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.
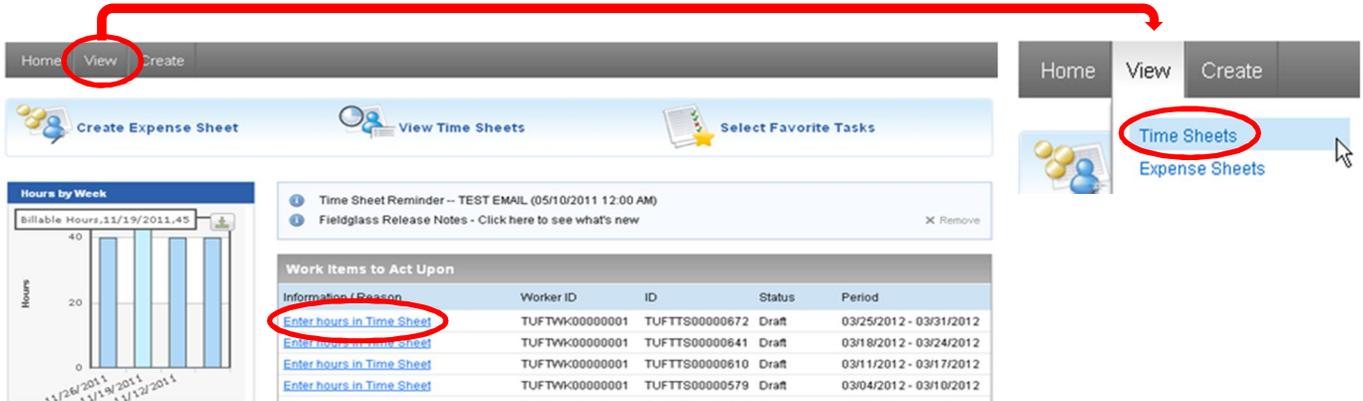
To Enter Time and Submit Your Time Sheet:

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!

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.*