

Time and Expense Management via SAP Fieldglass

Contents

Introduction	3
1.1 Account Activation	3
1.2 Maintaining and Submitting the Time Sheets	6
1.3 Correcting the Time Sheets	10
1.4 Expense Sheet	14
1.5 Reporting	16

Introduction

Workers can enter and submit time sheets and expense sheets for review and approval once they were assigned to a project. Time and Expense Sheets are relevant for Contingent workers.



- Time sheets are required to track and bill the number of hours spent by the worker on different tasks.
- Expense sheets are required for reporting expenses for reimbursement. If a buyer has authorized a worker's account for expenses, they can bill expenses for travel or other items by submitting an expense sheet.

After time and expense sheets are submitted and approved cost object agent (Applicant), invoices can be created accordingly by Finance.

1.1 Account Activation


As soon as the onboarding process has been completed and the work order has been approved and activated, the worker will receive an email from SAP Fieldglass to create their account.


Invitation to join the SAP Fieldglass system

 fieldglass@fgvms.eu
To:  Mahsa Tagharobi

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Wed 11/23/2022 10:33 A

 This sender fieldglass@fgvms.eu is from outside your organization.

 If there are problems with how this message is displayed, click here to view it in a web browser.



Please create your account with SAP Fieldglass, the resource management system used by **Deutsche Börse Group** and **Skillfinder International Limited**. All you need to do is select the button below and fill out your account details, and you're ready to start submitting your time and expenses!

[Create Your Account](#)

This registration invite will expire on 14/12/2022.

Not Registration, Test? Select on your email client's Forward button to forward this message to Test.

Select on the link below (or copy/paste into your web browser) to register.

[Click here](#)

By clicking on “Create Your Account” the worker will be redirected to Fieldglass.

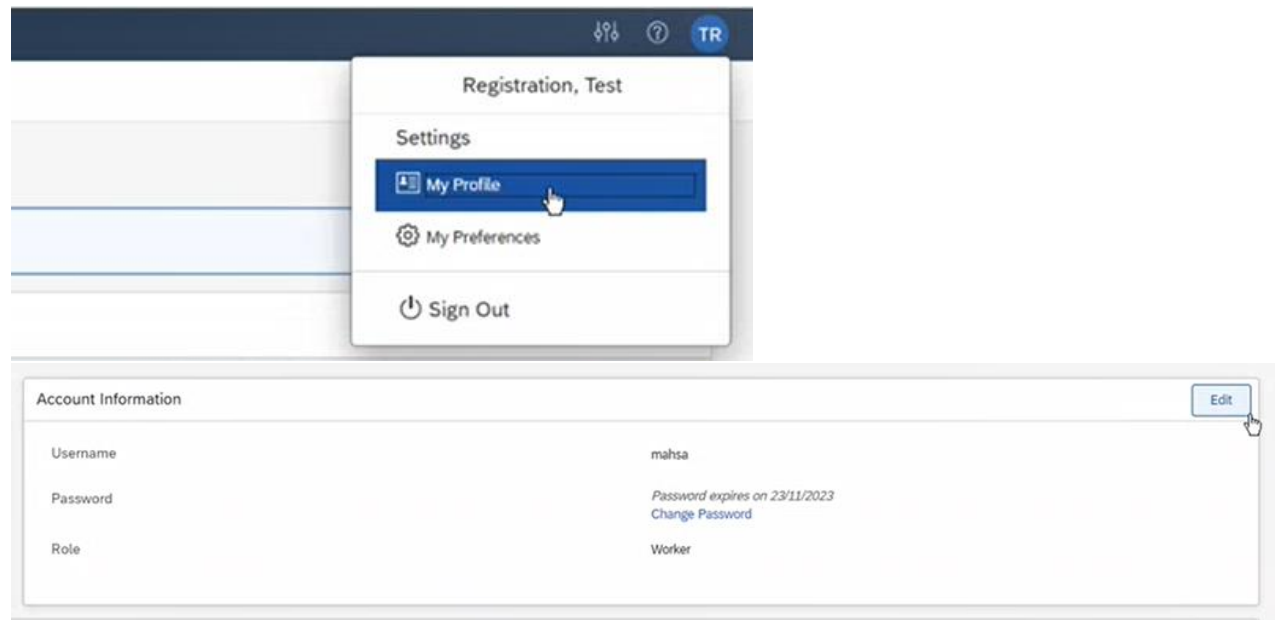
It is mandatory to enter the “Security ID” as a part of the Basic information, the security ID is initially maintained in Fieldglass by the supplier and should be communicated to the worker by them. However, this ID follows a standard format: it consists of First 4 letters of first name, month of birth, date of birth and first 3 letters of surname. For example for Max Mustermann born on 15 Jan 1992 , the security ID would be MAXX0115MUS (if the name is less than 4 characters, an “X” should be added as the fourth character).

