



# **Fieldglass Supplier Manual** Professional services

# Version control, workers and time sheets



## SAP FIELDGLASS SERVICES

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## **VERSION CONTROL**

For version control purposes, the SOW can be viewed under the **Characteristics** (time and material) tab, excluding workers.

In this example we are looking at Scenario 1 – No Workers.

SAP Fieldglass Beta Mode	Search by ID or text	Q	≇ ŵ 2 <sup>60</sup> ⊊ <sup>0</sup> 0 GB
Home View Create Analytics PMO Dashboard			Genni Barnes   NDBK
C Statements of Work List C PMO - Statements of Work List			
Supplier Training - Scenario 1 No workers			Edit Actions 🐒 🗉 😭
S Standard Nedbank SOW Type		Close Statement of Work	Change Adjustment Group
Progress         Status         Next Step           O         O         O         Pending Buyer Review         Review	Statement of Work ID Period NDBKTQ00000527 01/08/202	3 to 31/12/2023 S	View Versions Associate User
You are comparing [Version 0.002 - Supplier Name and Surname (Supplier) 2	25/08/2023 14:27] to [Version 0.001 - Genni Ba	rnes (Buyer) 23/08/2023 05:40]. Version 0.002 is the latest versio	on for this Statement of Work.
Summary Details Activity Items Clauses Characteristics Ap	oprovals / Audit Trail Related		Q
Overview			
Items to Complete (1)		Spend	
Critical (1)		Spend is 0% of budget. View Details	
Statement Of Work Is In Pending Collaboration Or Pending Supplier Review			
			1,050,000.00 ZAR

Click on View Versions from the Actions dropdown list.

Fieldglass Beta Mode	Search by ID or text	Q	≅ \$ 2 <sup>66</sup> 0
Home View Create Analytics PMO Dashboard			Genni Barnes   NDBK
A Statements of Work List A PMO - Statements of Work List	/iew Versions		
Supplier Training - Scenario 1 No worker	Choose a version to view. You can also compare two versions by previous version.	r selecting a	Edit Actions 🗸 🗲 🚖
Progress         Status         Next Ster           O-O-O-O         Pending Buyer Review         Review	fiew Version 0.002 - Supplier Name and Surname (Supplier)  v 25/08/2023 14:27	ss VAT Supplier(	SLP01)
You are comparing [Version 0.002 - Supplier Name and Sumame (Supplier Name and Sumame (Supp	0.001 - Genni Barnes (Buyer)	2 is the latest version f	for this Statement of Work.
Items to Complete (1)	Spend		
Critical (1)	Spend is 0% of	f budget. View Details	
O Statement Of Work Is In Pending Collaboration Or Pending Supplier Revie	w		1,050,000.00 ZAR

Complete the following fields:

- View Version select the option from the dropdown list, eg 'latest version'.
- **Compare to Previous Version (optional)** in this example the Nedbank version will be compared to Genni Barnes' (the supplier) original version.

Click on View.

#### Summary of the details

	Q	≇ \$ 2 <mark>60</mark> 0	GE
ome View Create Analytics PMO Dashboard		Genni Barnes	I NDB
Statements of Work List C PMO - Statements of Work List			
upplier Training - Scenario 1 No workers		Edit Actions ~ E	*
Standard Nedbank SOW Type			
ogress Status Next Step Statement of Work ID Period	Supplier		
-O-O-O-O Pending Buyer Review Review NDBKTQ00000527 01/08	3/2023 to 31/12/2023 SLP Fieldglass VAT Supplier(SLP01)		
Version approximate Repairs 0.002 Complex Name and Company (Complex) 25/00/2022 14/27145 Repairs 0.001	Parties (Russe) 22/00/2022 0E-401 Marries 0.002 is the latest version for this Stat	tomost of Work	
Tod are comparing (reson clock - outputer name and camaine (outputer) solosizezo znizi) to (reson clock - del			
Immary Details Activity Items Clauses Characteristics Approvals / Audit Trail Related			
ummary Details Activity Items Clauses Characteristics Approvals / Audit Trail Related			
ummary Details Activity Items Clauses Characteristics Approvals / Audit Trail Related			
ummary Details Activity Items Clauses Characteristics Approvals / Audit Trail Related Overview	X		
Immary Details Activity Items Clauses Characteristics Approvals / Audit Trail Related	X		
ummary Details Activity Items Clauses Characteristics Approvals / Audit Trail Related Overview	X		
mmary Details Activity Items Clauses Characteristics Approvals / Audit Trail Related Overview Statement of Work Details	X		
Immary       Details       Activity Items       Clauses       Characteristics       Approvals / Audit Trail       Related         Overview       Statement of Work Details       Statement of Work Details       Statement of Work Details       Statement of Work Details			
ammary       Details       Activity Items       Clauses       Characteristics       Approvals / Audit Trail       Related         Overview       Statement of Work Details       Details       Details	•••		
Immary     Details     Activity Items     Clauses     Characteristics     Approvals / Audit Trail     Related       Overview     Statement of Work Details     Details     Image: Clause of Mork Details     Image: Clause of Mork Details	Accounting		
Ummary     Details     Activity Items     Clauses     Characteristics     Approvals / Audit Trail     Related       Overview     Statement of Work Details     Details     Details       Details     Description     Description	Accounting Cost Allocation %		
ummary       Details       Activity Items       Clauses       Characteristics       Approvals / Audit Trail       Related         Overview       Statement of Work Details	Accounting Cost Allocation % TEST_DFL - RPA (CNGT10112) 100.000%		
Jummary       Details       Activity Items       Clauses       Characteristics       Approvals / Audit Trail       Related         Overview	Accounting Cost Allocation % TEST_DFL - RPA (CNGT10112) 100.000% Maximum Budget		

At the top of your screen you will see which versions are being compared.

Various tabs are available to check the information. In this example the Characteristics tab was selected.

-O-O-O Pending Buyer Review Review NDBKTQ00000527 01/08/2023 to 31/12/2023 SLP Fieldglass VAT Supplier(SLP01)	Nork.
mary Details Activity Items Clauses Characteristics Approvals / Audit Trail Related	٩
immary	
ins	Committed Amount (ZAR)
hedules	50,000.00 150,000.00
ents	1,000,000.00 1,050,000.00
tal	1,050,000.00 1,200,000.00
aracteristics	
up By None 🗸	3 Items Found

Items that were changed will display in a new text box and previous items will be crossed out.

Use the scrollbar on the right to view additional details of the SOW.

In the example below (Scenario 2 – Workers T&M,) an additional worker was added, but it will now show in the summary.

toles, Locations and	Assigned Rate	s								
Role	Equipment	Location	Number of Positions	Period worked in Hours	Rate	Rate Category / UOM	Factor		Requested	Estimated Spend
GAP Consultant-Functional	No	TEST_CONSTANTIA KLOOF ROODEPOO	2	900.00	ZAR_1_Onsite_11_ Time_Hourly (ZAR_1_Onsite_11 Time_Hourly)	Onsite_Hourly_Standard Time /Hr	0.000	~	500.00	900,000.00
AP Consultant-Technical	No	TEST_CONSTANTIA KLOOF ROODEPOO	1	300.00	ZAR_1_Onsite_11_ Time_Hourly (ZAR_1_Onsite_11 Time_Hourly)	Onsite_Hourly_Standard Time /Hr	0.000	~	650.00	195,000.00
crum Master	No	TEST_CONSTANTIA KLOOF ROODEPOO	1	900.00	ZAR_1_Onsite_11_ Time_Hourly (ZAR_1_Onsite_11 Time_Hourly)	Onsite_Hourly_Standard Time /Hr	0.000	~	400.00	360,000.0
				<b>b</b>	ZAR_1_Onsite_2_0 1.0_Hourly (ZAR_1_Onsite_2_ 1.0_Hourly)	Onsite_Hourly_Overtime 1.0 (Factor of Onsite_Hourly_Standard Time) /Hr	1.000		400.00	360,000.0
					ZAR_1_Onsite_2_0 1.5_Hourly (ZAR_1_Onsite_2_ 1.5_Hourly)	Onsite_Hourly_Overtime 1.5 (Factor of Onsite_Hourly_Standard Time) /Hr	1.500		600.00	360,000.00
					ZAR_1_Onsite_2_0 2.0_Hourly (ZAR_1_Onsite_2_	Onsite_Hourly_Overtime 2.0 (Factor of Onsite_Hourly_Standard	2.000		800.00	360,000.00

#### Note

This is an extra reviewing tool only – not the final check.

## WORKERS

Add workers to a contract

Go to the View tab on the home page and click on Statement of Work from the Services list.

