



PUBLIC

SAP Fieldglass

Time and Expense Management

Content

1	Time and Expense Overview	4
2	Time Sheets	5
2.1	Time Sheet Navigation	6
2.2	Reviewing Draft Time Sheets	6
2.3	Approving and Rejecting Time Sheets	7
2.4	Daily Time Sheet Verification	7
	Verifying Time	8
	Rejecting Time	8
2.5	Submitting Time Sheets	9
2.6	Revised Time Sheets	10
	Revising a Time Sheet	10
	Integrations	11
	Invoicing and Revised Time Sheets	11
	Submitting a Rate Change	12
2.7	Revoking Time Sheets	12
2.8	Removing Time Sheets	13
2.9	Pushing Time Sheets	14
2.10	Additional Time Sheet Types	15
	Rate Schedule Time Sheets	15
	Time Sheets with Unit Rates	16
	Cross Application Time Sheet (CATS) Integration	16
	8 Day Time Sheets	17
	Multiple Location Time Sheets	18
3	Resource Time Sheets	20
3.1	Creating a Resource Time Sheet	23
	Non-billable Line Items in Resource Time Sheet	25
	Adding Non-billable Line Items	25
	Adjust Time Worked for Resources	26
3.2	Viewing Resource Time Sheets	27
3.3	Approving and Rejecting Resource Time Sheets	28
3.4	Revising a Resource Time Sheet	29
3.5	Resource Time Dashboard	30
3.6	Time Categories	31
4	Expense Sheets	33
4.1	Expense Sheet Navigation	33

4.2	Approving and Rejecting Expense Sheets.	34
4.3	Submitting Expense Sheets.	34
4.4	Revised Expense Sheets.	35
	Revising an Expense Sheet.	35
5	Invoices.	37
5.1	Viewing Invoices.	37
5.2	Creating Invoices.	38
5.3	Creating Miscellaneous Invoices.	39
5.4	Creating Consolidated Invoices.	40

1 Time and Expense Overview

Time sheets and expense sheets are used to track the time and expenses submitted by workers and managed by buyers and suppliers.

When a worker has started an assignment, the worker can enter and submit time sheets and expense sheets for review and approval. After time and expense sheets are submitted and approved, invoices are created and submitted to the buyer for approval.

Time sheets are required to track and bill the number of hours spent by the worker on different tasks.

Expense sheets are required for reporting expenses for reimbursement. If a buyer has authorized a worker's account for expenses, they can bill expenses for travel or other items by submitting an expense sheet.

The SAP Fieldglass application simplifies key tasks for managing time and expenses such as:

- Viewing time and expense sheets.
- Working with revised and reversed time sheets.
- Invoicing time and expenses.

2 Time Sheets

Time sheets are completed by workers, approved by supervisors (or other approvers), and once approved, available to be invoiced by suppliers.

What workers see and complete on a time sheet depends on company settings and the time sheet type being used (Standard or Time In/Time Out). Time sheets are generated based on a worker's schedule and the frequency set for the time sheet. During a general time sheet workflow, workers add their time against tasks and submit the time sheet for approval. Tasks are generated using task codes and allow workers to allocate their time to the specific task or project they're working on using the rate agreed upon by the buyer and supplier. Task codes are created by the buyer through the Task Code admin object and are either billable or nonbillable. When time is entered under a nonbillable task code, the worker's employer isn't charged for it.

Once a worker submits a time sheet, it must be approved by the worker's supervisor (or another approver). The approval route that a time sheet goes through is set up through the Approval Group admin object. Once approved, the time sheet is ready for invoicing. Depending on the buyer's configuration, invoices are either automatically generated or manually created by the supplier. Once a time sheet has been submitted, approved, and invoiced, the time sheet can't be rejected or adjusted. However, if an error is found, a revised time sheet can be created to adjust previously submitted hours.

Time Sheet Types

There are three types of time sheets for the contingent and services modules: Standard, Time In/Time Out (TITO), and No Time Sheets. These types must first be enabled through your company's site configurations and defined on the template.

- *Time In/Time Out (TITO)*: The worker enters time in, time out, and meal breaks in the Time In/Time Out section and also adds their time under the Time Worked section against the relevant task and rate.
- *Standard*: The worker enters time against tasks and rates but doesn't specify time in/time out.
- *No Time Sheets*: When this option is used, the worker doesn't use time sheets.

Time Sheet Frequencies

The time sheet frequency determines how often workers should submit a timesheet and is tied to the *Time sheet frequency* company configuration.

Time sheet frequencies can be set:

- *Weekly* - The worker must submit a time sheet each week.
- *Biweekly* - The worker must submit a time sheet every other week.
- *Semimonthly* - The worker must submit a time sheet twice per month.
- *Monthly* - The worker must submit a time sheet each month.
- *8 Day Time Sheet* - The worker must submit time for an 8 day work week, such as a 9/80 work week.

Time Sheet Workflow

A typical workflow is:

1. Workers enter time against tasks using rates that were previously agreed upon by the buyer and supplier.
2. Workers submit their time sheets.
3. Supervisors (or other approvers) review and approve the time sheet.
4. If other approvals are required for the approval process, the time sheet continues to be routed through the appropriate approval group.
5. Depending on the buyer's configurations and setup, invoices are automatically generated or manually created by the supplier.

2.1 Time Sheet Navigation

You can view a worker's time sheets by navigating to the Time Sheet list view page.

You can access the Time Sheet list view page by selecting **View > Time Sheet** via a work order, from a worker's details page, or using the Time Sheet widget on the Home page. Once on the Time Sheet list view page, select the time sheet ID link for the time sheet you want to view.

The Expense Sheet list view displays all expense sheets for the time period specified in the *Period* fields. A unique status is assigned to each step in the document's lifecycle. The status of each expense sheet changes as the document moves through the workflow. Once it has been approved by the worker's supervisor, the expense sheet is processed for payment by the buyer.

2.2 Reviewing Draft Time Sheets

Suppliers can review time sheets in Draft status that haven't been submitted by the worker and aren't listed in the default Time Sheet List view.

Context

It's important to review time sheets in Draft status and encourage workers to submit their time for invoicing.

To view a list of draft time sheets:

Procedure

1. Choose ► [View](#) ► [Time Sheet](#) ► and select the [Draft Time Sheet](#) link.
2. Select the time sheet ID link for the time sheet you want to view in the Draft Time Sheet list.

2.3 Approving and Rejecting Time Sheets

Time sheets can be approved and rejected from the Work Items list or from the Time Sheets list view.

Context

Approval groups can be used when approving time sheets. If a time sheet is rejected, it can be edited and resubmitted for approval. After time sheets are submitted and approved, invoices are created and submitted to the buyer for approval. If necessary, workers and suppliers can revise time sheets that have been invoiced.

To approve or reject a time sheet:

Procedure

1. From the Work Items list, select the Work Items icon and choose [Approve](#) or [Reject](#) in the Time Sheet section.
2. From the Time Sheet list view, select [View Time Sheet](#), select the desired time sheet, then choose [Approve](#) or [Reject](#).
3. If rejecting a time sheet, enter a reason.

2.4 Daily Time Sheet Verification

The Daily Time Sheet Verification feature allows the hours entered on a time sheet to be verified by a supervisor each day during the time sheet period.

In industries where workers report to different supervisors each day, the supervisors may need to verify workers' time on a daily basis.

The daily verification process includes:

- Similar to an approval process, workers submit the hours entered for verification.
- Verifiers receive notification when hours need to be verified and a work item is created.
- Verifiers can verify or reject the time entered. If rejected, workers can change the hours entered and resubmit them for verification.

The [Allow Daily Verification](#) flag must be enabled on the job posting template or SOW type. When the Allow Daily Verification flag is enabled, the Daily Verification section displays on the time sheet. The flag can also be modified when work orders are created or edited or when editing a worker.

2.4.1 Verifying Time

Verifiers can verify hours that have been entered by a worker.

Context

When a worker has submitted time for verification, a work item is sent to the selected verifier and displays in the Work Items list under the Time Sheet heading. Verifiers can inspect and approve the entered hours.

Note

Verification isn't required in order for a time sheet to be submitted for approval. Approvers can approve or reject time sheets with hours that haven't been verified. The worker can continue to have the hours verified until the time sheet is approved.

Verification actions are tracked in the Audit Trail on the worker record.

Procedure

1. To verify a worker's time, navigate to your Work Items and choose [Time Sheet](#) > [Verify Day](#).
2. Choose the desired day (or multiple days) from the Work Items Time Sheet list and select [Verify](#).
Alternatively, select [Verify Day](#) from the Time Sheet view, choose the desired day (or multiple days) from the Verify Day modal list, and select [Verify](#).