Please note if the supplier enters a wrong value for the security ID at the initial step, it cannot be changed, and the worker should enter the same value in this step to create their account.

The screenshot shows the 'Create Your Account' page for SAP Fieldglass. At the top, there is a dark blue header with the SAP Fieldglass logo. Below the header, a message asks the user to provide details for account setup and offers a link for existing accounts. The 'Basic Information' section contains several input fields: 'First Name' (containing 'Test'), 'Last Name' (containing 'Registration'), 'Worker's Personal Email' (containing 'mahsa.tagharobi@deutsche-bo...'), and 'Security ID' (which is empty). A tooltip for the Security ID field explains the format: 'First 4 letters of first name, month of birth, date of birth, first 3 letters of surname [A-Z][A-Z][A-Z][A-Z]'.

In the next step, the worker must select a username and password, which will be used to log in Fieldglass in future to maintain and submit the sheets. It is recommended to bookmark this page or save this link for future logins (<https://www.fieldglass.eu/>).

The worker can change their username and password from their profile, which can be accessed through “Settings” menu from the top right corner:



In case the worker has deleted the invitation email, the invitation email can be resent by the purchasing colleagues.

Purchaser can open the respective work order and resend the invitation from the Actions menu:

Work Orders

Period: 26/10/2022 to 23/02/2023 | View: All | Group By: None | [Apply Filters](#)

Status	ID	Revision	Job Seeker / Wo...	Job Seeker ID	Supplier	Site	Start
Activated	<input type="text" value="Enter Criteria"/>		<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	
Activated	DEBQM00000779	0	Robert, Karl	TLARJS00000096	Test_Lars	Deutsche Börse...	01/09/2022

10-StrategicManagementConsulting|702-Manager|...

Next Step	Work Order ID	Period
Worker needs to register	DEBOWO00000779	01/0...

Actions

- Edit Work Order
- Replace Work Order
- Close Work Order
- View Activity Custom Fields
- Enter Comments and Ratings
- Mark as No Show
- Validate Security Information
- Resend Invitation**
- Cost Object Management
- Add Attachment
- Print

Tenure	Cost Allocation	Activity Items	Time & Expense	Appro...
ID	Consolidated Worker ID	Earliest Start Date		
1000096	DEBOWM00000418	(No Value)		

1.2 Maintaining and Submitting the Time Sheets

From the home page, the worker is able to see the active time sheet in their To-Do list:

To-Do (1)

Assignment: IC|IT|600-InfrastructureManagement|615-SecurityEngineer|Experienced_Daily
Start: 01/11/2022 End: 31/12/2022 Company: Deutsche Börse Group
Worker ID: DEBOWK00000273

Time Sheet
Complete Time Sheet ID: DEBOTS00000986 Period: 01/11/2022 - 30/11/2022

Time sheet can be maintained by clicking on “Complete Time Sheet”:

To-Do (1)

Assignment: IC|IT|600-InfrastructureManagement|615-SecurityEngineer|Experienced_Daily
Start: 01/11/2022 End: 31/12/2022

Time Sheet
Complete Time Sheet

Enter Time Sheet


[← Back to Home](#)

Time Sheet Worker Current End Date
DEBOTS00000986 Registration, Test DEBOWK00000273 31/12/2022

Time Sheet

[Week 1](#) [Week 2](#) [Week 3](#) [Week 4](#) [Week 5](#)

Time Worked

Day	21/11 Mon	22/11 Tue	23/11 Wed	24/11 Thu	25/11 Fri	26/11 Sat	27/11 Sun
 First, select Add Task to choose the Tasks you worked on for this Time Sheet. <small>Tasks you enter time on are copied to your next Time Sheet.</small>							

[+ Add Task](#)

Summary

Day	21/11 Mon	22/11 Tue	23/11 Wed	24/11 Thu	25/11 Fri	26/11 Sat	27/11 Sun
Billable Break-Out							
Billable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non-billable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Time Break-Out							
Standard Time /Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Time Sheet Fields

Comments (optional)

Remaining: 2000

Then the worker needs to add a task by clicking on “+Add Task”:

Time Sheet Worker Current End Date
DEBOTS00000986 Registration, Test DEBOWK00000273 31/12/2022

