



Fieldglass Supplier Manual

Professional services

Version control, workers and time sheets

SAP FIELDGLASS SERVICES

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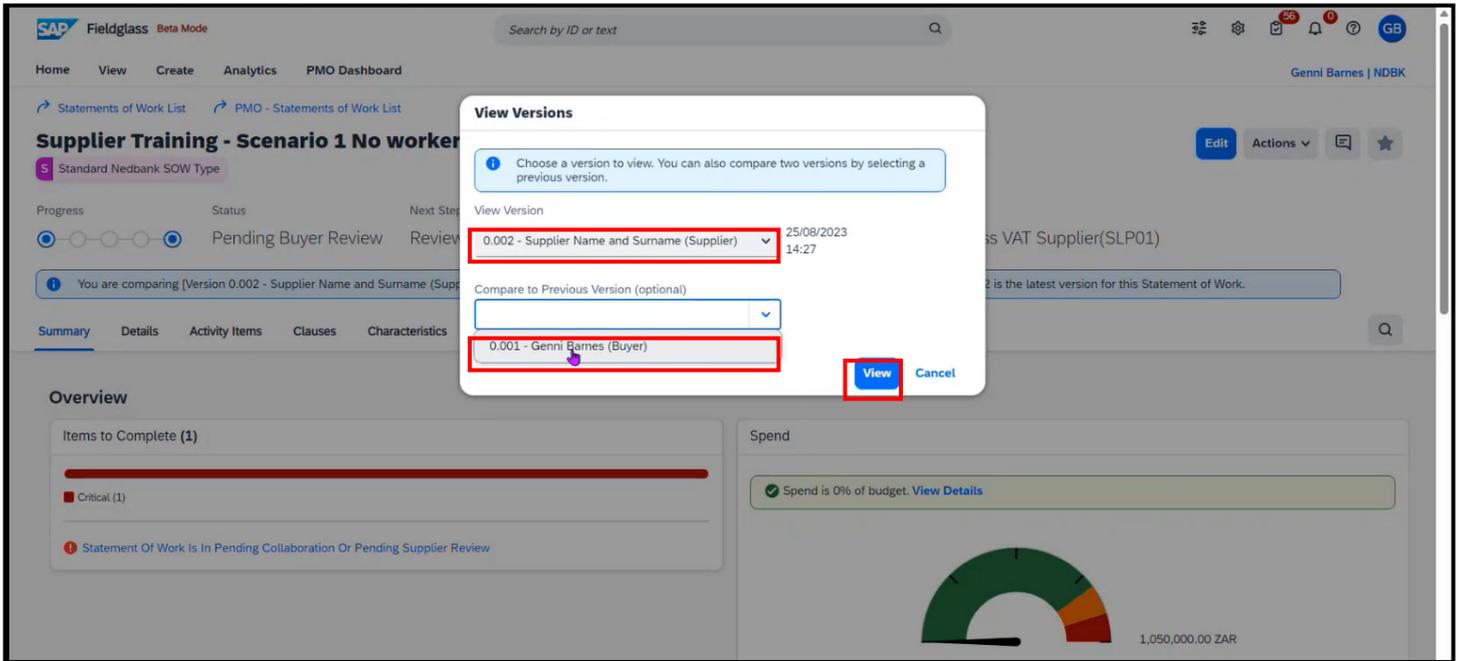
VERSION CONTROL

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**.

The screenshot displays the SAP Fieldglass interface for a Statement of Work (SOW) titled "Supplier Training - Scenario 1 No workers". The interface includes a navigation bar with "Home", "View", "Create", "Analytics", and "PMO Dashboard". The main content area shows the SOW details, including a progress indicator, status "Pending Buyer Review", next step "Review", SOW ID "NDBKTQ00000527", and period "01/08/2023 to 31/12/2023". An "Actions" dropdown menu is open, showing options: "Close Statement of Work", "Remove", "Change Adjustment Group", "View Versions" (highlighted with a red box), and "Associate User". Below the SOW details, there is an "Overview" section with "Items to Complete (1)" and a "Spend" section showing "Spend is 0% of budget. View Details" and a gauge chart for "1,050,000.00 ZAR".

Click on **View Versions** from the **Actions** dropdown list.



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

The screenshot shows the SAP Fieldglass interface for a Statement of Work (SOW) titled "Supplier Training - Scenario 1 No workers". The interface includes a navigation bar with "Home", "View", "Create", "Analytics", and "PMO Dashboard". The user is identified as "Genni Barnes | NDBK". The SOW details include:

- Status: Pending Buyer Review
- Next Step: Review
- Statement of Work ID: NDBKTQ00000527
- Period: 01/08/2023 to 31/12/2023
- Supplier: SLP Fieldglass VAT Supplier(SLP01)

 A red box highlights a notification at the top: "You are comparing [Version 0.002 - Supplier Name and Surname (Supplier) 25/08/2023 14:27] to [Version 0.001 - Genni Barnes (Buyer) 23/08/2023 05:40]. Version 0.002 is the latest version for this Statement of Work." The "Summary" tab is selected in the navigation menu. Below the navigation, there are sections for "Overview" and "Statement of Work Details", which includes "Details" and "Accounting" sub-sections.

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.

The screenshot shows the SAP Fieldglass interface with the "Characteristics" tab selected. The "Summary" section displays a table of items with their committed amounts in ZAR. A red box highlights the following values:

Item	Committed Amount (ZAR)
Schedules	50,000.00
Events	150,000.00
Total	1,050,000.00
	1,050,000.00
	1,200,000.00

 The "Characteristics" section below shows a "Group By" dropdown set to "None" and indicates "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.

Supplier training - Scenario 2 - Workers T&M Edit Actions 🗨 ★

Standard Nedbank SOW Type

Roles, Locations and Assigned Rates

Role	Equipment	Location	Number of Positions	Period worked in Hours	Rate	Rate Category / UOM	Factor		Requested	Estimated Spend
SAP Consultant-Functional	No	TEST_CONSTANTIA KLOOF ROODEPOO	2	900.00	ZAR_1_Onsite_11 Time_Hourly (ZAR_1_Onsite_11 Time_Hourly)	Onsite_Hourly_Standar Time /Hr	0.000	✓	500.00	900,000.00
SAP Consultant-Technical	No	TEST_CONSTANTIA KLOOF ROODEPOO	1	300.00	ZAR_1_Onsite_11 Time_Hourly (ZAR_1_Onsite_11 Time_Hourly)	Onsite_Hourly_Standar Time /Hr	0.000	✓	650.00	195,000.00
Scrum Master	No	TEST_CONSTANTIA KLOOF ROODEPOO	1	900.00	ZAR_1_Onsite_11 Time_Hourly (ZAR_1_Onsite_11 Time_Hourly)	Onsite_Hourly_Standar Time /Hr	0.000	✓	400.00	360,000.00
					ZAR_1_Onsite_2_ 1.0_Hourly (ZAR_1_Onsite_2_ 1.0_Hourly)	Onsite_Hourly_Overtim 1.0 (Factor of Onsite_Hourly_Standar Time) /Hr	1.000		400.00	360,000.00
					ZAR_1_Onsite_2_ 1.5_Hourly (ZAR_1_Onsite_2_ 1.5_Hourly)	Onsite_Hourly_Overtim 1.5 (Factor of Onsite_Hourly_Standar Time) /Hr	1.500		600.00	360,000.00
					ZAR_1_Onsite_2_ 2.0_Hourly (ZAR_1_Onsite_2_ 2.0_Hourly)	Onsite_Hourly_Overtim 2.0 (Factor of Onsite_Hourly_Standar Time) /Hr	2.000		800.00	360,000.00