2.4.2 Rejecting Time

Verifiers can reject hours that have been entered by a worker.

Context

There may be times when an approver needs to reject time that has been entered by a worker due to error. Possible reasons for rejecting time could include hours being entered incorrectly, hours entered against the wrong task, or missing time in or time out.

When a worker has submitted time for verification, a work item is sent to the selected verifier and displays in the Work Items list under the Time Sheet heading. Verifiers can inspect and reject the entered hours.

Note

Verification isn't required in order for a time sheet to be submitted for approval. Approvers can approve or reject time sheets with hours that haven't been verified. The worker can continue to have the hours verified until the time sheet is approved.

Verification actions are tracked in the Audit Trail on the worker record.

Procedure

1. To reject a worker's time, navigate to your Work Items and choose ► [Time Sheet](#) ► [Verify Day](#). ►
2. Choose the desired day (or multiple days) from the Work Items Time Sheet list and select [Reject](#).
3. Select a reason from the dropdown menu in the [Reject Day](#) modal and select [Reject](#). Alternatively, select Reject Day from the Time Sheet view and choose the desired day (or multiple days) from the Reject Day modal list.

2.5 Submitting Time Sheets

Suppliers can submit time sheets from the SAP Fieldglass user interface on behalf of a worker.

Context

After time sheets are submitted by suppliers, they're routed for approval according to the approval group that has been set up by the buyer.

In order for a supplier to submit a time sheet for a worker:

Procedure

1. Choose ► [View](#) ► [Time Sheet](#), ► select the Draft Time Sheets tab, and choose a time sheet from the list.
2. Select the [Edit](#) button.
3. Enter the worker's time for that time period, and select [Submit](#).

2.6 Revised Time Sheets

The Revised Time Sheet feature provides a simplified method to correct errors on time sheets that have been approved and invoiced.

Depending on the buyer's configuration and setup, suppliers can add, remove, or edit all hours or units, as well as make other changes such as adding task codes or reallocating time. By creating a revised time sheet with the correct information, the necessary adjustments (debits or credits) are calculated and applied by the SAP Fieldglass application. Additionally, revised time sheets can be used to quickly process retroactive rate changes. Based on the company configuration options selected, revised time sheets can be entered by contingent workers, SOW workers, and suppliers.

When completing a time sheet revision, you must specify a reason for the revision. Reason codes for revising time sheets must be created by the buyer before a worker or supplier can complete a revision.

When a revised time sheet is submitted, two time sheets are created: the revised time sheet that has all of the corrected data, and a reverse time sheet that backs out all of the entries in the original time sheet. The revised time sheet goes through the same approval process as the original time sheet. The reverse time sheet doesn't need approval, as it inherits the status of the revised time sheet.

When the supplier invoices the revised time sheet, the reverse time sheet is automatically included on the invoice. When the invoice is processed, the reverse time sheet backs out the effects of the original time sheet, and the revised time sheet charges for the hours worked in the time period. Reverse and revised time sheets, although separate, always travel together and can be referenced from their respective Related tabs.

2.6.1 Revising a Time Sheet

Depending on a buyer's configuration, workers and suppliers can create revised time sheets for time sheets that have been invoiced.

Context

The revised time sheet contains all the hours and custom field values from the original time sheet. You can add, remove, or edit all information including hours, units, and comments. Other changes such as adding task codes and reallocating time can also be completed.

A revised time sheet reflects the actual data that should have been originally entered, and not the differences. For example, if a worker worked eight hours in a day, but incorrectly entered six on their time sheet, eight hours should be entered on the revised time sheet. The necessary adjustments are calculated by the SAP Fieldglass application. A reason code is mandatory on a revised time sheet. Revised time sheet reason codes are added by the buyer. To submit the revision, a reason must be selected.

The revised time sheet is submitted for approval and is assigned a new ID number with an associated revision number, and a reverse time sheet is automatically created. The Related tab on the time sheet detail lists the original, the revised, and the reverse time sheets. The Revisions tab shows all approved revisions for the time sheet, as well as the revision number, status, and reference IDs. Additional key details about the time sheet are also shown on this page, such as the reason for the revision and the submit date.

To revise a time sheet:

Procedure

1. Choose ► [View](#) ► [Time Sheet](#) and select the time sheet ID link for the time sheet you want to revise.
2. Choose ► [Actions](#) ► [Revise](#), make the necessary corrections to the time sheet, and select a [Reason](#) for the revisions.
3. Choose [Submit](#) and [OK](#).

2.6.2 Integrations

The Rate Change Revised Time Sheet upload can process bulk retroactive rate changes by creating revisions for impacted time sheets.

The SAP Fieldglass standard time sheet downloads include revised time sheet information and can be used to account for various requirements. Depending on the needs of a specific integration, the standard download can be used, or a custom integration is required. Potential impacts to existing custom integrations should be evaluated when enabling revised time sheets. Contact your SAP Fieldglass representative for more information on integrations related to revised time sheets. Some scenarios include:

- Revised and reversed time sheet data
- Revised time sheet data only
- Reverse time sheet data only
- The net effect of the reversed and revised time sheet data
- The revised, reversed, and original time sheet IDs

2.6.3 Invoicing and Revised Time Sheets

When a revised time sheet is invoiced, a reverse time sheet is automatically included in the invoice.

The reverse time sheet backs out the effects of the original time sheet (a credit), and the revised time sheet charges for the hours worked in that time period (a debit). The reverse and revised time sheets, although separate documents, always travel together and can be referenced via their respective Related tabs.

If the [Generate separate invoices for reversed and revised contingent worker time sheets](#) or the [Generate separate invoices for reversed and revised SOW worker time sheets](#) company configuration options are enabled, two invoices are generated for contingent worker time sheets or SOW worker time sheets, respectively. One (reverse invoice) invoices the reverse time sheet and backs out the amounts and all subsequent adjustments from the cost centers on the reverse time sheet. The second invoice is the revised invoice, which charges time to the correct cost centers and applies the adjustments to the total amount of the revised time sheet.

Reversed/revised invoices always work in pairs. That is, one type of invoice (reversed or revised) can't exist without the other. Each invoice has a reference back to the original invoice via the Related tab, and if approval groups are defined, reversed/revised invoices will always go through the approval process together, although

one or more approvers will only approve or reject the revised invoice. When the revised invoice is approved, rejected, marked as paid, or pending consolidation, the same status is applied to the reversed invoice.

The Business Unit, Cost Center, Site, and Legal Entity (if configured) for the reversed invoice is taken from the original time sheet/invoice and not from the Business Unit, Cost Center, Site, and Legal Entity currently on the worker.

2.6.4 Submitting a Rate Change

A change in a worker's rate may affect time sheets that have already been invoiced.

In this scenario, submitting a revised time sheet for the impacted dates recalculates the time sheet and calculates the necessary adjustments. No edits to the hours entered or cost allocation is necessary.

When revised time sheets are enabled and a work order revision is created that changes rates on invoiced time sheets, a [Submit Rate Change](#) button is displayed on the impacted time sheets. Selecting the [Submit Rate Change](#) button prompts the worker or supplier for a reason code, but doesn't allow for any edits to the previously entered information; such as hours or task codes. Submitting the rate change creates a revised time sheet that makes the necessary adjustments based on the new rate.

If revised time sheets are in use, and the [Suppliers can submit revised time sheets](#) company configuration option isn't enabled, the supplier can still submit rate changes using this method. The supplier isn't able to make any changes to the original information submitted by the worker. This is valuable when a company's policy prohibits suppliers from entering time on behalf of their workers.

Rate changes can also be processed with the [Upload Rate Change Revised Time Sheet](#) standard upload. Since no time sheet information is changed, the upload only requires the time sheet ID and a reason code. Revised time sheets that process the rate change are created for the time sheet IDs included.

2.7 Revoking Time Sheets

You can revoke reversed or revised time sheets.

Context

When the [Approved time sheets can be revoked](#) company configuration is enabled, and you have the [Revoke Approved Time Sheet](#) user role permission, you can revoke a time sheet that is not already invoiced.

Once revoked, no further changes on the time sheet can be performed. The revoked time sheets are not displayed in the Time Sheets list view page.

After a time sheet is revoked and a replacement time sheet is successfully submitted, the next time sheet now references the replacement's time sheet as the read-only values.