Time Sheet

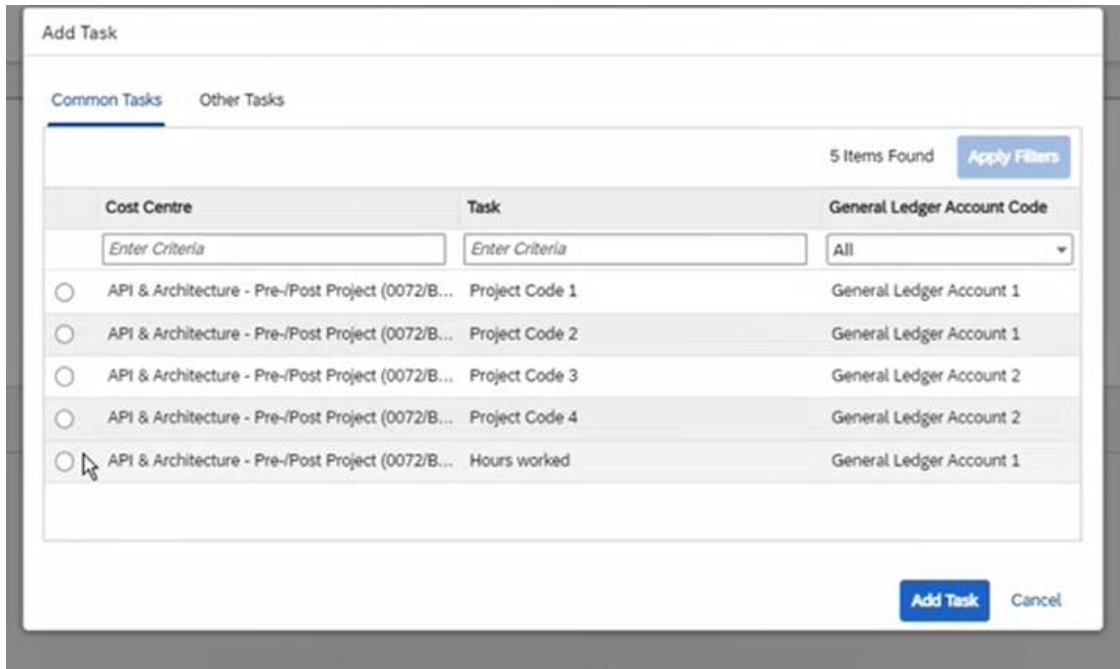
[Week 1](#) [Week 2](#) [Week 3](#) [Week 4](#) [Week 5](#)

Time Worked

Day	21/11 Mon	22/11 Tue

[+ Add Task](#)

The worker will see the task assigned to them, they should select it, and click on “Add Task”:



It is now possible to navigate through the weeks and enter the hours accordingly. In case the worker has not worked on certain days, those fields can be left blank.

Time Sheet

Time Worked

Day	21/11 Mon	22/11 Tue	23/11 Wed	24/11 Thu	25/11 Fri
Billable					
API & Architecture - Pre-/Post Project (0072/B5-50316) - Hours worked - General Ledger Account 1					
Standard Time /Day	2,00	4,00	5,00	5,00	5,00
Total	2,00	4,00	5,00	5,00	5,00
<input type="button" value="+ Add Task"/>					

If required, additional details can be added in the comments field or via attaching documents.

Total	5,00
-------	------

Time Sheet Fields

Comments (optional)

Remaining: 2000

Attachments
No Attachments Defined
[+ Add Attachments](#)

Hours can be entered on a daily, weekly, or monthly basis; however, the time sheet needs to be submitted only once, by end of the month.

“Complete later” button can be used to save the input during the month and “Submit” to send the time sheet for approval by month’s end.

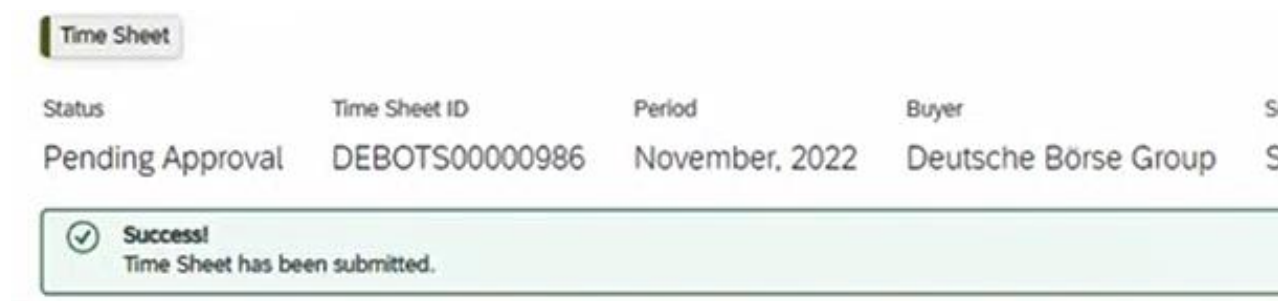
0,00	0,00	0,00	36,00
0,00	0,00	0,00	36,00

Confirmation

Submit Time Sheet?

