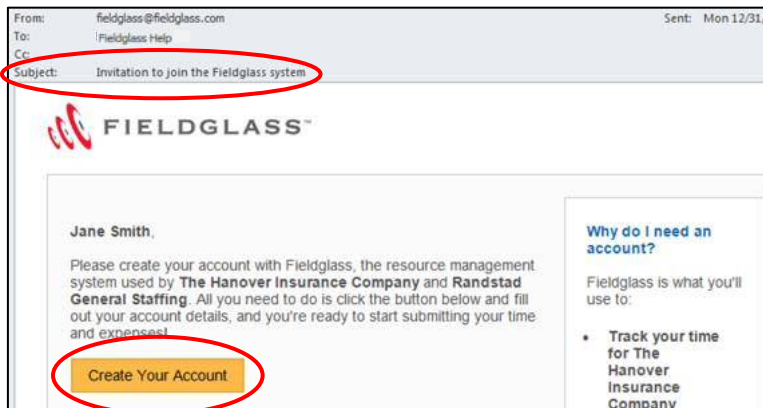


# Fieldglass Quick Reference Guide- How to Register as a First Time Worker

Once you have been hired in Fieldglass, you will receive an email from [fieldglass@fieldglass.com](mailto:fieldglass@fieldglass.com) with a subject line of *Invitation to join the Fieldglass system*.

## Fieldglass Registration Email

To access your account set-up page, click on the **Create Your Account** button, found in the body of the email.



## Account Set-Up Process

### Basic Information:

Review the **First Name**, **Last Name**, and **Email** fields for accuracy. These fields are pre-populated based on the information that was provided to the Randstad Program Office.

### Login Details:

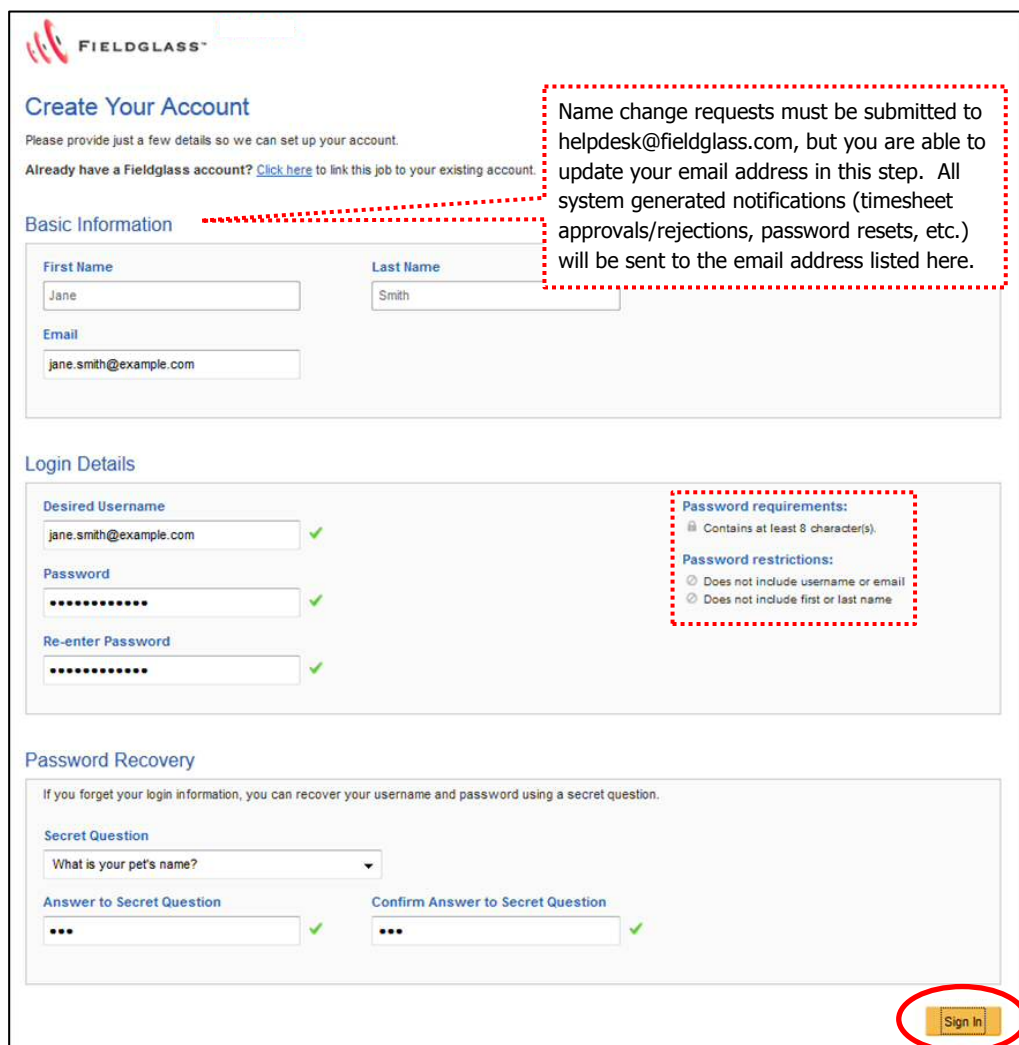
Enter your **Desired Username** in the corresponding field. Best practice is to use your email address entered in the previous step.

