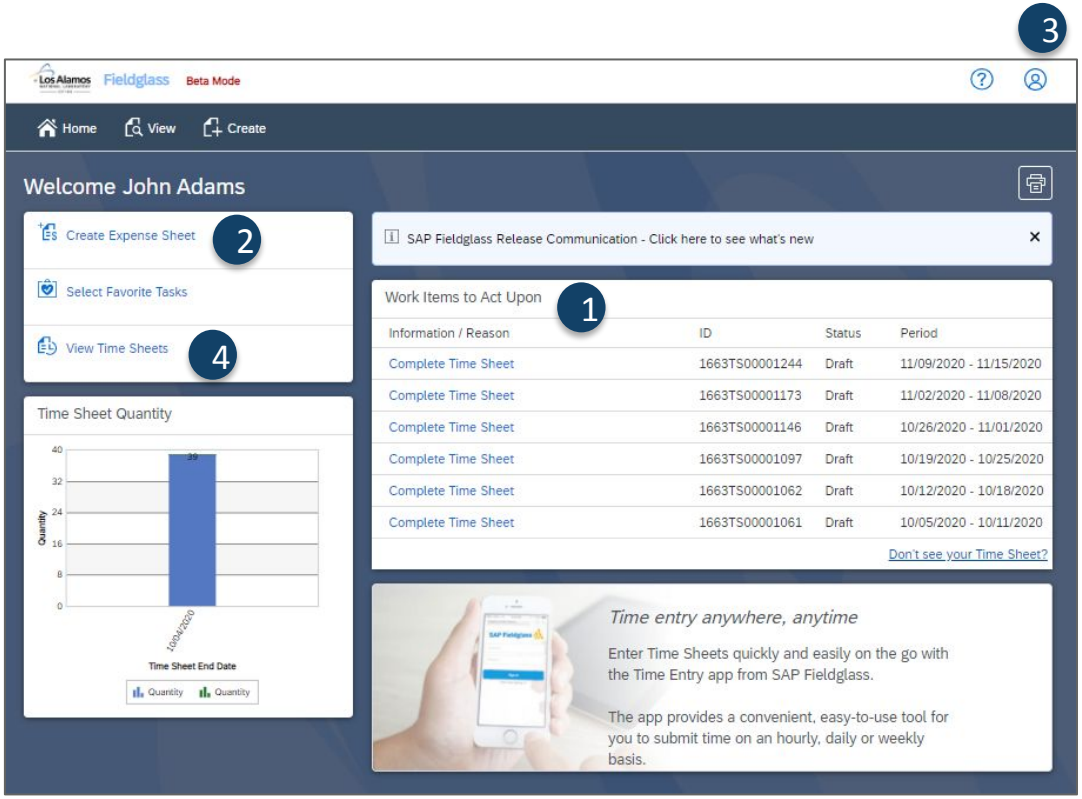
# Contingent Worker – Fieldglass Quick Reference Guide

| Fieldglass Home Page | |
|---|---|
| 1 | **Work Items to Act Upon** – Contains links to draft timesheets requiring action by week-ending date. |
| 2 | **Create Expense Sheet** – Allows the user to submit a pre-approved expense sheet for reimbursement. |
| 3 | **Person Icon** - Used to adjust personal settings. |
| 4 | **View Time Sheets**- Allows the user to take a historic standpoint of all timesheets in draft status, submitted, and approved. |




