The work week is Sunday to Saturday.

The standard full-time work week for contingent workers at Harvard is seven (7) hours per day, five (5) days per week or 35 hours per week.

Workers in other Exempt roles will be paid at their straight time rate for a maximum of 35 hours per week, regardless of hours required or worked to fulfill the assignment.

Workers in Exempt IT Computer Professional Roles are paid at the straight time rate for all hours worked, reported and approved. Additional time must be verbally approved by the Harvard Hiring Manager before it is worked, and will be paid at the straight time rate.

Overtime is earned as applicable by state and federal regulations.

Harvard will pay legally required overtime but will not provide double time, holiday pay, premium pay, or shift differentials for Contingent Workers.

Time must be entered in Fieldglass by 12:00 PM (noon) eastern time on Monday for the week prior and approved by the Harvard Timesheet Approver or their designee by 12:00 PM (noon) eastern time on Tuesday.

Approved hours will utilize the Harvard object code “8221-Contingent Labor MSP Services Purchased”.

The Harvard Hiring Manager or Harvard Timesheet Approver will advise if any additional Object Codes are to be selected.

When ready to enter hours worked, the contingent worker will log into Fieldglass and be taken to the User Dashboard.

Available timesheets will be displayed on the Dashboard.
Enter the hours worked in the appropriate fields paying attention to the type of hours and the charge code.

Copy the entries from one day to the next.

You can either save and complete later by selecting Complete Later.

Or click Submit to submit the time sheet to your manager.

Any warnings will be displayed.

⚠️ Warning: Time Sheet Date 2018-01-28 has been specified on a Non-Working day. Click ‘Submit’ to continue. Your data has not been saved. Please review the errors or warnings and try again.

⚠️ Warning: Hours exceed 35.0 hours per week. Please ensure that you have allocated them correctly. Click ‘OK’ to submit the Time Sheet or click ‘Cancel’ to return to the Time Sheet edit screen.

In the event that a CoA Validation Failed message is displayed, contact your Harvard Hiring Manager or Harvard Timesheet Approver.

The list of timesheets will display showing the timesheet pending approval.