To revoke a time sheet:

Procedure

1. Choose ► [View](#) ► [Time Sheet](#) ► and select a time sheet that is not invoiced.
2. Choose [Revoke](#).
3. In the Revoke Time Sheet modal, select a reason for the revocation and, optionally, submit a comment. Choose [Revoke](#).

2.8 Removing Time Sheets

You can remove time sheets in Draft and Rejected status.

Context

There may be instances where a time sheet needs to be removed; for example:

- If a worker is no longer working on a project but a time sheet was still generated. In this case, the zero hours time sheet is never submitted and remains in Draft status.
- If a worker submits time for a period that they didn't work and the time sheet is rejected. However since the worker does not need to submit time for that period, the rejected time sheet can be removed. In this case, the time sheet is not resubmitted and remains in Draft status.

In both scenarios above, removing the time sheets allows buyers to account for the time sheets by placing them in [Deleted](#) status. Note that even if you remove a time sheet, it can still be pushed back to the worker and viewed using the Push Time Sheet tool, if needed. The pushed time sheet displays in Draft status for the worker and includes all previously entered time.

Users with the ► [Time Sheet](#) ► [Remove Draft/Rejected Time Sheet](#) ► user role permission enabled can remove time sheets.

To remove a time sheet:

Procedure

1. Choose ► [View](#) ► [Time Sheet](#) ► and select a time sheet in either Draft or Rejected status that you want to remove.
2. Choose the [Remove](#) button.

Results

Once a time sheet is removed, the status is *Deleted* and it is no longer visible to the worker.

Note

A removed time sheet can be pushed back to the worker by an administrator using the *Push Time Sheets* action. When a removed time sheet is pushed back to the worker, it is available in *Draft* status. Any time that was entered on the time sheet prior to its removal, will remain on the pushed time sheet.

2.9 Pushing Time Sheets

With the appropriate permissions, buyers can search for time sheets and manually push them to workers.

Context

There can be situations when a generated time sheet is not sent to a worker. For example:

- If a work order revision is in *Pending Approval* status when a time sheet is generated, once approved the time sheet does not appear for the worker and needs to be pushed.
- If the *Time Sheet Start Date* on a work order was entered incorrectly and is later than the actual work order start date, the worker will be missing time sheets. In this scenario, time sheets for the period between the work order start date and the entered Time Sheet Start Date are still generated and available to be pushed to the worker.
- If a time sheet was inadvertently removed, it will need to be pushed back to the worker.

Note that removed time sheets are available to be pushed back to workers, if needed. In this scenario, when the time sheet is pushed back to the worker, any time that was previously entered on the removed time sheet remains on the time sheet. The pushed time sheet displays in **Draft** status for the worker and includes all previously entered time.

To push a time sheet to a worker:

Procedure

1. From the *Push Time Sheets* admin object, begin searching for the time sheets to push by entering the dates in the *Time Sheet Period*.
2. Choose a selection for the *Source* field (*Worker*, *Business Unit*, *Legal Entity*, *Site* or *Cost Center*).
3. Enter the *Start Day of the Week* for the time sheet and select *Search Time Sheets*.
4. In the Search Results section, select the time sheet (or multiple time sheets) that you'd like to push and select *Push Time Sheets*.

Results

The time sheet appears for the worker in **Draft** status.

2.10 Additional Time Sheet Types

Additional time sheet types can be used in specific circumstances.

2.10.1 Rate Schedule Time Sheets

Rate Schedule time sheets organize time entered by a worker according to specific rates, shifts, and rules.

When a worker submits a rate schedule time sheet, the application interprets the rate schedule, rate rules, shifts, custom scripts, and time sheet rules and organizes the time by applying certain rates to certain shifts and partitioning that time accordingly. The organization of this time and rate logic is set up according to company preferences and configured by an SAP Fieldglass representative in advance.

When approvers are reviewing a rate schedule time sheet, on the Details tab, the View section displays two options for reviewing time:

- **All rates:** This option shows the breakdown of how hours were worked under the Time Sheet Rate Group section. For example, if the time sheet is breaking apart standard time and overtime, you can view exactly how many hours (and which days) were worked under a standard time rate and which hours were worked under an overtime rate.
- **Rates with manual time entry:** This option displays only the hours worked during the week under the Time Worked section and doesn't give detailed rate information.

Buyers can edit rate schedule-based time sheets in draft status on behalf of workers. The following settings must be configured:

- The **Rate schedule** company configuration must be enabled.
- The **Enable Rate Schedule** flag must be enabled on the template.
- The **Buyers can submit simplified time sheets** company configuration must be enabled.
- The **Allow Buyer to Submit Simplified Time Sheet** rule must be enabled on the template.
- The Time Sheet Frequency must be set to **Weekly**.

In order for the buyer to edit the time sheet, they must select the **Edit** button on the time sheet, edit accordingly, and select **Submit**. Once the buyer edits and submits the time sheet, it can then also be approved by the buyer.

Time Sheet Allotments

Time sheet allotments are used to apply accounting amounts to time sheets for items such as housing allotments, cost of living adjustments, daily allotments for meals and transportation, as well as pension,

insurance, and benefits. Some time sheet allotments are entered by the worker on the time sheet and some are applied without input from the worker.

Time sheet allotments are created through the Time Sheet Allotment admin object. To apply a time sheet allotment to a time sheet, it must first be added to a rate schedule, and the rate schedule must then be included on the job posting or SOW template. Note that the template must have the rate schedules flag enabled.

Time sheet allotments are available for customers who have the *Rate schedule* company configuration enabled.

2.10.2 Time Sheets with Unit Rates

When a unit rate is included on a rate schedule, the units need to be entered on the time sheet.

A unit rate is used in situations where the worker is paid by the amount of work completed rather than by an hourly, daily, or weekly amount. The rate is set up with the *Rate Schedule Time Sheet Entry* field set to *Number of Units*. For example, a worker is paid to deliver packages and instead of being paid by the hour, they're paid \$10 for each package delivered. In this scenario, the time sheet entry field is for the number of packages delivered.

Another situation that could use a unit rate is where the worker is entitled to extra compensation for something such as a working condition. The rate is set up with the *Rate Schedule Time Sheet Entry* field set to *Checkbox*. When the worker selects the checkbox on the time sheet, the worker is indicating that the condition was met and the additional compensation is paid. For example, sometimes the work being done requires the worker to be in a cold room. For the days they're in a cold room, the worker gets compensated \$25. This type of unit rate would be set up as a checkbox and the worker would select the checkbox on the time sheet for any days they worked in a cold room.

When the rate schedule type is *Unit Pay Rate and Coefficient* or *Unit Bill Rate*, the rate schedule includes the field *Capture Time Worked on Time Sheet*. This field indicates whether the worker is required to enter their hours worked even though they're being paid by the amount of work completed. When the buyer wants to track the number of hours worked for workers being paid with a unit rate, the rate schedule is set up to capture time worked on the time sheet in addition to the number of units. In this case, the time sheet also includes a place for the worker to enter their hours.

Note

When the rate schedule flag *Capture Time Worked on Time Sheet* is disabled, the Time In/Time Out (TITO) and Daily Verification features aren't available because these features rely on time worked.

2.10.3 Cross Application Time Sheet (CATS) Integration

SAP Fieldglass supports the integration of SAP Cross-Application Time Sheet (CATS) for time and task entry.

The CATS integration provides a means of capturing and allocating time in and time out scenarios in SAP Fieldglass that aren't supported by the standard TITO uploads.

To use this functionality, the [Use Rate Schedule](#) rule must be set to Yes on either the job posting or statement of work, and the [Time Sheet Type](#) must be set to [Standard](#) on the job posting or statement of work.

Once time is captured in the SAP Cross-Application Time Sheet (CATS) time attendance system, it's uploaded using the CATS Time Sheet upload connector. The connector populates the standard rate schedule time sheet where it can be processed by the SAP Fieldglass application. Information is presented in the Details tab as standard time worked and in the SAP CATS Time Information tab as detailed badge in/badge out information.

Time sheets can be configured to submit automatically upon upload, or they can be manually submitted by the worker once they've been verified.

Note

If the worker is assigned any nonrate rule rates, they can enter that information on the time sheet.

2.10.4 8 Day Time Sheets

The 8 Day Time Sheet frequency option can be configured to support time periods such as 9/80 work weeks.

This option can be used in scenarios where the work week runs from a mid-shift day to the same mid-shift day the following week, resulting in an 8 day work week.

The following time sheets are examples of how time can be recorded and then invoiced in an 8 day time sheet. The last day/date of the 8 day week is replicated as the start day of the next week. This allows allocation of a single day to be split between two time sheets and also accommodates a weekly billing cycle. The following examples show the time sheet start day of week configured as Friday; therefore, each week has a start and end day of Friday. An 8-hour day is split between each week as 4 hours on the last day of week 1 and 4 hours on the first day of week 2.