URL: www.fieldglass.net

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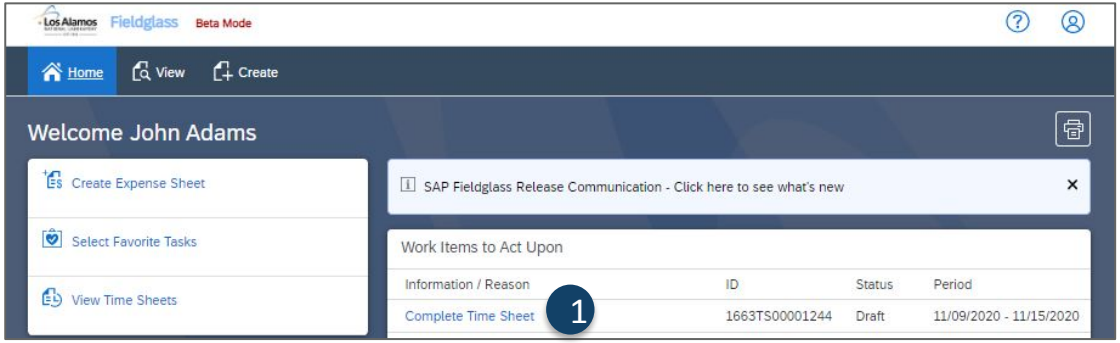
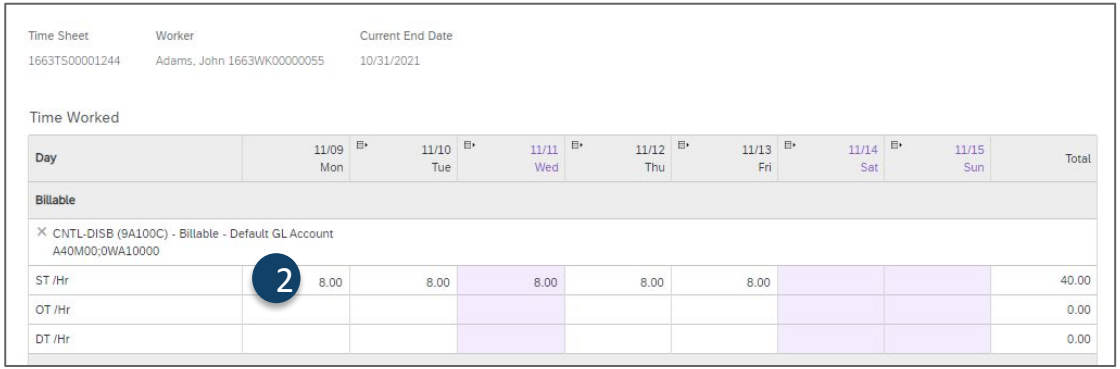
## Submit Time Sheet

| | |
|---|---|
| 1 | Click **Complete Time Sheet** for desired week. |
| 2 | Insert the number of **Hours** worked for each applicable day.<br><br>*Days highlighted in purple reflect holidays or weekends, but workers may still insert hours for those days.* |




Important note: Any Overtime must be pre-approved by the LANL Manager

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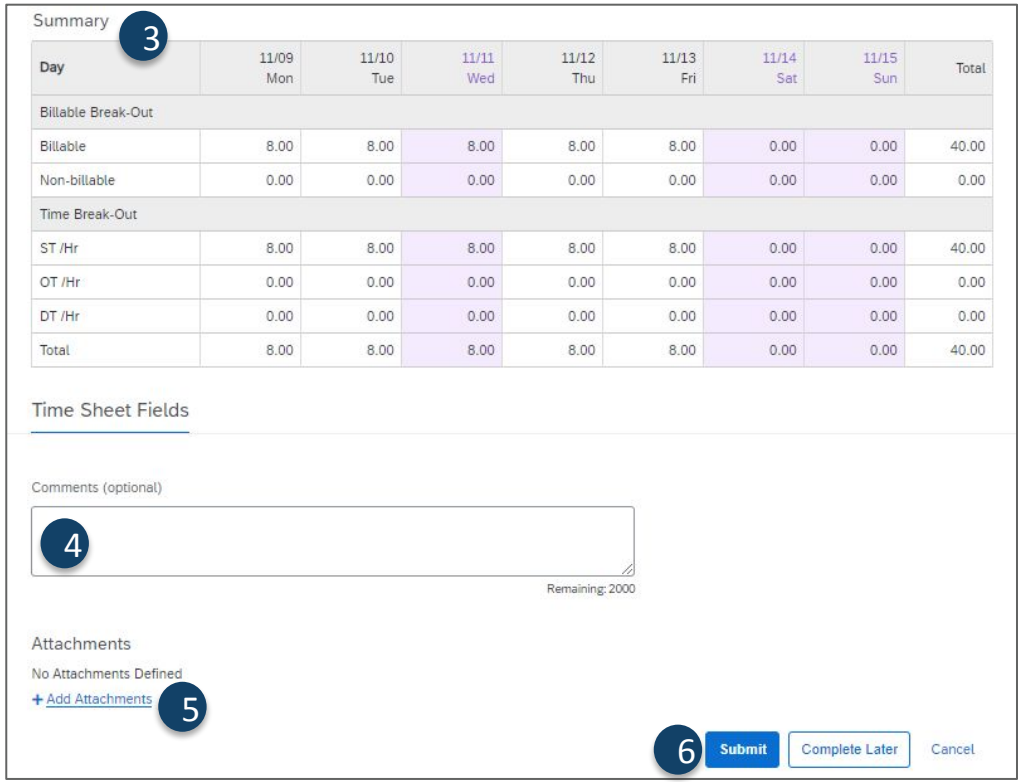
| Submit Time Sheet, continued | |
|---|---|
| 3 | **Summary** – Will automatically update to reflect the hours inserted in above section. |
| 4 | **Comments** – Add any comments, if applicable. |
| 5 | **Attachments** – Add any attachments or supporting documentation, if applicable. |
| 6 | **Submit / Complete Later** – Clicking Submit will send the time sheet to the LANL Manager for approval. Clicking Complete Later will save the time sheet as a draft. |




