

**LOGIN PROCESS**

Step 1: Enter the URL address: **www.fieldglass.net** into your Internet browser. **Note:** Place this in your favorites for easy reference.



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

Step 3: Enter the password provided to you by Fieldglass in the **Password** field. **Note:** The password is case sensitive.

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

**TIME SHEET SUBMITTAL PROCESS**

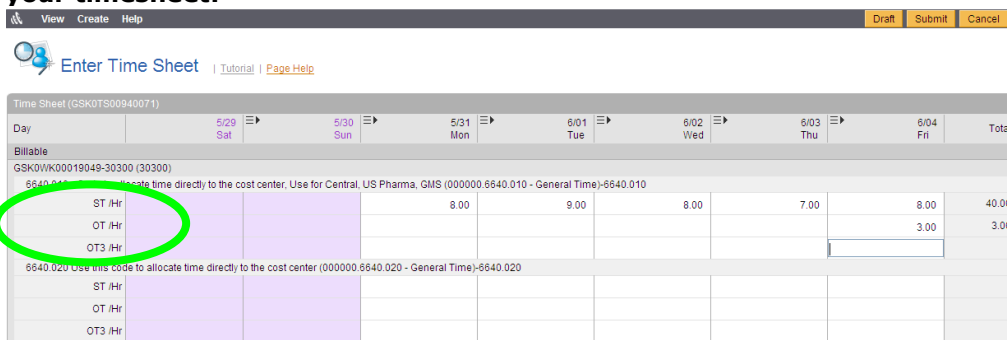
On your Desktop you will see a time sheet link for the current time sheet cycle. Click on the time sheet link reflecting the appropriate week dates. The timesheet period is from Saturday to Friday.



**Note** – you cannot create timesheets weeks in advance – each new timesheet is created on Friday night for the following Saturday through Friday week.

Time can be tracked on your timesheet on a daily or weekly basis – but can only be submitted for approval at the end of the week. Do not submit your timesheet until you know your weeks work has finished.

**To fill out your timesheet:**



Step 1: Select a task code if multiple choices exist for your assignment (contact your supplier or the Bartech Helpdesk if you have any questions regarding this). The **Bartech Helpdesk** can be contacted on 0808 234 3767 or [helpdesk@bwm-apex.com](mailto:helpdesk@bwm-apex.com)

Step 2: Enter the amount of hours worked for each day under ST (standard time) or OT (overtime). Ensure that you only submit the time for which you are paid – for example, if your standard rate includes time for a required handover, this time must not be submitted.

Step 3: Click **Draft** if inputting time daily.

Step 4: Comments can be added for your manager or supplier to review – and details regarding sick days or holidays can also be added. If you are away from work sick or are on holidays – you must submit 0 hours.

Step 5: At the end of the work week, ensure all hours are entered, and then click **Submit**.

**Note:** Time sheets are to be submitted to your GSK manager by **midday Monday** and must be approved by the GSK manager by **close of business Monday**. If time is rejected, it must be corrected and resubmitted for approval. It is encouraged that you submit your time as soon as possible at the end of your work week so your manager has time to review and approve.

**It's your responsibility to ensure that the manager has approved the timesheet.** If the timesheet is rejected, an email notification will be sent for you.

## EXPENSES SUBMITTAL PROCESS

Step 1: Select **Create Expense Sheet** from your Fieldglass homepage.

Cost Center	Expense Code	Expense Name	General Ledger Account Code	Expense Type	Billable
30300	6640.010	6640.010	6640.010		Yes
30300	AIR 6640.010	Airfare	6640.010		Yes
30300	TEL 6640.010	Business Telephone Calls	6640.010		Yes
30300	TRA 6640.010	Ground Transportation (Car Rental)	6640.010		Yes
30300	HOT 6640.010	Hotel	6640.010		Yes
30300	MEA 6640.010	Meals	6640.010		Yes
30300	MIL 6640.010	Mileage	6640.010		Yes
30300	OTH 6640.010	Other (Please specify)	6640.010		Yes

Step 2: Select the Expense Code for the expense from the list (e.g. mileage).

Step 3: Enter the date the expense was incurred and the amount.

Step 5: Enter a description (e.g. number of miles and rate per mile).

Step 6: Enter any other detail in the **Comments** field that will assist with the manager's approval.

Subtotal	Summary	Amount (GBP)
	Billable	20.00
	Non-billable	0.00
	Total	20.00

Comments: Travel from GSK House to GMS Ware and return for training session (1838 characters remaining)

Step 7: Select **Manage** to upload scanned copies of receipts (originals to be sent to your supplier).

Step 8: Repeat Steps 1-7 for additional expense items.

Step 9: Review your Expense Sheet and click the **Submit** button.

**Note:** Only expenses that have been pre-approved by the GSK Manager are reimbursable. VAT should not be added to expenses.

## EDITING YOUR PROFILE

Step 1: Click Edit My Preferences on the left side frame of your desktop.

Step 2: Click the **Edit** button.

Step 3: Enter any information into the **Contact** section; select your **Notification Preferences**; verify your time zone; and click the **Update** button.

## CHANGING YOUR PASSWORD

Step 1: Click Edit My Preferences on the left side frame of your desktop.

Step 2: Click the yellow **Change Password** button.

Step 3: Enter your old password, and your new password twice (passwords are case sensitive).

Step 5: Click the **Update** button.