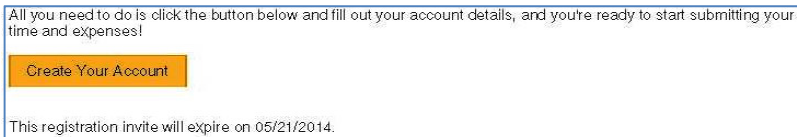


## FIELDGLASS WORKER REGISTRATION PROCESS

**Step 1.** Workers will receive an email stating they have been invited to use the Fieldglass system. Click the link in the email.



**Step 2.** Create the worker account in Fieldglass.

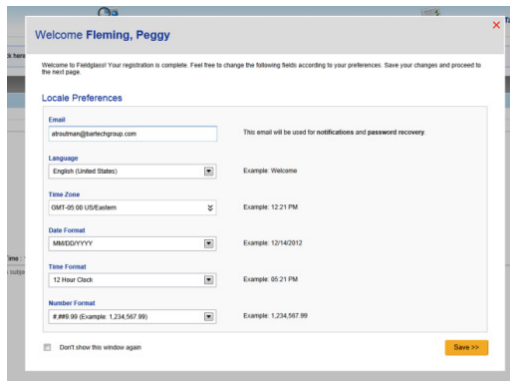
**Step 3.** Complete the basic information.

**Step 4.** Complete the Login Details.

**Step 5.** Complete the Password Recovery section, choosing a secret question and an answer to that question.

**Step 6.** You will be taken to the Worker's Dashboard.

- You are able to set Locale Preferences.
- Make any necessary changes.
- Click Save.



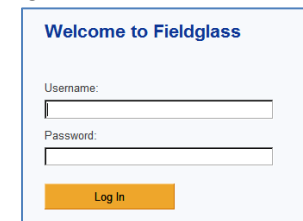
## LOGIN PROCESS

**Step 1.** Enter the URL address: [www.fieldglass.net](http://www.fieldglass.net) into your Internet browser.

**Step 2.** Enter your User Name in the Username field.

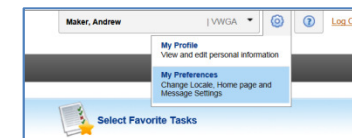
**Step 3.** Enter the password provided to you by Fieldglass in the Password field.

**Step 4.** Click the Login button.



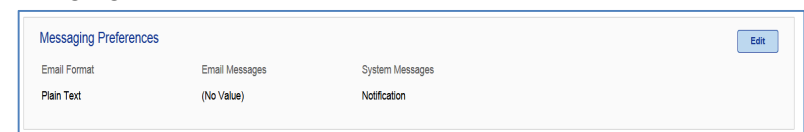
## EDITING YOUR PROFILE

**Step 1.** Click the Gear icon in the upper right corner of the desktop.



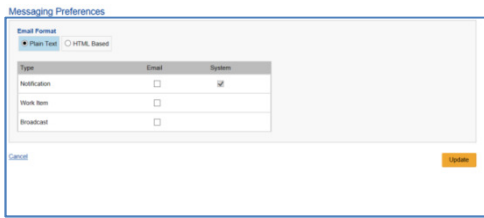
**Step 2.** Select My Preferences

**Step 3.** The Personal Settings screen will appear. Scroll down to Messaging Preferences



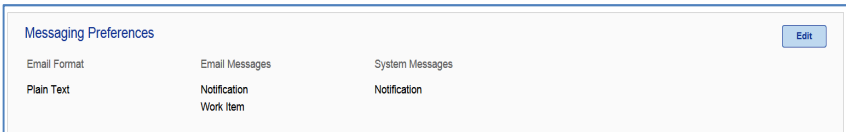
**Step 4.** Click Edit, the Messaging Preferences screen will display.

My Preferences - Messaging Preferences



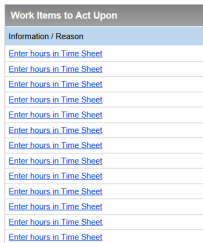
**Step 5.** Ensure that Email is checked for Notification and Work Item. This will ensure you are notified of approved/reject time sheets.

