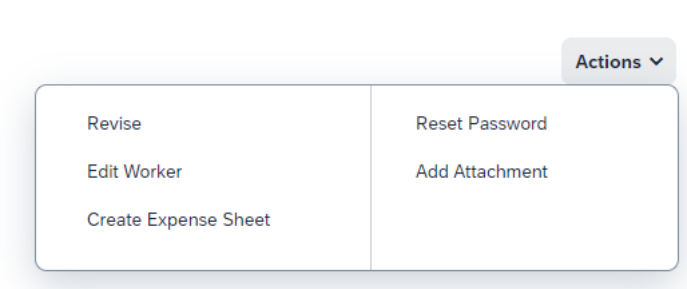


3) Select the relevant worker by clicking on the ID.



4) In the Upper Right Corner, please select “Actions -> Create Expense Sheet”



5) From here you can follow all steps as outlined on page 7 – 9.

SAP Fieldglass

Thank you.

Contact information:

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saprusnfieldglass@sap.com