Fieldglass B	Beta Mode		Search by ID or text		Q	🔹 🕸 🛼 t <sub>6</sub> Q 礼
Home View C	Create Analytics					
Welco My Wort Starrey Job Stat Stat Sov Sov Sov Sov Sov Sov Sov Sov Sov Sov	ttems ctive Job Postings ed riews	Contingent Labor Job Posting Job Seeker Services Statement of Work SOW Bid SOW Line Item	Worker Work Order Work Order Change Request Workforce Activity Item Offboarding Activity Item Milestone Time Sheet Expense Sheet Absence	Payments Invoice Credit/Debit Memo Miscellaneous Invoice Buyer Supplier Qualification Form Supplier Improvement Plan View Buyers		*

Statement of Wor	k						
Period	View		Group By				
2023-07-28 💾 to 2023-1	1-25 💾 My Account	nt •	V None V Apply Filters				37 Items Found
Status	ID	Revision	Name	Buyer	Start	End	Туре
All 🗸	Enter Criteria		Enter Criteria	Enter Criteria			Enter Criteria
Approved	NDBKTQ00000530	0	Supplier Training - Invoicing	Nedbank Limited	2023-06-01	2023-12-31	S Standard Nedba
Pending Buyer Review	NDBKT000000529	0	Supplier Scenario 3 - Workers NO T&M	Nedbank Limited	2023-08-01	2023-12-31	S Standard Nedba
Pending Buyer Review	NDBK1Q0000528	0	Supplier training - Scenario 2 - Workers T&M	Nedbank Limited	2023-08-01	2023-12-31	S Standard Nedba
Pending Buyer Review	NDBKTQ00000527	0	Supplier Training - Scenario 1 No workers	Nedbank Limited	2023-08-01	2023-12-31	S Standard Nedba
Approved	NDBKTQ00000526	0	TEST GL Accounts	Nedbank Limited	2023-08-01	2023-09-30	S Standard Nedba
Approved	NDBKTQ00000525	0	TEST GL Accounts	Nedbank Limited	2023-08-01	2023-09-30	S Standard Nedba
Approved	NDBKTQ00000524	2	TEST GL Accounts	Nedbank Limited	2023-08-01	2023-09-30	S Standard Nedba
Approved	NDBKTQ00000523	0	RESOURCE AUG. SERVICES WO UNDER SMARTSOURCI	Nedbank Limited	2023-08-01	2024-04-30	S Standard Nedba
Pending Supplier Review	NDBKTQ00000499	1	Data Migration - Supplier session - Thurs 1708	Nedbank Limited	2023-07-01	2024-01-31	S Standard Nedba
Approved	NDBKTQ00000497	0	Training/Demo Test Invoicing	Nedbank Limited	2023-06-01	2023-08-31	S Standard Nedba
Pending Supplier Review	NDBKTQ00000494	0	Lindy_CV Test_05 08 2023	Nedbank Limited	2023-07-11	2023-11-30	S Standard Nedba
Approved	NDBKTQ00000493	0	Lindy_SOW_30 06 2023	Nedbank Limited	2023-07-25	2023-10-13	S Standard Nedba
Pending Buyer Review	NDBKTQ00000491	0	PS Test Full - budget exceeded (FULL)	Nedbank Limited	2023-07-01	2023-08-31	S Standard Nedba
Approved	NDBKTQ00000489	0	Lindy_DocuSign2_01 08 2023	Nedbank Limited	2023-07-03	2023-10-27	S Standard Nedba
Approved	NDBKTQ00000488	0	Lindy_DocuSign2_01 08 2023	Nedbank Limited	2023-07-10	2023-09-29	S Standard Nedba

Click on the blue ID link of the SOW that you want to change, eg NDBKT000000530 Supplier Training – Invoicing.

rieuguas bein more	Search by ID or te:	ext	Q	s≵ \$\$ 🚰 Ç <sup>0</sup> ⑦ ST
Home View Create Analytics				
Statements of Work List				
Supplier Training - Invoicing				Actions 🗸 🗐 🚖
S Standard Nedbank SOW Type				
Status Statement of Work ID Period	Buyer			
4pproved NDBKTQ00000530 2023-06-01 to 24	.023-12-31 Nedbank Lin	mited		
Details Activity Items Clauses Characteristics SOW	Workers Time & Expense F	Related		0
Accounting (ZAR)			Statement of Work Details	
Spend Allocation	Worker			
		Total	Buyer Reference	
Spend to Date	0.00	0.00	Buyer Reference Supplier Reference	Edit
Spend to Date Other Pending Spend	0.00	0.00 124,500.00	Buyer Reference Supplier Reference Billable?	Edit Yes
Spend to Date Other Pending Spend Cost Allocation	0.00	124,500.00 96	Buyer Reference Supplier Reference Billable? Master SOW?	Edit Yes No
Spend to Date Other Pending Spend Cost Allocation TEST_DFL - RPA (CNGT10112)	0.00	Total 0.00 124,500.00 % 100.000	Buyer Reference Supplier Reference Billable? Master SOW? Site	Edit Yes No TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)
Spend to Date Other Pending Spend Cost Allocation TEST_DFL - RPA (CNGT10112) Total	0.00	Total 0.00 124,500.00 % 100.000 100.000	Buyer Reference Supplier Reference Billable? Master SOW? Site Location	Edit Yes No TEST_CONSTANTIA KLOOF ROODEPOO (4025382054) TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)
Spend to Date Other Pending Spend Cost Allocation TEST_DFL - RPA (CNGT10112) Total Posting Information	0.00	Total 0.00 124,500.00 96 100.000 100.000	Buyer Reference Supplier Reference Billable? Master SOW? Site Location Default Remit-to Address	Edit Yes No TEST_CONSTANTIA KLOOF ROODEPOO (4025382054) TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)
Spend to Date Other Pending Spend Cost Allocation TEST_DFL - RPA (CNGT10112) Total Posting Information Owner Genni	0.00 -500.00	Total 0.00 124,500.00 96 100.000 100.000	Buyer Reference Supplier Reference Billable? Master SOW? Site Location Default Remit-to Address Business Unit	Edit Yes No TEST_CONSTANTIA KLOOF ROODEPOO (4025382054) TEST_CONSTANTIA KLOOF ROODEPOO (4025382054) Group Procurement (1000)

Then click on **SOW Workers** to see the details of the workers who are currently assigned to this contract.

11.5	ACUV	ity items Ct	Chidracteris			Reidleu						
w	Work	ers										
										2 Items Found Ro	ows 25 🗸	Apply Filters
Vithd	Iraw	0 Items Selected	i i									
) <b>R</b>	evisior	Work Order Status	Work Order ID	Name	Worker ID	Role	Site	Equipment	Resume / CV	Start Date	End Date	Committed Spend
		All 🗸	Enter Criteria		Enter Criteria					All 🗸	All 🗸	
	0	Confirmed	NDBKW000003460	Man, Bat	NDBKWK00002818	Agile Coach	TEST_CONSTANTIA KLOOF ROODEPOO	No	Download   View	2023-06-01	2023-12-31	529,200.00
	0	Activated	NDBKW000003462	Man, Super		Agile Coach	TEST_CONSTANTIA KLOOF ROODEPOO	No	Download   View	2023-08-01	2023-08-31	0.00
											Total 529,2	00.00 Collapse Details
BN	1	Man, Bat S Work Order	Go to Details	Fraining - I	nvoicing							E
		Work Orde	er ID F	Period								

In the example above the following statuses are displayed for individual workers:

- Confirmed means this worker was registered on the system and has a worker ID.
- Activated means this worker is active, but has not yet been registered on the system.

#### Note

In order for contractors to submit time sheets, they **must** be registered on the system and have a worker ID. Time sheets are submitted if:

- work is managed in terms of time and material at a certain rate, eg Bat Man has a rate of R529 200; and
- if the details are for statisical purposes with no rate. However, the time spent in terms of hours is required, eg Super Man has a rate of R0.

You can add any number of additional workers to a contract. However, it is important to note the current spend that was allocated to workers (scroll down to the **Roles, Sites and Assigned Rates** section), as it **may not be exceeded**. In this example the estimated spend is R1 000 000.

SOW WORKER Rule	es			Т	ime Sheet Rule	s					
SOW Workers			Yes	1	Time Sheet Type					Sta	andard
Auto Register SOW Work	ker		No	1	Time Sheet Frequency					We	ekly and Monthly
	where the second s			ŀ	Hours per Day					8	
xpense Sheet Ri	ules			H	Hours per Week					40	
Give Workers access to a	all Expense Codes for the Cost	Centers	No	ŀ	Allow Worker to submit	Time Sheets				Ye	5
				A	Allow Time Capture in H	lundredths of Hours				Ye	S
Roles, Sites and A	Assigned Rates	Site	Number of Positions	Period worked in Hours	s Rate	Rate Category / UOM	Factor	٦	Requested		Estimated Spe
	No	TEST_CONSTANTIA	2	1,000.00	ZAR_1_Onsite_11_ Time_Hourly	Onsite_Hourly_Standard Time /Hr	0.000	~	500.00	4	1,000,000

If additional workers will have a rate for time and material leading to the esitmated spend being exceeded, a revision must be submitted for approval.

## Click on Add SOW Worker from the Actions dropdown list.

Fieldglass Beta Mode	Search by ID or text	Q	≇ ŵ <sup>∰</sup> 0 <mark>51</mark>
Home View Create Analytics			
C Statements of Work List			
Supplier Training - Invoicing			Actions 🗸 🗐 🚖
S Standard Nedbank SOW Type			Add SOW Worker
Status Statement of Work ID Period	Buyer		
Approved NDBKTQ00000530 2023-06-01 to 2023-12-31	Nedbank Limited		h
Details Activity Items Clauses Characteristics SOW Workers T	ime & Expense Related		Q
SOW Workers			
		2.1	
		2 Item	Apply Filters
Withdraw 0 Items Selected			

The following screen will display with the option to select the role.

	Name	Period	Buyer	
NDBKTQ00000530	Supplier Training - Invoicing	2023-06-01 - 2023-12-31	Nedbank Limited	
Setup				
Worker Primary Contact				
Genni Barnes				
Site	Location			
TEST_CONSTANTIA KLOOF ROOD	DEPOO TEST_CONSTANTIA KLOOF ROODEP	00		
Polo / Sito / Unit of Monours *				
Role / Site / Unit of Measure*	TIA KLOOF ROODEPOO / Hr	8		
Role / Site / Unit of Measure *	TIA KLOOF ROODEPOO / Hr	ð		Add Cancel
Role / Site / Unit of Measure *	TIA KLOOF ROODEPOO / Hr	3		Add Cancel
Role / Site / Unit of Measure*	TIA KLOOF ROODEPOO / Hr			Add Cancel

Click on Role/Site/Unit of Measure from the dropdown list.

