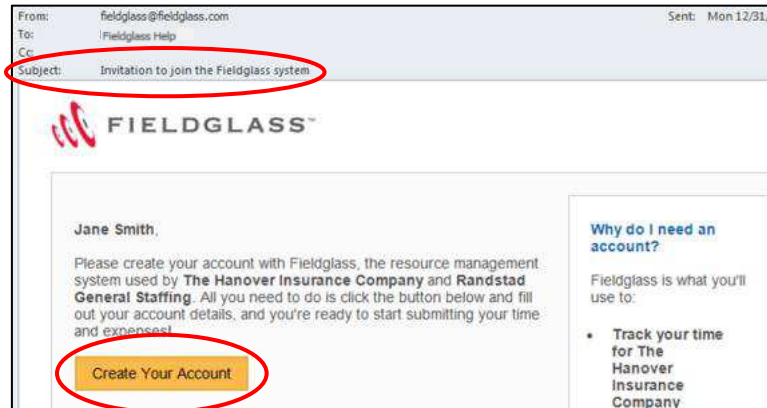


Fieldglass Quick Reference Guide- How to Register as a First Time Worker

Once you have been hired in Fieldglass, you will receive an email from fieldglass@fieldglass.com 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.

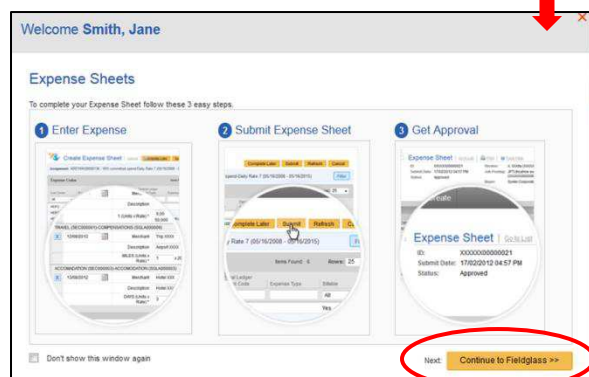
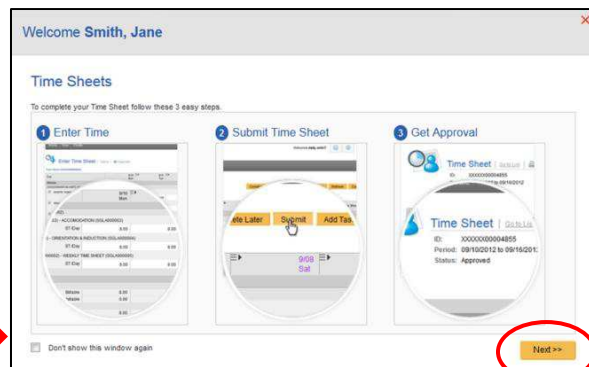
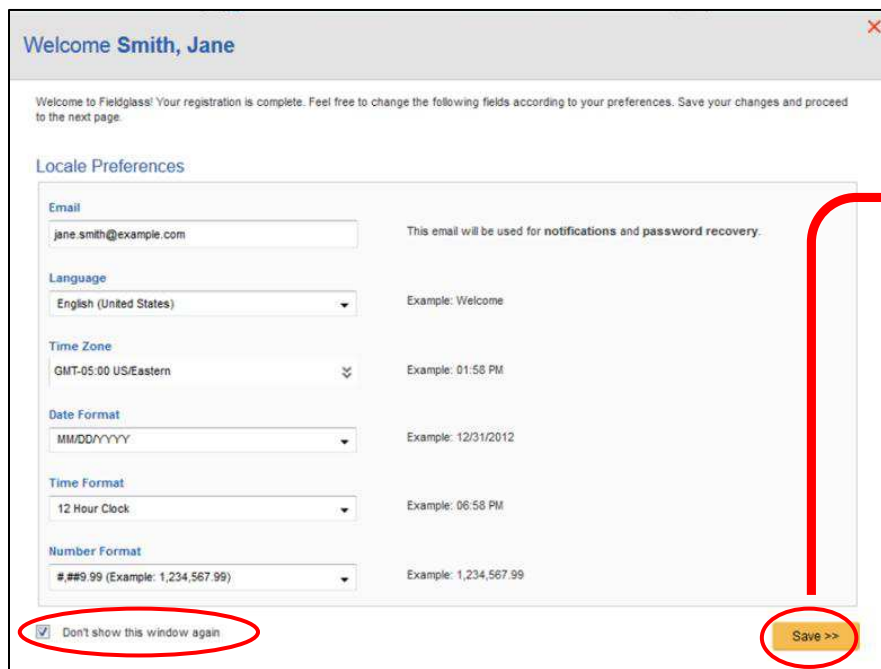
Please note, if you ever forget your Fieldglass password, you will be able to reset it by correctly answering the secret question you set-up in this step.