**Step 6.** Click the Update button. Notification and Work Items will display under Email Messages.



**TIMESHEET SUBMITTAL PROCESS**

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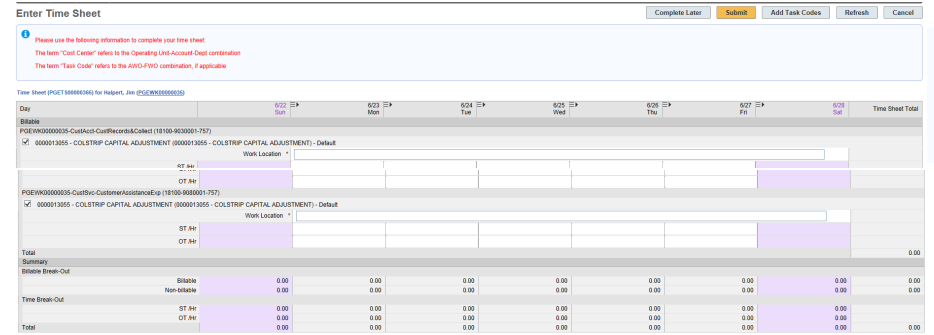


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**Step 5.** If your Project ID's or task codes are not listed on your timesheet, please confirm with your PGE Supervisor that your project ID's or task codes are still valid.

a. If your project ID's or task codes are still valid, please email Kim Michel and ask for your project ID's or task codes to be added to your timesheet.

b. If your project ID's or task codes are no longer valid, please collect new valid codes from your PGE Supervisor and then email Kim Michel and ask for your Project ID's or task codes to be added to your timesheet.



**Step 9.** Each Cost Center/Task Code Combination will have a separate billable section

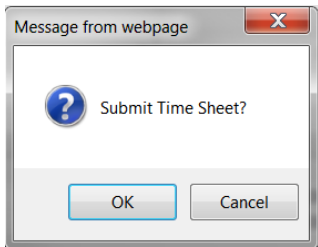
- a. Enter the Work Location
- b. Enter the Straight time hours
- c. Enter the Overtime hour hours (if applicable)
  - i. Overtime should be entered as state law requires, i.e. after 40 hours per week or after 8 hours per day.

**Step 10.** Enter any Comments (for example an explanation of time off).



**Step 11.** Click the Submit button to submit the Time Sheet for approval.

**Step 12.** A warning will appear asking you to verify that you want to submit the time sheet.



**Step 13.** Click OK

**Step 14.** The time sheet will appear in the list as pending approval.

## EXPENSES SUBMITTAL PROCESS

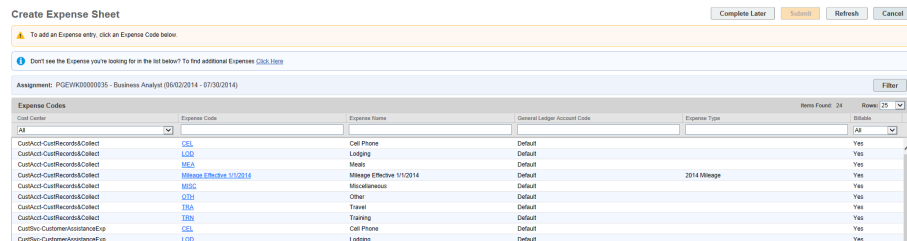
**Step 1.** Log into Fieldglass as stated above

**Step 2.** Select Create, then Expense Sheet.

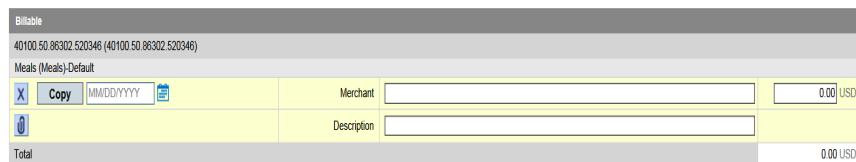


**Step 3.** Select the Expense Code for the first expense you intent to claim.

a. You may have to select the Task Code/Cost Center for each expense.



**Step 4.** Enter the Date you incurred the expense.



**Step 5.** Enter the Merchant

**Step 6.** Enter a Description of the expense (e.g. Columbia Airlines, Round trip airfare from Chicago to Denver).

**Step 7.** Enter the Amount of the expense.

**Step 8.** Repeat Steps 3-4 a-c for each new expense item.

**Step 9.** Enter any Comments.



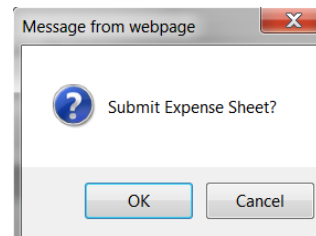
**Step 10.** Expenses requiring receipt will need to be scanned and attached to the expense sheet in Fieldglass.

**Step 11.** Attach the scan copy of receipts in the attachment section



**Step 12.** Click the Submit button to submit the Expense Sheet for approval.

**Step 13.** A warning will appear asking you to verify that you want to submit the expense sheet



**Step 14.** Click Ok

**Step 15.** The expense sheet will appear in the list as pending approval.