Note

Hours entered on the last day of the first week aren't automatically populated on the first day of the next week. Workers must manually allocate time for the split day.

Time Sheet 1

	Friday Nov 8	Saturday Nov 9	Sunday Nov 10	Monday Nov 11	Tuesday Nov 12	Wednesday Nov 13	Thursday Nov 14	Friday Nov 15
ST	Off	Off	Off	9	9	9	9	4
OT								

Time Sheet 1 = 8 days (split day on Friday Nov. 15)

Worker Bill Rate = \$30/hour

Total Time = 40 hours

Invoice Amount = \$1200

Time Sheet 2

	Friday Nov 15	Saturday Nov 16	Sunday Nov 17	Monday Nov 18	Tuesday Nov 19	Wednesday Nov 20	Thursday Nov 21	Friday Nov 22
ST	4	Off	Off	9	9	9	9	Off
OT							2	

Time Sheet 2 = 8 days (split day on Friday Nov. 15)

Worker Bill Rate = \$30/hour

Total Time = 42 hours (2 hours OT)

Invoice Amount = \$1290 (2 hours OT @ \$45/hr)

2.10.5 Multiple Location Time Sheets

The Multiple Locations functionality allows multiple locations to be added on time sheets.

When the [Use multiple locations](#) company configuration is enabled, buyer administrators can configure locations to be associated to multiple sites and allow users to assign multiple locations to a document. Additionally, the configuration allows workers to allocate time on a time sheet to multiple locations. While using this functionality, you can also apply tax adjustments to these different locations. Invoices have also been enabled to accommodate multiple tax jurisdictions.

When the [Supplier can submit Time Sheet for the Worker](#) company configuration is enabled, along with the [Use multiple locations](#) company configuration, suppliers experience the same user interface options for adding locations as workers do on time sheets. This is also the case for buyers with the [Buyer can edit time sheet during approval](#) configuration.

Multiple locations can be added on non-rate schedule time sheets, rate schedule time sheets, and time sheet revisions.

Non-Rate Schedule Time Sheets

In addition to logging time against task codes, non-rate schedule Multiple Location time sheets break down task codes by worker location. The primary location (main location) listed on the work order automatically carries over to the time sheet. Workers can add locations by selecting the [+ Add Locations](#) button on the time sheet, which brings up the Add Locations modal. From the modal, they can add any other locations that are listed on the work order. Once the locations are added to the time sheet, they're grouped within the task codes.

Hours are summarized in the time sheet by billable and nonbillable, and by location.

Rate Schedule Time Sheets

Time added against a rate is logged against a location just as it is for a non-rate schedule time sheet. Additionally, for rate schedule time sheets, hours that are entered into the Time Sheet Allotment section of a rate-schedule time sheet are automatically logged against the primary location. The [+ Add Locations](#) button is also available on rate schedule time sheets to add or remove locations and hours can be logged against those. Note that the primary location can't be removed on a rate schedule time sheet.

Hours are summarized in the time sheet by task codes and locations.

If a buyer requires their workers to further allocate time via location and use rate schedules, the [Allow Worker to Edit's Cost Allocation](#) flag must be set to [Yes](#) for those rates in the Rate Schedule admin object.

Time Sheet Revisions

For time sheet revisions, locations can be added or removed by selecting [+ Add Locations](#) and making selections through the Add Locations modal. Any locations that are removed in the modal are reflected on the time sheet by hours being removed as well.

3 Resource Time Sheets

A resource time sheet is used to manage resource time definition against one or more statements of work and event hierarchy details with a creation, approval, and revision workflow.

The Resource and Statement of Work services, working together enable the management of an external workforce with a single worker record that is onboarded once and leveraged through multiple purchase order scenarios for both time and material and/or fixed-priced engagements. Workers are defined through a standalone Resource object enabling them to work across multiple purchase orders and multiple roles. Purchase Order lines, including those for labor, material, and equipment, can be structured as either standard or limit with the option to be defined against a contract. The resource time sheet is able to capture the complexity of these scenarios, tracking a worker's time across multiple statements of work for varying jobs and multiple billing processes automated for suppliers.

Resource time sheets use contract lookups to integrate purchase order data that is sourced from the contract data set. For line items that use an hourly unit of measure, the event details include the section of the contract that defines the labor charges. Line items that use limit lines, display only the contract header in the event details.

Note

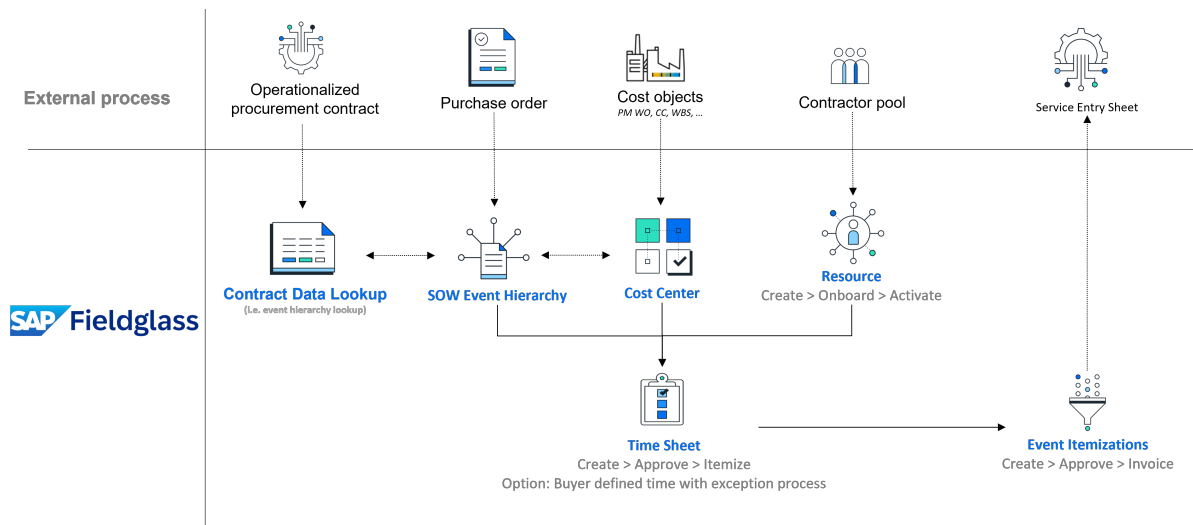
Resource Time sheet does not support customized currency decimal precision. It defaults to displaying values with 2 decimal places, regardless of the precision configured for the currency.

Workflow

Overview

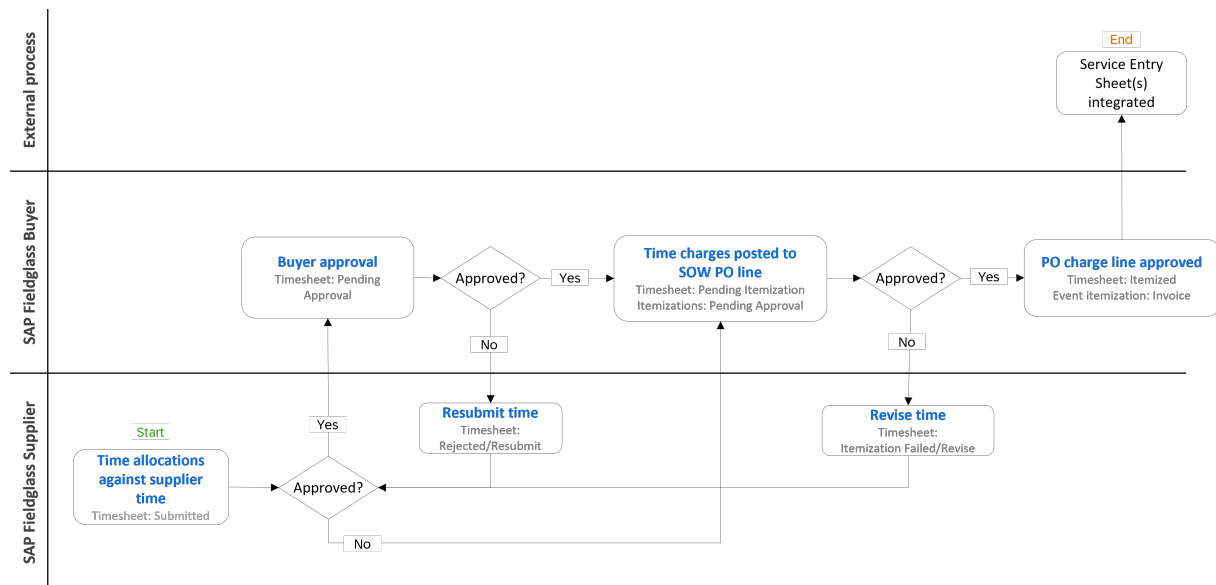
Resource time sheets are part of a heavily integrated process. It begins with contract data that is integrated into contract lookups that form an event hierarchy and is leveraged by a statement of work. The event hierarchy structure then becomes the source for purchase order data. In addition, cost objects are integrated into SAP Fieldglass cost centers. Cost objects aren't tied to statements of work, but are integrated into the admin cost center. Resources can come from an integrated contractor pool, typically managed by suppliers, or can be created through the SAP Fieldglass user interface.