| Day | 11/09 Mon | 11/10 Tue | 11/11 Wed | 11/12 Thu | 11/13 Fri | 11/14 Sat | 11/15 Sun | Total |
|---|---|---|---|---|---|---|---|---|
| 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 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 40.00 |
| OT /Hr | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| DT /Hr | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 40.00 |

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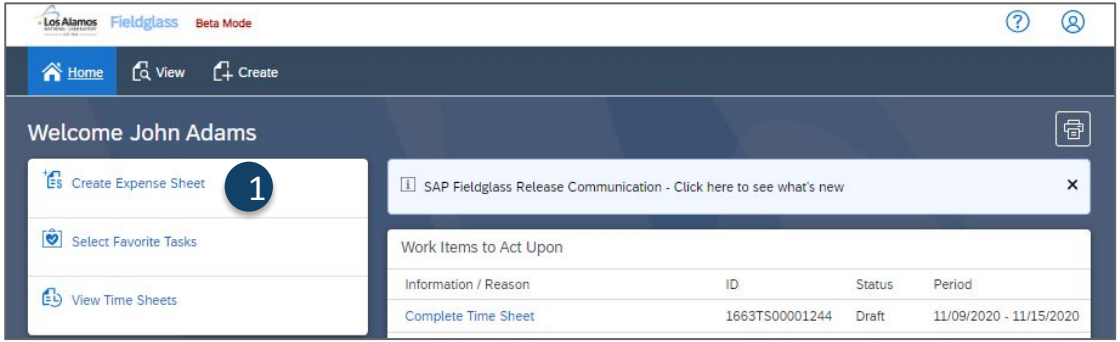
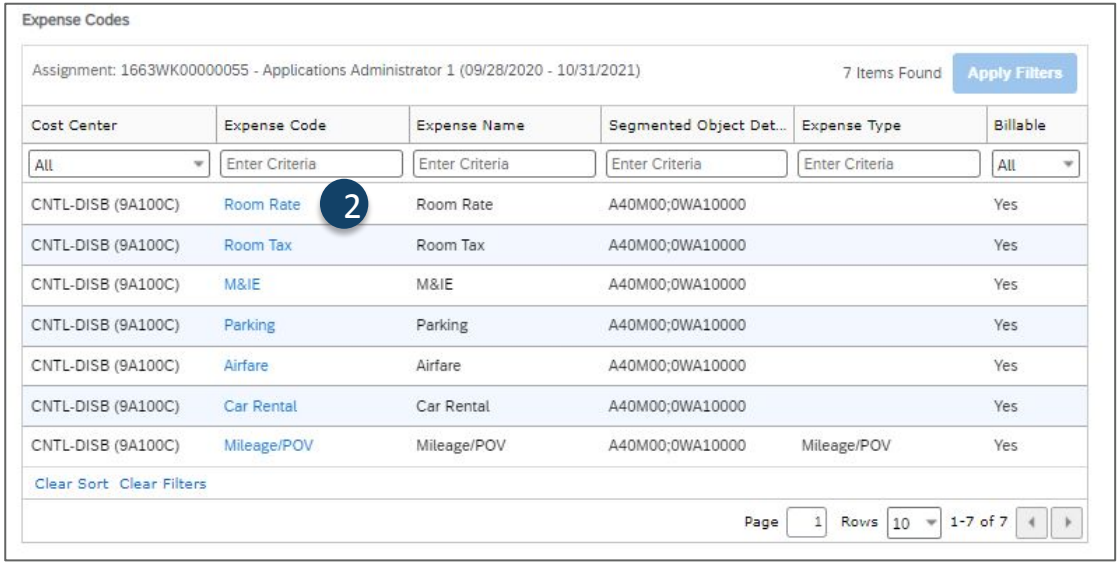
## Submit Expense Sheet

| | |
|---|---|
| 1 | Click **Create Expense Sheet** |
| 2 | Select needed Expense Code type. Filter or scroll through the pages to search for various types of expense codes.<br><br>Multiple Expenses can be submitted within the same Expense Sheet. Select all that are needed (ex: Room Rate, Parking, Car Rental, etc.)<br><br>For this example, Room Rate will be selected. |

Important note: Any Expenses must be pre-approved by the LANL Manager and require an attached receipt or supporting documentation.

