

Fieldglass: Time Entry (NTWs)

Quick Reference Guide



Introduction:

This quick reference describes how to:

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Enter Hours in Time Sheet

Contingent Non T-Mobile Workers (NTWs) that are required to submit time through Fieldglass must submit a weekly time sheet no later than the following Monday in order to be paid. NTWs are also responsible for submitting hours under the appropriate task codes and Cost Center/WBS Elements.

PLEASE NOTE:

- NTWs must receive manager approval before submitting hours on a T-Mobile holiday
 - NTWs should still submit a Fieldglass time sheet even if they are taking time off. Hours for days that the NTW is not working should be entered in as “0”. Doing this will ensure that there are no gaps when reporting on time sheets.
 - If applicable hours worked over 40 hours in a single week, should be entered in as OT.
1. In the “Work Items to Act Upon” widget on the home page, click the ‘Enter Hours in Time Sheet’ for the appropriate week
 2. Enter the appropriate amount of hours worked for each Cost Center/WBS Element and it’s assigned task code of Standard Time, Over Time, or Double Time (ex: If half the day was spent performing operational work and the other half of the same day was spent performing post project activities, the day’s total hours should be split between both line items)

Hours Worked

Day	5/16 Mon	5/17 Tue	5/18 Wed
Billable			
<input checked="" type="checkbox"/>	EIT Corproate System (1003339) - 2. Operational Work - Default		
ST /Hr	4.00	8.00	8.00
OT /Hr			
DT /Hr			
<input checked="" type="checkbox"/>	EIT Corproate System (1003339) - 8. Post Deploy Project Activity - Default		
ST /Hr	4.00		
OT /Hr			
DT /Hr			
Total	8.00	8.00	8.00

- a If the appropriate task code is not displayed in your time sheet, click 'Add Tasks'

EIT Corporate System (1003339) - 8. Post Deploy P	
ST /Hr	4.00
OT /Hr	
DT /Hr	
Total	8.00
+ Add Tasks	

- b Select the check box next to the task code to be added and click 'Next' to return to the time sheet

3. After all hours for the week have been entered, click 'Submit'

NOTE: If the hours entered add up to more than the expected number of hours per day (generally 8 hours), a warning message will appear at the top of the screen. Click 'Submit' again to confirm the submission is correct.

Enter Time Sheet

 Warning: Hours exceed 8.00 hours per day for 05/20/2016. Please ensure that you have allocated them correctly.

 Your data has not been saved. Please review the errors or warnings and try again.

4. The time sheets list page will be displayed and the previously submitted time sheet will show a status of "Pending Approval" while it waits for the supervisor to approve

NOTE: This status will change to "Approved" once the supervisor has approved and then to "Invoiced" when the supplier has been invoiced for the hours.

Withdraw Submitted Time Sheet

An NTW can withdraw a submitted time sheet to make edits to it as long as it has not yet been approved. If the time sheet has been approved, follow the steps for Revise Approved Time Sheet.

1. From the home page, click 'View Time Sheets' on the left side of the screen
2. Click on the ID of the time sheet that needs to be withdrawn and click 'Withdraw'

NOTE: If the status of the time sheet is Approved, follow steps for Revise Approved Time Sheet.

3. Enter any desired comments and click 'Withdraw'
4. To update the time sheet, click 'Edit' and follow steps 2 through 4 of Enter Hours in Time Sheet

Revise Approved Time Sheet

An NTW can make revisions to an approved time sheet as long as it has not yet been invoiced. Revising a time sheet will trigger another supervisor approval.

1. From the home page, click 'View Time Sheets' on the left side of the screen
2. Click on the ID of the time sheet that needs to be revised
3. Click 'Actions' and then select 'Revise'
4. Make the necessary adjustments to the hours in the time sheet
5. In the 'Reason' drop down, select the reason for revising the time sheet and then click 'Submit'
 - a. If 'Other' is selected comments must be provided