The statement of work event hierarchy, cost center, and resource come together in the resource time sheet. From there, the line items (events) are sent for itemization (billing) and eventually to the service entry sheet.



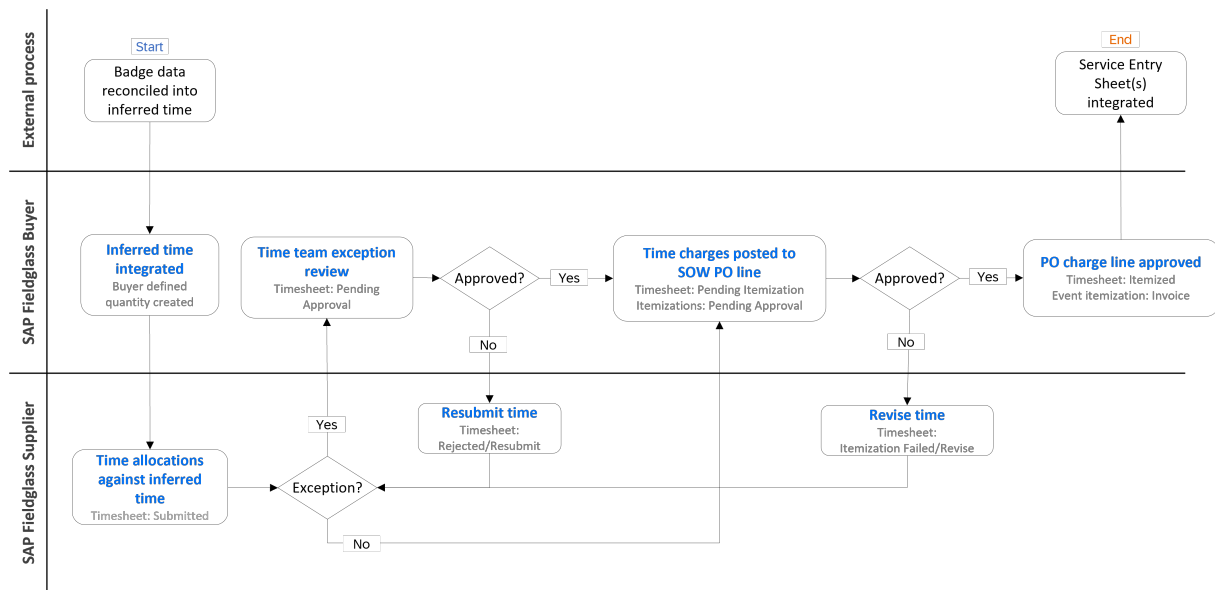
Standard Workflow

In this scenario, suppliers create time allocations against multiple statements of work or contracts. They go through an approval process for the hours and submissions against statements of work. If they pass, anything that was billable is automatically applied back to the purchase order line. Next comes the itemization process where the events are looked at from a cost perspective to verify what's being billed against a purchase order. If rejected, you return to the resource time sheet to make corrections and reprocess. Once the purchase order charge line is approved, it's integrated into the service entry sheet.



Onsite Time and Exception Workflow

For large-scale operations where it isn't feasible to individually approve all submitted time allocations, there's a time exception option. In this scenario, the buyer supplies an expected quantity for each resource, whether terminal data or another data source, based off of the resource's badge swipes. If the supplier allocation matches the buyer supplied quantity, the time is automatically approved and is passed on to the itemization process. If the amount doesn't match, it's sent to an exception review. During the review, the line item can either be manually approved, overriding the exception, or be rejected for correction and resubmission. Once approved, then the entry is submitted for itemization.



Bulk Processing

You can manage resources in bulk using the Resource Time Sheet Download/Resource Time Sheet Upload. However, because of the complexity of a Resource Time Sheet, you're advised first to create a resource time sheet using the SAP Fieldglass user interface and then download the data as a spreadsheet. Once downloaded, you can update the date and quantity fields and upload the file through the standard SAP Fieldglass file upload process.

Additional Resources

[SAP Fieldglass Connector Library](#)

[Event Hierarchy on Statements of Work](#)

3.1 Creating a Resource Time Sheet

Suppliers can create a resource time sheet from the SAP Fieldglass user interface or via a connector.

Context

📘 Note

The Time Category feature is released with restricted availability. For more information, refer to SAP Fieldglass What's New, May 2026.

Suppliers begin by creating a resource time sheet to define the resources and allocations against statements of work with event hierarchy.

Procedure

1. Choose ► [Create](#) ► [Resource Time Sheet](#) ►
2. On the [Setup](#) tab, select a [Buyer](#), [Effective Date](#), and choose a [Time Template](#).

The application takes you to the **Time Entries** tab.

📘 Note

Time templates can be displayed in either list view or card view. You may select the format that aligns with your viewing preference.

3. On the [Time Entries](#) tab, a list of resources scheduled to work on the selected date for the chosen time template are displayed.
4. Select a resource and choose [Allocate](#).

A fly-out page is displayed.

📘 Note

If you have multiple resources, choose [Bulk Allocate](#).

5. In [Step 1: Select Statement of Work](#), select the statement of work. You can enter text in the search box to narrow down the displayed statements of work.
6. In [Step 2: Select Event](#), select the desired event. You can enter text in the search box to narrow down the displayed events.
7. In [Step 3: Select Cost Center](#), select the cost center. You can enter text in the search box to narrow down the displayed cost centers.

📘 Note

Cost center availability during resource time sheet creation is controlled by a single rule: [Allow management of line item cost allocation when marking line items as complete](#).

- When the rule is enabled, all cost centers associated with the buyer are available for selection during resource time sheet creation.
- When the rule is disabled, only the cost centers explicitly defined in the event are available for selection.
- When parent event has account category other than U or X, it is defaulted and cannot be changed, and only relevant cost centers are displayed.
- When account category U is selected, the account category is mandatory and allows users to filter cost centers across all available account categories. Account category U is not displayed in the account category drop down or in the cost center list.
- When account category X is selected, all buyer cost centers or event cost centers associated to account category are available for selection.

8. In [Step 4: Review](#), review the selected items. If you want to make changes, select the back arrow of the flyout to return to previous steps, otherwise, select [Save](#) to save your changes.

You can continue to add resources by selecting [Other Actions](#) > [Add Resources](#) or allocate more contract lines to selected resources by selecting [Bulk Allocate](#) and following the previous steps. The list shows all active resources on the time template for the selected date

Note

If the [Suppliers manage cost allocation when marking line items complete](#) flag is enabled, and a cost center is already defined on the SOW line, no additional selection is required.

9. In [Details](#) section, select [Time Category](#) and enter [Quantity](#).

[Time Category](#) and [Quantity](#) fields are optional during allocation but may be required later in the resource time sheet form.

The [Time Category](#) drop down displays only the time categories applicable for the selected resource. In bulk allocation, it displays a consolidated list of distinct time categories across all selected resources.

During bulk allocation, if a selected time category is not applicable to one or more resources, the system enforces validation and highlights the affected resources, enabling users to quickly identify issues. Users can remove incompatible resources using a remove icon (available during bulk allocation). The system requires all selected resources to be valid before allowing the allocation to be saved.

The [Quantity](#) field accepts only positive integers. For time-based Unit of Measure, the quantity cannot exceed 24

The  [Time Worked](#) icon is visible only for UOMs where [Time Worked](#) is set to **Yes** in the Unit Type admin object. Only the quantities entered against these are summed-up and display as [Time Worked](#).

When the Onsite Time is defined for a resource, if the [Time Worked](#) matches the Onsite Time, a green check mark  displays. If the two numbers do not match, an amber warning sign  displays. In this case, you can still proceed by giving an exception reason.

10. In [General Information](#), you can upload attachments or add comments as required. Attachments can be uploaded either from library or computer.