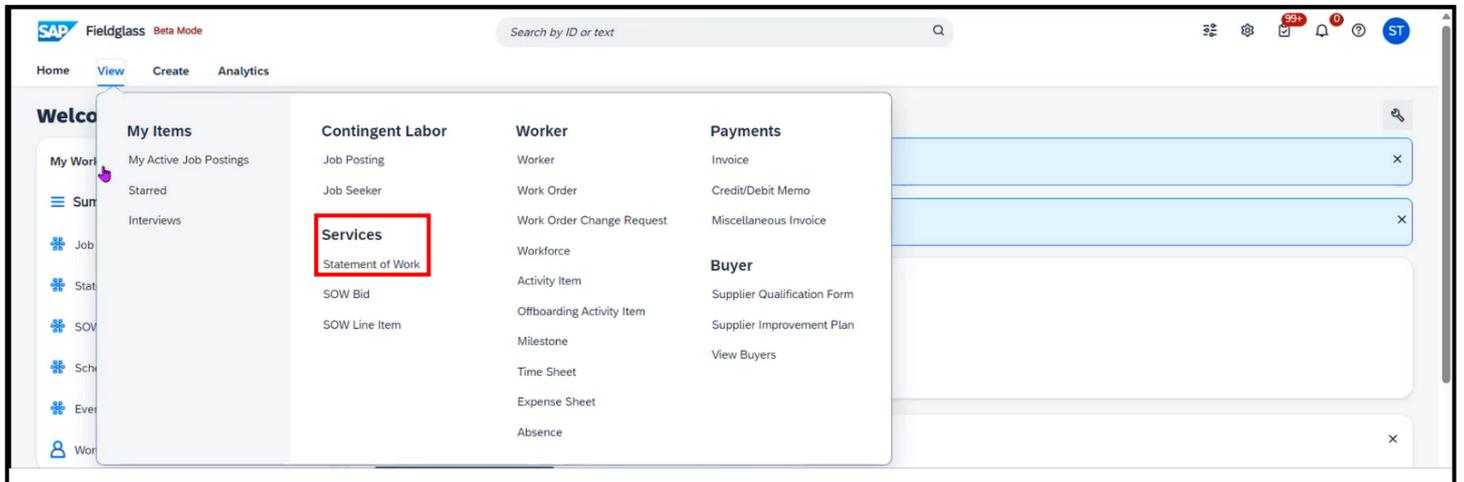
Note

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.



Statement of Work

Period: 2023-07-28 to 2023-11-25 | View: My Account | Group By: None | Apply Filters | 37 Items Found

Status	ID	Revision	Name	Buyer	Start	End	Type
Approved	NDBKTQ00000530	0	Supplier Training - Invoicing	Nedbank Limited	2023-06-01	2023-12-31	Standard Nedba...
Pending Buyer Review	NDBKTQ00000529	0	Supplier Scenario 3 - Workers NO T&M	Nedbank Limited	2023-08-01	2023-12-31	Standard Nedba...
Pending Buyer Review	NDBKTQ00000528	0	Supplier training - Scenario 2 - Workers T&M	Nedbank Limited	2023-08-01	2023-12-31	Standard Nedba...
Pending Buyer Review	NDBKTQ00000527	0	Supplier Training - Scenario 1 No workers	Nedbank Limited	2023-08-01	2023-12-31	Standard Nedba...
Approved	NDBKTQ00000526	0	TEST GL Accounts	Nedbank Limited	2023-08-01	2023-09-30	Standard Nedba...
Approved	NDBKTQ00000525	0	TEST GL Accounts	Nedbank Limited	2023-08-01	2023-09-30	Standard Nedba...
Approved	NDBKTQ00000524	2	TEST GL Accounts	Nedbank Limited	2023-08-01	2023-09-30	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	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	Standard Nedba...
Approved	NDBKTQ00000493	0	Lindy_SOW_30 06 2023	Nedbank Limited	2023-07-25	2023-10-13	Standard Nedba...
Pending Buyer Review	NDBKTQ00000491	0	PS Test Full - budget exceeded (FULL)	Nedbank Limited	2023-07-01	2023-08-31	Standard Nedba...
Approved	NDBKTQ00000489	0	Lindy_DocuSign2_01 08 2023	Nedbank Limited	2023-07-03	2023-10-27	Standard Nedba...
Approved	NDBKTQ00000488	0	Lindy_DocuSign2_01 08 2023	Nedbank Limited	2023-07-10	2023-09-29	Standard Nedba...

Click on the blue ID link of the SOW that you want to change, eg [NDBKT00000530](#) Supplier Training – Invoicing.

SAP Fieldglass Beta Mode | Search by ID or text

Home View Create Analytics

Statements of Work List

Supplier Training - Invoicing

Standard Nedbank SOW Type

Status: Approved | Statement of Work ID: [NDBKTQ00000530](#) | Period: 2023-06-01 to 2023-12-31 | Buyer: Nedbank Limited

Details Activity Items Clauses Characteristics **SOW Workers** Time & Expense Related

Accounting (ZAR)

Spend Allocation	Worker	Total
Spend to Date	0.00	0.00
Other Pending Spend	-500.00	124,500.00
Cost Allocation		%
TEST_DFL - RPA (CNGT10112)		100.000
Total		100.000

Posting Information

Owner	Genni Barnes
Creator	Genni Barnes

Statement of Work Details

Buyer Reference	
Supplier Reference	Edit
Billable?	Yes
Master SOW?	No
Site	TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)
Location	TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)
Default Remit-to Address	
Business Unit	Group Procurement (1000)
Description:	

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

Approved NDBKTQ00000530 2023-06-01 to 2023-12-31 Nedbank Limited

Details Activity Items Clauses Characteristics **SOW Workers** Time & Expense Related

SOW Workers 2 Items Found Rows 25 Apply Filters

Withdraw	Revision	Work Order Status	Work Order ID	Name	Worker ID	Role	Site	Equipment	Resume / CV	Start Date	End Date	Committed Spend
<input type="checkbox"/>	0	Confirmed	NDBKW00003460	Man, Bat	NDBKWK00002818	Agile Coach	TEST_CONSTANTIA KLOOF ROODEPOD	No	Download View	2023-06-01	2023-12-31	529,200.00
<input type="checkbox"/>	0	Activated	NDBKW00003462	Man, Super		Agile Coach	TEST_CONSTANTIA KLOOF ROODEPOD	No	Download View	2023-08-01	2023-08-31	0.00
											Total	529,200.00

Man, Bat | Supplier Training - Invoicing

Status: Confirmed Work Order ID: NDBKW00003460 Period: 2023-06-01 to 2023-12-31

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 statistical 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.

Supplier Training - Invoicing Standard Nedbank SOW Type

SOW Worker Rules		Time Sheet Rules	
SOW Workers	Yes	Time Sheet Type	Standard
Auto Register SOW Worker	No	Time Sheet Frequency	Weekly and Monthly
Expense Sheet Rules		Hours per Day	8
Give Workers access to all Expense Codes for the Cost Centers	No	Hours per Week	40
		Allow Worker to submit Time Sheets	Yes
		Allow Time Capture in Hundredths of Hours	Yes