## Complete the following fields under the $\ensuremath{\text{Details}}$ section:

Details		
Search Existing Workforce Search all workforce records to determine if an individual has been previously submitted before adding an SOW Worker.		Q Existing Workforce
irst Name *	Last Name*	
	1	
to Register SOW Worker*		
) Yes 💿 No		
art Date*	End Date*	
YYYY-MM-DD	YYYY-MM-DD	
egister On Behalf Of Worker?		
No, the Worker will self-regist	и И	
our Supplier Email		
Vorker's Personal Email*		
τ.		
egistration email will be sent to this addr	ss. Also used for Worker to recover username and password	
ecurity ID*		
Confirm Security ID*		

Field name	Description
Details	
First Name	Enter the first name of the worker, eg Captain.
Last Name	Enter the surname of the worker, eg America.
Start Date	Enter the date on which the worker is expected to start working.
End Date	Enter the end date on which the worker is expected to have finalised the work.
Worker's Personal Email	Enter the email address of the worker being added to the contract.
Security ID	<ul> <li>Enter the security ID of the worker, consisting of the following detail:</li> <li>First 2 letters of their first name.</li> <li>First 2 letters of their second name (use ZZ if no second name).</li> <li>First 2 letters of their last name.</li> <li>Their date of birth (YYMMDD).</li> <li>Example: CAZZAM720101</li> </ul>
Confirm Security ID	Enter their security ID again.

## Complete the **Requested Information** fields.

Requested Information
Is the resource salary under R241 110.59/PA?*
No     Yes
RSA Citizen * 🗘
No      Yes
RSA Temporary Resident* 🔆
No  Ves
Valid work permit for the duration of the contract?** <sup>0</sup> .
Date of Birth*
Gender*
1. Male 2. Female
Mobile Phone Number*

Field name	Description
Details	
Is the resource salary under R241 110.59	'Yes' or 'No'.
RSA Citizen	'Yes' or 'No'.
RSA Temporary Resident	'Yes' or 'No'.
Valid work permit for the duration of the contract?	'Yes' or 'No'.
Date of Birth	Use the calendar dropdown to select their date of birth.
Gender	Male or female.
Mobile Phone Number	Enter their cellphone number.

#### Scroll down to complete their rates.

Onder_Houry_Standard Time /H* 50.00 50.00	Rate Category				Requested	Presented (ZAR) *
Accounting Auto Invoice all Characteristics, Time Sheets and Expense Sheets No Purchase Order Number (optional) 450013122	Onsite_Hourly_Standar	d Time /Hr			500.00	50.00
Auto Invoice all Characteristics, Time Sheets and Expense Sheets N	Accounting					
No Purchase Order Number (optional)	Auto Invoice all Characte	ristics, Time Sheets and Expense Sheets				
Associated Science Sci	10					
djustments       K     Level     Name     Description     Unit     Value       K     1     Percentage     15.000       K     1     No VAT     Image: Second and and and and and and and and and a	Purchase Order Number	(optional)				
djustments       X     Level       X     1       X     1       X     1       Image: Second state	4500013122					
djustments       k     Level     Name     Description     Unit     Value       k     1     Image: Constraint of the second of the						
X     Level     Name     Description     Unit     Value       X     1     Image: Constraint of the state of the						
X     1     Percentage     15.000       X     1     No VMT	djustments					
X 1 No VAT	Adjustments × Level	Name	Description	Unit	Value	
ield name Description	X Level	Name	Description	Unit Percentage	Value 15.000	
ield name Description	X Level X 1 X 1	Name No VRT	Description	Unit Percentage	Value 15.000	
ield name Description	Adjustments × Level × 1 × 1	Name No VRT Exempt	Description	Unit Percentage	Value 15.000	
Field name Description	Adjustments × Level × 1 × 1	Name No VIRT Exempt Zero-rated	Description	Unit Percentage	Value 15.000	
	Adjustments × Level × 1 × 1	Name No VRT Evenpt Zero-rated Standard	Description	Unit Percentage	Value 15.000	

Rate Category	Enter the rate for this worker in the <b>Presented (ZAR)</b> field up to the maximum requested rate.			
Adjustments				
Name	Select the option from the dropdown list to indicate the type of tax that applies to this worker, eg Standard (Invoice).			

Then capture the time sheet information.

Time Sheet Settings	
Time Sheet Type	
Standard	
Time Sheet Frequency*	
Weekly OMonthly	
Time Sheet Start Date	
YYYY-MM-DD	
Start Day of Week*	
First day of the month	
Hours per Day*	Hours per Week*
8	40

- **Time Sheet Frequency** weekly or monthly
- **Time Sheet Start Date** Select the date from the calendar dropdown to indicate the date from which this time sheet will be effective.

Scroll down to the Additional Details section. Here you can upload documents, eg the worker's CV.

Additio	nal Details						
Resume / C	V (optional)						
Attach							
Supplier Refer	ence (optional)						
Unious ID (an	(anal)						
Unique ID (op	ional)						
Unique ID (op	ional)						
Unique ID (op	ional)						
Unique ID (op	e ID (optional)						
Unique ID (op Confirm Uniqu	ional) e ID (optional)		_	_	_	_	
Unique ID (op	ional) e ID (optional)						
Unique ID (op Confirm Uniqu	ional) e ID (optional)						
Unique ID (op Confirm Uniqu Display candid	ional) e ID (optional) ate's Workforce r	ecord to the	Buyer?* 🗘				
Unique ID (op Confirm Uniqu Display candic	e ID (optional) ate's Workforce m	ecord to the	Buyer?* 🗘				
Unique ID (op Confirm Uniqu Display candic Ves (	ional) e ID (optional) ate's Workforce n No	ecord to the	• Buyer?* 🗘				
Unique ID (op Confirm Uniqu Display candic Yes C	ional) e ID (optional) ate's Workforce n No o submit SOW Lii	ecord to the	Buyer?*∵Ö				
Unique ID (op Confirm Uniqu Display candid Yes C Allow Worker	ional) e ID (optional) ate's Workforce n No o submit SOW Lin	ecord to the	Buyer?*∛				

Add	Cancel

Click on Attach . You will then see this screen:

Supported File Types	Choose Files
No files for Drop files to upload or use the	und "Choose Files" button.
	The maximum upload size limit is 15 h

#### Go the relevant folder and select the file that you want to upload, eg CV Test.docx.

C Open					×
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\blacksquare$ > Genni - Nedbank > Docum	ents > FieldGlass > Contingent > Testing		~	C Search Testin	م و
Organize   New folder					≣ • 🔲 😗
A Home	Name	Status	Date modified	Туре	Size
🗸 🌰 Genni - Nedbank	Users to be linked.xlsx	6	27/06/2020 1:12 pm	Microsoft Excel W	12 KB
> 🦰 Attachments	🖻 CV TEST - Copy.docx	$\odot$	28/06/2020 1:03 pm	Microsoft Word D	14 KB
> besktop	C TEST.docx	$\odot$	28/06/2020 1:03 pm	Microsoft Word D	14 KB
> 🔤 Documents	Contract TEST - Renewal.docx	$\odot$	16/07/2020 10:56 am	Microsoft Word D	14 KB
> 🛅 Downloads	Contract TEST.docx	$\odot$	16/07/2020 10:56 am	Microsoft Word D	14 KB
> 🛅 Drawings	NDA-TEST - Renewal.docx	6	16/07/2020 10:56 am	Microsoft Word D	14 KB
> 🛅 Microsoft Teams Chat Files	NDA-TEST.docx	$\odot$	16/07/2020 10:56 am	Microsoft Word D	14 KB
V be Marrie Data	-				

Attach Document	
Supported File Types	Choose Files
CV TEST.docx 14.3 KB	×
	The maximum upload size limit is 15 MB
	Attach Cancel

## Click on Attem to add the CV to the contract.

2023-08-01					4
Start Day of Week *					
First day of the month					
Hours per Day*	Hours per Week*				
8	40				
			Add	Cancel	
Attachments					
No Attachments Defined					
+ Add Attachments					
Additional Details		*			
Additional Details					
Resume / CV (optional)					
CV TEST.docx Replace Remove					
Supplier Reference (optional)					
					1
Unique ID (ontional)					1
enque la (optional)					
					1
Confirm Unique ID (optional)					ľ
			Add	Cancel	

Complete the optional fields and click on Add. Then go back to the **SOW Worker** tab.

SAP Fiel	ldglass Beta Moo	e		Search by I	D or text			Q		\$ \$	🚰 🖓 🕐 🕤
Home V	iew Create	Analytics									
A Statemer	nts of Work List										
Supplie	er Trainir	ng - Invoicing								4	actions 🗸 🗐 🚖
Status	Statement of	f Work ID Perio	d	Buyer							
Approved	NDBKT	00000530 202	3-06-01 to 2023-1	2-31 Nedbar	nk Limited						
Succ	cess!	hoon sussessfully added	and a new worldorse re-	and has been greated	for them		N.W.				
SOW We	orkers								3 Items Found Ro	ows 25 🗸	Apply Filters
Withdraw	w 0 Items Sele	cted									
Revi	sior Work Orde	Work Order ID	Name	Worker ID	Role	Site	Equipment	Resume / CV	Start Date	End Date	Committed Spend
		E									
	All	Enter Criteria		Enter Criteria					All	All 🗸	
0	All Pending Approval	NDBKW00000346	America, Captain	Enter Criteria	Agile Coach	TEST_CONSTANTIA KLOOF ROODEPOO	No	Download   <u>View</u>	2023-08-01	All ~ 2023-09-30	16,800.00

The new worker that was added must now be approved by us and will have a pending status (**Work Order Status – Pending Approval**).