These attachments and comments will carry over to the events when itemized.

Note

Resource Time Sheet Attachment is not supported in Resource Time Sheet download connector.

11. Once you're done, select [Submit](#). For any resource that has an exception, that is when the time worked does not match the onsite time, an exception reason must be entered. Select the resource and select a reason from the list under [Exception Reason](#). You can select a different reason for each resource or apply the same reason to one or more resource. You can also add an optional comment.

From the Actions menu, select [Download All](#) to download a csv file of the resource time sheet. The csv file is used when uploading bulk entries where the statement of work, event, and cost center details don't change. Once downloaded, update the date and quantity as needed and upload using the standard SAP Fieldglass file upload process.

Note

- If the resource time sheet includes onsite time, that number may change from one day to the next and may not be accurate if the file is reused.
- Choose  [Other Actions](#)  [Add Attachments](#)  either in bulk or individually for each resource.

3.1.1 Non-billable Line Items in Resource Time Sheet

Suppliers can add non-billable line items to resource time sheets to record work performed by resources that is outside the scope of a statement of work, contract line, or cost object.

Unlike billable line items, non-billable line items are not associated with a SOW, contract line, or cost object. They allow suppliers to track resource effort that does not result in billing while maintaining accurate records for both time-based and non-time-based work.

Timekeepers can manage non-billable line items throughout the resource time sheet lifecycle. Depending on the status of the resource time sheet, you can:

- Edit the unit of measure, time category, quantity, comments, and attachments
- Remove non-billable line items
- Copy non-billable line items

Non-billable line items remain non-billable after they are added and cannot be converted to billable line items.

When a non-billable line item is configured to contribute to [Time Worked](#), the entered quantity is added to the resource's total Time Worked value. The updated Time Worked value is evaluated against the organization's configured Time Worked rules and can trigger applicable exception workflows and time category allotments.

3.1.2 Adding Non-billable Line Items

Use non-billable line items to capture time contributed by resources for activities that are not part of contracted or billable work. For example, you can record internal activities, work performed outside the

contracted scope, or other resource efforts that need to be tracked but not invoiced, regardless of whether they are measured using time-based or non-time-based units.

Context

You can add non-billable line items for individual resources or multiple resources in bulk.

To add non-billable line items to a resource time sheet:

Procedure

1. On the [Resource Time Sheet](#) form page, select one or more resources.
2. From the [Other Actions](#) menu, select [Add Non-billable Event](#).
3. In the Add Non-billable Event window, enter the following information:

- [Unit of Measure](#)

Note

If the selected unit of measure is time-based, a clock icon appears next to the [Unit of Measure](#) field.

- [Time Category](#) (applicable for time-based units of measure or when Time Worked is enabled)
 - [Quantity](#)
 - [Comments](#)
 - [Attachments](#)
4. Click [Save](#).

The non-billable line items are added to the resource time sheet and displayed under the corresponding resource.

Note

- The [Add Non-billable Event](#) option is available under [Other Actions](#) menu only when at least one resource is selected.
- A resource time sheet must contain at least one billable event before it can be submitted. A resource time sheet containing only non-billable line items cannot be submitted.
- For time-based units of measure, the combined billable and non-billable quantity for a resource on the selected day cannot exceed 24 hours.
- A time category is required for Time Worked entries, including billable and non-billable entries.
- You cannot convert a non-billable line item to a billable line item.

3.1.3 Adjust Time Worked for Resources

Suppliers can now adjust time worked for multiple resources at once using the [Adjust Time Worked](#) option. Once confirmed, the system recalculates the total time worked for each resource and automatically applies the

appropriate time category rules. The applicable time categories and their limits are then displayed and made available for selection in the allocation section for each resource.

Context

Note

This functionality is released with restricted availability. For more information, refer to SAP Fieldglass What's New, August 2026.

To adjust time worked for a resource:

Procedure

1. Create a Resource Time Sheet using a time template that has Time Category enabled.
2. Select the resources you want to allocate time for.
3. Select  [Other Actions](#)  [Adjust Time Worked](#) .
4. Review the list of selected resources displayed in the Adjust Time Worked modal.
5. Enter the additional time worked in the [Additional Time Worked Quantity](#) field.
6. Click [Save](#).

The time adjustment is applied to all selected resources. The system recalculates the total time worked for each resource and automatically applies the appropriate time category rules.

3.2 Viewing Resource Time Sheets

You can view a resource's time sheet by navigating to the Resource Time Sheet list view page.

You can access the Resource Time Sheet list view page by selecting  [View](#)  [Resource Time Sheet](#) . Once on the Resource Time Sheet view page, select the resource time sheet ID link for the resource time sheet you want to view.

The Resource Time Sheet list view displays all the resource time sheets for the time period specified in the [Period](#) fields. A unique status is assigned to each line item subject to itemization for a resource. Each line item displays:

1. The status of the line item.
2. The ID of the resource. Select the ID to see the details for the resource.
3. The revision number of the line item
4. The name of the resource.
5. The buyer name.

6. The date.
7. The quantity.
8. The total amount.

3.3 Approving and Rejecting Resource Time Sheets

Resource time sheets can be approved and rejected from the Work Items list or from the Resource Time Sheets list view.

Context

Approval groups can be used when approving resource time sheets. If a resource time sheet is rejected, it can be edited and resubmitted for approval. After resource time sheets are submitted and approved, invoices are created and submitted to the buyer for approval. If necessary, workers and suppliers can revise resource time sheets that have been invoiced.

Note

Resource Time Sheet approval groups are determined based on associations with Legal Entity or Business Unit. When associated by Legal Entity, the Legal Entity of the SOW determines the applicable approval group. When associated by Business Unit, the Business Unit of the resource determines the applicable approval group.

To approve or reject a time sheet:

Procedure

1. From the Work Items list, select the Work Items icon and choose [Approve](#) or [Reject](#) in the Resource Time Sheet section.
2. From the Resource Time Sheet list view, select the desired resource time sheet, then choose [Approve](#) or [Reject](#).
3. If rejecting a time sheet, enter a reason.

3.4 Revising a Resource Time Sheet

Depending on a buyer's configuration, suppliers can create revised resource time sheets for time sheets that have been invoiced/paid or are in an Itemization Failed status.

Context

The revised resource time sheet contains all the statements of work, events, cost centers, and quantities of the original resource time sheet. You can change existing line items including changing quantities or deleting line items provided the line item hasn't been approved. Modifying the statement of work, events, and cost centers isn't allowed. If you need to revise these elements, you need to delete the current line item and select [Allocate More](#) to add the correct information.

The revision action depends on the issue and the status of the event. Use the following to determine how to revise line items:

Allowed Revision Actions

Issue	Event Status	Revision Action
An entire row of data was wrong	Invoiced	Zero out hours.
Entire row of data was wrong	Rejected	Delete the row and use Allocate More to enter the correct data.
SOW, Hours, Event, CC	Invoiced	Edit the line, hours, and so forth.
SOW, Hours, Event, CC	Rejected	Edit the line, hours, and so forth.
Wrong rate - limit line	Invoiced	Click revise, don't touch anything, and resubmit. This results in the look up processes searching for a new rate.
Wrong rate - standard line	Invoiced	Zero out units and use Allocate More to enter the correct data.
Wrong rate - limit line	Rejected	Click revise, don't touch anything, and resubmit. This results in the look up processes searching for a new rate.
Wrong rate - standard line	Rejected	Delete the row and use Allocate More to enter the correct data.

A revised resource time sheet reflects the actual data that should have been originally entered, and not the differences. For example, if a worker worked eight hours in a day, but the time sheet incorrectly states six hours, eight hours should be entered on the revised time sheet. A reason code is mandatory on a revised resource time sheet. Revised resource time sheet reason codes are added by the buyer. To submit the revision, a reason must be selected.

The revised resource time sheet is submitted for approval and is assigned a new ID number with an associated revision number, and a reverse resource time sheet is automatically created. The Related tab on the time sheet detail lists the original, the revised, and the reverse resource time sheets. The Revisions tab shows all approved revisions for the resource time sheet, as well as the revision number, status, and reference IDs. Additional key details about the time sheet are also shown on this page, such as the reason for the revision and the submit date.

To revise a resource time sheet:

Procedure

1. Choose [View](#) [Resource Time Sheet](#) and select the resource time sheet ID link for the resource time sheet you want to revise.
2. Do one of the following:
 - Modify the quantity of an existing line item.
 - Select [Allocate More](#) to add a new line item.
 - Delete an existing line item.
3. If you added new line items, enter a quantity in the quantity field.
4. Choose [Submit](#) and [OK](#).

