



ENTERING TIME INTO FIELDGLASS

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.

Create Expense Sheet

Create Absence

View Time Sheets

Select Favorite Tasks

Time Sheet Hours

Period	Hours
07/12/201	46.5
07/05/201	48
06/28/201	40
06/21/201	40

Time Sheet End D...

Hours

Hours

References

Reference Library (4)

Fieldglass Release Notes - Click here to see what's new

Announcements

IMPORTANT: Fieldglass System Updates - Effective 7/14/2014

Contingent Workers,

Fieldglass will deploy their July Enhancement Release over the weekend. Taking affect Monday 7/14/2014.

As part of the release, Fieldglass has added a new Time Sheet Warning for workers utilizing the Absence and Tardy Tracking feature in the tool. This warning will display in 2 ways.

1. When an absence or tardy is entered for you on a particular day, that day will be shaded on your timesheet.
2. If hours are entered for that day, the system will issue a Warning Message at the top of the timesheet when it is Submitted. This is to serve as reminder. An absence or tardy was entered on that day and you should double check the timesheet hours to make sure you accounted for the time away from the office. If the hours entered are correct simply hit Submit again and the timesheet will route for approval.

If you are not currently using the Fieldglass Absence and Tardy Tracking feature we ask that you contact your employer to receive additional information on how to go about utilizing this feature.

External Links

[CVS Caremark IT Helpdesk](#)

Work Items to Act Upon

Information / Reason	Worker ID	ID	Status	Period
Enter hours in Time Sheet	CVSWK00016815	CVSTS00827083	Draft	07/13/2014 - 07/19/2014

Don't see your Time Sheet?

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Work Items to Act Upon

Information / Reason

[Enter hours in Time Sheet](#)

Step	Action
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- 1
- 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.

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Your time sheet will appear.

Enter Time Sheet Complete Later Submit Cancel

Time Sheet (CVSTS00827083)

Day	7/13 Sun	7/14 Mon	7/15 Tue	7/16 Wed	7/17 Thu	7/18 Fri	7/19 Sat	Time Sheet Total
Billable								
CVSWK00016815-99380 - Print Shop (99380)								
Hours (HRS) - CVS General Ledger								
ST /Hr								
OT /Hr								
Total								0.00

Billable

CVSWK00016815-99380 - Print Shop (99380)

Hours Worked (HRS) - CVS General Ledger

ST /Hr			
OT /Hr			
Total			

Step	Action
2	The dates appear at the top of the time sheet. Verify that you are entering time for the correct dates.
3	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.

ENTERING TIME INTO FIELDGLASS



Enter Time Sheet

Time Sheet (CVSTS00827083)

Day	7/13 Sun	7/14 Mon	7/15 Tue	7/16 Wed	7/17 Thu	7/18 Fri	7/19 Sat	Time Sheet Total
Billable								5
CVSWK00016815-99380 - Print Shop (99380)								
Hours Worked (HRS) - CVS General Ledger								
ST /Hr	4	10.00	10.00	10.00	10.00			40.00
OT /Hr						6.00	6	6.00
Total								46.00
Non-billable								

- | Step | Action |
|------|--|
| 4 | <p>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.</p> <p>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.</p> |
| 5 | <p>Your total hours worked for the week appear in the Time Sheet Total column. Always verify these hours do not exceed 40 hours.</p> |
| 6 | <p>If you exceed 40 hours worked, any additional time is entered in the OT/Hr row. These hours are considered OVERTIME.</p> |

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).

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Enter Time Sheet

[Complete Later](#)
[Submit](#)
[Cancel](#)

Time Sheet (CVSTS00827083)

Day	7/13 Sun	7/14 Mon	7/15 Tue	7/16 Wed	7/17 Thu	7/18 Fri	7/19 Sat	Time Sheet Total
Billable								
CVSWK00016815-99380 - Print Shop (99380)								
Hours Worked (HRS) - CVS General Ledger								
ST /Hr	7	8.00	8.00	8.00	8.00			32.00
OT /Hr	8.00							8.00
Total								40.00

Step	Action
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7	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.
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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.

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Summary

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Billable Break-Out										
Billable	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00		
Non-billable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Time Break-Out										
ST /Hr	0.00	8.00	8.00	8.00	8.00	0.00	0.00	32.00		
OT /Hr	8.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00		
Total	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00		

Time Sheet Fields

CVSWK00016815

Comments

(2000 characters remaining)

Uploaded IT Time Sheet? *

No

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Complete Later

Submit

Cancel

- | 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.