



Reference Guide

Accept a Work Order and Complete Worker Onboarding Items (Temp Staff Suppliers)

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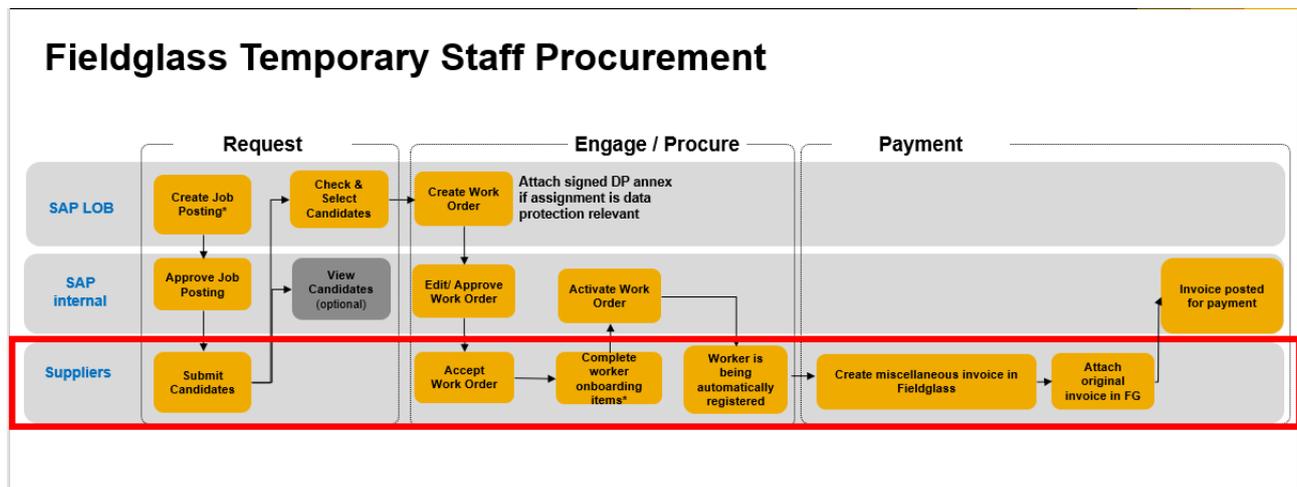
WORK ORDERS

Introduction

When a candidate is selected for hiring, a work order is created by SAP.

A work order, initiated by the buyer (SAP), contains the dates, rates, and other terms of service. Work orders also have onboarding tasks associated with them. Onboarding tasks are action items to be completed in association with an external worker starting his or her assignment. Suppliers are responsible for accepting or declining a work order.

See below the high-level process for services ordering on Fieldglass for **Temp Staff Suppliers**.



In this Chapter

In this chapter, you will learn to:

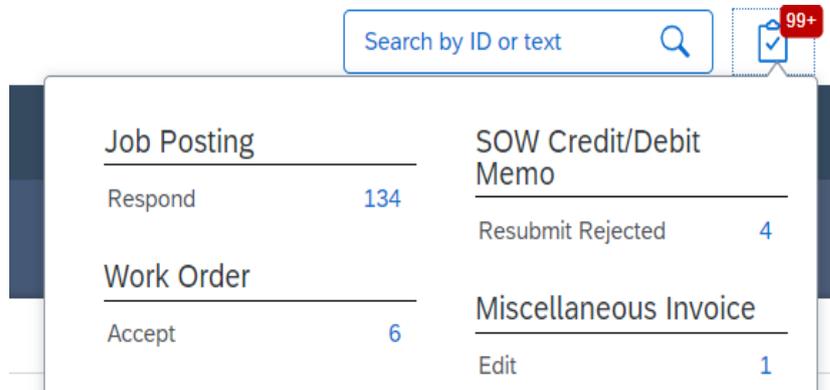
- Accept a work order
- Decline a work order
- Complete the Worker Onboarding Items

Accepting a Work Order

When a buyer creates a work order for a job seeker you submitted, you will receive a notification and a work item to accept the work order.

1. From the **Work Items** menu, click on the **Accept** link in the **Work Order** section.

Note: You can also view work orders by clicking **View > Work Orders**.



The work Order will be displayed.