To access and view the details of the worker, click on the blue **Work Order ID** link. It will include the **Next Step** required for approval.

SAP Fieldglass Beta Mode	3	Search by ID or text	C	2	· 『 記 『	🏪 ຼ 🔍 🕲 🐨
Home View Create Analytics						
CA America, Captain					Actions v	Withdraw
Status Next Step	Work Order ID	Period	Buyer			
Pending Approval Buyer needs to approve	NDBKWO00003-	465 2023-08-01 to 2023-0	9-30 Nedbank Limited			
Statement of Work ID NDBKTQ00000530						
Accounting (ZAR)			Details			
		Final (ZAR)	Buyer Reference			
Onsite_Hourly_Standard Time /Hr ZAR_1_On	site_11_ST_Standard Tim	e_Hourly	Supplier Reference			Edit
Bill Rate		50.00	Resume / CV	CV TEST.do	<u>XCX</u>	
Billable Per Diem		0.00	Worker's Email	gennib@ne	edbank.co.za	
Cost Allocation		96	Security ID	CAZZAM72	0101	
TEST_DFL - RPA (CNGT10112)		100.000	Site	TEST_CON	STANTIA KLOOF ROODEPOO	(4025382054)

#### Note

As soon as the worker has been approved, the **Next Step** would update to 'activated' and the worker will receive an email confirming that they can log in to the system.

Click on Activity Items to see any additional items that must be processed.

Here you will see the additional activities required to complete the process.

15	Next Step	WORK OID	Penou	buyer			
nding Approval	Buyer needs to approve	NDBKW000003465	2023-08-01 to 2023-09-30	Nedbank Limited			
ils Rate Details	s Tenure Activity Items						Q
ivity Items							
p By							
ne 🗸					Add Activity	Add Offboarding Activity	Add Miles
Status	Action	•	Responsible By		Due On		
Pending	Add NDA to worker - SOW (Docusign)	•	SOW Coordinators		2023-07-21		
Status	Action		Responsible By		Due On		
Fending	initiate_NDA_signing_SOW (D	Jan State St	SOW Coordinators		No Due Date		
Status	Action		Responsible By		Due On		
Pending	Contractor Evaluation		Supervisor of Contractor		2023-11-01		
Status	Action		Responsible Ry		Due On		
Pending	Initiate Contractor Onboarding		Supervisor of Contractor		2023-07-18		
Status Pending	Action SOW ONLY - Initiate Contractor Off-boa	arding 🕕	Responsible By Supervisor of Contractor		Due On 2023-09-18		

#### Example

The worker **must** complete and sign a non-disclosure agreement. The worker will receive this via email to complete and sign.

#### Replace/Remove workers from a contract

If a worker must be replaced, we will have to close that record and receive a final time sheet for invoicing purposes. If required, you must then process the addition of another worker.

#### **Revise worker details**

Here you can change the details relating to a current worker.

#### Click on SOW Workers.

Sta	plier	Training	- Invoicing								A	ctions v 🗉 🚖
atus		Statement of W	/ork ID Period		Buyer							
ppr	oved	NDBKTQ00	0000530 2023	-06-01 to 2023-12	-31 Nedbar	k Limited						
etails	a Activ	vity Items C	lauses Characteris	tics SOW Workers	Time & Expense	Related						Q
οv	V Work	ers					Þ					
										3 Items Found Ro	ows 25 🗸	Apply Filters •••
Wi	thdraw	0 Items Selected	d									
	Revision	Work Order Status	Work Order ID	Name	Worker ID	Role	Site	Equipment	Resume / CV	Start Date	End Date	Committed Spend
		All 🗸	Enter Criteria		Enter Criteria					All 🗸	All 🗸	
	0	Pending Approval	NDBKWO00003465	America, Captain		Agile Coach	TEST_CONSTANTIA KLOOF ROODEPOO	No	Download   View	2023-08-01	2023-09-30	16,800.00
	0	Confirmed	NDBKW00000346	Man, Bat	NDBKWK00002818	Agile Coach	TEST_CONSTANTIA KLOOF ROODEPOO	No	Download   View	2023-06-01	2023-12-31	529,200.00
	0	Activated	NDBKWO00003462	Man, Super		Agile Coach	TEST_CONSTANTIA KLOOF ROODEPOO	No	Download   View	2023-08-01	2023-08-31	0.00
							•				Total 546,0	000.00 Collapse Details

Select the relevant Work Order ID, eg Bat Man, to see their record.

SAP Fieldg	lass Beta Mode	(	Search by ID or text	Q	≇ \$ <sup>∰</sup> 0 <sup>0</sup> 0 <b>ऽ</b>
Home Viev	v Create Analytics				
Work Orders	a List Ian, Bat   Supplie	er Training - Invoicing	:		Actions v
Status	Work Order	Period	Buyer	Safe Worker	View Work Order Custom Fields
Confirmed	NDBKW000003460	2023-06-01 to 2023-12-31	Nedbank Limited	Create Expense Sheet	Add Attachment
Dotaile Ba	to Dotaile Activity Itame				0

## Click on **Revise** from the **Actions** dropdown menu.

Yev Yev	P Fieldglass Beta Mode	Search by ID or text	Q	≇ \$ 2 <sup>●</sup> 0 5
SOW ID Period   Buyer Worker ID   NDBKTQ00000530 2023-06-01 - 2023-12-31   Nedbank Limited NDBKWK00002818    supplier Reference (optional)  Resume / CV 2024-01-01  CV CV CV Start Date* End Date* End Date* Toto Date* End Date* Toto Date* End Date* Toto Date* Toto Date* Toto Date* Toto Date* Toto Date Auto Invoice all Characteristics, Time Sheets and Expense Sheets No Worker Primary Contact Gen Primary Contact Horizon Contact	ne View Create Analytics			
SOW ID Period Buyer Worker ID   NDBKTQ00000530 2023-06-01 - 2023-12-31 Nedbank Limited NDBKWK00002818   Supplier Reference (optional)     Revision Start Date* End Date*   2024-01-01 YYYY-MM-DD   Resume / CV CXTEST.docs Resume / CV CxTEST.docsTANTIA kLOOF ROODEPOO / Ir    Auto Invoice all Characteristics, Time Sheets and Expense Sheets No Worker Primary Contact Genri Barnes	evise SOW Worker			<u>ن</u>
Revision Start Date *   2024-01-01   Presume / CV   CVTEST.docx   Role / Site / Unit of Measure *   Agile Coach / TEST_CONSTANTIA KLOOF ROODEPOO / Hr   Auto Invoice all Characteristics, Time Sheets and Expense Sheets   No   Worker Primary Contact   Gerni Barnes	SOW ID Period NDBKTQ00000530 2023-06-0: Supplier Reference (optional)	Buyer 1 - 2023-12-31 Nedbank Limited	Worker ID NDBKWK00002818	
2024-01-01  CV CV TEST.docx Resume / CV CV TEST.docx Role / Site / Unit of Measure * Agile Coach / TEST_CONSTANTIA KLOOF ROODEPOO / Hr Agile Coach / TEST_CONSTANTIA KLOOF ROODEPOO / Hr Auto Invoice all Characteristics, Time Sheets and Expense Sheets No Worker Primary Contact Genni Barnes	Revision Start Date * End Date *			
CV.TEST.docx         Role / Site / Unit of Measure *         Agile Coach / TEST_CONSTANTIA KLOOF ROODEPOO / Hr         Auto Invoice all Characteristics, Time Sheets and Expense Sheets         No         Worker Primary Contact         Genni Barnes	2024-01-01 💾 YYYY-MM-DD 💾 Resume / CV			
Agile Coach / TEST_CONSTANTIA KLOOF ROODEPOO / Hr         Auto Invoice all Characteristics, Time Sheets and Expense Sheets         No         Worker Primary Contact         Genni Barnes	CV TEST.docx Role / Site / Unit of Measure*			
Auto Invoice all Characteristics, Time Sheets and Expense Sheets No Worker Primary Contact Genni Barnes	Agile Coach / TEST_CONSTANTIA KLOOF ROODEPOO	/Hr 🗸		
Worker Primary Contact Genni Barnes	Auto Invoice all Characteristics, Time Sheets and Expens No	e Sheets		
	Worker Primary Contact Genni Barnes			

The rate being charged for the worker will be different for a particular period. To effect this, please complete or update the following fields:

Field name	Description					
Revision Start Date	Select the new date from the calendar dropdown from which the new rate will be effective.					
	Select the end date until which the new rate will apply.					
End Date	Note					
	This can be up to the end of the period as indicated, but may not exceed the end of the period, eg 31 December 2023.					

Scroll down to the Rate Category section.

Valid work permit for the duration of the contract?* 🗘	A
No Yes	
Date of Birth *	
1985-01-01	
Gender*	
1. Male 2. Female	
Makia Dhone Numbert	
Noble Phone Number*	
030303030	
Invoice Decument Tune + 0	
Invoice Iax invoice	
Rate Category	Requested Presented (ZAR) *
inconsection (	
Onsite_Hourly_Standard Time /Hr	500.00
	Revise Cancel
THE BEST RUN	
Last Login Time: 2022.09.25 01:00 DM CAST	CAD Fields
Confidential and Proprietary Information of SAP America, Inc.	© 2023 SAP SE or an SAP affiliate company. All rights been ved.