All submitted Expense Sheets are first approved by the worker's Employer, and are then routed to the LANL Manager for approval.



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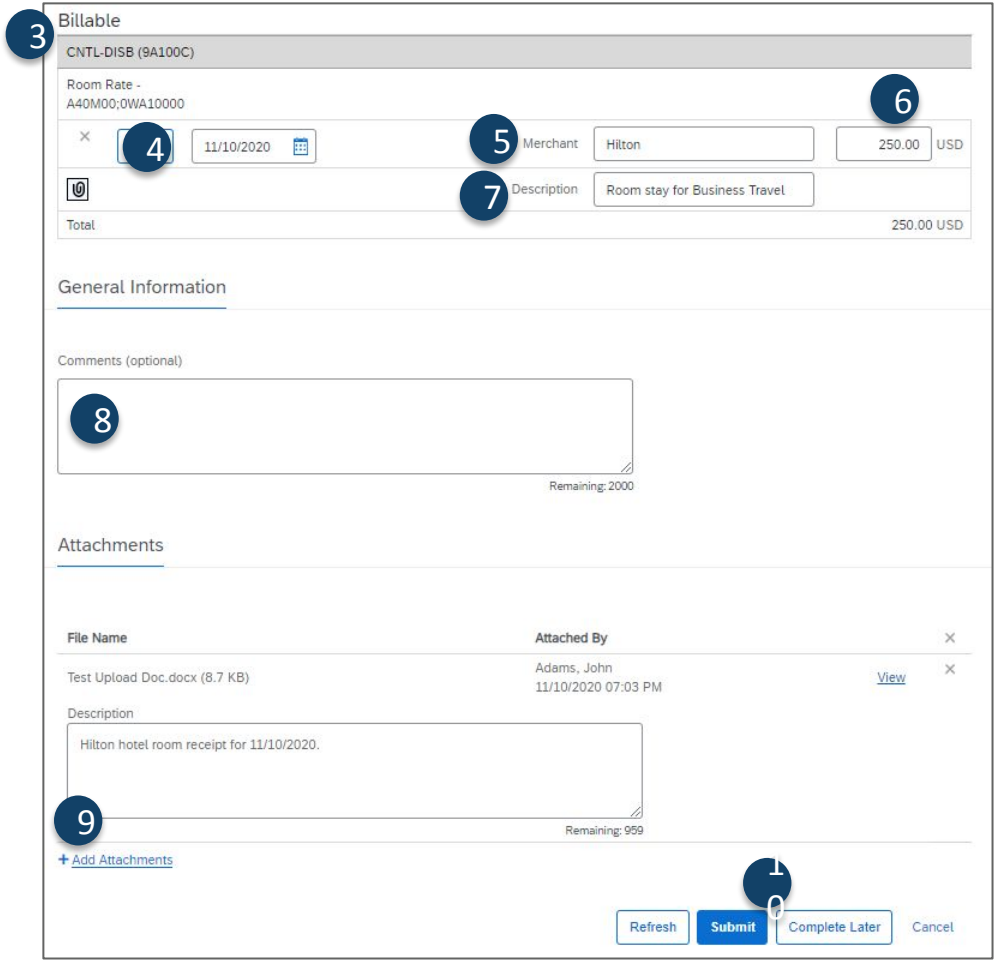
| Submit Expense Sheet, continued | |
|---|---|
| 3 | Once selected, Expense Code populates below within the Billable section. |
| 4 | Insert **Date** of the Expense |
| 5 | Insert the **Merchant** name |
| 6 | Insert the **Dollar Amount** in USD |
| 7 | Insert a **Description** |
| 8 | Add **Comments**, if applicable |
| 9 | Add the receipt or supporting documentation as an **Attachment**, required for all expenses |
| 10 | **Submit / Complete Later** – Clicking Submit will send the expense sheet for approval. Clicking Complete Later will save the expense sheet as a draft. |