SAP Fieldglass

Line Manager
Fieldglass Quick Reference Guides

ManpowerGroup®

1. Engagement Manager: Home Page Navigation and Getting Started

Welcome Test Hiring Manager

My Work Items ③

☰ Summary	28
⊞ Job Posting	1
👤 Job Seeker	2
👤 Assignment	5
👤 Assignment Revision	1
👤 Time Sheet	3
👤 Expense Sheet	1
👤 Worker Activity	15

Workers (9)

My Recently Viewed Items ⑥

👤 Sedziak, Dominik
PMIITLWO00000034   22/09/2023
Assignment (Pending Approval)
Need to approve

👤 Test, Teresa
PMIITLWO00000069   23/10/2023
Assignment (Confirmed)

My Workers (32) ⑤

Critical (18)
Warning (0)
Good (14)

Account Manager - Level 1 | HR Specialist - Level 1 | Administrator - Level 1 | Account Manager - Level 1 | Project Manager - Level 3 (Business Change and Transformation) | Account Manager - Level 1

Job Postings with Recent Activity ⑦

⊞ UX Designer
PMIITLJP00000067
Next Step: Requestor reviews Job Seekers. View Job Seekers

⊞ Administrator - Level 1
PMIITLJP00000051
Next Step: Worker registers.

⊞ Business Analyst - Level 3
PMIITLJP00000062
Next Step: Programme Office shortlists Job Seekers for the Requestor. 0 shortlisted

⊞ Change Manager
PMIITLJP00000061
Next Step: Requestor reviews Job Seekers. View Job Seekers

⊞ Account Manager - Level 1
PMIITLJP00000044
Next Step: Approvers review the Assignment. 1 pending approval

Click here to view all Job Postings

6. **Recently Viewed Items:** Quickly access items that were recently viewed within Fieldglass
7. **Job Postings With Recent Activity:** Quick view of job postings with recent activity and which part of the process each is at
8. **My Profile:** Set up default site and proxy/delegate
9. **My Preferences:** Edit time zone, messaging

Settings ⑧
👤 My Profile
⑨ ⚙ My Preferences
⏻ Sign Out

Test Hiring Manager 1

The following users are your proxies:

⚠ Please be aware that by assigning a Proxy, you are allowing the

Note: You currently do not have any Proxies assigned. + Add Proxy ⑩

You are a proxy for the following users:

The following users are your delegates:

⚠ Please be aware that by assigning a Delegate, you are allowing the u

Note: You currently do not have any Delegates assigned. + Add Delegate
⑪

You are a delegate for the following users:

Note: You are currently not a Delegate for any User Account.

REQUEST REVIEW ASSIGN ONBOARD

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1. **Profile:** Access your profile to amend your default settings and assign a proxy
2. **Message Centre:** Access chat messages and updates on your open roles or tasks for you to complete
3. **Work Items and Notifications:** View pending items to take necessary action
4. **Create:** Click to initiate a new request
5. **Workers:** Access active worker data

6. **Recently Viewed Items:** Quickly access items that were recently viewed within Fieldglass
7. **Job Postings With Recent Activity:** Quick view of job postings with recent activity and which part of the process each is at
8. **My Profile:** Set up default site and proxy/delegate
9. **My Preferences:** Edit time zone, messaging

10. **Add Proxy:** Click My Profile (1,8) to select a user to approve work items on your behalf
11. **Add Delegate:** If applicable, set up a delegate to take action on your behalf

2. Engagement Manager: View and Approve Time and Expense

Welcome Swiss Hiring Manager

My Work Items ① 🔧

☰ Summary	28
✿ Job Posting	1
👤 Job Seeker	2
👤 Assignment	5
👤 Assignment Revision	1
👤 Time Sheet ②	3
👤 Expense Sheet ③	1
👤 Worker Activity	15

Welcome Swiss Hiring Manager

My Work Items	🔧
☰ Summary	46
✿ Job Posting	7
👤 Job Seeker	3
👤 Assignment	3
👤 Assignment Revision	3
👤 Time Sheet	2
👤 Expense Sheet	3

What's New in SAP Field[...]
Discover new features and enh[...]

Announcements

Please find a link to a sharepoint site th[...]

External Links
- Temporary Talent on Demand Sharep[...]

Items Requiring Action ④
Approve   2

⑤

Federer, Roger
PMIITLTS00000990
End: 05/05/2024   1,219.68 CHF
Total Worked: 24

Federer, Roger
PMIITLTS00000992
End: 19/05/2024   2,032.80 CHF
Total Worked: 40

Federer, Roger
[Time Sheet]   ↗ Go to Details

Status	Next Step	Time Sheet ID	Period
Pending Approval	Need to approve	PMIITLTS00000990	29/04/2024 to 05/05/2[...]

View [All Rates] [Rates with manual time entry only]

Shift

Day
Shift

Time Worked

Day
Billable

Agency Design (1066912AAD) - Time Worked - Default

Welcome Swiss Hiring Manager

My Work Items	🔧
☰ Summary	46
✿ Job Posting	7
👤 Job Seeker	3
👤 Assignment	3
👤 Assignment Revision	3
👤 Time Sheet	2
👤 Expense Sheet	3
👤 Worker Activity	25

What's New in SAP Fiel[...]
Discover new features and e[...]

Announcements

Please find a link to a sharepoint site t[...]

External Links
- Temporary Talent on Demand Share[...]