3.5 Resource Time Dashboard

The Resource Time Dashboard provides a centralized view of resources and their time events from a customer terminal system, allowing buyers to monitor time events and identify any discrepancies, such as missing or incorrect time events. It enables authorized buyer to take corrective actions directly within the dashboard, including adding missing time events or deleting incorrect entries to maintain accurate time events.

Note

This functionality is released with restricted availability. For more information, refer to SAP Fieldglass What's New, May 2026.

Only Buyer users with the [Manage Resource Time Dashboard](#) permission can review and manage time events directly from the dashboard.

You can access the Resource Time Dashboard from the menu link by selecting [View](#) [Resource Time Dashboard](#) or from the resource time dashboard widget on your home page, if configured on layout manager.

You can also filter resources with warnings to quickly identify all resources that require action and view the total number of such resources. Use the search field to find additional resources. The search option performs a search across the entire database and not just the resources currently displayed in the list.

[Resource Time Events Modal](#)

You can open the Review Resource Time Event modal by clicking the [pencil](#) icon against the corresponding resource on the dashboard.

In edit mode, time events are automatically paired according to system pairing rules configured in time template. If pairing issues occur, the affected entries are highlighted along with a warning message displayed.

Click [Add Time](#) to add new time events. Newly added entries are automatically placed in chronological order in the timeline. Authorized users can also add missing time events or delete incorrect ones to maintain accurate time records.

The *Processed Time Calculations* section in the Resource Time Event modal can be expanded to view a detailed breakdown of time calculations. This helps understand how onsite time is calculated and processed.

When a user corrects a time event, they must select an *Time Adjustment Reason* from a list of reasons configured on the Reason admin object for Time Event module. They can also add comments if needed. The Time Adjustment Reason drop down dynamically retrieves and displays all available reasons from the configured reasons list.

You can view an Audit Trail from the Resource Time Event modal. The audit trail appears as a separate tab and displays a history of actions performed on time events, including comments and time adjustment reason related to updates.

Note

Onsite time processing aligns with the status of the resource time sheet to maintain the integrity of submitted time sheets.

- When the resource time sheet is not submitted, onsite time updates dynamically as time events are added or removed.
- After the resource time sheet is submitted, you cannot manually add or remove time events, although time event uploads are still supported.
- Newly uploaded time events update the onsite time displayed on the Resource Time Dashboard, while the submitted resource time sheet remains unchanged until the time sheet is revised.

3.6 Time Categories

Time categories are a way to classify the total time worked by a resource into meaningful segments such as standard time, overtime, or double time.

Note

This functionality is released with restricted availability. For more information, refer to SAP Fieldglass What's New, August 2026.

You can create and manage time categories from the Time Category admin menu.

Time Category Rules

Time categories are driven by configurable rules based on thresholds. Organizations can define how time should be categorized using the following rules

- Time Worked – Up to Threshold
- Time Worked – Between Thresholds
- Time Worked – Over Threshold

For example, a company may define that the first 8 hours fall under standard time, hours between 8 and 12 are considered overtime, and any time beyond 12 hours is categorized as double time. In addition to these, organizations can also configure rules for non-time benefits, such as per diem or meal vouchers, which are triggered when certain thresholds are exceeded but are tracked separately from total worked hours.

The configuration of time categories happens within the time template, where administrators define the categories, set threshold limits, and map each threshold range to a specific category. This flexible setup allows

organizations to tailor the system to their unique labor policies and compliance requirements. Once configured, these rules are consistently applied across all relevant time entries, ensuring standardization.

When timekeepers enter hours in the Resource Time Sheet, the system automatically applies the configured rules and allocates time into the correct categories. These allocations are calculated in the background and displayed dynamically on the form, typically in the table header. As users adjust or add time, the category totals update in real time. The system also ensures that only applicable time categories are shown for selection, based on the calculated time worked for each resource.

To maintain accuracy, the system enforces validation by ensuring that the sum of all time category allocations matches the total time worked. The submit option remains disabled until this condition is met, preventing incorrect or incomplete submissions. Additionally, features like the "Adjust Time Worked" option allow suppliers to modify time for one or multiple resources, after which the system automatically recalculates totals and reapplies the appropriate time category rules.

Overall, time categories streamline the process of time allocation by automating complex calculations, reducing manual errors, and ensuring compliance with organizational policies. They provide greater visibility into how time is distributed while making the time entry and approval process more efficient and reliable.

Time Event Types

Time event types are the individual clock actions that record when a resource starts or stops working. They form the raw event data that the system uses to calculate time worked.

You can create and manage time event types from the Time Event Type admin menu. Time Event types must be configured on the Time Template. Only the time event types configured on the resource's associated time template are available when adding time events.

Time Event Types define the events used to record resource time, such as Start, Stop, and Stop/Start. These events determine how resources clock in, clock out, and transition between work periods, enabling the system to accurately calculate time worked.

4 Expense Sheets

Expense sheets are required for reporting expenses for reimbursement.

If a buyer has authorized a worker's account for expenses, they can bill expenses for travel or other items by submitting an expense sheet. These expenses are generated using the expense codes created by the buyer.

Expense Sheet Workflow

A typical workflow is:

1. Workers enter expenses using expense types (such as per diems, miles, or units) that were previously agreed upon by the buyer and supplier, and then submit the expense sheet.
2. Depending on the buyer's configurations and setup, expense sheets may be routed to the supplier before being sent to the buyer, or may be routed directly to the buyer. Expense sheets can be reviewed, edited, or rejected.
3. Supervisors (or other approvers) review and approve the expense sheet.
4. If other approvals are required for the approval process, the expense sheet continues to be routed through the appropriate approval group.
5. The expense sheet is processed for payment by the buyer.
6. If necessary, workers and suppliers can revise time sheets that have been invoiced.

4.1 Expense Sheet Navigation

You can view a worker's expense sheets by navigating to the Expense Sheet list view page.

You can access the Expense Sheet list view page by selecting **View > Expense Sheet**, via a work order, from a worker's details page, or using the Expense Sheet widget on the Home page. Once on the Expense Sheet list view page, select the expense sheet ID link for the expense sheet you want to view.

When you first navigate to the Time Sheets list view page, time sheets in all statuses other than Draft status are listed in the default view. Draft time sheets are displayed within the Draft Time Sheets tab.

You can create a printable PDF version of expense sheets by using the **Print** action from the **Actions** dropdown menu. Choose the **Actions > Print** option to generate a downloadable PDF for the expense sheet.

4.2 Approving and Rejecting Expense Sheets

Expense sheets can be approved or rejected from the Work Items list or from the Expense Sheets list view.

Context

Approval groups can be used when approving expense sheets. If an expense sheet is rejected, it can be edited and resubmitted for approval. After expense sheets are submitted and approved, invoices are created and submitted to the buyer for approval. If necessary, workers and suppliers can revise expense sheets that have been invoiced.

To approve or reject expense sheets:

Procedure

1. From the Work Items list, select the Work Items icon and choose [Approve](#) or [Reject](#) in the Expense Sheet section.
2. From the Expense Sheet list view, select View Expense Sheet, select the desired expense sheet, then choose [Approve](#) or [Reject](#).
3. If rejecting an expense sheet, enter a reason.

4.3 Submitting Expense Sheets

Suppliers can submit a worker's expense sheets by navigating to the Expense Sheet list view page.

Context

When the [Supplier review on expense sheets](#) configuration is enabled, suppliers can submit expense sheets that are in Draft status.

To submit an expense sheet for a worker:

Procedure

1. Choose  [View](#)  [Expense Sheet](#)  and select the expense sheet ID link for the expense sheet you want to submit.

2. Choose [Submit](#).

4.4 Revised Expense Sheets

The Revised Expense Sheet feature provides a simplified method to correct errors on expense sheets that have been approved and invoiced.

Depending on the buyer's configuration and setups, suppliers can revise expense sheets in Invoiced status. By creating a revised expense sheet with the correct information, the necessary adjustments (debits or credits) are calculated and applied by the SAP Fieldglass application. Additionally, revised expense sheets can be used to quickly process retroactive cost allocation changes. Based on the company configuration options selected, revised expense sheets can be entered by contingent workers, SOW workers, and suppliers. The benefit being that it uses the same approval group as the original expense sheet.

When completing an expense sheet revision, you must specify a reason for the revision. Reason codes for revising expense sheets must be created by the buyer before a worker or supplier can complete a revision.

