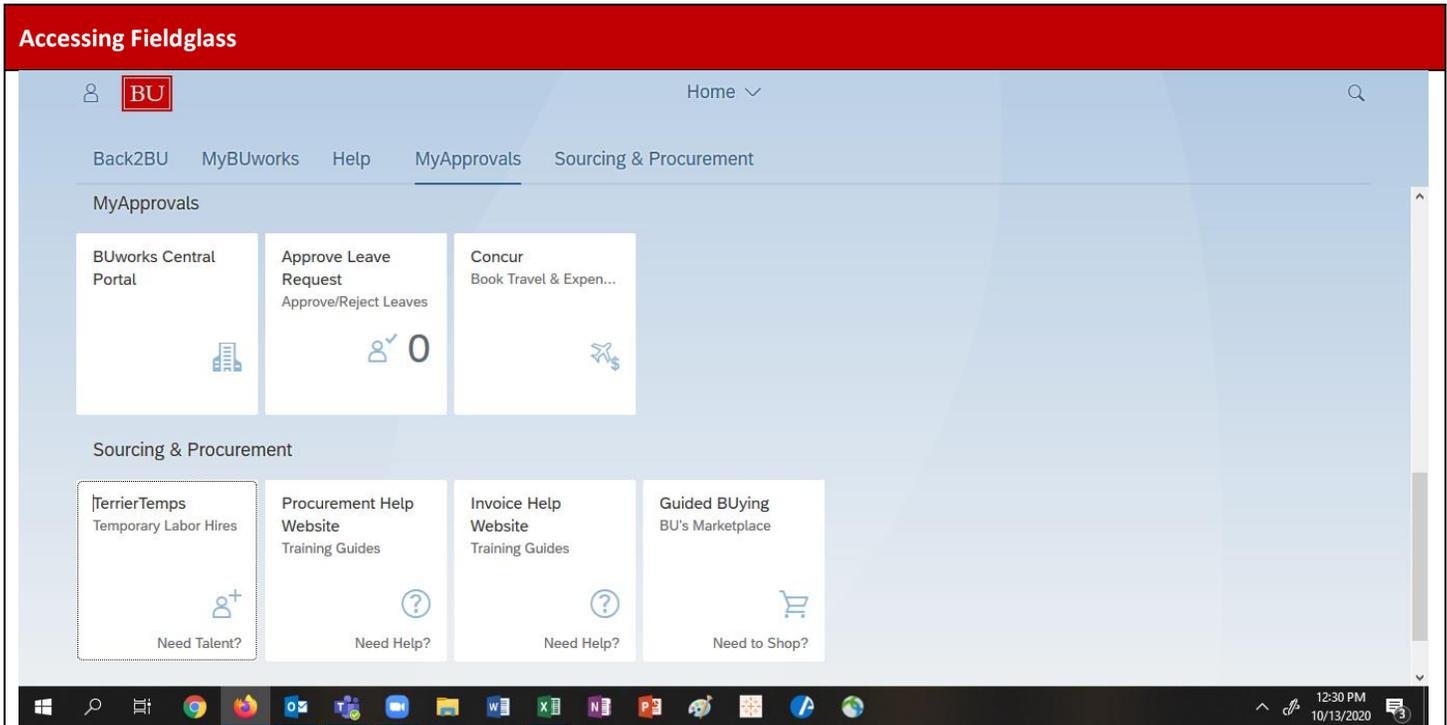




Time and Expense Approval Manager Quick Reference Guide



To log in, enter your username and password

Quick Tips:

① Access Fieldglass:

Option 1) From MyBUWorks (<http://www.bu.edu/mybuworks/>) access TerrierTemps through Sourcing & Procurement (see screenshot above)

Option 2) Navigate to <http://www.bu.edu/buworkscentral> Go to Procurement Tab and click on TerrierTemps tab at top

Option 3) You may also access the tool outside the BU system by utilizing the Fieldglass url <https://www.fieldglass.net/> and using your full e-mail as login and your BU "Kerberos" password.

① If you are unable to log in or do not have a Fieldglass Account, contact the TerrierTemps Program Team at 617-358-1042 or via e-mail butemps@bu.edu.