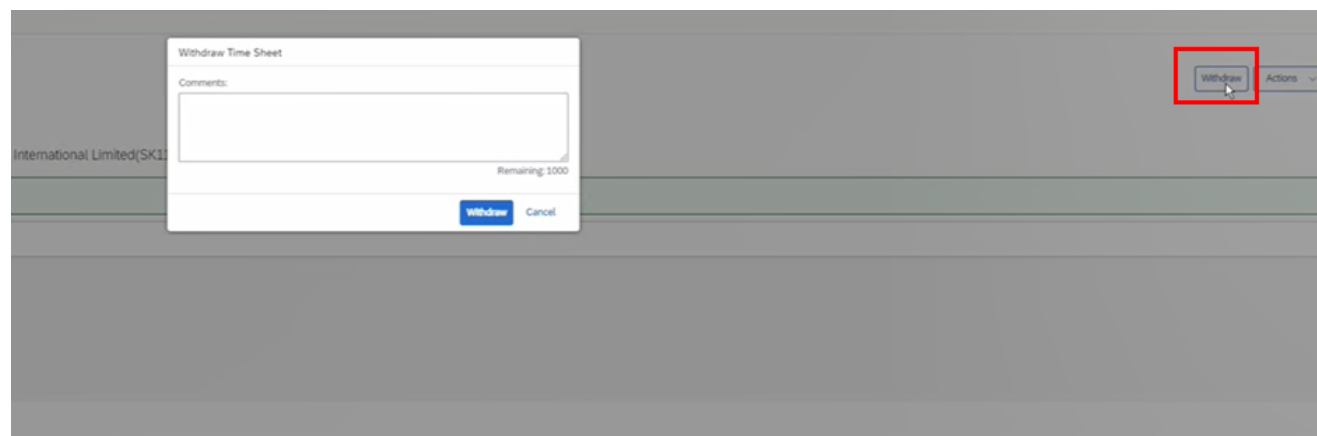
Please note suppliers can submit time sheets from the SAP Fieldglass user interface on behalf of a worker as well. As the supplier has an overview of the time sheets of their workers, they are able to edit, maintain and submit them.

Once submitted, a success message will appear, and the status of the time sheet changes to “Pending Approval”:



1.3 Correcting the Time Sheets

If a time sheet has been submitted by mistake, or some corrections need to be made after submitting, there is the possibility to “withdraw” the time sheet:



It is now possible to click on “Edit” and make the necessary changes:

Edit Actions

18/11 Fri	19/11 Sat	20/11 Sun	Week Total	Month Total
-	-	-	0,00	36,00
0,00	0,00	0,00	0,00	36,00

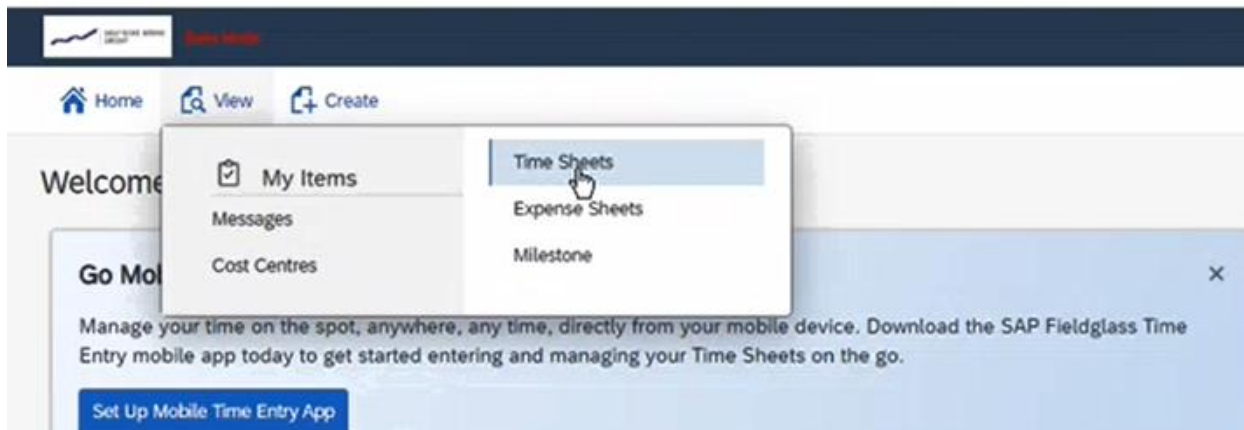
Once the Time Sheet is submitted, the cost object agent (Applicant) will get an email notification to approve this document:

Registration, Test Approve Reject

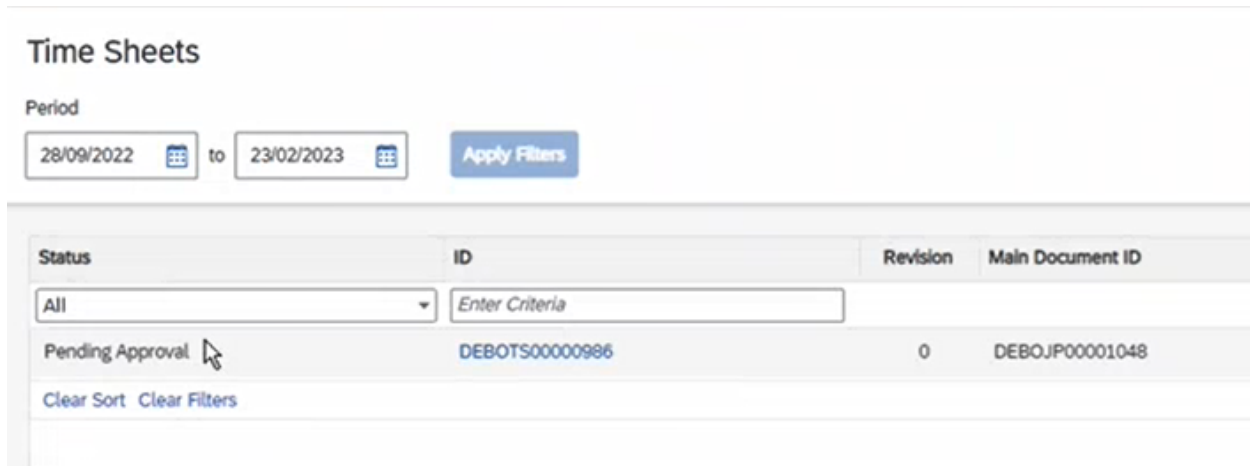
Time Sheet [Go to Details](#)

Status	Next Step	Time Sheet ID	Period	Supplier
Pending Approval	Need to approve	DEBOTS00000988 (Rev. 1)	November, 2022	Skillfinder International Limited(SK11)

To check the status of the Time Sheet, worker can navigate from their home page to click on "View" from the top bar menu and select "Time Sheets":



An overview of their Time Sheets will appear:



It is also possible to amend the time sheet after it has been approved by the cost object owner. It can be achieved by opening the respective time sheet and selecting “Revise” option under the “Actions” menu:

Registration, Test

Time Sheet

Status	Time Sheet ID	Period	Buyer
Approved	DEBOTS00000986	November, 2022	Deutsc

Details

Worker ID
DEBOWK00000273

Actions

- Revise
- Print

A reason needs to be provided for the revision in the Time Sheet Fields:

Time Sheet Fields

Invoice ID (optional)
To Be Updated Via CF Update Integration

Service Entry Sheet ID (optional)
To Be Updated Via CF Update Integration

Reason *

[Select a Reason] v

Comments (optional)

Remaining: 2000

After submitting the revised version, the Time Sheet ID will change, and again is sent for the approval of the cost object agent:

Registration, Test

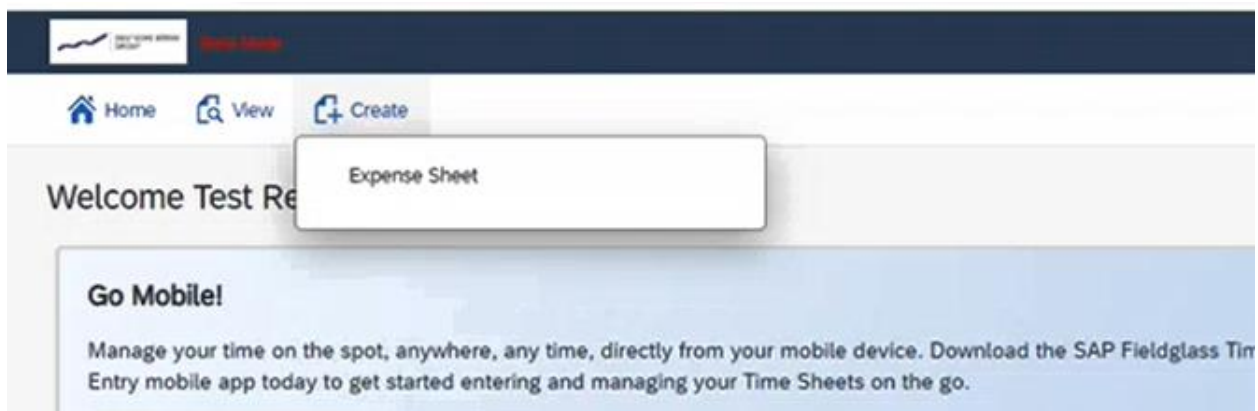
Time Sheet

Status	Time Sheet ID	Period
Pending Approval	DEBOTS00000988 (Rev. 1)	November, 2022

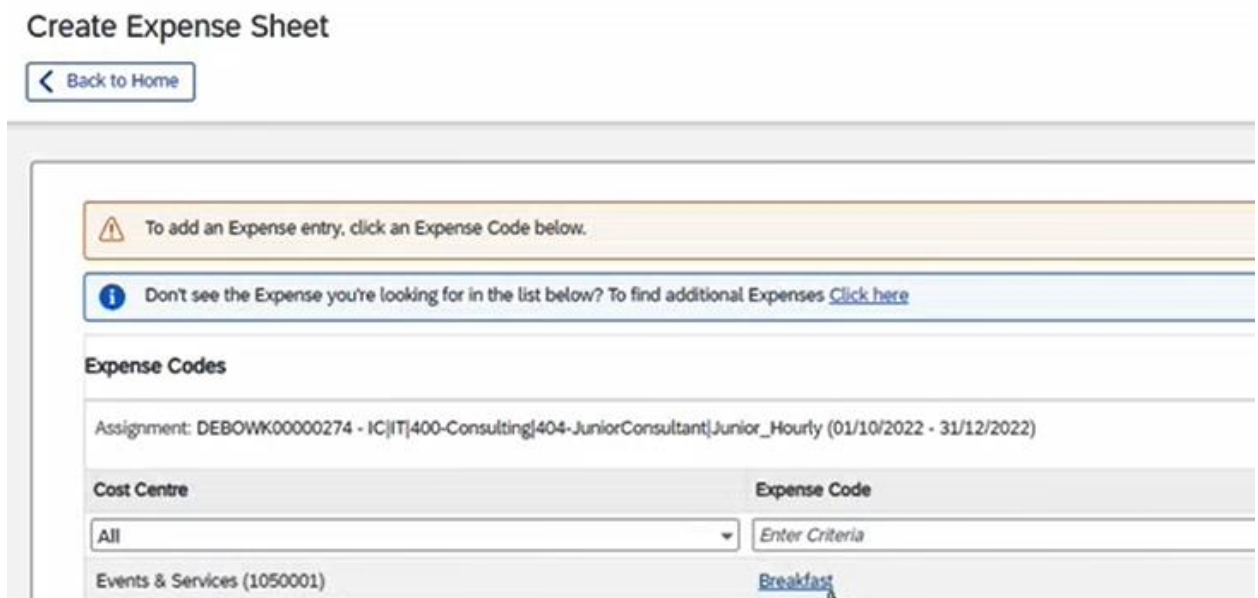
✔ **Success!**
Time Sheet has been submitted.

1.4 Expense Sheet

To create expense sheet, the worker should navigate to their home page, from the top bar menu click on “Create” and “Expense Sheet”:



To create an entry, the worker should click on the Expense Code shown in the table:



It is now possible to maintain the relevant details, such as the date, description and the amount and submit the expense sheet, receipts or other relevant documents can also be attached to the Expense sheet:

Billable

Events & Services (1050001)	
Breakfast (Breakfast)-General Ledger Account 1	
X Copy 16/11/2022	Merchant
	Description
Expense Amount	0,00 EUR
Total	0,00 EUR

General Information

Comments (optional)

Remaining: 2000

Attachments

No Attachments Defined

[+ Add Attachments](#)