Enter and re-enter your **Password**, noting the provided password requirements and restrictions.

### Password Recovery:

Select a **Secret Question** and enter your answer and then confirm your answer.

Please note, if you ever forget your Fieldglass password, you will be able to reset it by correctly answering the secret question you set-up in this step.

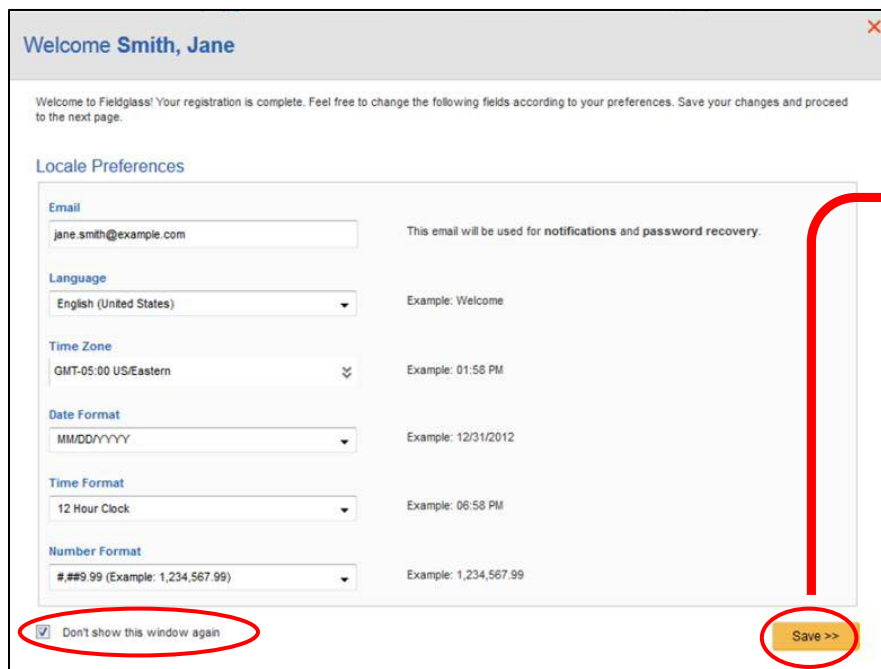


Click the **Sign In** button to complete the registration process.

# Fieldglass Quick Reference Guide- How to Register as a First Time Worker

When signing into Fieldglass for the first time, you will automatically be directed through three welcome screens (Locale Preferences, Time Sheets Overview, and Expense Sheets Overview). In order to bypass these welcome windows in the future, make sure to click the *Don't show this window again* box, found in the lower left-hand corner.