Roles, Sites and Assigned Rates

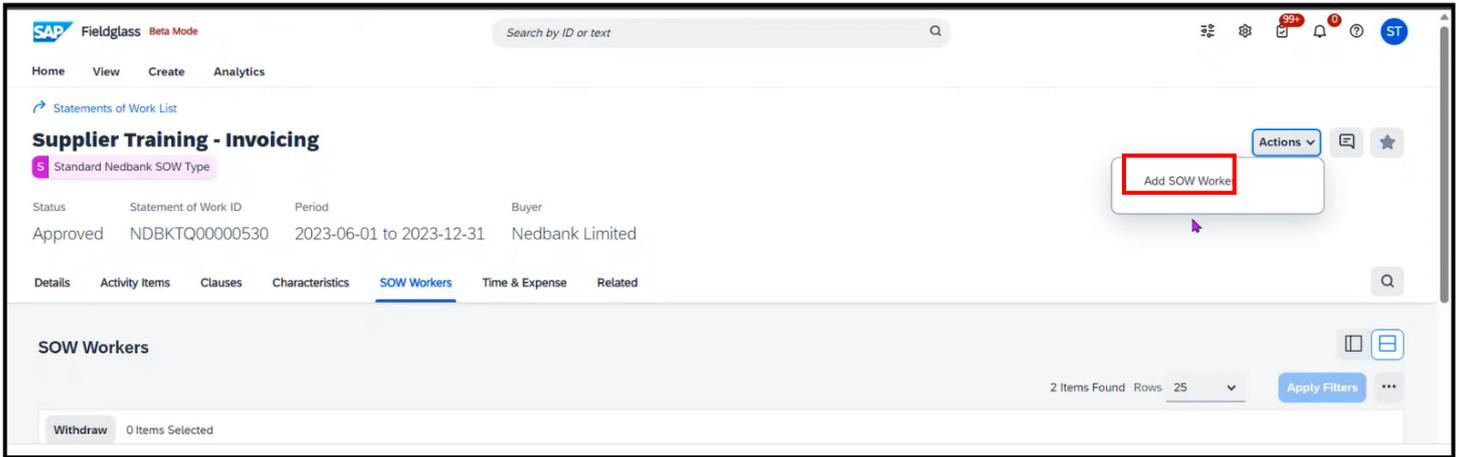
Role	Equipment	Site	Number of Positions	Period worked in Hours	Rate	Rate Category / UOM	Factor	Requested	Estimated Spend
Agile Coach	No	TEST_CONSTANTIA KLOOF ROODEPOD	2	1,000.00	ZAR_1_Onsite_11_ Time_Hourly (ZAR_1_Onsite_11_ Time_Hourly)	Onsite_Hourly_Standard Time /Hr	0.000 ✓	500.00	1,000,000.00

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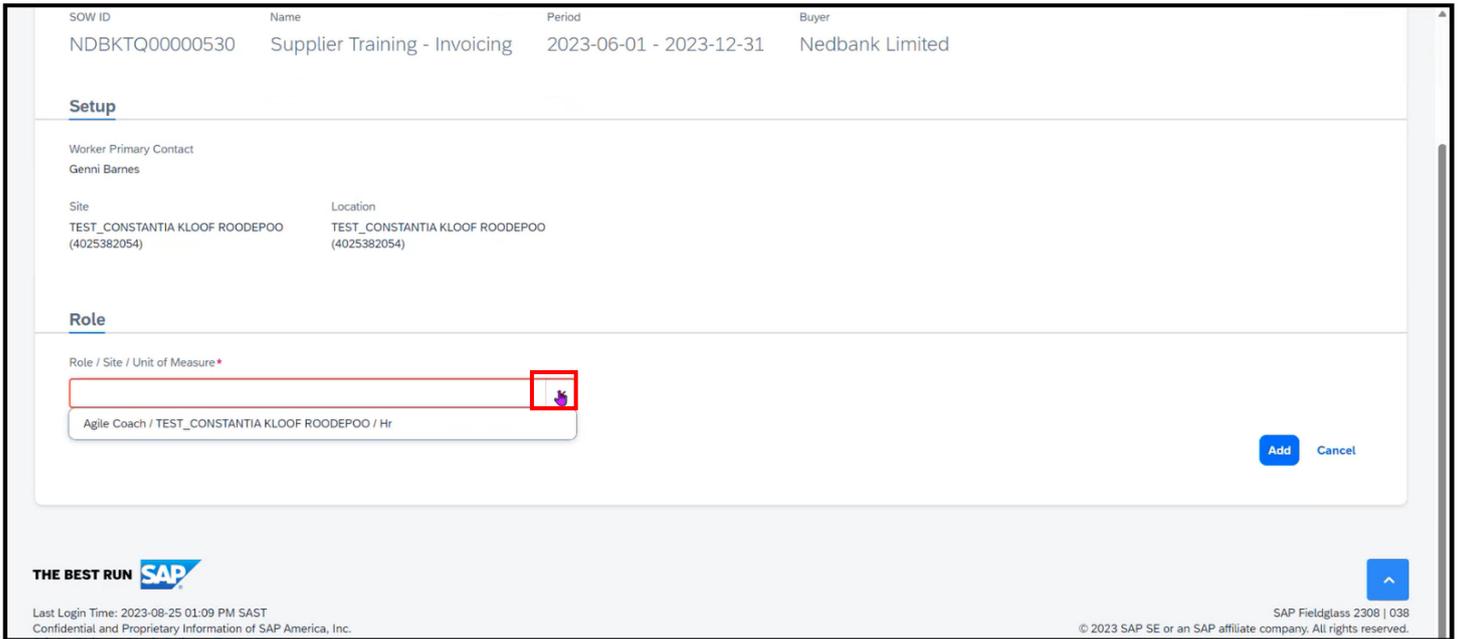
Last Login Time: 2023-08-25 01:09 PM SAST Confidential and Proprietary Information of SAP America, Inc. © 2023 SAP SE or an SAP affiliate company. All rights reserved. SAP Fieldglass 2308 | 038

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

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



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



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

Complete the following fields under the **Details** section:

Details

🔍 Search Existing Workforce
🔍 Existing Workforce

Search all workforce records to determine if an individual has been previously submitted before adding an SOW Worker.

First Name*

Last Name*

Auto Register SOW Worker*

Yes No

Start Date* 📅

End Date* 📅

Register On Behalf Of Worker?

No, the Worker will self-register

Your Supplier Email

Worker's Personal Email*

Registration email will be sent to this address. Also used for Worker to recover username and password

Security 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	Enter the security ID of the worker, consisting of the following detail: <ul style="list-style-type: none"> First 2 letters of their first name. First 2 letters of their second name (use ZZ if no second name). First 2 letters of their last name. Their date of birth (YYMMDD). Example: CAZZAM720101
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 Yes

Valid work permit for the duration of the contract?*

No Yes

Date of Birth*

YYYY-MM-DD

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.

Rates

Rate Category	Requested	Presented (ZAR) *
Onsite_Hourly_Standard Time /Hr	500.00	50.00

Accounting

Auto Invoice all Characteristics, Time Sheets and Expense Sheets

No

Purchase Order Number (optional)

4500013122

Adjustments

X	Level	Name	Description	Unit	Value
X	1	<input type="text"/>		Percentage	15.000
X	1	No VRT			
		Exempt			
		Zero-rated			
		Stand...			

Field name	Description
Rates	

Rate Category	Enter the rate for this worker in the Presented (ZAR) field up to the maximum requested rate.
Adjustments	
Name	<p>Select the option from the dropdown list to indicate the type of tax that applies to this worker, eg Standard (Invoice).</p> <div style="border: 1px solid #ccc; padding: 5px;"> <input type="text" value="Standard"/> <ul style="list-style-type: none"> No VAT Exempt Zero-rated Standard </div>

Then capture the time sheet information.

Time Sheet Settings

Time Sheet Type
Standard

Time Sheet Frequency*

Weekly Monthly

Time Sheet Start Date*

YYYY-MM-DD

Start Day of Week*
First day of the month

Hours per Day* Hours per Week*

- **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.

