Adding SOW workers to the SOW

Click on Actions, select Add SOW Workers.
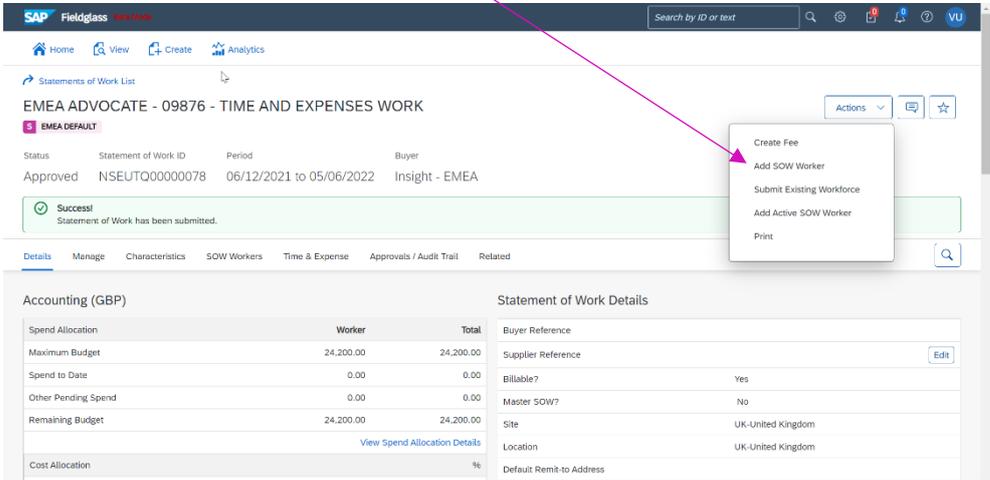
Select the relevant Role/Site/Unit of Measure, by clicking on the drop-down arrow.
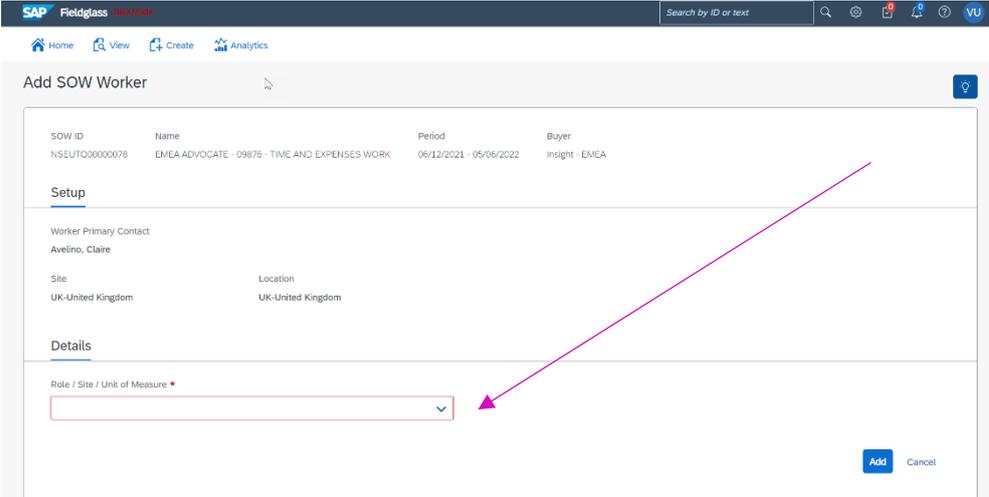
Enter the name and email address of the SOW worker. The email address will be used to send the registration email.

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.

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

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

Confirm the presented rate in the Presented box.

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 the have access to this specific Fieldglass SOW.