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

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

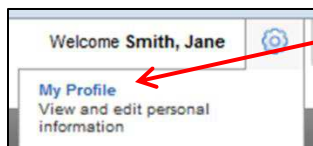
When signing into Fieldglass for the first time, you will automatically be directed through three welcome screens (Locale Preferences, Time Sheets Overview, and Expense Sheets Overview). In order to bypass these welcome windows in the future, make sure to click the *Don't show this window again* box,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

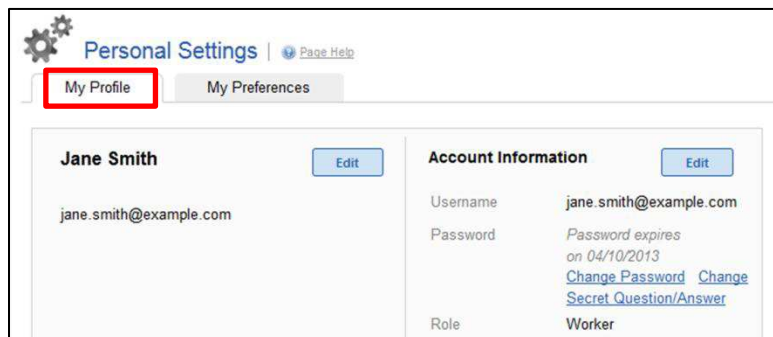


After the registration process is complete you will be taken to your Fieldglass desktop. To access your personal settings, click the gear icon in the upper right-hand corner of the Fieldglass dashboard and then select either the **My Profile** or the **My Preferences** link from the drop-down menu.

My Profile

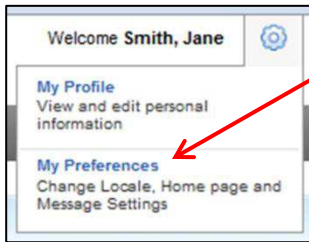


Select **My Profile** to access information regarding name, email address, username, password, secret question/answer, and linked accounts. To update any of these profile settings, click on the appropriate **Edit** button, make your changes, and lastly click the **Update** button.