Additional Details

Resume / CV (optional)

Supplier Reference (optional)

Unique ID (optional)

Confirm Unique ID (optional)

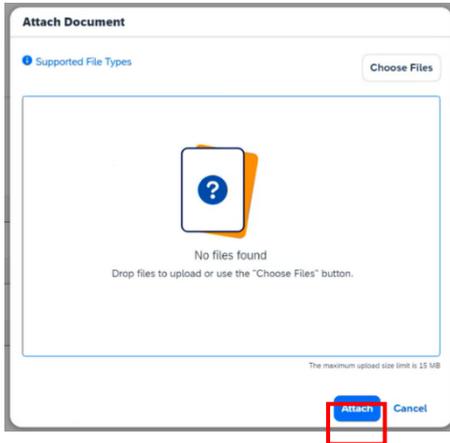
Display candidate's Workforce record to the Buyer?*

Yes No

Allow Worker to submit SOW Line Items*

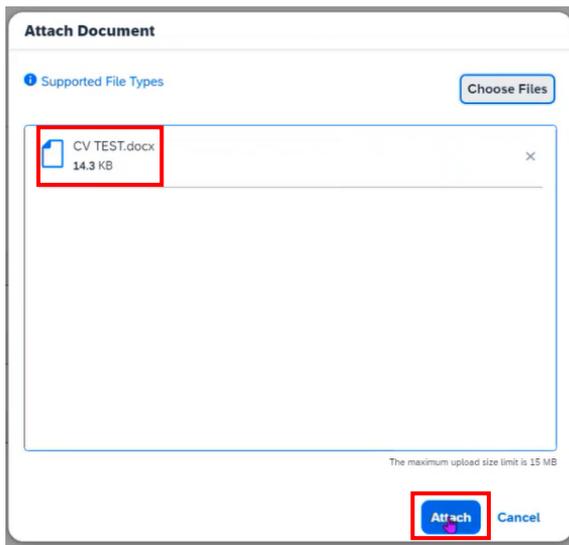
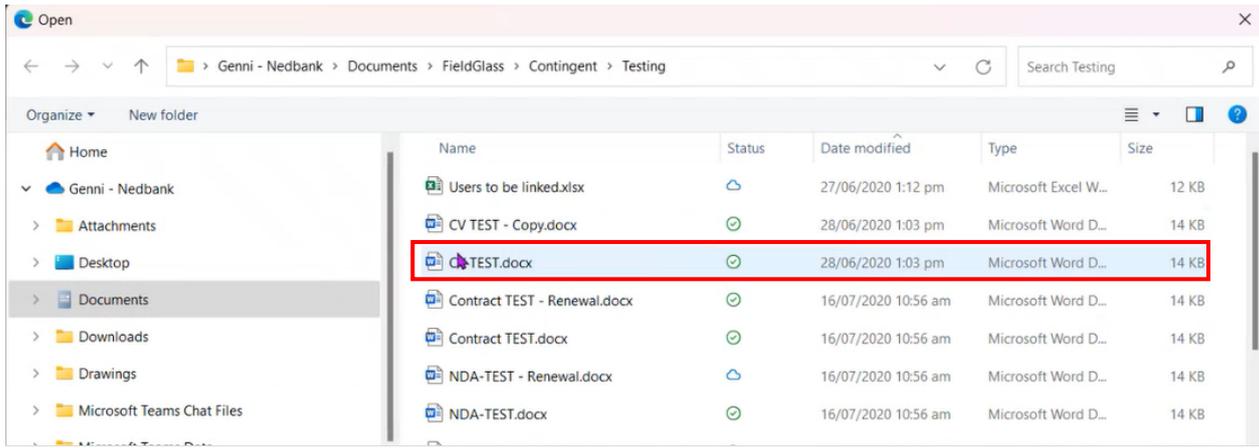
Yes No

Click on . You will then see this screen:

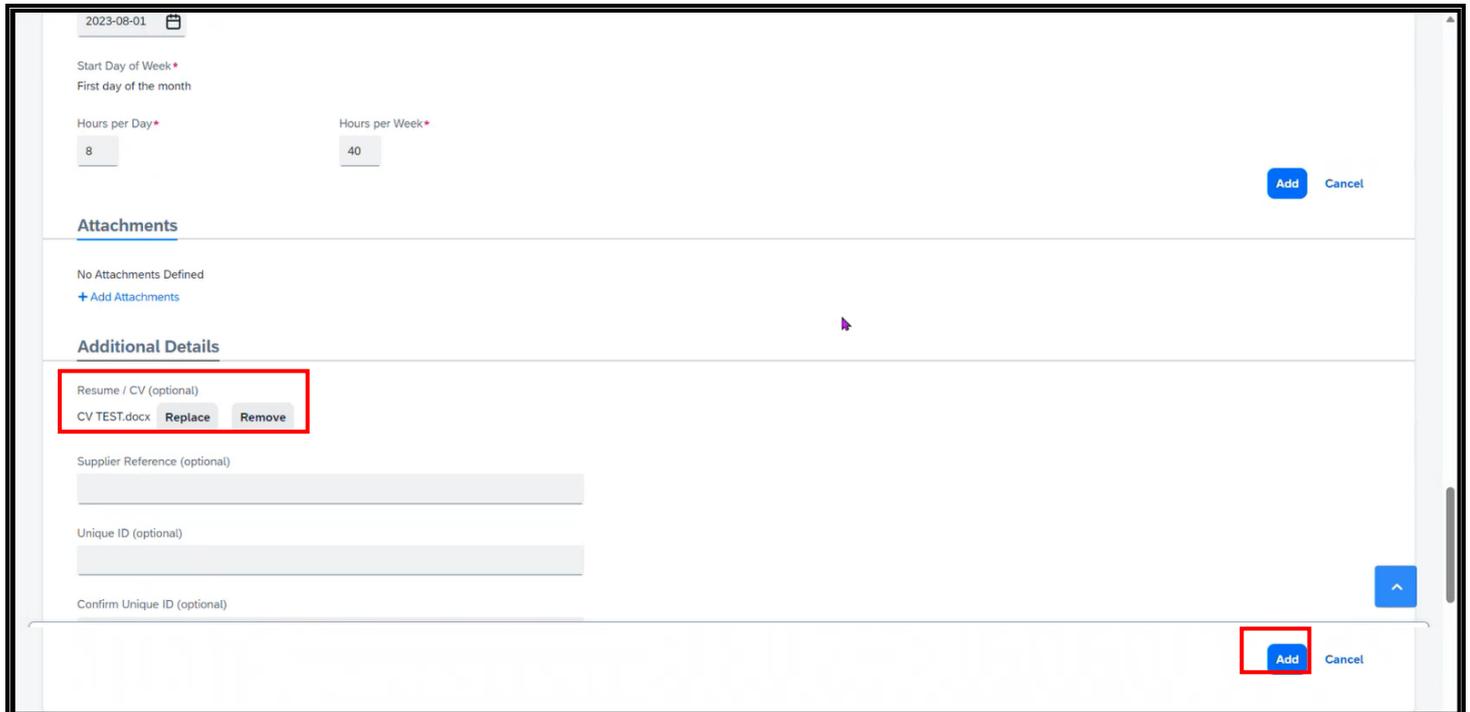


Click on .

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



Click on **Attach** to add the CV to the contract.



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

The screenshot shows the SAP Fieldglass interface for 'Supplier Training - Invoicing'. A success message at the top states: 'Success! Your SOW Worker has been successfully added and a new workforce record has been created for them.' Below this, the 'SOW Workers' section displays a table with 3 items found. The first row is highlighted in red, showing a worker with a 'Pending Approval' status. The table columns include Revisor, Work Order Status, Work Order ID, Name, Worker ID, Role, Site, Equipment, Resume / CV, Start Date, End Date, and Committed Spend.

Revisor	Work Order Status	Work Order ID	Name	Worker ID	Role	Site	Equipment	Resume / CV	Start Date	End Date	Committed Spend
0	Pending Approval	NDBKWO0000346	America, Captain		Agile Coach	TEST_CONSTANTIA KLOOF ROODEPOO	No	Download View	2023-08-01	2023-09-30	16,800.00
0	Confirmed	NDBKWO00003460	Man, Bat	NDBKWK00002818	Agile Coach	TEST_CONSTANTIA	No	Download View	2023-06-01	2023-12-31	529,200.00

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.

The screenshot shows the 'Work Orders List' for 'America, Captain'. The 'Next Step' is 'Buyer needs to approve'. The 'Activity Items' tab is highlighted in red. Below the main information, there are sections for 'Accounting (ZAR)' and 'Details'.

