

SAP Fieldglass 

**Worker
Fieldglass Quick Reference Guides**

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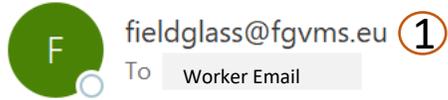
- 1.Registration Process*
- 2.Need help signing in?*
- 3.Home page Navigation*
- 4.Submit Timesheet*
- 5.Submit expense sheet*

Your Manpower Team



1. Worker: Registration Process

Invitation to join the SAP Fieldglass system



If there are problems with how this message is displayed, click here to view it in a web browser.



② Please create your account with SAP Fieldglass, the resource management system used by Philip Morris International and Manpower CH. All you need to do is select the button below and fill out your account details, and you're ready to start submitting your time and expenses!

Create Your Account ③

This registration invite will expire on 05/06/2024. ④

Not Federer, Roger? Select on your email client's Forward button to forward this message to Roger.

Select on the link below (or copy/paste into your web browser) to register.

Click here ⑤



SAP Fieldglass Beta Mode

Create Your Account .eu

Basic Information

Already have an SAP Fieldglass account? [Select here](#) to link this job to your existing account.

First Name

Roger

Last Name

Federer

Worker's Personal Email*

worker@gmail.com ⑥

Mobile Number Country Code (optional)

Mobile Number (optional)

Security ID*

ROFE08081234 ⑦

Login Details ⑧

Desired Username*

Roger_Federer ✓

Password*

..... ✓

Re-enter Password*

..... ✓

1. Registration Email:

Registration email will be sent from Fieldglass@fgvms.eu

Note: Check your junk/spam mail if you do not receive a registration email

2. Company and Supplier Name:

Verify the company name and supplier are correct

3. **Create Your Account:** if all information is correct, click the create your account button

4. **Registration expiration date:** Your registration link expires after a certain date, ensure you complete the registration process before the expiration date

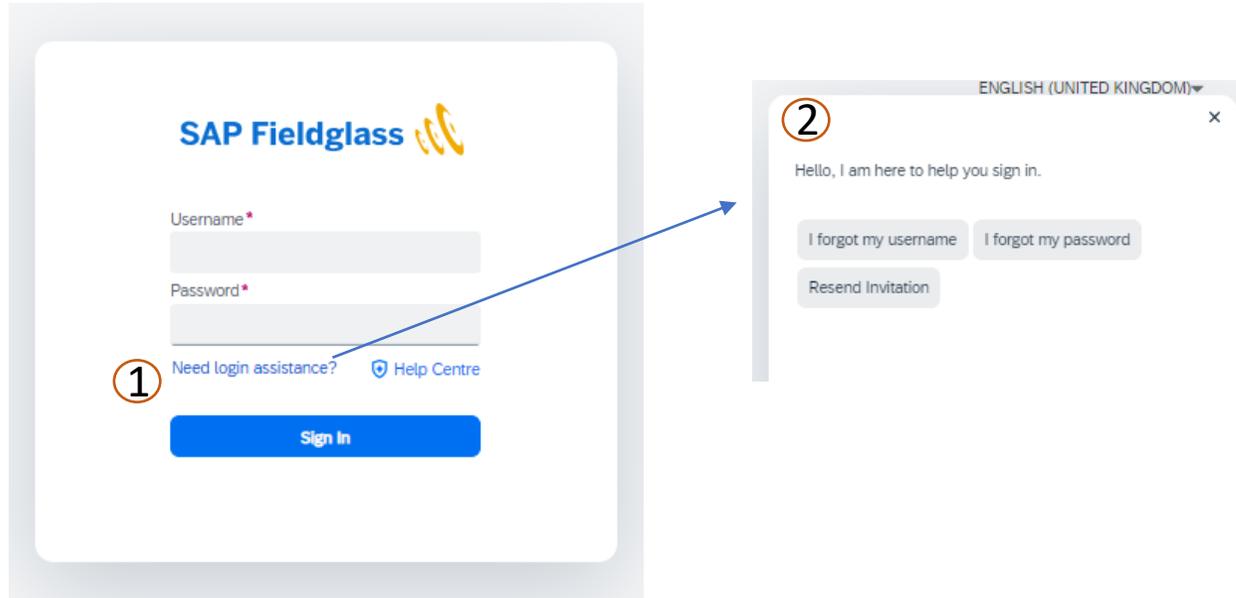
5. **Click Here:** this button is another way to create register