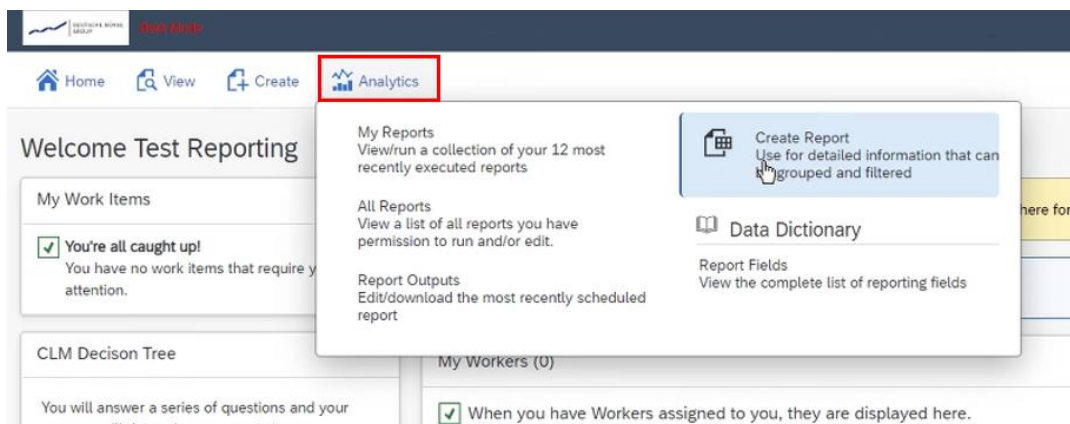
Once the worker submitted his expenses, it will go to Supplier and then to Cost Object Agent for approval.

Same process as Time sheets, expense sheets can be revised as well.

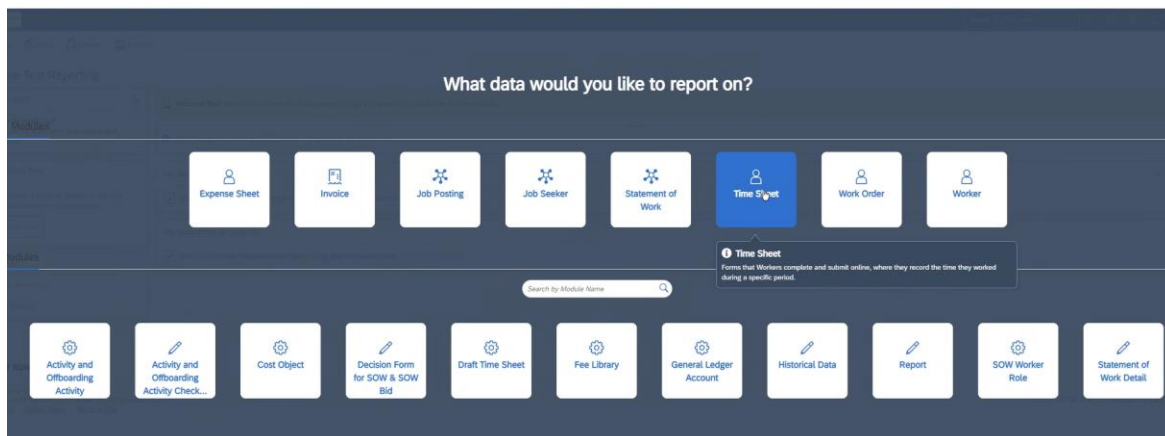
1.5 Reporting

Reporting and analytics feature enables easy access and report on spend data. Nearly every field in the platform is auditable and reportable which allows for better costs forecasting and budget planning.

From home page, via “Analytics” button on the top menu, there is the option to “Create Report”:



Here the desired reporting category can be selected:



A report template based on your selection will appear.

Create Report

Base Module:
Time Sheet [Change](#)

All X

Groups

Module	Data Field Name	Display Name	Sort Order	
Drop fields here to group by in the report				

Columns

Module	Data Field Name	Display Name 3	Sort Order 4	
Time Sheet	Invoice ID	Invoice ID	ASC	X
Time Sheet	Supplier	Supplier	DESC	X
Job Posting	Job Posting Title	Job Posting Title	ASC	X
Time Sheet	Business Unit	Business Unit	DESC	X
Time Sheet	Site	Site		X
Time Sheet	Cost Object	Cost Object		X
Time Sheet	Time Sheet Status	Time Sheet Status		X
Time Sheet	Time Sheet ID	Time Sheet ID		X

Drop fields here to add to the report

Selected Filters

5 Filter Logic **1** AND **2** AND **3** Edit

1	Time Sheet Status	Equals	(Any x)	X
2	Time Sheet End Date	Between	01/12/2022 to	X
3	Time Sheet Start/End Date	Between	01/12/2022 to	X

These templates can be modified based on the requestor’s needs.