Accounting (ZAR)		Details	
Onsite_Hourly_Standard Time /Hr	ZAR_1_Onsite_11_ST_Standard Time_Hourly	Buyer Reference	
Bill Rate	50.00	Supplier Reference	Edit
Billable Per Diem	0.00	Resume / CV	CV_TEST.docx
Cost Allocation	%	Worker's Email	gennib@nedbank.co.za
TEST_DFL - RPA (CNGT10112)	100.000	Security ID	CAZZAM720101
		Site	TEST_CONSTANTIA 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.

Activity Items

Group By: None

Buttons: Add Activity, Add Offboarding Activity, Add Milestones

Status	Action	Responsible By	Due On
Pending	Add NDA to Worker - SOW (DocuSign)	SOW Coordinators	2023-07-21
Pending	Initiate_NDA_Signing_SOW (DocuSign)	SOW Coordinators	No Due Date
Pending	Contractor Evaluation	Supervisor of Contractor	2023-11-01
Pending	Initiate Contractor Onboarding	Supervisor of Contractor	2023-07-18
Pending	SOW ONLY - Initiate Contractor Off-boarding	Supervisor of Contractor	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**.

Supplier Training - Invoicing

Status: Approved | Statement of Work ID: NDBKTQ00000530 | Period: 2023-06-01 to 2023-12-31 | Buyer: Nedbank Limited

Navigation: Details, Activity Items, Clauses, Characteristics, **SOW Workers**, Time & Expense, Related

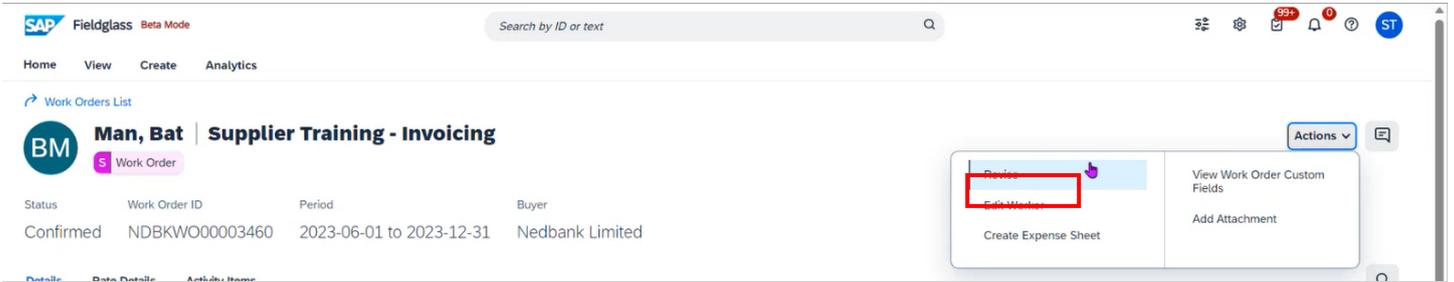
SOW Workers

3 Items Found | Rows: 25 | Apply Filters

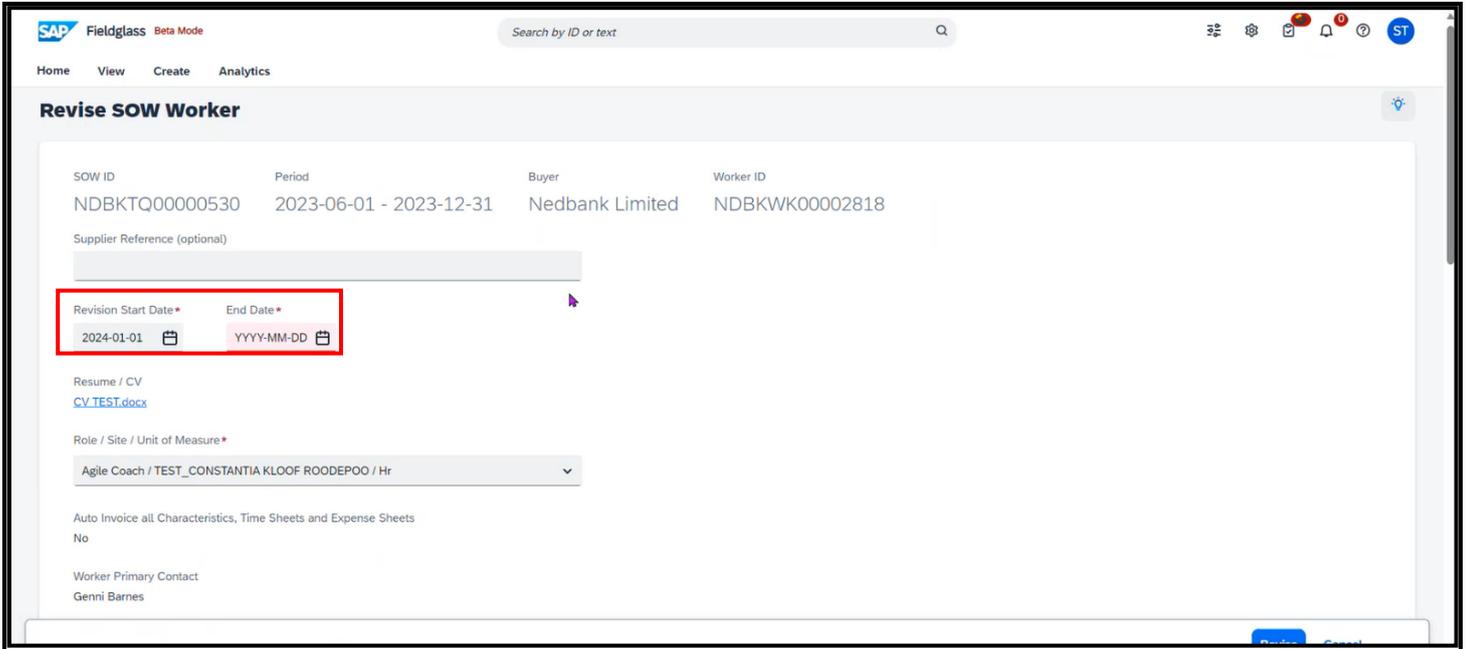
Revisor	Work Order Status	Work Order ID	Name	Worker ID	Role	Site	Equipment	Resume / CV	Start Date	End Date	Committed Spend
0	Pending Approval	NDBKWO0003465	America, Captain		Agile Coach	TEST_CONSTANTIA KLOOF ROODEPOO	No	Download View	2023-08-01	2023-09-30	16,800.00
0	Confirmed	NDBKWO0003466	Man, Bat	NDBKWK00002818	Agile Coach	TEST_CONSTANTIA KLOOF ROODEPOO	No	Download View	2023-06-01	2023-12-31	529,200.00
0	Activated	NDBKWO0003462	Man, Super		Agile Coach	TEST_CONSTANTIA KLOOF ROODEPOO	No	Download View	2023-08-01	2023-08-31	0.00

Total: 546,000.00 | Collapse Details

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



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



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.
End Date	Select the end date until which the new rate will apply. 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? No Yes

Date of Birth *
1985-01-01

Gender *
 1. Male 2. Female

Mobile Phone Number *
0990909090

Invoice Document Type *
 Invoice Tax Invoice

Rate Category

Requested	Presented (ZAR) *
Onsite_Hourly_Standard Time /Hr 500.00	450.00

[Revise](#) [Cancel](#)

THE BEST RUN **SAP**

Last Login Time: 2023-08-25 01:09 PM SAST
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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

Welcome Bat Man

Create Expense Sheet

SAP Fieldglass Release Communication - Click here to see what's new

To-Do (3)

Assignment: Supplier Training - Invoicing Company: Nedbank Limited
Start: 01/06/2023 End: 31/12/2023 Worker ID: NDBKWK00002818

Time Sheet	ID	Period
Complete Time Sheet	NDBKTS00036614 (NDBKWK00002818)	01/08/2023 - 31/08/2023
Complete Time Sheet	NDBKTS00036613 (NDBKWK00002818)	01/07/2023 - 31/07/2023
Complete Time Sheet	NDBKTS00036612 (NDBKWK00002818)	01/06/2023 - 30/06/2023

Item overdue for 25 days

Item overdue for 56 days

[Don't see your Time Sheets?](#)

THE BEST RUN **SAP**

Last Login Time: 23/08/2023 12:33 SAST
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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.