To navigate through the welcome screens, first update your Locale Preferences if necessary and click **Save**, then review the Time Sheets overview, click **Next** and lastly review the Expense Sheets overview and click **Continue to Fieldglass**.



Welcome Smith, Jane

Welcome to Fieldglass! Your registration is complete. Feel free to change the following fields according to your preferences. Save your changes and proceed to the next page.

Locale Preferences

Email: jane.smith@example.com

Language: English (United States)

Time Zone: GMT-05:00 US/Eastern

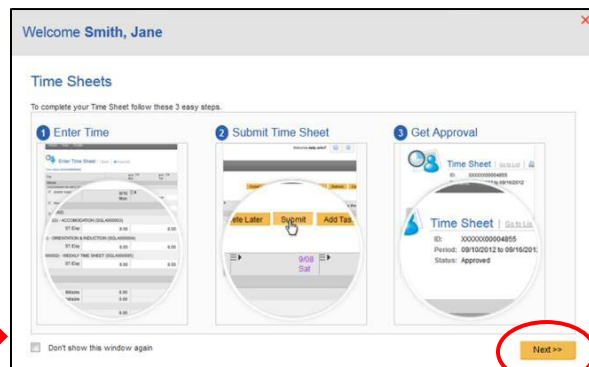
Date Format: MM/DD/YYYY

Time Format: 12 Hour Clock

Number Format: #,##9.99 (Example: 1,234,567.99)

Don't show this window again

Save >>



Welcome Smith, Jane

Time Sheets

To complete your Time Sheet follow these 3 easy steps.

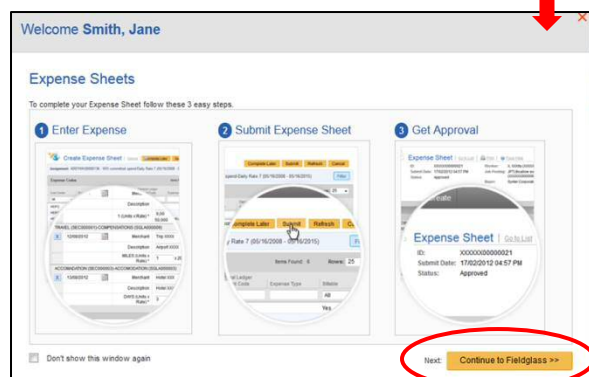
1 Enter Time

2 Submit Time Sheet

3 Get Approval

Don't show this window again

Next >>



Welcome Smith, Jane

Expense Sheets

To complete your Expense Sheet follow these 3 easy steps.

1 Enter Expense

2 Submit Expense Sheet

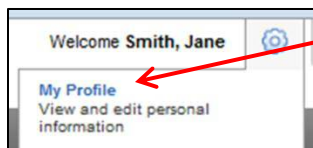
3 Get Approval

Don't show this window again

Next: Continue to Fieldglass >>

After the registration process is complete you will be taken to your Fieldglass desktop. To access your personal settings, click the gear icon in the upper right-hand corner of the Fieldglass dashboard and then select either the **My Profile** or the **My Preferences** link from the drop-down menu.

## My Profile

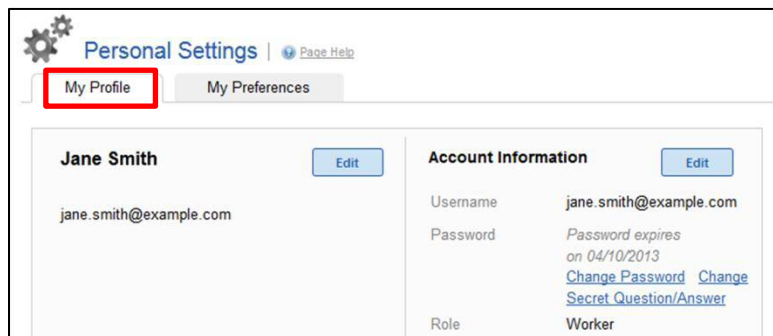


Welcome Smith, Jane

My Profile

View and edit personal information

Select **My Profile** to access information regarding name, email address, username, password, secret question/answer, and linked accounts. To update any of these profile settings, click on the appropriate **Edit** button, make your changes, and lastly click the **Update** button.