The current rate is indicated in the Presented (ZAR) field.

Capture the new rate to be used.

#### Note

This may not be more than the **Requested** rate, which has already been agreed between you and us. If the agreed rate must be revised, we will have to review the contract.

Click on Revise

## **TIME SHEETS**

#### Capture time sheets

One the worker has logged in to the system, they will see this **Welcome** screen.

≡	SAP Fieldglass Beta Mode				Q <sup>0</sup> ≇ 幽 📋
	Welcome Bat Man				
. □	Create Expense Sheet	SAP Fieldglass Release Com	munication - Click here to see what	i's new	×
0	<u>e</u> t				
Ø		To-Do (3)			
*		Assignment: Supplier Training -	Invoicing		Company: Nedbank Limited
		Start: 01/06/2023	End: 31/12/2023		Worker ID: NDBKWK00002818
		Time Sheet Complete Time Sheet		ID NDBKTS00036614 (NDBKWK00002818)	Period 01/08/2023 - 31/08/2023
		Time Sheet Complete Time Sheet		ID NDBKTS00036613 (NDBKWK00002818)	Period 01/07/2023 - 31/07/2023
		Time Sheet Complete Time Sheet Item overdue for 56 days		ID NDBKTS00036612 (NDBKWK00002818)	Period 01/06/2023 - 30/06/2023
					Don't see your Time Sheets?
0	Last Login Time: 23/08/2023 12:33 SAST Confidential and Proprietary Information of SAP America. Inc.			© 2023 SAP	SAP Fieldglass 2308   038 SE or an SAP affiliate company. All rights reserved.

The worker's access and display will be limited to their time, expenses and activities.

#### Select the time sheet that must be completed, eg week 2 in July.

eek 1 Week 2 W	eek 3 Week 4	Wee	k 5 Week 6											
ime Worked														
Day	ي ۱	3/7 🗐 Ion	4/7 Tue	(3) V	5/7 /ed	⑤ 6/7 Thu	( <del>)</del>	7/7 Fri	[3] 8/7 Sat	Ð	9/7 Sun	Week Total	Month Total	
Billable														
TE T_DFL - RPA (CNGT	10112) - Time W	orked -	Default											
Onsite_Hourly_Standard												0.00	0.00	
Non-billable														
TEST_DFL - RPA (CNGT	10112) - Break t	ime - De	efault											
Onsite_Hourly_Standard Time /Hr												0.00		
Total	0	00	0.00	0	.00	0.00	(	0.00	0.00		0.00	0.00	0.00	
+ Add Task														
Summary														
Day	N	3/7 Ion	4/7 Tue	v	5/7 /ed	6/7 Thu		7/7 Fri	8/7 Sat		9/7 Sun	Week Total	Month Total	
														^

#### Note

It is important that workers know how to complete their time sheets accurately.

#### **Capture overtime**

The worker must capture the relevant fields as required, indicating the number of hours worked in each text box.

If additional hours are required to be captured, the worker can add comments relating to the extra hours being worked. In the example below 8 hours have been captured for the rest of the week, but 2 extra hours (totalling **10**) have been captured on Thursday.

Time Worked									
Day	⑤ 10/7 Mon	[නි 11/7 Tue	[නු 12/7 Wed	ලි 13/7 Thu	දිනු 14/7 දි Fri	ট 15/7 ট্রি Sat	16/7 Sun	Week Total	Month Total
Billable									
TEST_DFL - RPA (CN	GT10112) - Time Worl	ked - Default							
Onsite_Hourly_Standard Time /Hr	8.00	8.00	8.00	<b>I</b> 10	8.00			40.00	80.00
Non-billable									
TEST_DFL - RPA (CN	GT10112) - Break tim	e - Default							
Onsite_Hourly_Standard								0.00	
		8.00	8.00	8.00	8.00	0.00	0.00	40.00	80.00
Total	8.00								
Total + Add Task	8.00								
+ Add Task	8.00								



Time Worked																
Day	5	10/7 [중 Mon	11/7 Tue	<b>(</b> 3)	12/7 Wed	5	13/7 Thu	<b>(</b> -)	14/7 Fri	<b>(</b> 3)	15/7 Sat	5	16/7 Sun	Week Total	Month Total	
Billable																
TEST_DFL - RPA (CN	IGT10112) - Time	Worked -	Default													
Onsite_Hourly_Standar Time /Hr	d	8.00	8.00		Ron	Π	10.00		8.00					42.00	82.00	
Non-billable					Johnnents											
TEST_DFL - RPA (CN	IGT10112) - Brea	ık time - De	fault		overtime that day											
Onsite_Hourly_Standar Time /Hr	d				1									0.00		
Total		8.00	8.00				Remaining: 23		8.00		0.00		0.00	42.00	82.00	

#### Important:

Although time can be captured weekly, monthly time sheets can be submitted only at the end of the month.

Week 1 Week 2	Week 3 Week 4	Week 5 Week 6							
Time Worked									
Day	[5] 31/7 Mon	7 1/8 n Tue	2/8 Wed	3/8 Thu	4/8 Fri	5/8 Sat	6/8 Sun	Week Total	Month Total
Billable									
TEST_DFL - RPA (CNC	GT10112) - Time Wor	rked - Default							
Onsite_Hourly_Standard Time /Hr	8.00	-		-	-			8.00	170.00
Non-billable									
TEST_DFL - RPA (CNC	GT10112) - Break tim	ne - Default							
Onsite_Hourly_Standard Time /Hr		] .	-	-	-		-	0.00	2.00
Total	8.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	172.00
+ Add Task									
Summary									
Day	31/7 Mon	7 1/8 n Tue	2/8 Wed	3/8 Thu	4/8 Fri	5/8 Sat	6/8 Sun	Week Total	Month Total

The rate is capped and workers will not be able to capture extra time in the **Billable** section. However, they can use the **Non-Billable** section to capture extra hours, including comments.

Week 1 Week 2	Week 3 Week 4	Week 5 Week 6								
Time Worked										
Day	⑤ 10/7 Mon	ାରି 11 T	/7 Б) ле	12/7 5 Wed	13/7 년 Thu	14/7 중 Fri	15/7 5 Sat	16/7 Sun	Week Total	Month Total
Billable										
TEST_DFL - RPA (CNG	T10112) - Time Wor	ked - Default								
Onsite_Hourly_Standard Time /Hr	8.00	8.0	00	8.00	10.00	8.00			42.00	82.00
Non-billable										
TEST_DFL - RPA (CNG	T10112) - Break tim	e - Default								
Onsite_Hourly_Standard Time /Hr						2.00			2.00	2.00
Total	8.00	8.	00	8.00	10.00	10 <b>P</b>	0.00	0.00	44.00	84.00
+ Add Task										
Summary										
Day	10/7 Mon	11 T	/7 Je	12/7 Wed	13/7 Thu	14/7 Fri	15/7 Sat	16/7 Sun	Week Total	Month Total
										^

In this example extra time of 2 hours was captured and the total time updated to 10 hours.

#### Capture time sheets in advance

If the worker prefers to complete the time sheet weekly, their current details can be captured and saved for editing at a later stage.

Time Sheet	Worker			Current End Dat	te					
NDBKTS00036613	B Man, Bat	t NDBKWK	00002818	31/12/202	23					
Time Shreet										
Week 1 Week 2 Wee	ek 3 Week 4 V	Veek 5 Week	6							
Time Worked										
Day [3	] 3/7 [ Mon	5	4/7 5] Tue	5/7 5) Wed	6/7 දි) Thu	7/7 ⑤ Fri	8/7 5 Sat	9/7 Sun	Week Total	Month Total
Billable										
TEST_DFL - RPA (CNGT1	0112) - Time Worke	d - Default								
Onsite_Hourly_Standard Time /Hr	8.00	ł	3.00	8.00	8.00	8.0			40.00	170.00
Non-billable										
TEST_DFL - RPA (CNGT1	0112) - Break time -	Default								
Onsite_Hourly_Standard Time /Hr									0.00	2.00
Total	8.00	4	3.00	8.00	8.00	8.00	0.00	0.00	40.00	172.00
+ Add Task										
								Subr	mit Complete Lat	er Cancel
			-							-

#### Example

Enter the time for the selected week, eg **Week 2**, and click on <sup>Complete Later</sup> to save it.