Time Sheet

Week 1 **Week 2** Week 3 Week 4 Week 5 Week 6

Time Worked

Day	3/7 Mon	4/7 Tue	5/7 Wed	6/7 Thu	7/7 Fri	8/7 Sat	9/7 Sun	Week Total	Month Total
Billable									
TEST_DFL - RPA (CNGT10112) - Time Worked - Default									
Onsite_Hourly_Standard Time /Hr	<input type="text"/>			0.00	0.00				
Non-billable									
TEST_DFL - RPA (CNGT10112) - Break time - Default									
Onsite_Hourly_Standard Time /Hr	<input type="text"/>			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	3/7 Mon	4/7 Tue	5/7 Wed	6/7 Thu	7/7 Fri	8/7 Sat	9/7 Sun	Week Total	Month Total
Billable Break-Out									

Submit Complete Later Cancel

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 Sheet

Week 1 Week 2 **Week 3** Week 4 Week 5 Week 6

Time Worked

Day	10/7 Mon	11/7 Tue	12/7 Wed	13/7 Thu	14/7 Fri	15/7 Sat	16/7 Sun	Week Total	Month Total
Billable									
TEST_DFL - RPA (CNGT10112) - Time Worked - Default									
Onsite_Hourly_Standard Time /Hr	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="10"/>	<input type="text" value="8.00"/>			40.00	80.00
Non-billable									
TEST_DFL - RPA (CNGT10112) - Break time - Default									
Onsite_Hourly_Standard Time /Hr	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			0.00	
Total	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	80.00

+ Add Task

Summary

Day	10/7 Mon	11/7 Tue	12/7 Wed	13/7 Thu	14/7 Fri	15/7 Sat	16/7 Sun	Week Total	Month Total
Billable Break-Out									

Submit Complete Later Cancel

Select the  **Comments** icon to capture further detail.

Time Sheet

Week 1 Week 2 **Week 3** Week 4 Week 5 Week 6

Time Worked

Day	10/7 Mon	11/7 Tue	12/7 Wed	13/7 Thu	14/7 Fri	15/7 Sat	16/7 Sun	Week Total	Month Total
Billable									
TEST_DFL - RPA (CNGT10112) - Time Worked - Default									
Onsite_Hourly_Standard Time /Hr	8.00	8.00	8.00	10.00	8.00			42.00	82.00
Non-billable									
TEST_DFL - RPA (CNGT10112) - Break time - Default									
Onsite_Hourly_Standard Time /Hr								0.00	
Total	8.00	8.00		8.00	0.00	0.00		42.00	82.00

+ Add Task

Comments

overtime that day

Remaining: 23

Add

Summary

Important:

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

Time Sheet

Week 1 Week 2 Week 3 Week 4 Week 5 **Week 6**

Time Worked

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									
TEST_DFL - RPA (CNGT10112) - Time Worked - Default									
Onsite_Hourly_Standard Time /Hr	8.00	-	-	-	-	-	-	8.00	170.00
Non-billable									
TEST_DFL - RPA (CNGT10112) - Break time - 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	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									

Submit Complete Later Cancel

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.

Time Sheet

Week 1 Week 2 **Week 3** Week 4 Week 5 Week 6

Time Worked

Day	10/7 Mon	11/7 Tue	12/7 Wed	13/7 Thu	14/7 Fri	15/7 Sat	16/7 Sun	Week Total	Month Total
Billable									
TEST_DFL - RPA (CNGT10112) - Time Worked - Default									
Onsite_Hourly_Standard Time /Hr	8.00	8.00	8.00	10.00	8.00			42.00	82.00
Non-billable									
TEST_DFL - RPA (CNGT10112) - Break time - Default									
Onsite_Hourly_Standard Time /Hr					2.00			2.00	2.00
Total	8.00	8.00	8.00	10.00	10.00	0.00	0.00	44.00	84.00

+ Add Task

Summary

Day	10/7 Mon	11/7 Tue	12/7 Wed	13/7 Thu	14/7 Fri	15/7 Sat	16/7 Sun	Week Total	Month Total
Billable Break-Out									

Submit Complete Later Cancel

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 ID: NDBKTS00036613 | Worker: Man, Bat NDBKWK00002818 | Current End Date: 31/12/2023

Time Sheet: Week 1, **Week 2**, Week 3, Week 4, Week 5, Week 6

Day	3/7 Mon	4/7 Tue	5/7 Wed	6/7 Thu	7/7 Fri	8/7 Sat	9/7 Sun	Week Total	Month Total
Onsite_Hourly_Standard Time /Hr	8.00	8.00	8.00	8.00	8.00			40.00	170.00
Onsite_Hourly_Standard Time /Hr								0.00	2.00
Total	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	172.00

Buttons: Submit, **Complete Later**, Cancel

Example

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

SAP Fieldglass Beta Mode

Time Sheets List

Man, Bat | Edit | Actions

Status: Draft | Time Sheet ID: NDBKTS00036613 | Period: July, 2023 | Buyer: Nedbank Limited | Supplier: SLP Fieldglass VAT Supplier(SLP01)

Success!
Time Sheet has been drafted.

Worker ID: NDBKWK00002818

Time Sheet: Week 1, Week 2, Week 3, Week 4, Week 5, **Week 6**

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									

To capture time for the next week, go to **Time Sheet** and click on [Time Sheets List](#).

SAP Fieldglass Beta Mode

Time Sheets

Period: 30/06/2023 to 25/11/2023 [Apply Filters](#) 3 Items Found

Status	ID	Revision	Main Document...	Main Document...	Supervisor of W...	Start Date	End	ST	OT	DT	Others	NB
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

Page 1 1-3 of 3

Data as of 15:23 [Refresh](#) [Download List Data](#)

THE BEST RUN SAP

Last Login Time: 23/08/2023 12:33 SAST
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SAP Fieldglass 2308 | 038
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Select the month for which time must be captured, eg July.

Time Sheet

Week 1 Week 2 Week 3 Week 4 Week 5 **Week 6**

Time Worked

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									
TEST_DFL - RPA (CNGT10112) - Time Worked - Default									
Onsite_Hourly_Standard Time /Hr	8.00	-	-	-	-	-	-	8.00	170.00
Non-billable									
TEST_DFL - RPA (CNGT10112) - Break time - 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	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									

[Submit](#) [Complete Later](#) [Cancel](#)

Click on

[Complete Later](#)

Submit time sheets

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

The screenshot shows the 'Time Sheet' interface for 'Week 6'. It includes a 'Time Worked' table with columns for days (31/7 Mon to 6/8 Sun), 'Week Total', and 'Month Total'. Below this are sections for 'Billable' and 'Non-billable' tasks, each with an 'Onsite_Hourly_Standard Time /Hr' input field. The 'Total' row shows 8.00 hours for the week and 172.00 for the month. A '+ Add Task' button is located below the table. At the bottom, a 'Summary' section is partially visible. The 'Submit' button is highlighted with a red box.

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

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

The screenshot shows the 'Enter Time Sheet' interface. A warning message is displayed in a yellow box: 'Warning: Hours exceed 8.00 hours per day for 13/07/2023, 14/07/2023. Please ensure that you have allocated them correctly. Your data has not been saved. Please review the errors or warnings and try again.' Below the warning, the 'Time Sheet' section shows 'Week 6' selected. The 'Time Worked' table is identical to the previous screenshot. The 'Submit' button is highlighted with a blue box.

To acknowledge and confirm the time, click on .

SAP Fieldglass Beta Mode

Enter Time Sheet

Time Sheet: NDBKTS00036613 Worker: Man, Bat NDBKWK

Submit Time Sheet?