Personal Settings

My Profile

Jane Smith

Account Information

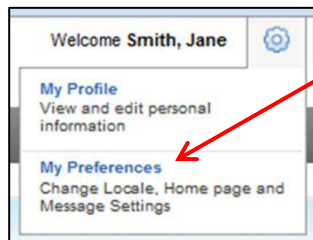
Username: jane.smith@example.com

Password: Password expires on 04/10/2013

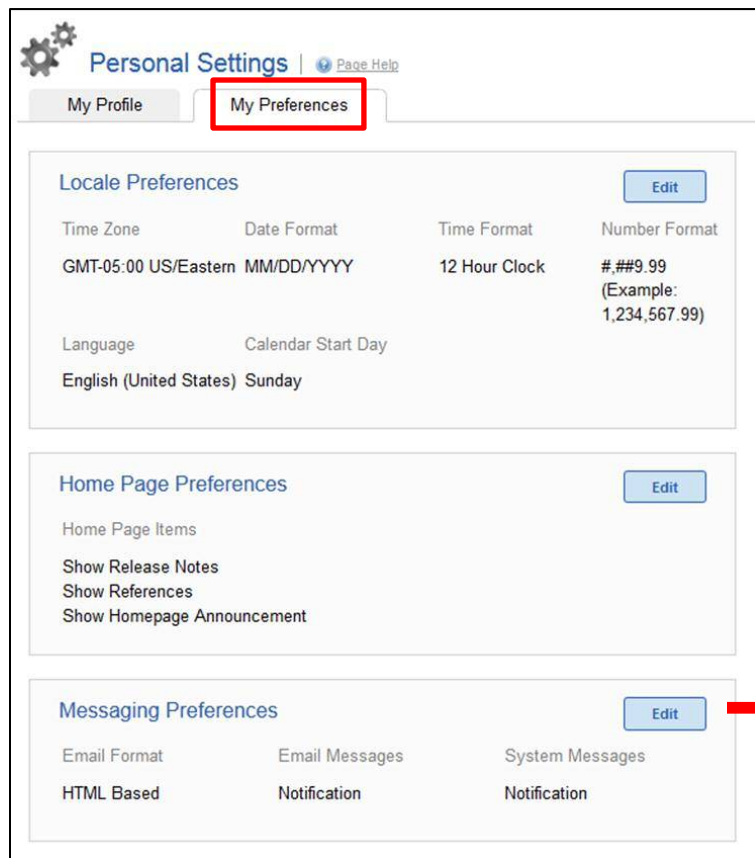
Role: Worker

# Fieldglass Quick Reference Guide- How to Register as a First Time Worker

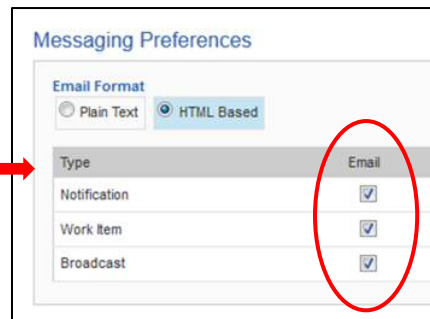
## My Preferences



Select **My Preferences** to access information regarding locale, home page, and messaging preferences. To update any of these preferences, click on the appropriate **Edit** button, make your changes, and lastly click the **Update** button.



Make sure **ALL** the boxes under **Email** are checked, as these messages will keep you informed of any Fieldglass items that may require your attention.