Field	dglass Beta Mode								D 🐮 🕒
A Time	Sheets List								
Man,	Bat								Edit Actions V
Time Sh	heet								
Status	Time Sheet ID	Period	Buyer	Supplier					
Draft	NDBKTS00036613	July, 2023	Nedbank Limited	SLP Fieldglass	/AT Supplier(SL	P01)			
0 S	Success!								
	inte sheet has been traited.								
Details									
Worker ID NDBKW	5 1K00002818 Sheet		_						
Week	1 Week 2 Week 3 Wee	k 4 Week 5 N	leek 6						
Time	Worked								
<b>Time</b> <sub>Day</sub>	Worked	31/7 Mon	1/8 Tue	2/8 3/ Wed Th	8 4/8 1 Fri	5/8 Sat	6/8 Sun	Week Total	Month Tota

To capture time for the next week, go to Time Sheet and click on  $\frac{\text{Time Sheets List}}{L}$ .

	a Mode											Q <b>0</b> ≌ (
Time Sheet	ts											
30/06/2023	to 25/11/2023	Apr	ply Filters									3 Items Fo
Status	ID	Revision	Main Document	Main Document	Supervisor of W	Start Date	End	ST	от	DT	Others	NB
All Y	Enter Criteria											
Draft	NDBKTS00036614	0	NDBKTQ00000530	Supplier Training	Genni Barnes	01/08/2023	31/08/2023	0.00	0.00	0.00	0.00	0.00
Draft	NDBKTS00036613	0	NDBKTQ00000530	Supplier Training	Genni Barnes	01/07/2023	31/07/2023	0.00	0.00	0.00	170.00	2.00
Draft	NDBKTS00036612	0	NDBKTQ00000530	Supplier Training	Genni Barnes	01/06/2023	30/06/2023	0.00	0.00	0.00	156.00	4.00
Clear Sort Clear F	Filters Refresh Downloa	d List Data					•				Page 1	1-3 of 3 🔾
Data as of 15:23	Refresh Downloa	d List Data										
THE BEST RUN	SAP											
Last Login Time: 23/0 Confidential and Pror	08/2023 12:33 SAST prietary Information of \$	5AP America,	Inc.						© 2023 SA	AP SE or an SAP	SAP Fi affiliate company	eldglass 2308 All rights rese

Select the month for which time must be captured, eg July.

Week 1 Week 2	Week 3 Week	4 Week 5	Week 6							
Time Worked										
Day	(3)	31/7 Mon	1/8 Tue	2/8 Wed	3/8 Thu	4/8 Fri	5/8 Sat	6/8 Sun	Week Total	Month Total
Billable										
TEST_DFL - RPA (CNC	GT10112) - Time	Worked - De	fault							
Onsite_Hourly_Standard Time /Hr		8.00						•	8.00	170.00
Non-billable										
TEST_DFL - RPA (CNC	GT10112) - Brea	k time - Defau	ult							
Onsite_Hourly_Standard Time /Hr			Ļ		•		-	-	0.00	2.00
Total		8.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	172.00
+ Add Task										
Summary										
Day		31/7 Mon	1/8 Tue	2/8 Wed	3/8 Thu	4/8 Fri	5/8 Sat	6/8 Sun	Week Total	Month Total
Rillable Break-Out										

Click on Complete Later

#### Submit time sheets

Weekly Time sheets can be submitted only at the end of the month.

HEER'S HEER'S	HULK S	Heen 4								
Time Worked										
Day	5	31/7 Mon	1/8 Tue	2/8 Wed	3/8 Thu	4/8 Fri	5/8 Sat	6/8 Sun	Week Total	Month Total
Billable										
TEST_DFL - RPA (CN	GT10112) - T	ime Worked - De	efault							
Onsite_Hourly_Standard Time /Hr		8.00							8.00	170.00
Non-billable										
TEST_DFL - RPA (CN	GT10112) - E	reak time - Defa	ult							
Onsite_Hourly_Standard Time /Hr			1	-	•		•		0.00	2.00
Total		8.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	172.00
+ Add Task										
Summary										
Day		31/7 Mon	1/8 Tue	2/8 Wed	3/8 Thu	4/8 Fri	5/8 Sat	6/8 Sun	Week Total	Month Total
Billable Break-Out										

Ensure that all the relevant times have been captured correctly and click on submit

If the allowed hours was exceeded, you will receive a warning message. The extra hours must be captured as **overtime**.

	Mode									Q <sup>0</sup> 🕸 助
er Time Sh	eet									
		λ.Ψ.								
Warning: Ho Your data h	ours exceed 8.00 h as not been saved	nours per day for 13/07. I. Please review the erro	/2023, 14/07/2023. Please e ors or warnings and try agai	nsure that you have	e allocated them correct	ly.				
lime Sheet		Worker		Current End E	Date					
NDBKTS00	036613	Man, Bat ND	BKWK00002818	31/12/20	023					
Time Worker	d									
Inne worker										
Day	3	31/7 Mon	1/8 Tue	2/8 Wed	3/8 Thu	4/8 Fri	5/8 Sat	6/8 Sun	Week Total	Month Total
Day Billable	G	31/7 Mon	1/8 Tue	2/8 Wed	3/8 Thu	4/8 Fri	5/8 Sat	6/8 Sun	Week Total	Month Total
Day Billable TEST_DFL - RPA	الج	31/7 Mon - Time Worked - Def	1/8 Tue	2/8 Wed	3/8 Thu	4/8 Fri	5/8 Sat	6/8 Sun	Week Total	Month Total
Day Billable TEST_DFL - RPA Onsite_Hourly_Sta Time /Hr	A (CNGT10112)	31/7 Mon - Time Worked - Def 8.00	1/8 Tue ault	2/8 Wed	3/8 Thu	4/8 Fri	5/8 Sat	6/8 Sun	Week Total	Month Total
Day Billable TEST_DFL - RPA Onsite_Hourly_Sta Time /Hr Non-billable	A (CNGT10112)	31/7 Mon - Time Worked - Def 8.00	1/8 Tue ault	2/8 Wed	3/8 Thu	4/8 Fri	5/8 Sat	6/8 Sun -	Week Total 8.00	Month Total
Day Billable TEST_DFL - RP/ Onsite_Hourly_Sta Time /Hr Non-billable TEST_DFL - RP/	(2) A (CNGT10112) andard A (CNGT10112)	31/7 Mon - Time Worked - Def 8.00 - Break time - Defau	1/8 Tue ault	2/8 Wed	3/8 Thu	4/8 Fri	5/8 Sat	6/8 Sun -	Week Total 8.00	Month Total

To acknowledge and confirm the time, click on submit

Fieldglass Beta Mode										Q <b>0</b> ≊≋ (
er Time Sheet										
			Confirm	ation						
Time Sheet	Wa	orker	Submit Tin	ne Sheet?						
NDBKTS000366	613 N	lan, Bat NDE	3KWK Submit	Cancel						
Time Sheet				₽						
Week 1 Week 2	Week 3 W	Veek 4 Week 5	Week 6							
Time Worked	( <del>)</del>	31/7 Mon	1/8 Tue	2/8 Wed	3/8 Thu	4/8 Fri	5/8 Sat	6/8 Sun	Week Total	Month Total
Billable										
TEST_DFL - RPA (CNG	GT10112) - T	ime Worked - Defa	ault							
Onsite_Hourly_Standard Time /Hr		8.00					•		8.00	170.00
Non-billable										
TEST_DFL - RPA (CNC	GT10112) - B	reak time - Defaul	t							
Onsite_Hourly_Standard									0.00	2.00

The time sheet will no go to the contract owner for approval.

#### View time sheets

Although the workers or contractors are responsible for submitting their own time sheets, you can view all the information to check theWork Order Status. If the status is 'approved', you can generate an invoice.

Click on View.



#### Select Statement of Work from Services.

Fieldglass Beta Mode		Search by ID or text		Q	≇ \$ 2 <sup>0</sup> 0 57
Home View Create Analytic	'S				
Welco My Items	Contingent Labor	Worker	Payments		et al
My Worl My Active Job Postings	Job Posting	Worker	Invoice		×
Starred	Job Seeker	Work Order	Credit/Debit Memo		
Interviews	Somicos	Work Order Change Request	Miscellaneous Invoice		×
🐝 Job	Statement of Work	Workforce	Buver		
😽 Stat	SOW Bid	Activity Item	Supplier Qualification Form		
SOV	SOW Line Item	Offboarding Activity Item	Supplier Improvement Plan		
		Milestone	View Buyers		
Sch.		Time Sheet			
🐕 Ever		Expense Sheet			
Q Wor		Absence			×
		Manage Job Post	ings in a Single View	)	
Workers (13)		Increase your produ	ctivity and monitor cycle times across a	Il of your Job Postings. Our new interfa	ace simplifies the management of your Job Posting work
Statements of Work (37)		You can also access	tical information crystal clear! this dashboard from the "View" menu a	above.	
My Recently Viewed Items		View My Dashbox	ard		
A Man Bat					

Choose the relevant item from the list, eg Supplier Training - Invoicing.