Submit Cancel

Time Sheet

Week 1 Week 2 Week 3 Week 4 Week 5 Week 6

Time Worked

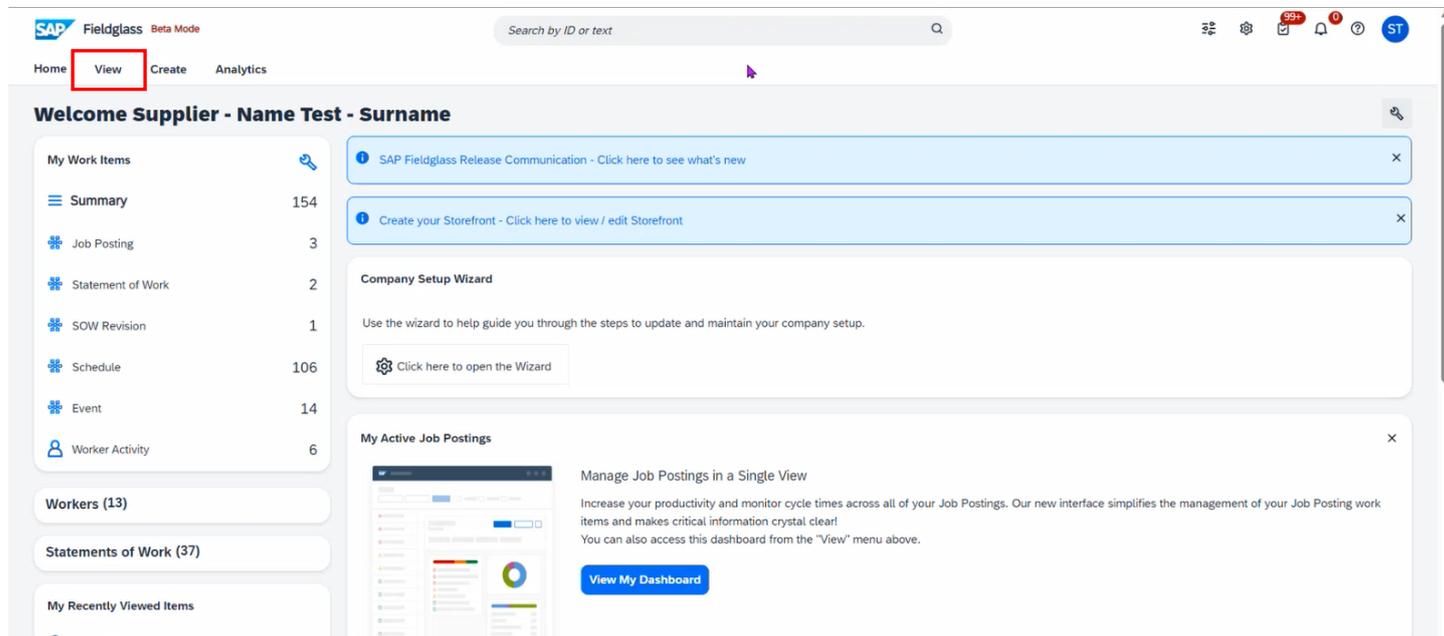
Day	31/7 Mon	1/8 Tue	2/8 Wed	3/8 Thu	4/8 Fri	5/8 Sat	6/8 Sun	Week Total	Month Total
Billable									
TEST_DFL - RPA (CNGT10112) - Time Worked - Default									
Onsite_Hourly_Standard Time /Hr	8.00	-	-	-	-	-	-	8.00	170.00
Non-billable									
TEST_DFL - RPA (CNGT10112) - Break time - Default									
Onsite_Hourly_Standard Time /Hr		-	-	-	-	-	-	0.00	2.00

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

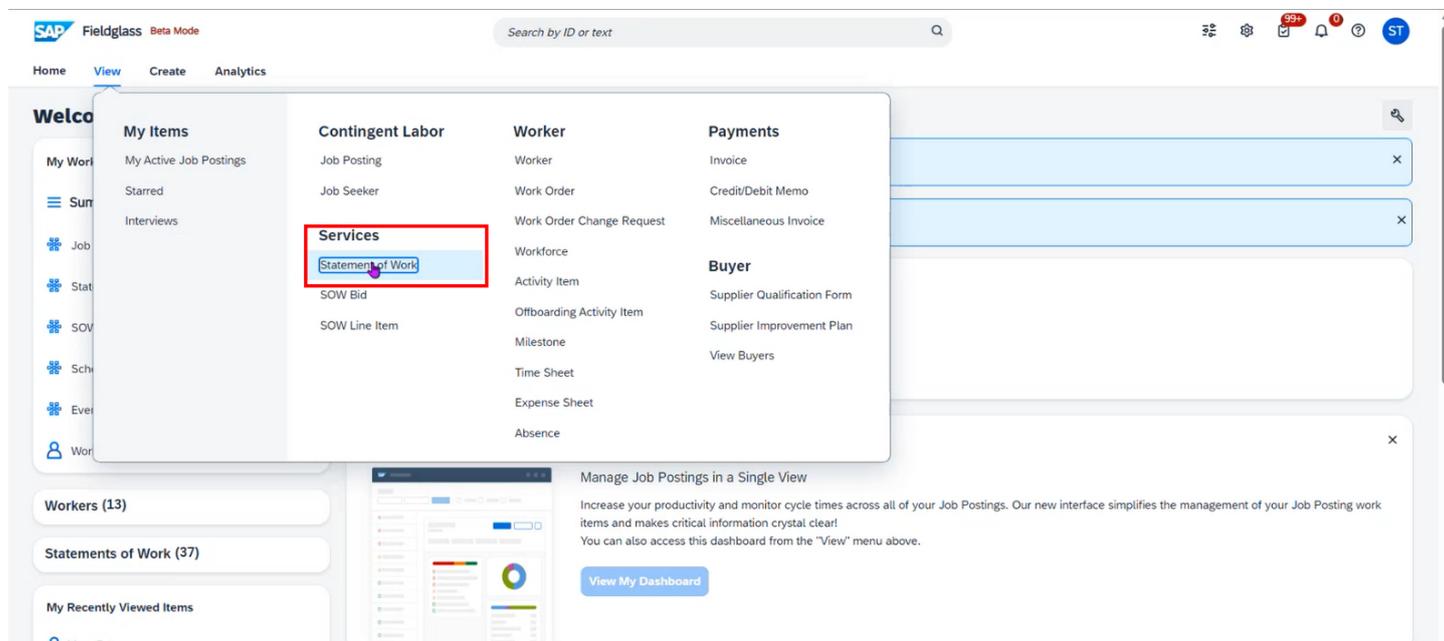
View time sheets

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

Click on **View**.



Select **Statement of Work** from **Services**.