6. **Email:** enter the email address you'd like to use to receive notifications (private one is required)

7. **Security:** enter your personalized security ID. If you have issues with your security ID, contact us.

8. **Login:** Click login to finish registering.

2. Worker: Need Help Signing In?



1. Click **Need help signing in?** If you are unable to login to your account.
2. Select either the **Forgot username** or **Forgot Password** option and follow the online prompts to reset your password or receive your username
3. **Follow the steps below:**
 - a) Enter your **email** to receive your username
 - b) Enter your **username** to receive a temporary password
 - c) If your registration link has expired, enter your email to receive a new registration link.

Note: First time logging into Fieldglass? You should have received your username from your Supplier, follow step 3b to complete your registration process.

Hello, I am here to help you sign in.

3a I forgot my username

Not a problem. What is the email address associated with the account you are trying to access? Please enter the email address only.

Email

Hello, I am here to help you sign in.

3b I forgot my password

Not a problem. What is your username?

Username

Hello, I am here to help you sign in.

3c Resend Invitation

Not a problem. What is the email address associated with the account you are trying to access? Please enter the email address only.

Email

3. Worker: Home Page Navigation

Welcome Settings

Welcome Federer, Roger ×

Welcome to SAP Fieldglass! Your registration is complete. Feel free to change the following fields according to your preferences. Save your changes and proceed to the next page.

Locale Preferences

Time Zone*	Europe/Zurich	Example: 01:56 PM
Date Format*	DD/MM/YYYY	Example: 15/05/2024
Time Format*	12 Hour Clock	Example: 11:56 AM
Number Format*	###,##9.99 (Example: 1,234,567.99)	Example: 1,234,567.99
Language*	English (United Kingdom) 1	Example: Welcome
Calendar start day*	Monday 2	

Don't show this window again

[Continue to SAP Fieldglass](#)

All the parameters are pre-filled, change and adapt them as you wish.

1. Select your preferred language .
2. The start day of the calendar is set to Sunday; we advise you to change it to Monday to avoid errors when filling in the timesheets.

3. Worker: Home Page Navigation

The screenshot shows the SAP Fieldglass Worker Home Page for Roger Federer. The page includes a navigation sidebar on the left, a main content area with a welcome message and action buttons, a 'What's New in SAP Fieldglass' notification, and a 'To-Do' list with time sheet items. Numbered callouts are placed as follows: 1. Welcome Worker Name (top left), 2. Worker Items To-Do (top of the To-Do list), 3. Timesheet Period (date in the first To-Do item), 4. View Timesheets (Time & Expense menu item), 5. Create (Create Expense Sheet button), and 6. Profile (user profile icon in the top right).

Home

My Items

Time & Expense

Activity Items

Absence

Create

Welcome Roger Federer

Create Expense Sheet

Submit Absence

What's New in SAP Fieldglass

Discover new features and enhancements available with a release.

Go Now!

To-Do (3)

Assignment: CH - Assistant

Company: Philip Morris International

Start: 01/05/2024

End: 31/07/2024

Worker ID: PMIITLWK00000069

Time Sheet	ID	Period
Complete Time Sheet	PMIITLTS00000992 (PMIITLWK00000069)	13/05/2024 - 19/05/2024
Time Sheet	ID	Period
Complete Time Sheet	PMIITLTS00000991 (PMIITLWK00000069)	06/05/2024 - 12/05/2024
! Item overdue for 4 days		
Time Sheet	ID	Period
Complete Time Sheet	PMIITLTS00000990 (PMIITLWK00000069)	29/04/2024 - 05/05/2024
! Item overdue for 11 days		

Don't see your Time Sheets?

