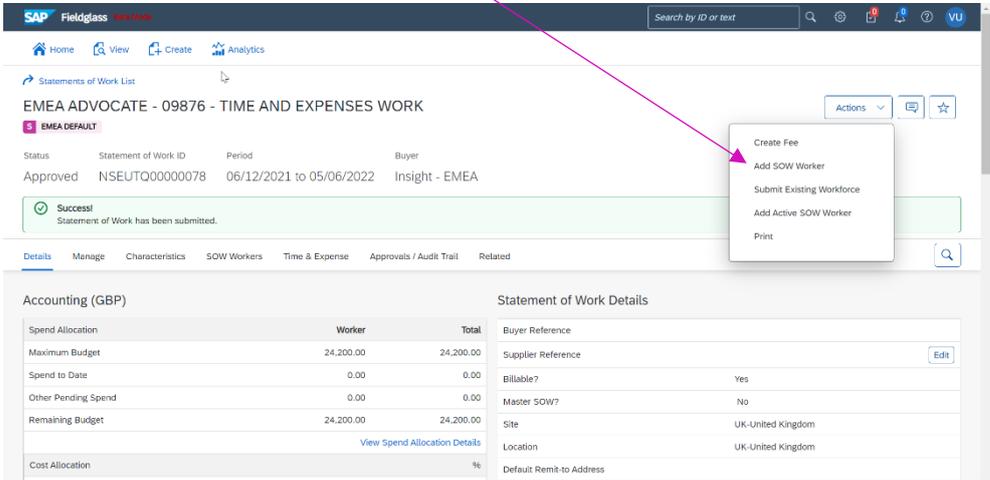
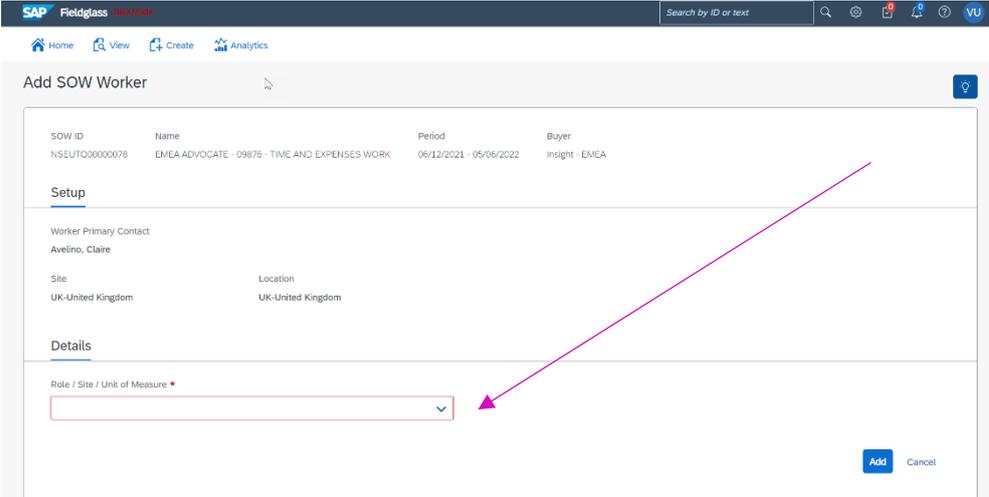


# Adding SOW workers to the SOW

Click on **Actions**, select **Add SOW Workers**.



Select the relevant **Role/Site/Unit of Measure**, by clicking on the drop-down arrow.



Enter the name and email address of the SOW worker. The email address will be used to send the registration email.

Details

Role / Site / Unit of Measure \*  
SOW Worker Rate 1 / UK-United Kingdom / Hr

Supplier Reference (optional)

First Name \* CHANDLER      Last Name \* BING

Worker's Personal Email \*  
CHANDLER.BING@EMAILADDRESS.COM  
Registration email will be sent to this address. Also used for Worker to recover username and password

Unique ID (optional)

Confirm Unique ID (optional)

Worker Country / Region of Origin \*  
United Kingdom (GBR)

Complete Security ID –

- 1. The first two must be letters.
- 2. The next four must be numbers.
- 3. The final 4 can be a mix of letter and numbers or all letters or all numbers.

e.g., MR06251234 or MR0625AB12

Start date and End date must match with what is on the Fieldglass SOW.

Worker Country / Region of Origin \*  
United Kingdom (GBR)

Security ID \*  
12345YOU

Confirm Security ID \*  
12345YOU

Username (optional)

Start Date \* 06/12/2021      End Date \* 05/06/2022

Display candidate's Workforce record to the Buyer? \*  
 Yes    No

Time Sheet Start Date \*  
06/12/2021

Resume / CV (optional)  
Attach

Ensure the time sheet starts on the day of the week you want it to

The screenshot shows the 'Time Sheet Settings' section. It includes fields for 'Time Sheet Type' (Standard), 'Time Sheet Frequency' (Weekly), 'Start Day of Week' (Monday), and 'Allow Daily Verification' (No).

Complete the number of Hours per Day and Hours Per Week that the worker is expected to work. Select the relevant Time Zone

The screenshot shows the 'Accounting' section. It includes input fields for 'Hours per Day' (7) and 'Hours per Week' (35). There are radio buttons for 'Allow Worker to submit SOW Line Items' (No), 'Auto Register SOW Worker' (Yes), and 'Auto Invoice all Characteristics, Time Sheets and Expense Sheets' (Yes). A 'Time Zone' dropdown is set to 'Europe/London'. There are also optional fields for 'Remit-to Address' and 'Purchase Order Number'.

Confirm the presented rate in the Presented box.

The screenshot shows the 'Rates' and 'Adjustments' sections. The 'Rates' table has columns for 'Rate Category', 'Requested', and 'Presented \* (GBP)'. A row for 'ST /Hr' shows 'Requested' as 20.00 and 'Presented' as 20.00. The 'Adjustments' table has columns for 'Level', 'Name', 'Description', 'Unit', and 'Value'. A row shows '1', 'Site Tax - SOW - All Modules', 'Percentage', and '20.000'. The 'Attachments' section has a '+ Add Attachments' link and an 'Add' button circled in red.

You can add attachments, by clicking on Add Attachments, if happy click on Add.

This will take you back to your summary page.

Click on the **Characteristics** tab and you can see that the worker has been added. They will receive an invitation to register and they have access to this specific Fieldglass SOW.

The screenshot shows the SAP Fieldglass interface for a Statement of Work (SOW). The main header is "EMEA ADVOCATE - 09876 - TIME AND EXPENSES WORK". Below this, there are tabs for "Details", "Manage", "Characteristics", "SOW Workers", "Time & Expense", "Approvals / Audit Trail", and "Related". The "SOW Workers" tab is active, showing a table with 1 item found. The table has columns for Revision, Work Order Status, Work Order ID, Name, Worker ID, Role, Site, Equipment, Resume / CV, Start Date, End Date, and Committed Spend. One worker is listed: BING, CHANDLER, with a status of "Pending Approval" and a committed spend of 18,200.00. Below the table, there is a detailed view for BING, CHANDLER, showing their status as "Pending Approval" and their work order ID as NSEUW000000006. The interface also includes navigation buttons like "Withdraw" and "Go to Details".