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

SAP Fieldglass Beta Mode Search by ID or text

Home View Create Analytics

Statement of Work

Period: 2023-07-28 to 2023-11-25 View: My Account Group By: None Apply Filters 37 Items Found

Status	ID	Revision	Name	Buyer	Start	End	Type
All	Enter Criteria		Enter Criteria	Enter Criteria			Enter Criteria
Approved	NDBKTQ00000530	0	Supplier Training - Invoicing	Nedbank Limited	2023-06-01	2023-12-31	Standard Nedba...
Pending Buyer Review	NDBKTQ00000529	0	Supplier Scenario 3 - Workers NO T&M	Nedbank Limited	2023-08-01	2023-12-31	Standard Nedba...
Pending Buyer Review	NDBKTQ00000528	0	Supplier training - Scenario 2 - Workers T&M	Nedbank Limited	2023-08-01	2023-12-31	Standard Nedba...
Pending Buyer Review	NDBKTQ00000527	0	Supplier Training - Scenario 1 No workers	Nedbank Limited	2023-08-01	2023-12-31	Standard Nedba...
Approved	NDBKTQ00000526	0	TEST GL Accounts	Nedbank Limited	2023-08-01	2023-09-30	Standard Nedba...
Approved	NDBKTQ00000525	0	TEST GL Accounts	Nedbank Limited	2023-08-01	2023-09-30	Standard Nedba...
Approved	NDBKTQ00000524	2	TEST GL Accounts	Nedbank Limited	2023-08-01	2023-09-30	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	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	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 text

Home View Create Analytics

Statements of Work List

Supplier Training - Invoicing

Standard Nedbank SOW Type

Status: Approved Statement of Work ID: NDBKTQ00000530 Period: 2023-06-01 to 2023-12-31 Buyer: Nedbank Limited

Details Activity Items Clauses Characteristics **SOW Workers** Time & Expense Related

Accounting (ZAR)			Statement of Work Details	
Spend Allocation	Worker	Total	Buyer Reference	
Spend to Date	0.00	0.00	Supplier Reference	Edit
Other Pending Spend	76,000.00	201,000.00	Billable?	Yes
Cost Allocation		%	Master SOW?	No
TEST_DFL - RPA (CNGT10112)		100.000	Site	TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)
Total		100.000	Location	TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)
Posting Information			Default Remit-to Address	
Owner	Genni Barnes		Business Unit	Group Procurement (1000)
Creator	Genni Barnes		Description:	

Select the worker, eg Bat Man.

Supplier Training - Invoicing Actions ▾

S Standard Nedbank SOW Type

Withdraw 0 Items Selected

Revisor	Work Order Status	Work Order ID	Name	Worker ID	Role	Site	Equipment	Resume / CV	Start Date	End Date	Committed Spend
0	Pending Approval	NDBKWO00003465	America, Captain		Agile Coach	TEST_CONSTANTIA KLOOF ROODEPOO	No	Download View	2023-08-01	2023-09-30	16,800.00
1	Pending Approval	NDBKWO00003460	Man, Bat	NDBKWK00002818	Agile Coach	TEST_CONSTANTIA KLOOF ROODEPOO	No	Download View	2023-06-01	2023-12-31	420,000.00
0	Activated	NDBKWO00003462	Man, Super		Agile Coach	TEST_CONSTANTIA KLOOF ROODEPOO	No	Download View	2023-08-01	2023-08-31	0.00
Total 436,800.00 Collapse Details											

CA **America, Captain** Withdraw

S Work Order [Go to Details](#)

Status: Pending Approval Work Order ID: NDBKWO00003465 Period: 2023-08-01 to 2023-09-30

Accounting (ZAR)

Rates	Requested	Presented
Onsite_Hourly_Standard Time /Hr	500.00	50.00

SOW Worker Details

Role	Agile Coach
Site	TEST_CONSTANTIA KLOOF ROODEPOO

Click on their **Worker ID**.

SAP Fieldglass Beta Mode Search by ID or text

Home View Create Analytics

BM **Man, Bat** | **Supplier Training - Invoicing** Actions ▾ Withdraw

S Work Order

Status: Pending Approval Next Step: Buyer needs to approve Work Order ID: NDBKWO00003460 (Rev. 1) Period: 2023-08-01 to 2023-12-31 Buyer: Nedbank Limited

Details Rate Details Revisions

Statement of Work ID: NDBKTQ00000530 Worker ID: **NDBKWK0002818**

Accounting (ZAR)

	Current (ZAR)	New (ZAR)
Onsite_Hourly_Standard Time /Hr	ZAR_1_Onsite_11_ST_Standard Time_Hourly	
Bill Rate	450.00	500.00
Billable Per Diem	0.00	0.00
Maximum Expense	0.00	0.00

Work Order Details

	Current	New
Buyer Reference		
Supplier Reference		Edit
Security ID	BAZZMA850101	
Start Date	2023-06-01	2023-08-01
End Date	2023-12-31	2023-12-31

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

SAP Fieldglass Beta Mode

Search by ID or text

Home View Create Analytics

Workers List

Man, Bat | Supplier Training - Invoicing

BM Worker

Status Worker ID Period Buyer
Open NDBKWK00002818 2023-06-01 to 2023-12-31 Nedbank Limited

Details Activity Items **Time & Expense** Statement of Work Approvals / Audit Trail Related Tenure

Statement of Work ID Work Order ID
NDBKTQ00000530 NDBKWO00003460

Worker Accounting (ZAR)		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 Worker ID Period Buyer
Open NDBKWK00002818 2023-06-01 to 2023-12-31 Nedbank Limited

Details Activity Items **Time & Expense** Statement of Work Approvals / Audit Trail Related Tenure

Time & Expense

Period
2023-05-01 to 2023-08-25 [Apply Filters](#)

Time Sheets 3 Items Found

Status	ID	Revision	Start	End	Approved	ST	OT	DT	Others	NB	Amount (ZAR)
All	<input type="text" value="Enter Criteria"/>										
Draft	NDBKTS00036614	0	2023-08-01	2023-08-31		0	0	0	0	0	0.00
Pending Approval	NDBKTS00036613	0	2023-07-01	2023-07-31		0	0	0	170	2	76,500.00
Draft	NDBKTS00036612	0	2023-06-01	2023-06-30		0	0	0	156	4	70,200.00

[Clear Sort](#) [Clear Filters](#)

[Download List Data](#)

Page 1 1-3 of 3

Expense Sheets 0 Items Found

Status	ID	Revision	Submitted	Approved	Amount (ZAR)
All	<input type="text" value="Enter Criteria"/>				

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

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

The screenshot shows the SAP Fieldglass Beta Mode interface. A navigation menu is open, displaying various categories: My Items, Contingent Labor, Worker, Payments, Services, and Buyer. The 'Worker' category is selected, and the 'Time Sheet' option is highlighted with a red box. Below the menu, a table lists time sheets with columns for Status, ID, Revision, Start, End, Approved, ST, OT, DT, Others, NB, and Amount (ZAR). The table contains three rows of data.

Status	ID	Revision	Start	End	Approved	ST	OT	DT	Others	NB	Amount (ZAR)
Draft	NDBKTS00036614	0	2023-08-01	2023-08-31	0	0	0	0	0	0	0.00
Pending Approval	NDBKTS00036613	0	2023-07-01	2023-07-31	0	0	0	0	170	2	76,500.00
Draft	NDBKTS00036612	0	2023-06-01	2023-06-30	0	0	0	0	156	4	70,200.00

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

The screenshot shows the SAP Fieldglass Beta Mode interface for the 'Time Sheets' page. The page displays a table of time sheets with columns for Status, ID, Revision, Worker, Site, End, ST, OT, DT, Others, and NB. The table contains three rows of data. Above the table, there are filters for Period (2023-08-11 to 2023-11-25), View (My Account), and Group By (None). A calendar icon is visible next to the date range, indicating it can be clicked to open a calendar.

Status	ID	Revision	Worker	Site	End	ST	OT	DT	Others	NB
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

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

Time Sheets

Period: 2023-08-11 to 2023-11-25

Revision	Worker	Site	End	ST	OT	DT	Others	NB
0	Mouse, Minnie	TEST_CONSTANTIA KLO...	2023-08-31	0.00	0.00	0.00	176.00	0.00
0	Mouse, Mickey	TEST_CONSTANTIA KLO...	2023-08-31	0.00	0.00	0.00	176.00	0.00
0	Hog, Wart	TEST_CONSTANTIA KLO...	2023-08-31	0.00	0.00	0.00	176.00	0.00

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

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

Time Sheets

Period: 2023-07-01 to 2023-07-31

Status	ID	Revision	Worker	Site	End	ST	OT	DT	Others	NB
Pending Approval	NDBKTS00035613	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

You will now see the time sheet for Bat Man because the period was 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 ▾

Time Sheet

TEST_DFL - RPA (CNGT10112) - Break time - Default

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	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 Total
Billable Break-Out									
Billable	8.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	170.00
Non-billable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00

Accounting (ZAR)

Rates	Pay Rate	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.