Questions?

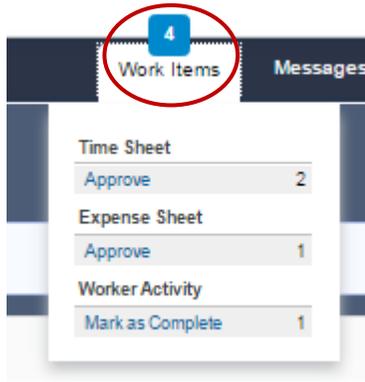
Please contact the TerrierTemps Program Team:

butemps@bu.edu; 617-358-1042

Time Sheet Process Overview

- The Time Sheet period runs Monday – Sunday.
- Each week, temporary employees must submit hours/expenses in Fieldglass by **noon local time, on Monday** following the end of the work week.
- Time Sheets will be in “Pending Approval” status within Fieldglass and ready for approval. Hiring Managers will receive an email prompting them to access the Time Sheet in Fieldglass and take action.
- Hiring Managers should review and approve Time Sheets **by close of business Monday**.
- Time Sheets that are not approved by Tuesday at 12:00PM EST will result in a delay in invoicing and payment to suppliers. The TerrierTemps Program Team will escalate any instances when approval is needed.
- Note: Temporary employees are instructed to submit zero (0) hour timesheets if they did not work during a particular week. Zero (0) hour timesheets are automatically approved within Fieldglass; you will not receive a notification to approve.
- Corrections to approved timesheets are submitted for approval via Credit Debit Memos.

Time and Expense that are pending approval can be accessed by clicking on the Work Item Tab present in the home page. The number of work items requiring approval is highlighted in blue.



View & Approve Timesheets

Access and View Timesheets

Fieldglass Desktop → Work Items section → Time Sheet Approve (#) link

Time Sheet screen displays. Summary Time Sheet details may be viewed in the top region of the screen. Detailed Time Sheets may be viewed in the bottom region. Toggle between detailed Time Sheets by clicking on the desired summary line. Follow the instructions below to take action on a specific Time Sheet.

Review Timesheet

- View the Time Sheet document detail
- Click **Approve** or **Reject**
- Enter any comments for this action in the pop-up window; click **Approve** or **Reject** (requires selection of a reason from the drop-down menu)
- Bulk approvals are available for Time Sheets (this can be done in bulk by placing a check mark next to each Time Sheet appearing in the summary level)
- The temporary employee and supplier are notified of the change in Time Sheet status
- For rejected Time Sheets, the temporary employee must resubmit the corrected Time Sheet in Fieldglass
- Approved Time Sheets that require amendment will be submitted as a Credit Debit Memo by the Supplier. The TerrierTemps Program team will review CDMs prior to the request for your approval to ensure appropriate reasons have been indicated

Expenses

When necessary, business expenses can be submitted via Fieldglass. Receipts are required, must be originals, and must be scanned and attached to the expense claim within Fieldglass.

Access and View Expenses

- Expenses must be submitted weekly
- Expense Sheets will be in “Pending Approval” status within Fieldglass and ready for approval. Hiring Managers will receive an email prompting them to access the Expense Sheet in Fieldglass and take action.
- Hiring Managers must review and approve Expenses **by close of business on Monday**.

If temporary employees cannot scan receipts, temporary employees are required to provide original copies to their Supplier (to remain available for audit); and provides copies to the Hiring Manager. Temporary employees will note this in the Expense Sheet Comments section.

View & Approve Miscellaneous Invoices/Candidate Onboarding or Offboarding Activity

Access and View

Fieldglass Homepage or Dashboard → **Work Items drop down** section → Select a **Transaction Category** and select the **hyperlink below (e.g. Approve or Mark as Complete) (#)** link

- Click **Approve** or **Reject**
- Enter any comments for this action in the pop-up window; click **Approve** or **Reject** (requires selection of REASON)
- The temporary employees and/or supplier are notified of the status

Note: the Kelly OCG Program Team will review Credit/Debit Memos (adjustments to approved expenses) and Miscellaneous Invoices for appropriateness prior to the request for your approval.