



PSR – Quick Reference Guide

Log in to Fieldglass?

- Go to www.Fieldglass.eu
- Enter your **Username** and **Password**.
- Click **Sign In**.
- Forgotten your password? Click **Need help signing in?**
- With the correct answer to your Secret Question, they'll email you a temporary password.

Create a requisition?

- Log into Fieldglass
- Click on **Create** in the tool bar
- Click on **Requirement for Temporary Worker**
- Select the Requirement Template and complete all mandatory fields
- Upload IR35 assessment and offline approvals, mark as Private
- Review the details and click **Submit**.

Approve a Timesheet or Expenses?

- Log into Fieldglass
- From your Home screen, click **Work Items**
- Click **Approve** under either **Time Sheets** or **Expenses**
- Click on the **item ID** in the list.
- **Approve** or **Reject** the item.

Need Help?

Query Type	Email Address	Telephone
Recruitment Queries	<i>Please contact the helpdesk</i>	0203 862 2487
Onboarding Queries	onboarding@publicsectorresourcing.co.uk	0203 862 1954
Extension Queries	extensions@publicsectorresourcing.co.uk	0203 862 1952
Admin & Clerical Queries	<i>Please contact your local Brook Street branch</i>	-
General Helpdesk Queries	helpdesk@publicsectorresourcing.co.uk	0203 862 2487

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The Hiring Manager Journey