Fieldglass Beta Mode	Analytics		Search by ID or text	Q		a: ©	🚰 ಧ <sup>0</sup> ଡ 🔉
Statement of Wo	rk						
Period	View		Group By				
2023-07-28 💾 to 2023	My Account	nt 🗸	None     Apply Filters				37 Items Found
Status	ID	Revision	Name	Buyer	Start	End	Туре
All	✓ Enter Criteria		Enter Criteria	Enter Criteria			Enter Criteria
Approved	NDBKTQ00000530	0	Supplier Training - Invoicing	Nedbank Limited	2023-06-01	2023-12-31 S	Standard Nedba
Pending Buyer Review	NDBKTQ00000529	0	Supplier Scenario 3 - Workers NO T&M	Nedbank Limited	2023-08-01	2023-12-31 S	Standard Nedba
Pending Buyer Review	NDBKTQ00000528	0	Supplier training - Scenario 2 - Workers T&M	Nedbank Limited	2023-08-01	2023-12-31 S	Standard Nedba
Pending Buyer Review	NDBKTQ00000527	0	Supplier Training - Scenario 1 No workers	Nedbank Limited	2023-08-01	2023-12-31 S	Standard Nedba
Approved	NDBKTQ00000526	0	TEST GL Accounts	Nedbank Limited	2023-08-01	2023-09-30 S	Standard Nedba
Approved	NDBKTQ00000525	0	TEST GL Accounts	Nedbank Limited	2023-08-01	2023-09-30 S	Standard Nedba
Approved	NDBKTQ00000524	2	TEST GL Accounts	Nedbank Limited	2023-08-01	2023-09-30 S	Standard Nedba
Approved	NDBKTQ00000523	0	RESOURCE AUG. SERVICES WO UNDER SMARTSOURCI	Nedbank Limited	2023-08-01	2024-04-30	Standard Nedba
Pending Supplier Review	NDBKTQ00000499	1	Data Migration - Supplier session - Thurs 1708	Nedbank Limited	2023-07-01	2024-01-31 5	Standard Nedba
Approved	NDBKTQ00000497	0	Training/Demo Test Invoicing	Nedbank Limited	2023-06-01	2023-08-31	Standard Nedba
Pending Supplier Review	NDBKTQ00000494	0	Lindy_CV Test_05 08 2023	Nedbank Limited	2023-07-11	2023-11-30 5	Standard Nedba
Approved	NDBKTQ00000493	0	Lindy SOW 30 06 2023	Nedbank Limited	2023-07-25	2023-10-13	Standard Nedba

### Click on the SOW Workers tab.

SAP Fieldglass Beta Mode	Search by ID or tex	xt	Q	s≵ ⊗ <mark>⊗</mark> ⇒ C	1 <sup>0</sup> ? 57
Home View Create Analytics					
<ul> <li>Statements of Work List</li> <li>Supplier Training - Invoicing</li> <li>Standard Nedbank SOW Type</li> </ul>	X			Actions 🗸	
Status Statement of Work ID Period Approved NDBKTQ00000530 2023-0 Details Activity Items Clauses Characteristic	Buyer 16-01 to 2023-12-31 Nedbank Lin s SOW Workers Time & Expense R	nited			Q
Accounting (ZAR)		Sta	tement of Work Details		
Accounting (ZAR) Spend Allocation	Worker	Total Buy	tement of Work Details		
Accounting (ZAR) Spend Allocation Spend to Date	Worker 0.00	Total Buy 0.00 Sup	tement of Work Details ver Reference uplier Reference		Edit
Accounting (ZAR) Spend Allocation Spend to Date Other Pending Spend	Worker 0.00 76,000.00	Total         Bug           0.000         Sug           201,000.000         Bill	tement of Work Details ver Reference oplier Reference able?	Yes	Edit
Accounting (ZAR) Spend Allocation Spend to Date Other Pending Spend Cost Allocation	Worker 0.00 76,000.00	Total         Buy           0.00         Sur           201,000.00         Bill           96         Ma	tement of Work Details ver Reference oplier Reference able? ster SOW?	Yes No	Edit
Accounting (ZAR) Spend Allocation Spend to Date Other Pending Spend Cost Allocation TEST_DFL - RPA (CNGT10112)	Worker 0.00 76,000.00	Total         Buy           0.000         Sur           201,000.00         Bill           96         Ma           100.000         Sitt	tement of Work Details ver Reference oplier Reference able? ster SOW?	Yes No TEST_CONSTANTIA KLOOF ROODEPOO (4025	Edit 382054)
Accounting (ZAR) Spend Allocation Spend to Date Other Pending Spend Cost Allocation TEST_DFL - RPA (CNGT10112)	Worker 0.00 76,000.00	Total         Bug           0.000         Sug           201,000.00         Bill           96         Ma           100.000         Site           100.000         Loc	tement of Work Details ver Reference opplier Reference able? ster SOW? ation	Yes No TEST_CONSTANTIA KLOOF ROODEPOO (4025 TEST_CONSTANTIA KLOOF ROODEPOO (4025	Edit 382054) 382054)
Accounting (ZAR) Spend Allocation Spend to Date Other Pending Spend Cost Allocation TEST_DFL - RPA (CNGT10112) Posting Information	Worker 0.00 76,000.00	Total         Bug           0.00         Sug           201,000.00         Bill           96         Ma           100.000         Site           100.000         Loc           Del         Del	tement of Work Details ver Reference oplier Reference able? ster SOW? ster SOW? ation autin Remit-to Address	Yes No TEST_CONSTANTIA KLOOF ROODEPOO (4025 TEST_CONSTANTIA KLOOF ROODEPOO (4025	Edit 382054) 382054)
Accounting (ZAR) Spend Allocation Spend to Date Other Pending Spend Cost Allocation TEST_DFL - RPA (CNGT10112) Posting Information Owner	Worker 0.00 76,000.00 Total	Total         Bug           0.00         Sug           201,000.00         Bill           96         Ma           100.000         Site           100.000         Loc           Del         Bug	tement of Work Details ver Reference splier Reference able? ster SOW? ster S	Yes No TEST_CONSTANTIA KLOOF ROODEPOO (4025 TEST_CONSTANTIA KLOOF ROODEPOO (4025 Group Procurement (1000)	Edit 382054) 382054)

Select the worker, eg Bat Man.

	0 Items Selected	l .									
Revision	Work Order Status	Work Order ID	Name	Worker ID	Role	Site	Equipment	Resume / CV	Start Date	End Date	Committed Spend
	All 🗸	Enter Criteria		Enter Criteria					All 🗸	All 🗸	
0	Pending Approval	NDBKW000003465	America, Captain		Agile Coach	TEST_CONSTANTIA KLOOF ROODEPOO	No	Download   View	2023-08-01	2023-09-30	16,800.00
1	Pending Approval	NDBKW000003460	Man, Bat	NDBKWK00002818	Agile Coach	TEST_CONSTANTIA KLOOF ROODEPOO	No	Download   View	2023-06-01	2023-12-31	420,000.00
0	Activated	NDBKW000003462	Man, Super		Agile Coach	TEST_CONSTANTIA KLOOF ROODEPOO	No	Download   View	2023-08-01	2023-08-31	0.00
CA	America, S Work Order	Captain Co to Details Work Order ID	Period								Withdraw
Pending A	Approval I	NDBKWO000034	165 2023-08-0	01 to 2023-09-30		SOW Work	or Dotails				
Pending A	Approval I	NDBKWO000034	165 2023-08-0	01 to 2023-09-30		SOW Work	ker Details				

Click on their Worker ID.

Fieldglass Beta Mode	e		Search by ID or text			Q		55 (S		Q 0	ST
lome View Create	Analytics										
→ Work Orders List											
Man, Bat	Supplier Trainin	g - Invoicing						Actions	~ W	Vithdraw	E
S Work Order											
Status Ne	lext Step	Work Order ID		Period	Buyer						
Pending Approval Br	Buyer needs to approve	NDBKWO00003	460 (Rev. 1)	2023-08-01 to	o 2023-12-31 Nedban	k Limited					
Data Data Data Ita	Devision										0
reaction of the second of the											
statement of Work ID Work	ker ID										
Statement of Work ID NDBKTQ00000530 Accounting (ZAR)	ker ID BKWKC9002818				Work Order Details						
Statement of Work ID Work VDBKTQ00000530	ker ID BKWK€≏002818	Current (ZA	VR)	New (ZAR)	Work Order Details		Current	New	v		
Statement of Work ID Work VDBKTQ00000530 Accounting (ZAR) Onsite_Hourly_Standard Time /Hr	ker ID BKWK(1002818 Me ZAR_1_Onsite_11_ST_Stand	Current (ZA lard Time_Hourly	NR)	New (ZAR)	Work Order Details		Current	New	v		
Statement of Work ID Work NDBKTQ00000530 NDE Accounting (ZAR) Onsite_Hourly_Standard Time /Hr Bill Rate	ker ID EKWK( 002818 <sup>Ne</sup> ZAR_1_Onsite_11_ST_Stand	Current (ZA tard Time_Hourty 450	NR) 1.00	New (ZAR) 500.00	Work Order Details Upplier Reference Supplier Reference		Current	New	v		Edit
statement of Work ID Work NDBKTQ00000530 NDE Accounting (ZAR) Onsite_Hourly_Standard Time /Hr Bill Rate	ker ID EKWKK 1002818 re ZAR_1_Onsite_11_ST_Stand	Current (ZA lard Time_Hourly 450 Current	NR) 1.00	New (ZAR) 500.00 New	Work Order Details		Current BAZZMA850101	New	v		Edit
Accounting (ZAR) Onsite_Hourly_Standard Time HIR Bill Rate Billable Per Diem	ker ID <b>BKWK(_9002818</b> Ie ZAR_1_Onsite_11_ST_Stand	Current (ZA lard Time_Hourty 450 Current 0.00	NR) 1.00	New (ZAR) 500.00 New 0.00	Work Order Details Work Peterence Supplier Reference Security ID Start Date		Current BAZZMA850101 2023-06-01	New	v 3-08-01		Edit

Click on the Time & Expense tab to see the status.