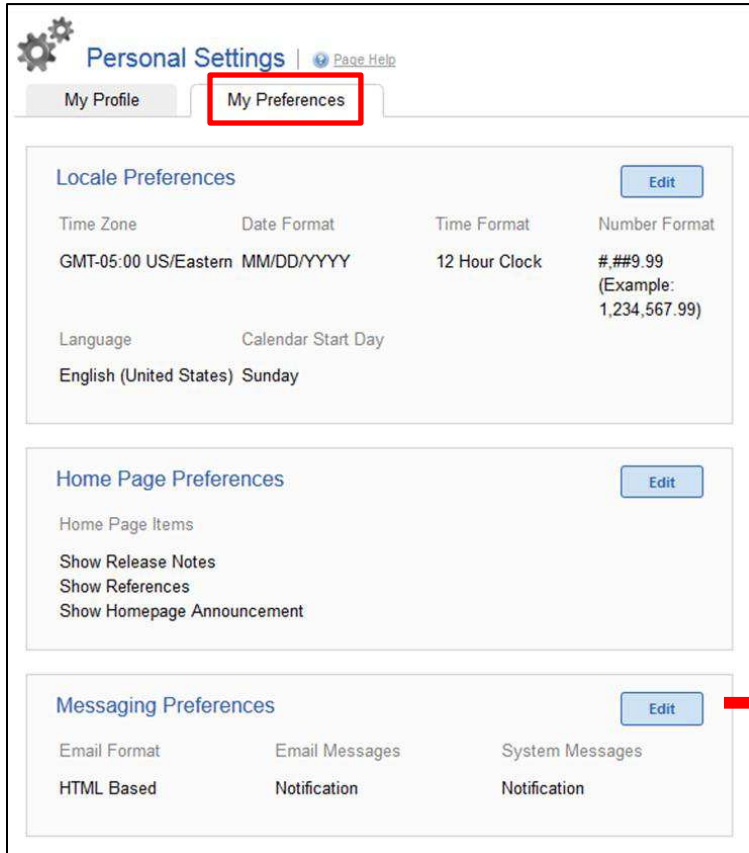


Fieldglass Quick Reference Guide- How to Register as a First Time Worker

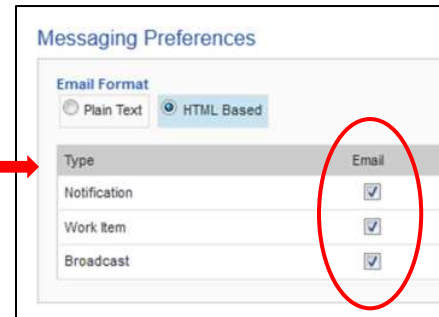
My Preferences



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.



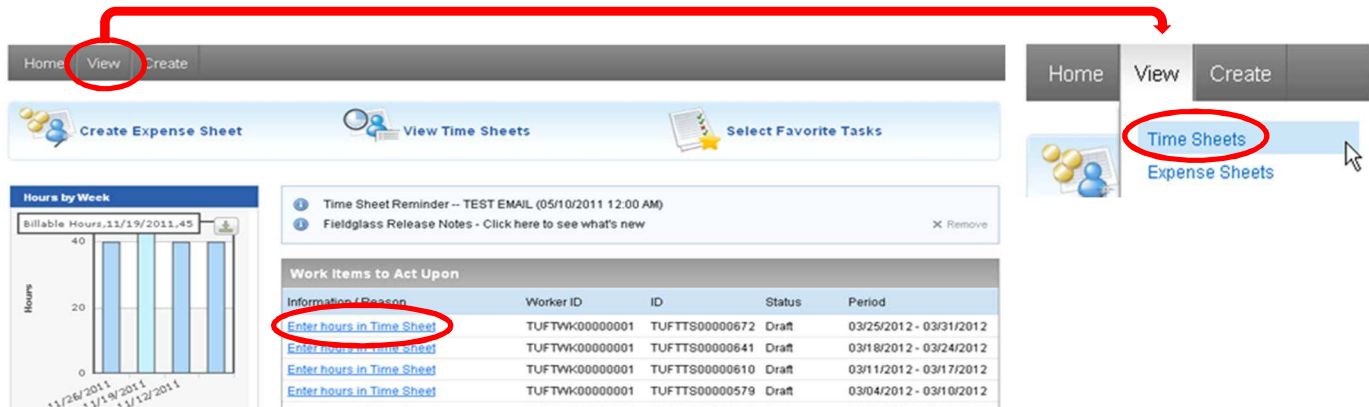
Helpful Hints

- 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 (TITO)

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 with a navigation bar containing 'Home', 'View', and 'Create'. A red circle highlights the 'View' button. Below the navigation bar are three main sections: 'Create Expense Sheet', 'View Time Sheets', and 'Select Favorite Tasks'. A red arrow points from the 'View' button to the 'View Time Sheets' section. In the 'View Time Sheets' section, there is a 'Time Sheets' link circled in red. Below this is a table titled 'Work Items to Act Upon' with columns: Information / Reason, Worker ID, ID, Status, and Period. The first row is circled in red and contains the text 'Enter hours in Time Sheet'.