From the “Fields” side bar, any field can be added to the current template via drag and drop functionality (1). The columns can be reordered (2) renamed (3) and the values to be sorted Ascending or Descending (4). Filters can be applied regarding time or a specific status on the report (5). Please note that filters differ based on the reporting category selected earlier.

Once the report has been configured, it should be given a name and it also possible to choose the desired output format (6):

Details

Name *

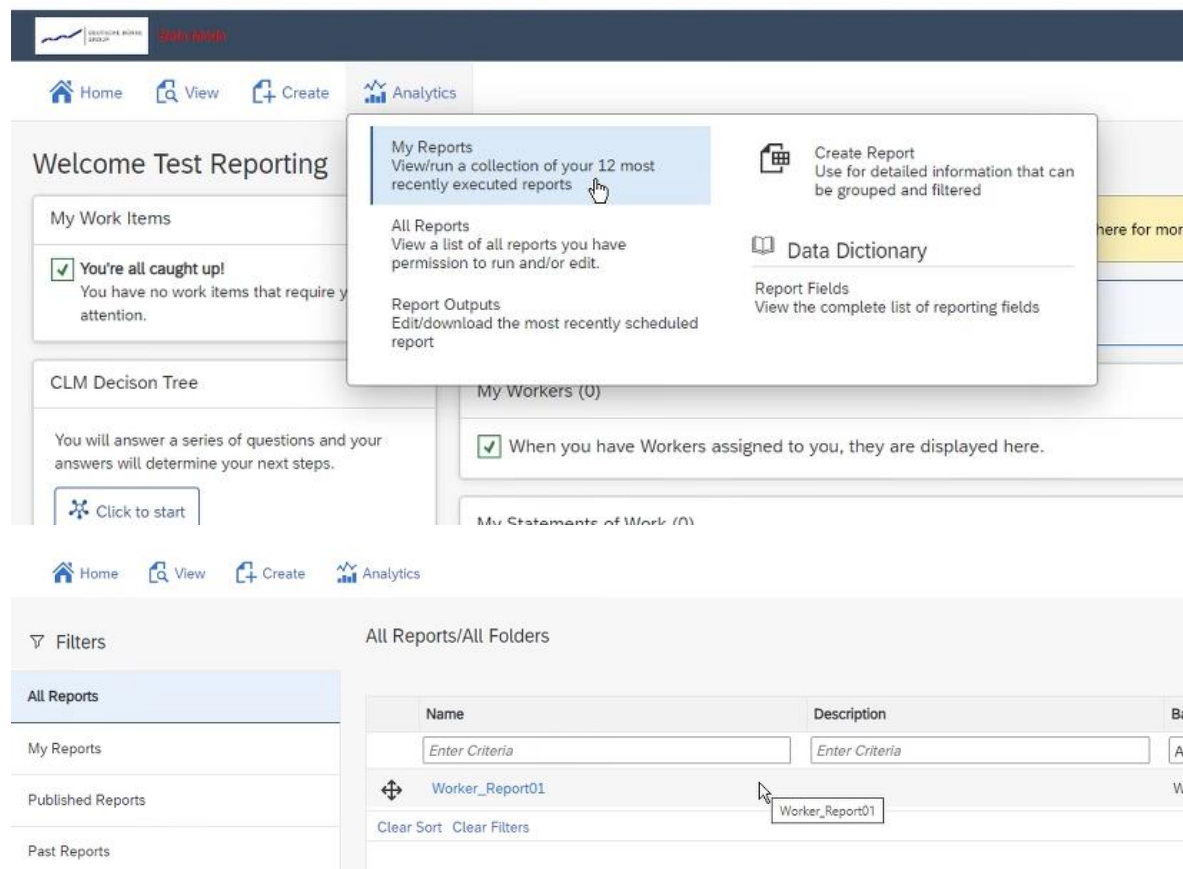
Folder *

6 Output Format *

XLSX
 XLS
 CSV
 CSV Data Only
 PDF
 JSON
 View Data on Screen

Description (optional)

The reports can be accessed from home page, under the “Analytics” regardless of whether it has been configured by the requestor itself or has been set up by the admins (request via UHD ticket).



Please note that for more advanced functionalities, such as automatic report generation on specific periods and sharing with defined users, admin support is required (UHD ticket).