- 1. Welcome Worker Name:** Your name will appear in the top left hand corner
- 2. Worker Items To-Do:** This is a list of items that require your attention
- 3. Timesheet Period:** Note the date for each time sheet pending to be completed
- 4. View Timesheets:** View timesheets from a previous date
- 5. Create:** Create expense sheet from here
- 6. Profile:** Click to view your profile and set personal settings like time zone and month/date format

4. Worker: Submit Timesheet

My Items >

Time & Expense ①

Time Sheets ②

Expense Sheets

Activity Items >

Create

Time Sheets List

Federer, Roger

Time Sheet

Status Time Sheet ID Period Buyer Supplier

Draft PMIITLS00000991 06/05/2024 to 12/05/2024 Philip Morris International Manpower CH(MPCH)

Time Sheets ③

Period: 21/03/2024 to 16/08/2024 Apply Filters 3 Items Found

Status	ID	Revision	Main Document ID	Main Document Title	Supervisor of Worker	Start Date	End	ST	OT	DT	Others	NB
Draft	PMIITLS00000992	0	PMIITLJP00000313	CH - Assistant	Swiss Hiring Manager	13/05/2024	19/05/2024	0.00	0.00	0.00	0.00	0.00
Draft	PMIITLS00000991	0	PMIITLJP00000313	CH - Assistant	Swiss Hiring Manager	06/05/2024	12/05/2024	0.00	0.00	0.00	0.00	0.00
Draft	PMIITLS00000990	0	PMIITLJP00000313	CH - Assistant	Swiss Hiring Manager	29/04/2024	05/05/2024	0.00	0.00	0.00	0.00	0.00

1-3 of 3 < >

Data as of 10:11 AM Refresh Download List Data

④ Edit Actions

1. **Time & Expense:** Select to access timesheet & expense options
2. **Timesheets:** Select to bring up list of pending timesheets
3. **Timesheets:** List of timesheets pending submission
4. **Click on Edit**
5. **Select the shift (Standard/Time away on business/ Morning/Afternoon/ Night)**
6. **Daily Total:** Enter hours worked and minutes. (ex. 8h 30m).
7. **Weekly total**
8. **Continue**
9. **Submit**

Enter Time

Time Sheet: PMIITLS00000991 Worker: Federer, Roger Current End Date: 31/07/2024

Buyer: Philip Morris International Supplier: Manpower CH(MPCH)

Shift

Day	6/5 Mon	7/5 Tue	8/5 Wed	9/5 Thu	10/5 Fri	11/5 Sat	12/5 Sun	Total
Shift	Standard							
Time Worked								

Time Worked

Day	6/5 Mon	7/5 Tue	8/5 Wed	9/5 Thu	10/5 Fri	11/5 Sat	12/5 Sun	Total
Time Worked	8 h 0 m	8 h 0 m	10 h 3 m	8 h 0 m	8 h 0 m	0 h 0 m	0 h 0 m	42h 3m
Total	8h 0m	8h 0m	10h 3m	8h 0m	8h 0m	0h 0m	0h 0m	42h 3m

Agency Design (1066912AAD) - Time Worked - Default

⑥ 8 h 0 m 8 h 0 m 10 h 3 m 8 h 0 m 8 h 0 m 0 h 0 m 0 h 0 m ⑦ 42h 3m

+ Add Task

⑧ Continue Complete Later Cancel

4. Worker: Submit Timesheet / SHIFTS

Time Sheet Worker Current End Date
 PMIITLS00000918 Federer, Roger PMIITLWK00000069 31/07/2024