Items Requiring Action ⑥
Approve   3

👤 51

⑦

Federer, Roger
PMIITLES00000035   150.00 CHF

Federer, Roger
PMIITLES00000034   150.00 CHF

Lilly, Evangeline
PMIITLES00000033   950.00 CHF

Federer, Roger
[Expense Sheet]   ↗ Go to Details

Status	Next Step	E
Pending Approval	Need to approve	P

Job Posting	Worker ID
CH - Assistant - PMIITLJP00000313	PMIITLWI

Accounting (CHF)

Maximum Expense Allowed

1. **Work Items:** Items that require review, approval, and/or action
2. **Timesheet**
3. **Expense Sheet**
4. **From #2. Timesheet: Click on Approve**
5. **Click into each pending timesheet**, review the details then either approve or reject.
6. **From #3. Expense Sheet: Click on Approve**
7. **Click into each pending expense**, review the details then either approve or reject.

8. Engagement Manager: View Timesheet – Daily Rate

Federer, Roger

Time Sheet | ↱ Go to Details

Status	Next Step	Time Sheet ID	Period	Supplier
Pending Approval	Need to approve	PMIITLTS00000992	13/05/2024 to 19/05/2024	Manpower CH(MPCH)

Approve | Reject ⑤

View | All Rates | Rates with manual time entry only

Shift

Day	13/5 Mon	14/5 Tue	15/5 Wed	16/5 Thu	17/5 Fri	18/5 Sat	19/5 Sun	Total Worked
Shift	Standard	Standard	Standard	Standard	Standard	Standard	Standard	

Time Worked

Day	13/5 Mon	14/5 Tue	15/5 Wed	16/5 Thu	17/5 Fri	18/5 Sat	19/5 Sun	Total Worked
Billable								
Agency Design (1066912AAD) - Time Worked - Default								
Time Worked	8h 0m	8h 0m	8h 0m	8h 0m	8h 0m			40h 0m
Total	8h 0m	8h 0m	8h 0m	8h 0m	8h 0m	0h 0m	0h 0m	40h 0m

① ②

Rates

No rates with manual time entry are available.

Accounting (CHF)

Pay to Worker

Rate Category / UOM	Pay Rate	Quantity	Days	Amount (CHF)
ST /Hr	39.70	40.00	-	1,588.00
			Total	**1,588.00**

Bill to Buyer

③

Rate Category / UOM	Bill Rate	Quantity	Days	Amount (CHF)
ST /Hr	50.82	40.00	-	2,032.80
			Total	**2,032.80**
			Committed Spend	26,832.96
			Actual Spent	4,065.60

④

Cost Allocation

		Amount (CHF)
Agency Design (1066912AAD)		2,032.80
	Total	**2,032.80**

Reject Time Sheet ✕

Reason *

<Select a Reason> ▼

Comments (optional)

Remaining: 2000

Reject | Cancel

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1. **Time Worked:** Review the tracked days on the worker's timesheet
2. **Total:** Review the total recorded for the week
3. **Accounting/Committed Spend:** Review the total committed spend for the Work Order Assignment
4. **Cost Centre Allocation:** check the total committed spend allocated to the business area
5. **Approve or Reject:** Approve or Reject based on your review of the timesheet, if you Reject please add Reason and comment to facilitate the correction.

9. Engagement Manager: View and Approve Expense Sheet

Welcome Test Hiring Manager

My Work Items ①	🔧
☰ Summary	30
🔆 Job Posting	1
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👤 Time Sheet ②	3
👤 Expense Sheet ③	1
👤 Worker Activity	17

④

Federer, Roger	
PMIITLES00000035	150.00 CHF
Federer, Roger	
PMIITLES00000034	150.00 CHF
Lilly, Evangeline	
PMIITLES00000033	950.00 CHF

Federer, Roger
Expense Sheet   → Go to Details   ⑤ Approve Reject

Status	Next Step	Expense Sheet ID	Submit Date	Supplier
Pending Approval	Need to approve	PMIITLES00000035	16/05/2024 04:28 PM	Manpower CH(MPCH)

Job Posting	Worker ID
CH - Assistant - PMIITLJP00000313	PMIITLWK00000069

Accounting (CHF) ⑥   **Expense Sheet Details**

	Amount (CHF)		Contingent Type	Default
Maximum Expense Allowed	0.00		Assignment/Assignment Revision Owner	Swiss Hiring Manager
Maximum Expense Utilized	0.00		Legal Entity	PMPSA (OC) (1066)
Committed Spend	26,832.96		Site	Lausanne, Switzerland (CH-LAU)
Actual Spend	2,182.80		Business Unit	Commercial (4204347b)

Posting Information

Orderline id	(No Value)
Orderline order header id	(No Value)

Group By
| Cost Centre | Date | Expense Code | Attachment |

Cost Centre Summary ⑦

Cost Allocation		Non-billable Amount	Billable Amount
Agency Design (1066912AAD)		0.00 CHF	150.00 CHF
	Total Allocation	0.00 CHF	150.00 CHF

Billable ⑧
Agency Design (1066912AAD)
Air Travel (Air Travel)-Default

01/05/2024	Merchant	Swiss Air	
Swiss Air ticket.jpg ⑨	Description		View
	Expense Amount		150.00 CHF ⑩
		Total	150.00 CHF

Reject Expense Sheet   ✕

Reason *
[<Select a Reason>   ▾]

Comments (optional)
[   ]

Remaining: 2000

[Reject] Cancel

1. **Work Items:** Items that require review, approval, and/or action
2. **Timesheet**
3. **Expense Sheet**
4. **From #3. Expense Sheet:** A list of pending expense sheets will appear
5. **Click approve or reject,** if you Reject please add Reason and comment to facilitate the correction.
6. **Accounting:** Review the expense amount and committed spend of the worker's Work Order
7. **Billable Amount:** View the billable amount of the expense sheet
8. **Cost Allocation:** Check the cost centre allocated to the expense sheet
9. **Receipt/Attachment:** View the receipt attached to the expense sheet/report
10. **Total:** Total CHF amount of expense