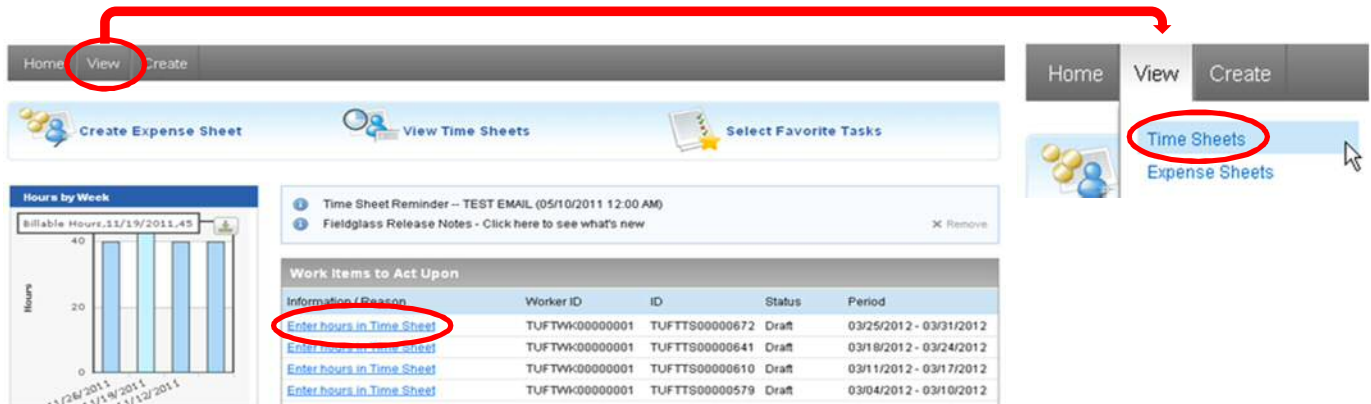
## Helpful Hints

- Contact the Randstad Program Office if you don't receive your registration email or are having trouble registering.
- To update your account and preferences, go to Edit My Preferences which is located in the upper right corner near your user name.
- After your registration is complete be sure to turn on your email preferences so that you will be able to receive emails from Fieldglass and your Manager.
- **If you need additional help registering your worker account please contact a member of the Randstad Program Office.**

# Fieldglass Quick Reference Guide- How to Submit Your Time-Hourly

## To Access Your Time Sheet:

From the Dashboard, click **Enter Hours in Time Sheet**. **Be sure to select the correct week**, the older time sheets are at the bottom of the list and the most recent time sheets are listed at the top. You can also access your timecards by going to **View>Time Sheets** from the main menu.



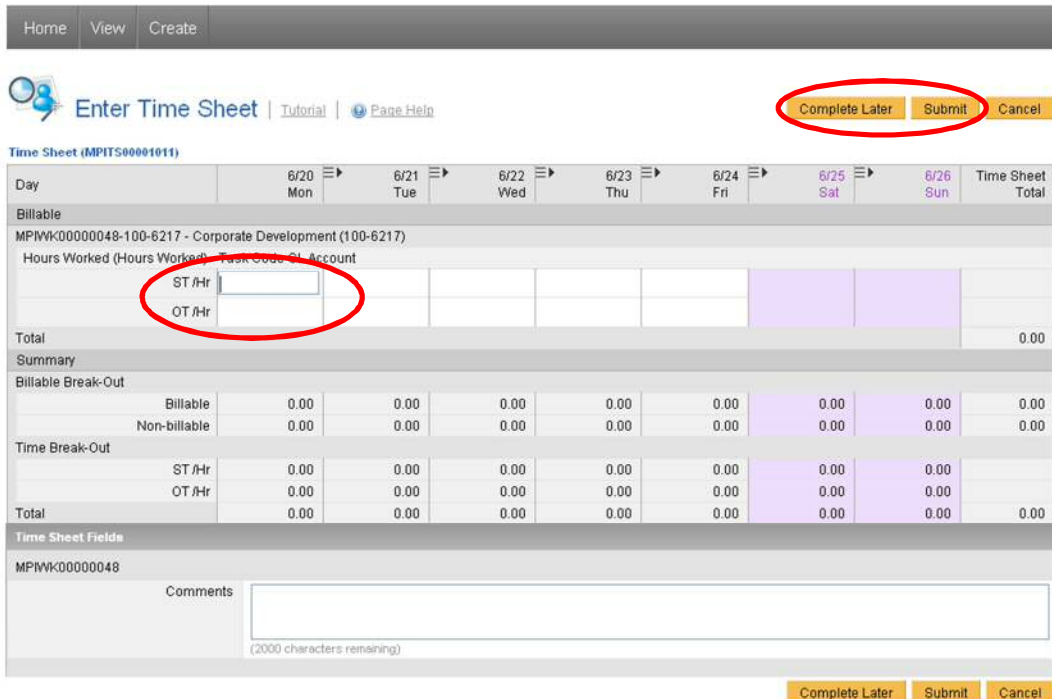
The screenshot shows the Fieldglass dashboard. A red circle highlights the 'View' button in the top navigation bar. A red arrow points from this button to the 'Time Sheets' button in the right-hand navigation menu, which is also circled in red. Below the navigation, there are several widgets: 'Create Expense Sheet', 'View Time Sheets', and 'Select Favorite Tasks'. A 'Hours by Week' bar chart is visible on the left. In the center, there are notifications and a 'Work Items to Act Upon' table. The first row of the table is circled in red and contains the text 'Enter hours in Time Sheet'.