Shift

Night Shift

Afternoon

Morning

Night Shift

Time Away on Business

Day

Shift			
Day	28/4 Sun	29/4 Mon	30/4 Tue
Shift	Afternoon	Afternoon	Afternoon
Change shift per day			
Time Worked			
Day	28/4 Sun	29/4 Mon	30/4 Tue
Billable	Brand Innovation (1066506090) - Time Worked - Default		
Time Worked	0 h 0 m	0 h 0 m	0 h 0 m
Total	0h 0m	0h 0m	0h 0m

+ Add Task

1. Click on Shift to select the same shift for the entire week
2. Or Click on Change shift per day, if you have done different shift per day in a week
3. Click Save
4. **Daily Total:** Enter hours worked and minutes. (ex. 8h 30m)
5. **Weekly Total (you see the summary of the week entered)**
6. Continue

Shift for: 28/4 - 4/5

Please select the shift that applies for each date.

Day	Schedule
Sun 28/4	Morning
Mon 29/4	Morning
Tue 30/4	Afternoon
Wed 1/5	Night Shift
Thu 2/5	Night Shift
Fri 3/5	Afternoon
Sat 4/5	Afternoon

Save Cancel

Time Worked						
Day	28/4 Sun	29/4 Mon	30/4 Tue	1/5 Wed	2/5 Thu	3/5 Fri
Billable	Brand Innovation (1066506090) - Time Worked - Default					
Time Worked	0 h 0 m	0 h 0 m	0 h 0 m	7 h 0 m	7 h 0 m	0 h 0 m
Total	0h 0m	0h 0m	0h 0m	7h 0m	7h 0m	0h 0m

+ Add Task

9

Warning: Hours exceed 8.00 hours per day for 08/05/2024. Please ensure that you have allocated them correctly. Your data has not been saved. Please review the errors or warnings and try again.

10

Continue Complete Later Cancel

9. **Overtime:** if you enter more than 8h per day a warning will appear (please consider overtime paid with supplement 25% as of 9h30m per day or more than 45h a week)
10. **Click Continue**
11. **Supplement:**
Night Work - Please enter number of Hours worked in night work (from 22pm to 6 am) if agreed with the Manager. These hours should be included in the total number of hours entered in normal hours on first step.
Premium – this should not be entered, only the manager can fill up this part.
12. **Submit**

Enter Details

Time Sheet: PMIIITLS00000991 Worker: Federer, Roger PMIIITLWK00000069 Current End Date: 31/07/2024

Day	6/5 Mon	7/5 Tue	8/5 Wed	9/5 Thu	10/5 Fri	11/5 Sat	12/5 Sun	Total
Shift	Standard							
Time Worked	8h 0m	8h 0m	10h 3m	8h 0m	8h 0m	0h 0m	0h 0m	42h 3m

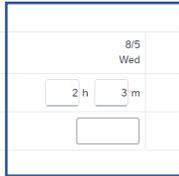
Rates

Supplements

Day	6/5 Mon	7/5 Tue	8/5 Wed	9/5 Thu	10/5 Fri	11/5 Sat	12/5 Sun	Total
Supplement Night Work /Hr	<input type="text"/> h <input type="text"/> m	<input type="text"/> h <input type="text"/> m	<input type="text"/> 2 h <input type="text"/> 3 m	<input type="text"/> h <input type="text"/> m	2h 3m			
Premium (1030) /Amount	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

Submit Complete Later Cancel

11



12

Confirmation [X]

Submit Time Sheet?

Submit Cancel

5. Submit Timesheet : Overview

Federer, Roger

Actions

Time Sheet

Time Worked

Day	6/5 Mon	7/5 Tue	8/5 Wed	9/5 Thu	10/5 Fri	11/5 Sat	12/5 Sun	Total Worked
Billable								
Agency Design (1066912AAD) - Time Worked - Default								
Time Worked	8h 0m	8h 0m	10h 3m	8h 0m	8h 0m			42h 3m
Total	8h 0m	8h 0m	10h 3m	8h 0m	8h 0m	0h 0m	0h 0m	42h 3m