To Enter Time and Submit Your Time Sheet:

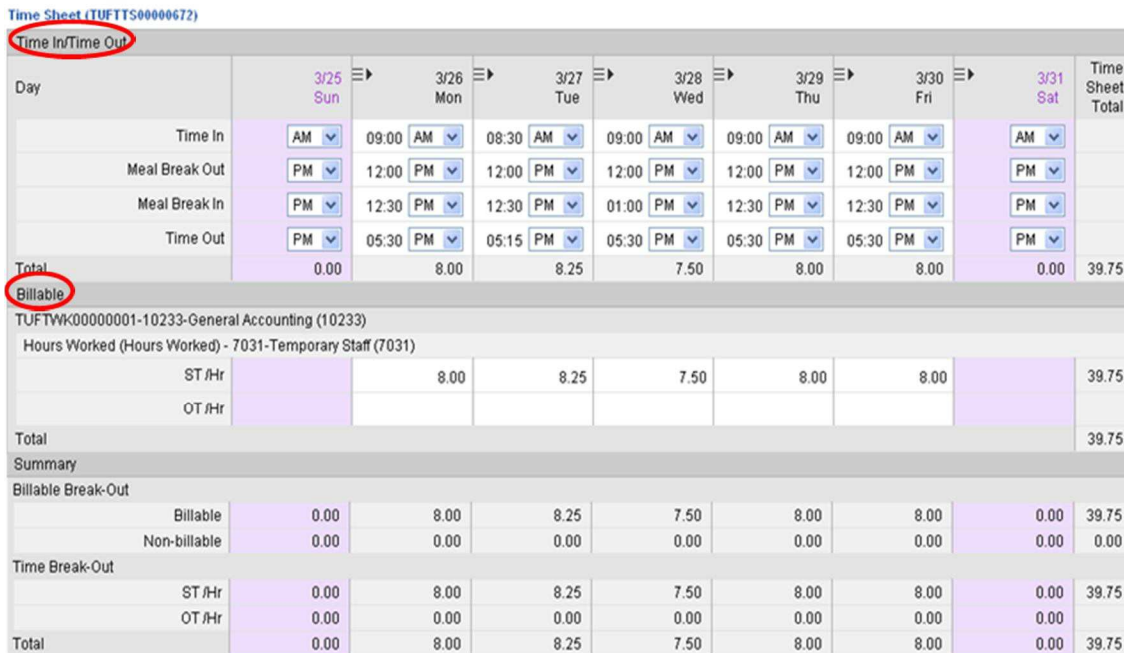
When entering time you will need to fill in the top section marked Time In/ Time Out as well as the middle section marked Billable. In the Time In/Time Out section you will enter the time you arrived to work, your meals and breaks, as well as the time you left for the day. In the Billable portion you will allocate your time in the Straight Time (ST) Row and the Over Time (OT) row. Please note: Overtime (OT) for your state is paid after 40 hours of Straight Time (ST) is worked in a week. Once 40 hours of ST has been worked, you may begin to enter hours in the OT 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 left, there is a 'Tutorial' link and a 'Page Help' link. At the top right, there are three buttons: 'Complete Later', 'Submit', and 'Cancel'. The 'Submit' button is circled in red.

After entering Time In/Time Out, please also enter the total hours per day in the Billable and/or Non-billable sections below.



The screenshot shows the 'Time Sheet (TUFTTS00000672)' form. At the top left, there is a 'Time In/Time Out' link circled in red. Below this is a table with columns for days (3/25 Sun, 3/26 Mon, 3/27 Tue, 3/28 Wed, 3/29 Thu, 3/30 Fri, 3/31 Sat) and a 'Time Sheet Total' column. The rows are: Time In, Meal Break Out, Meal Break In, Time Out, and Total. The 'Total' row shows 0.00 for Sun, 8.00 for Mon, 8.25 for Tue, 7.50 for Wed, 8.00 for Thu, 8.00 for Fri, 0.00 for Sat, and 39.75 for the total. Below this is a 'Billable' section circled in red, with a table for 'Hours Worked (Hours Worked) - 7031-Temporary Staff (7031)'. The rows are: ST/Hr and OT/Hr. The 'Total' row shows 39.75 for the total. Below this is a 'Summary' section with a table for 'Billable Break-Out' and 'Time Break-Out'.

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.