Information/Reason	Worker ID	ID	Status	Period
Enter hours in Time Sheet	TUFTWK-00000001	TUFTTS00000672	Draft	03/25/2012 - 03/31/2012
Enter hours in Time Sheet	TUFTWK-00000001	TUFTTS00000641	Draft	03/18/2012 - 03/24/2012
Enter hours in Time Sheet	TUFTWK-00000001	TUFTTS00000610	Draft	03/11/2012 - 03/17/2012
Enter hours in Time Sheet	TUFTWK-00000001	TUFTTS00000579	Draft	03/04/2012 - 03/10/2012

## To Enter Time and Submit Your Time Sheet:

Enter the number of hours worked for each day in either the 'ST/Hr' or 'OT/Hr' field. **Please note: Overtime (OT) for your state is paid after 40 hours in a week. Please do not enter hours as OT until you've reached 40 Regular (ST) hours total in the ST row.**

**All overtime should be approved by your manager in advance.** To enter time daily, use the **Complete Later** button to save your time. Once you have entered time for the week, click **Submit** to send your timesheet to your manager for approval. Do not click Submit until you have entered all time for the week!



The screenshot shows the 'Enter Time Sheet' form. At the top, there are navigation buttons: 'Home', 'View', and 'Create'. Below them are 'Enter Time Sheet', 'Tutorial', and 'Page Help' links. On the right, there are three buttons: 'Complete Later', 'Submit', and 'Cancel', with 'Complete Later' and 'Submit' circled in red. The main form area is titled 'Time Sheet (MPIT500001011)'. It features a table with columns for days (6/20 Mon, 6/21 Tue, 6/22 Wed, 6/23 Thu, 6/24 Fri, 6/25 Sat, 6/26 Sun) and a 'Time Sheet Total' column. The 'Hours Worked' section has two rows: 'ST /Hr' and 'OT /Hr'. The 'ST /Hr' row has a red circle around the input field for the 6/25 Sat column. Below this is a 'Summary' section with 'Billable Break-Out' and 'Time Break-Out' tables. At the bottom, there is a 'Time Sheet Fields' section with a 'Comments' text area and a character count '(2000 characters remaining)'. At the very bottom, there are 'Complete Later', 'Submit', and 'Cancel' buttons.

## Helpful Hints:

- Holidays and non-standard working days (i.e. weekends) are designated in purple on your timesheet. If you work during one of these days, a warning message will appear. **This is a warning only and can be bypassed by clicking the submit button again.**
- If your manager rejects your timesheet, you will receive an email notification. It is your responsibility to edit the timesheet and resubmit it for approval. Time sheets that are rejected will not be processed for Payroll which may cause a delay in your pay.
- If you need additional help entering your time please contact a member of the Randstad Program Office.