Rates

Day	6/5 Mon	7/5 Tue	8/5 Wed	9/5 Thu	10/5 Fri	11/5 Sat	12/5 Sun	Total Worked
Base Section								
ST /Hr	0h 0m	0h 0m	0h 0m	0h 0m				
Supplements								
OT /Hr	0h 0m	0h 0m	0h 0m	0h 0m				
Premium (1030) /Amount	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Supplement 50% /Hr	0h 0m	0h 0m	0h 0m	0h 0m				
Supplement Night Work /Hr	0h 0m	0h 0m	2h 3m	0h 0m	0h 0m	0h 0m	0h 0m	2h 3m
Time Away on Business								

Posting Information

Contingent Type	Default
Work Order/Work Order Revision Owner	Swiss Hiring Manager
Site	Lausanne, Switzerland (CH-LAU)
Business Unit	Commercial (42043476)

CA

CA

4.1. Worker: Submit Timesheet Revision

If your timesheet is rejected...

[Time Sheets List](#)

Federer, Roger

Time Sheet

Edit

1

Status	Time Sheet ID	Period	Buyer	Supplier
Rejected	PMIITLTS00000991	06/05/2024 to 12/05/2024	Philip Morris International	Manpower CH(MPCH)

If your timesheet was approved but you need to revise...

[Time Sheets List](#)

Federer, Roger

Time Sheet

Actions

2

Revise

3

Print

Status	Time Sheet ID	Period	Buyer	Supplier
Approved	PMIITLTS00000991	06/05/2024 to 12/05/2024	Philip Morris International	Manpower CH(MPCH)

4

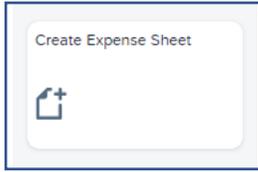
Submit

Complete Later

Cancel

- 1. Rejected/Edit:** If your timesheet is rejected you will receive an email notification. You can follow the link and select 'edit' to correct your timesheet and resubmit
- 2. Actions/Revise:** If your timesheet was approved but you notice a mistake and need to correct it find the timesheet in question and select the **Actions** drop down
- 3. Revise:** Click Revise
- 4. Amend & Resubmit:** Make your amendments as required and resubmit for approval

5. Worker: Submit Expenses



1

To add an Expense entry, click an Expense Code below.

Don't see the Expense you're looking for in the list below? To find additional Expenses [Click here](#)

2

Expense Codes

Assignment: PMIIUWK00000069 - CH - Assistant (01/05/2024 - 31/07/2024)

2 Items Found [Apply Filters](#)

Cost Center	Expense Code	Expense Name	General Ledger Account Code	Expense Type	Billable
Enter Criteria	All				
Agency Design (1066912AAD)	Air Travel	Air Travel	Default		Yes
Agency Design (1066912AAD)	Meals	Meals	Default		Yes

Rows 5 1-2 of 2

3

Billable

Agency Design (1066912AAD)

Air Travel (Air Travel)-Default

01/05/2024 [Copy](#) [Calendar](#) Merchant Swiss Air

Attachment Required * Description

Expense Amount 150.00 CHF

Total 150.00 CHF

4

5

7

6

General Information

Comments (optional)

Remaining: 2000

Attachments

No Attachments Defined

[+ Add Attachments](#)

8

Refresh

Submit

Complete Later

Cancel

1. **Create:** from the Homepage click Create Expenses
2. **Click Here:** if you don't see the expenses type you're looking for, search for it here.
3. **Enter the Date** of the expense sheet
4. **Enter** the Merchant's name
5. **Enter** the total for the expense
7. **Attach** the receipt for your expense
8. **Click Submit** to complete the expense sheet.

The ManpowerGroup Team are always here to help, please reach out to your dedicated onsite Account Manager and we can assist you with anything you may need.

Onsite Manager: andrea.nouri@manpower.ch

PMI Teams: pm.lausanne@manpower.ch & pm.neuchatel@manpower.ch

Fieldglass related enquiries: PMIFGSupport@manpower.ch

→ During HyperCare phase only!

Thank you for your attention !