When a revised expense sheet is submitted, two expense sheets are created: the revised expense sheet that has all of the corrected data, and a reverse expense sheet that backs out all of the entries in the original expense sheet. The revised expense sheet goes through the same approval process as the original expense sheet. The reverse expense sheet doesn't need approval, as it inherits the status of the revised expense sheet.

When the supplier invoices the revised expense sheet, the reverse expense sheet is automatically included on the invoice. Reverse and revised expense sheets, although separate, always travel together and can be referenced from their respective Related tabs. Choosing the Revisions tab on expense sheet Details pages shows all approved revisions for the expense sheet, as well as the revision number, status, and reference IDs. Additional key details about the revised expense sheet are also shown on this page, such as the reason for the revision and the submit date.

If there are multiple line items on the expense sheet the entire expense sheet amount will be reversed.

4.4.1 Revising an Expense Sheet

Depending on a buyer's configuration, workers and suppliers can create revised expense sheets for expense sheets that have been invoiced.

Context

The revised expense sheet contains all expenses from the original expense sheet.

A revised expense sheet reflects the actual data that should have been originally entered, and not the differences.

For example: if an expense sheet is submitted for \$50 which is later revised to a total of \$55, the reversed expense sheet (and invoice) will display -\$50. That way the total invoice value will display as follows:

- Original expense \$50
- Reversal expense -\$50
- Total \$0
- New expense \$55
- Total \$55

The necessary adjustments are calculated by the SAP Fieldglass application. A reason code is mandatory on a revised expense sheet. Revised expense sheet reason codes are added by the buyer. To submit the revision, a reason must be selected.

The revised expense sheet is submitted for approval and is assigned a new ID number with an associated revision number, and a reverse expense sheet is automatically created. The Related tab on the expense sheet detail lists the original, the revised, and the reverse expense sheets. The Revisions tab shows all approved revisions for the Expense Sheet, as well as the revision number, status, and reference IDs. Additional key details about the document are also shown on this page, such as the reason for the revision and the submit date.

To revise an expense sheet:

Procedure

1. Choose ► [View](#) ► [Expense Sheet](#) ► and select the expense sheet ID link for the expense sheet you want to revise.
2. Choose ► [Actions](#) ► [Revise](#), ► make the necessary corrections to the expense sheet, and select a [Reason](#) for the revisions.
3. Choose [Submit](#) and [OK](#).

5 Invoices

After time and expense sheets are submitted and approved, invoices are created by the supplier and submitted to the buyer for approval.

Buyer companies can configure SAP Fieldglass to support supplier invoicing in one of two ways:

- **Auto Invoicing On:** When auto invoicing is turned on, approved time and expense sheets automatically generate an invoice. No additional steps are required by the supplier.
- **Auto Invoicing Off:** When auto invoicing is turned off, the supplier is responsible for creating and submitting manual invoices to the buyer for processing. Invoices can be created for time sheets and expense sheets that are in Approved status.

Buyers can elect to turn on auto invoicing for time sheets only, expense sheets only, or both. When auto invoicing is turned on, a unique invoice is created for each individual time sheet and expense sheet.

If auto invoicing is turned off, buyers can still elect to consolidate supplier-submitted invoices to streamline payment processing. Occasionally, costs in addition to time and expenses need to be invoiced, such as expenses incurred to onboard a worker. If allowed by the buyer, suppliers can create and submit miscellaneous invoices for processing.

📘 Note

The SAP Fieldglass system isn't an Accounts Payable application. The SAP Fieldglass application collects and processes the data related to an invoice. This data is sent to the buyer's Accounts Payable system for processing and payment.

5.1 Viewing Invoices

You can view invoices in any status after they have been created using the Invoices list view page.

Context

Additionally, you can use the filters on this page to search for invoices based on criteria such as the supplier the invoice is associated to or the date it was submitted. When Auto Invoicing is turned on, or after suppliers have created and submitted an invoice, you can view the status of the invoice on the Invoice List.

Procedure

1. From the home page, select the [Payments](#) menu and choose [Invoice](#).

2. Use the filter options to locate the invoices you want to view.
3. To change the date range of invoices displayed, enter the range of dates to view and select the [Apply Filters](#) button.
4. Select the time sheet ID link for the invoice you want to view.
5. Choose the Related tab to view any related documents in the system, such as the job posting or work order.

5.2 Creating Invoices

If a buyer doesn't use auto invoicing, it's the responsibility of the supplier to create and submit invoices to the buyer for processing. Invoices can be created for time sheets and expense sheets that are in an Approved status.

Context

Suppliers can only submit invoices for an established invoice billing schedule. Invoice billing schedules are created by the buyer, and suppliers are associated to a specific schedule. This schedule allows for proper processing of invoices.

The Invoice Generator enables suppliers to create multiple worker invoices at one time. Invoices can contain time or expense sheets. Only one invoice can be generated per worker, but each invoice can contain multiple time or expense sheets.

Procedure

1. Choose the Create menu and select [Invoice](#) from the Payments section. The Invoice Generator page is displayed with a list of the schedules that are available for you to submit invoices against. If an invoice billing schedule isn't displayed, contact your buyer for instructions.
2. From the options displayed, select the appropriate schedule.
3. Select the check boxes next to the workers for whom you want to create an invoice.
4. Choose [Next](#).
5. Select the check boxes next to the individual line items you want to include in the invoices. By default, all available items are selected. To remove an item, clear the related check box.
6. For each invoice, enter an [Invoice Code](#) if needed. An invoice code may be displayed by default. The invoice code should be a unique identifier for the invoice. For example, the invoice code could be related to a reference number from your internal payroll system.
7. Choose [Continue](#). The invoices that have been created are listed at the top of the page. To review detailed information about an invoice, select the invoice in the Generated Invoices Ready for Creation list. If necessary, choose [Edit](#) to edit an invoice.
8. Choose [Submit](#) at the bottom of the page to submit all the selected invoices.

After taking these steps, the Invoice Generator page is displayed and the invoices are submitted to the buyer for processing. You can view the status of the invoice by choosing ► [View](#) ► [Invoice](#) ► from the menu bar.

5.3 Creating Miscellaneous Invoices

Miscellaneous invoices can be used for any additional preapproved costs beyond hours worked or preapproved expenses.

Context

If supported by the buyer's configuration, the supplier is responsible for submitting a miscellaneous invoice in SAP Fieldglass for additional costs. Miscellaneous invoices are reviewed and approved by the buyer before being processed for payment.

All miscellaneous invoices are associated to a worker. When creating a miscellaneous invoice, you must first select the related worker. The miscellaneous invoice is routed to the buyer for review and approval. If the miscellaneous invoice is rejected, it's returned to you. You can update and resubmit or cancel rejected miscellaneous invoices.

Procedure

1. Choose the Create menu and select [Miscellaneous Invoice](#). The Create Miscellaneous Invoice page is displayed, which shows a list of workers who are available for you to submit miscellaneous invoices against.
2. Choose the worker ID that is related to the miscellaneous invoice you're creating.
3. Enter a unique code in the [Miscellaneous Invoice Code](#) field. This code is used to identify this miscellaneous invoice and can be mapped to your internal system, if needed.
4. Select a [Miscellaneous Reason](#) code and enter the associated [Amount](#). Miscellaneous Reason codes are defined by the buyer.
5. Select an [Adjustment](#) code, if applicable, and enter the associated [Amount](#). Adjustments are typically any tax items associated with this invoice.
6. Add additional information in the [Comments](#) field in the General Information section, if applicable.
7. Choose [Add Attachments](#) in the Attachments section to attach supporting documents for the incurred costs, if desired.
8. When all required fields are complete, choose [Continue](#).
9. Review the summary and choose [Submit](#) when finished.

5.4 Creating Consolidated Invoices

You can elect to consolidate supplier-submitted invoices to streamline payment processing.

Context

To simplify invoice processing, you can elect to create consolidated invoices. Consolidated invoices combine individual invoices based on buyer-defined criteria. When the consolidated invoicing feature is active, approved invoices and miscellaneous invoices from a supplier can be consolidated enabling the your company to pay for multiple invoices in a single payment.

To create a consolidated invoice:

Procedure

1. Choose the Create menu and select *Consolidated Invoice* in the Payments section.
2. Enter the requested information about the consolidated invoice.
3. Choose *Next*.
4. Select the individual invoices you want to consolidate. All the invoices from the selected suppliers and sites that have been approved for payment are listed.
5. Choose *Next*.
6. Review the information and choose *Submit*. The consolidated invoice displays. If a consolidated invoice approval group has been set up, the invoice status is set to Pending Approval. Otherwise, the invoice status is Approved.

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