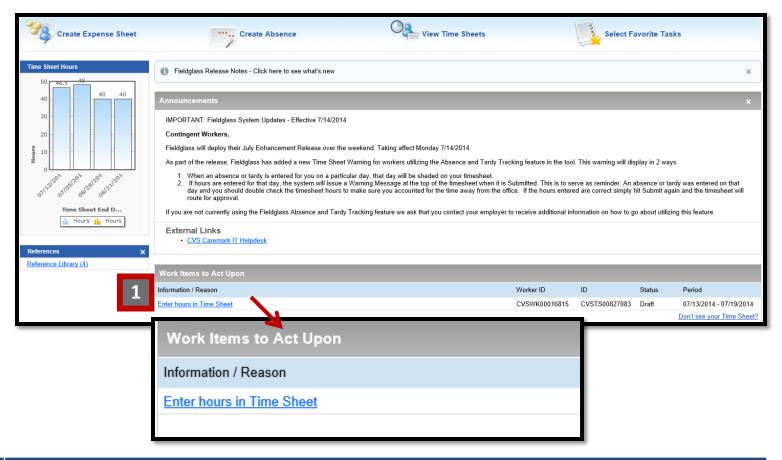


You will receive a new Time Sheet every Sunday on your Field Glass Desktop. Follow the steps outlined here to properly enter time into Fieldglass.



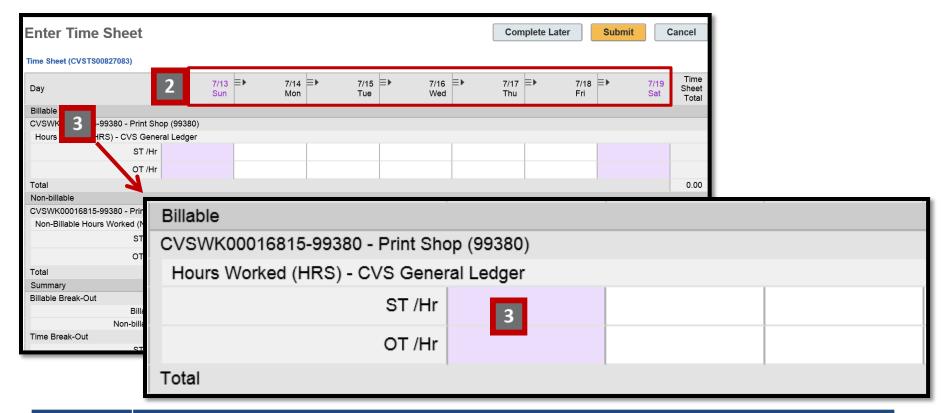
Step Action

Under the **Work Items to Act Upon** section, click on the time sheet that you need to enter time for.

Note: The most current time period is always listed on top. If you log your time for the previous week every Monday, verify that you are selecting the correct time sheet for the previous week BEFORE you enter your time and submit it.



Your time sheet will appear.



Step Action

- 2 The dates appear at the top of the time sheet. **Verify** that you are entering time for the correct dates.
- Time is entered Sunday through Saturday in the **Billable Hours** section of the time sheet. This is the ONLY section where time is entered.

Note: Pay close attention to the fields highlighted in **PURPLE**. These denote **WEEKEND** and **HOLIDAYS**. Only enter time in these areas IF you were scheduled and worked on these days.





Step Action

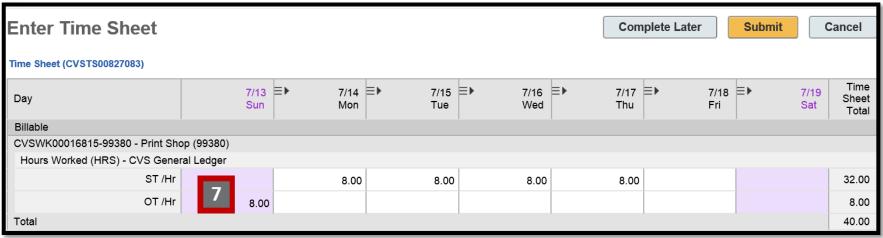
Enter the total hours worked the corresponding date fields on the **ST/Hr** row. This is your **STRAIGHT** time. For example, if you worked 8 hours on Monday, enter 8 in the field under **Mon**. Repeat this for every day worked until you reach 40 hours for the week. **Please note that there may be times where you DO NOT reach 40 hours.**

IMPORTANT NOTE: If you work more than 8 hours in a day, this is still considered straight time. For example, if you work 10 hours on Tuesday, you will enter 10 hours STRAIGHT time for that day. Time will be entered this way until you reach 40 hours.

- Your total hours worked for the week appear in the *Time Sheet Total* column. Always verify these hours do not exceed 40 hours.
- If you exceed 40 hours worked, any additional time is entered in the **OT/Hr** row. These hours are considered **OVERTIME**.

Example: You were approved to work 10 hours on Mon, Tue, Wed, and Thu. You are normally scheduled to work 8 hours each day. Your Friday hours would be entered on the OT/Hr line as 8 under Fri. All hours should be entered in 15 minute increments (.25, .50, .75).





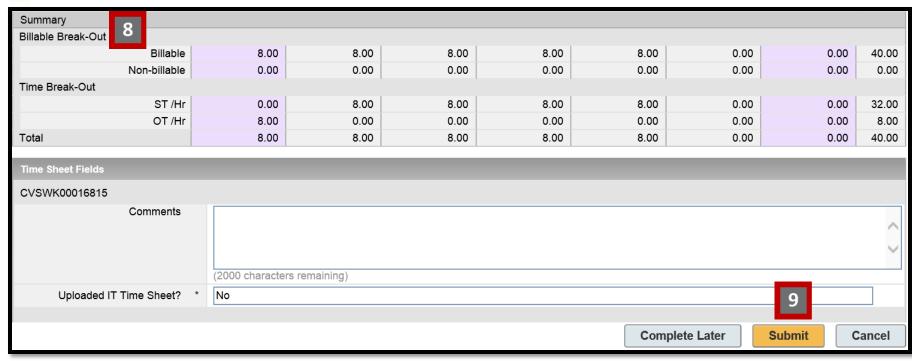
Step Action

If you work on Sunday, enter your time in the **OT/Hr** field for Sunday. **DO NOT ENTER IT AS STRAIGHT TIME.** Your timesheet will be rejected and you will have to resubmit.

NOTE: This is where many people enter there time incorrectly. Pay close attention. Any hours worked on Sunday are **NOT** considered straight time and must be entered in the **OT/Hr** row.

IMPORTANT: Failure to Submit your time sheet WILL result in your pay check being delayed.





Step	Action
8	Your daily hours total in the Summary section of the timesheet.
9	Click the Submit button when you have completed entering time for the period you're ready for your Supervisor to approve. If you are not ready for your time to be approved, click the Complete Later button to save the time sheet for future editing. This is a great option for people who enter their time on a daily basis.
	IMPORTANT: Failure to Submit your time sheet WILL result in your pay check being delayed.