SAP Fieldglass Beta Mode	Search by ID or text	Q	≇ \$\$ Ê <sup>∰</sup> Ç <sup>©</sup> ⑦ ST
Home View Create Analytics			
BM Man, Bat   Supplier Training - Invoicing			Actions 🗸 🗐 🔺
Status Worker ID Period Buy	er		
Open NDBKWK00002818 2023-06-01 to 2023-12-31 Ne	dbank Limited		
Details Activity Items Time & Expense Statement of Work Approvals /	Audit Trail Related Tenure		Q
Statement of Work ID Work Order ID NDBKTQ00000530 NDBKW000003460 Worker Accounting (ZAR)	ħ	Worker Details	
Spend Allocation		Worker Buyer Reference	
Maximum Expense	0.00	Worker Supplier Reference	Edit
Cumulative Committed Spend	529,200.00	Job Code	30001627
Spend to Date	0.00	Worker Primary Contact	Genni Barnes
Current Cost Centers Supervisor		Legal Entity	Nedbank Ltd (1000)
TEST_DFL - RPA (CNGT10112) Genni Barnes		Site	TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)
Adjustment Group		Location	TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)

## In this example the stats is **Pending Approval.**

Status Worke		Pendu		suyer							
Open NDB	KWK00002818	2023-06-01 to	2023-12-31	Nedbank Limite	d						
											0
Details Activit	/ Items Time & E	Expense Statement of	of Work Approval	s / Audit Trail Re	elated Tenure						Q
Time & Ex	pense										
2023-05-01	to 2023-08-25	Apply Filter									
	10200020										
Time Sheets											3 Items Found
Status	ID	Revision	Start	End	Approved	ST	от	DT	Others	NB	Amount (ZAR)
All	✓ Enter Criteria										
Draft	NDBKTS000366	14 0	2023-08-01	2023-08-31		0	0	0	0	0	0.00
Pending Approva	NDBKTS000366	<u>13</u> 0	2023-07-01	2023-07-31		0	0	0	170	2	76,500.00
Draft	NDBKTS000366	12 0	2023-06-01	2023-06-30		0	0	0	156	4	70,200.00
Clear Sort Clear	Filters										
										Pa	ge 1 1-3 of 3 < >
Download List Da	ta										
Expense Sheet	5										0 Items Found
Status	ID	Pavision 6	ubmitted			Approved			Amount (745)		<u>^</u>
Status	i.	Revision	abinittea			Approved			Amount (ZAR)		
All	<ul> <li>Enter Criteria</li> </ul>										

You can generate an invoice only when the status is **Approved**.

To view a time sheet without going into the contract, click on View.

SAP Fiel	ldglass	Beta Mode			Search by ID or text				Q		8 8 8	🚰 Q <sup>0</sup> ? 🕤
Home Vi	iew	Create Analytics										
Worker Worker Status Dpen Details Time 2023-05-4	My My A Starr Inter	Items ctive Job Postings ed views	Continger Job Posting Job Seeker Statement of SOW Bid SOW Line Ite	nt Labor Work m	Worker Worker Work Order Work Order Chan Workforce Activity Item Offboarding Activ Milestone Time Sheet Expense Sheet	ige Request	Payments Invoice Credit/Debit Memo Miscetlaneous Invoid Buyer Supplier Qualificatio Supplier Improveme View Buyers	ce n Form nt Plan				Actions v E 🖈
Time She					Absence							3 Items Found
Status		ID	Revision	Start	End	Approved	ST	от	DT	Others	NB	Amount (ZAR)
All	~	Enter Criteria										
Draft		NDBKTS00036614	0	2023-08-01	2023-08-31		0	0	0	0	0	0.00
Pending Ap	proval	NDBKTS00036613	0	2023-07-01	2023-07-31		0	0	0	170	2	76,500.00
Durft		NDBKTC00026612	0	2022 05 01	2022 00 20					150		

### Select **Time Sheet** from the **Worker** list to see a list of all the time sheets that have been captured.

SAP Fieldglass Be	leta Mode		Search by ID or text		Q			101	\$\$ \$	д <sup>0</sup> © 💧
fome View C	Create Analytics									
Time Sheets	Draft Time Sheets									
Time Sheets										
eriod	View	Group	Ву							
2023-08-11 🛱 to	0 2023-11-25 💾 My Accour	nt 🗸 Nor	ie 🗸 🖌	pply Filters						3 Items Foun
Status	ID	Revision	Worker	Site	End	ST	от	DT	Others	NB
All	✓ Enter Criteria		Enter Criteria	Enter Criteria						
Approved	NDBKTS00036611	0	Mouse, Minnie	TEST_CONSTANTIA KLO	2023-08-31	0.00	0.00	0.00	176.00	0.00
Approved	NDBKTS00036609	0	Mouse, Mickey	TEST_CONSTANTIA KLO	2023-08-31	0.00	0.00	0.00	176.00	0.00
Approved	NDBKTS00036569	0	Hog, Wart	TEST_CONSTANTIA KLO	2023-08-31	0.00	0.00	0.00	176.00	0.00
Clear Sort Clear Filte	ers									
								Page 1	Rows 5 🗸	1-3 of 3 < >
Data as of 03:24 PM	Refresh Download List Data									

The date range can be changed by clicking on **Open Calendar**.

	sap	Fie	Idglass	6 Beta	Mode					Search by ID or text		۵	)		101	章 5	ີ 🔍 🔍 🔊
ł	Home	v	liew	Cre	ate	An	alytics										
	Time	e She	ets	Dr	aft Ti	me Sh	eets										
	Tim	e S	hee	ts				-									
F	Period	08-11	Ë	to	2023	3-11-2	5 🛱	View My Acco	ount 🗸	Group By None 🗸	Apply Filters						3 Items Found
	\$	Au	ugust	202	3	> 1	Гoday		2								
	Su	Mo	Tu	We	Th	Fr	Sa		Revision	Worker	Site	End	ST	от	DT	Others	NB
			1	2	3	4	5			Enter Criteria	Enter Criteria						
	6	7	8	9	10	11	12	5611	0	Mouse, Minnie	TEST_CONSTANTIA KLO	2023-08-31	0.00	0.00	0.00	176.00	0.00
	13	14	15	16	17	18	19	6609	0	Mouse, Mickey	TEST_CONSTANTIA KLO	2023-08-31	0.00	0.00	0.00	176.00	0.00
	20	21	. 22	23	24	25	26	6569	0	Hog, Wart	TEST_CONSTANTIA KLO	2023-08-31	0.00	0.00	0.00	176.00	0.00
IЦ	27	28	29	30	31												
															Page 1 F	Rows 5	1-3 of 3 <>
	Data	as of	03:24 F	M	Refr	esh	Down	load List Data									
,	THE R	EST	RUN	54	P												
	D D	-01	ROM	2.1													

The Bat Man example does not appear in the list, as it does not fall within the date range specified in the Period section.

Fieldglass Beta	Mode		Search by ID or text		Q			101	\$\$ <b>€</b>	д <sup>0</sup> © 🛐
Home View Cre	ate Analytics									
Time Sheets Dr	aft Time Sheets									
Time Sheets										
Period	View	Group E	Зу							
2023-07-01 💾 to	2023-07-31 💾 My Account	✓ None	*	Apply Filters						6 Items Foun
Status	ID	Revision	Worker	Site	End	ST	от	DT	Others	NB
All	← Enter Criteria		Enter Criteria	Enter Criteria						
Pending Approval	NDBKTS00036613	0	Man, Bat	TEST_CONSTANTIA KLO	2023-07-31	0.00	0.00	0.00	170.00	2.00
Invoiced	NDBKTS00036610	0	Mouse, Minnie	TEST_CONSTANTIA KLO	2023-07-31	0.00	0.00	0.00	168.00	0.00
Invoiced	NDBKTS00035714	0	Elephant, Elly	TEST_CONSTANTIA KLO	2023-07-31	0.00	0.00	0.00	168.00	0.00
Invoiced	NDBKTS00035693	0	Dog, Naughty	TEST_CONSTANTIA KLO	2023-07-31	0.00	0.00	0.00	168.00	0.00
Approved	NDBKTS00035661	0	Hog, Wart	TEST_CONSTANTIA KLO	2023-07-31	0.00	0.00	0.00	168.00	0.00
Invoiced	NDBKTS00035649	0	Botswana, Giraffe	TEST_CONSTANTIA KLO	2023-07-31	0.00	0.00	0.00	168.00	0.00
Clear Sort Clear Filters										
								Page 1	Rows 10 ¥	1-6 of 6 < >
Data as of 03:24 PM	Refresh Download List Data									

Click on the link in the ID column to see more information for the contractor.

You will now see the time sheet for Bat Man because the period was changed changed from 2023.07.01 to 2023.07.31.

When you view time sheets, you can ascertain the following:

- **Approved** the Wart Hog time sheet has been approved, which means an invoice can be generated.
- Invoiced time sheets that were already invoiced.

#### Note

Viewing time sheets is a good way of managing workers related to the contract. It is important to remember that time sheets are specific to 'time' and 'material' contracts, ie time sheets with rates and values.

#### If you click on the links, you will see the following screen:

Man, Bat									Actions ~
TEST_DFL - RPA (CNGT10112) - Brea	ak time - Defa <mark>u</mark> lt								
Onsite_Hourly_Standard Time /Hr	-			-				0.00	2.00
Total Worked	8.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	172.00
Summary									
Day	7-31 Mon	8-01 Tue	8-02 Wed	8-03 Thu	8-04 Fri	8-05 Sat	8-06 Sun	Week Total	Month Tota
Billable Break-Out									
Billable	8.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	170.0
Non-billable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.0
Accounting (ZAR)					•				
Rates		Pay R	ate	Rate		Quantity	Days	Months	Amount (ZAR)
Onsite_Hourly_Standard Time /Hr		0.	00	450.00		170.00			76,500.00
Subtotal						170.00			76,500.00
Posting Information									
Submit Date		2023-08-25 03:23	PM						
SOW Owner		Genni Barnes							

#### Note

The contractor will see only the hours and not the amount. You and Nedbank will see the amounts too.

#### Capture time sheet on behalf of a contractor

You can also create time sheets on behalf of a contractor. In these exceptions, prior written approval is required from the Nedbank contract manager. If you do not have prior written approval, the time sheet may be rejected.