Tendu, Sachin

Work Order SAPXWO00003717 Temp

Period: 02/05/2019 to 31/07/2019 | Status: Created | Next Step: Need to accept | Job Seeker ID: H442JS00002018 | Job Posting: Application Consulting SAPXJP00003403 | Buyer: SAP | Flags: Possible Match

Accept Decline

Accounting

Rates	Final (EUR)
Onsite ST /Hr	Onsite ST EUR
Pay Rate	0,00
Bill Rate	12,00
Remote ST /Hr	Remote ST EUR
Pay Rate	0,00
Bill Rate	12,00
Special Onsite ST /Hr	Special Onsite ST EUR
Pay Rate	0,00
Bill Rate	12,00
Special Remote ST /Hr	Special Remote ST EUR
Pay Rate	0,00
Bill Rate	12,00

Work Order Details

Contingent Type	Classic
Buyer Reference	
Supplier Reference	
Original Period	02/05/2019 to 31/07/2019
Legal Entity	SAP SE (0001)
Site	SAP SE (0001) (0001)
Location	SAP SE (0001) (0001)
Business Unit	SAP SE (0001) (0001)
Auto Register Job Seeker	No
Email	
Security ID	*****
Hours per Day	8
Hours per Week	40

The information related to the work order is organized using several tabs.

Fieldglass Work Order Tabs	
Tab Name	Description
Details	The Details tab displays detailed information about the work order. Review this information before accepting or declining a work order.
Manage	The Manage tab displays onboarding, offboarding, and milestone action items.
Time & Expense	The Time & Expenses tab displays time sheet and expense report information.
Related	The Related tab displays documents related to the work order, such as a job posting.

2. Click **Accept**

The screenshot shows a user interface for a work order. At the top, the user's name 'Tendu, Sachin' and a 'Go to List' link are visible. Below this, there is a header for the work order: 'Work Order' with ID 'SAPXWO00003717' and a 'Temp' status indicator. A table of details follows:

Period	Status	Next Step	Job Seeker ID	Job Posting	Buyer	Flags
02/05/2019 to 31/07/2019	Created	Need to accept	H442JS00002018	Application Consulting SAPX.JP00003403	SAP	Possible Match

At the bottom of the card, there are three buttons: 'Accept' (highlighted in blue), 'Decline', and 'More Actions' with a dropdown arrow.

3. Complete the requested fields for the work order acceptance.

- **Supplier Reference** is an optional field that can be used to track internal supplier information about the worker, such as an ID number.
 - Enter the correct **Worker Email** address. Here you need to enter the unique e-mail address of the worker. This information is used to identify the worker as a unique worker.
 - Next, please select the **remit-to-address**. This is the address where the buyer should send payment for this particular worker. Remit-to addresses are created and maintained by your Fieldglass supplier administrator.
4. Confirm the **Pay Rate(s)** listed and update if necessary.
 5. Select under **Adjustments** the correct tax level for this worker. You can find an overview of all available tax adjustments from your Fieldglass homepage -> Reference Library -> Supplier TAX Guidance Document.

This is a **very important step** and ensures that your invoices will contain the correct tax level.

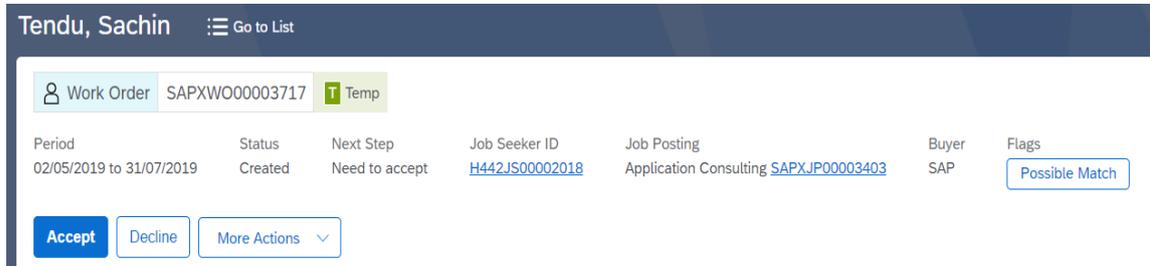
6. Click **Next**. If Fieldglass finds any errors in the information you submit, the system will display a description of the errors and highlight the fields in red. Correct the errors and click **Next** again.
7. Click **Accept**.

Declining a Work Order

To decline a work order:

8. Display the **Work Order** page for the work order you want to decline.

Note: You can access work orders that you want to decline from the **Work Items** menu, or by selecting **View > Work Orders** and selecting the desired work order.



Tendu, Sachin Go to List

Work Order SAPXWO00003717 Temp

Period	Status	Next Step	Job Seeker ID	Job Posting	Buyer	Flags
02/05/2019 to 31/07/2019	Created	Need to accept	H442JS00002018	Application Consulting SAPXJP00003403	SAP	Possible Match

Accept Decline More Actions

9. Click **Decline**. The **Decline Work Order** dialog box is displayed.

10. In the **Reason** list, select the reason that explains why you are declining the work order.

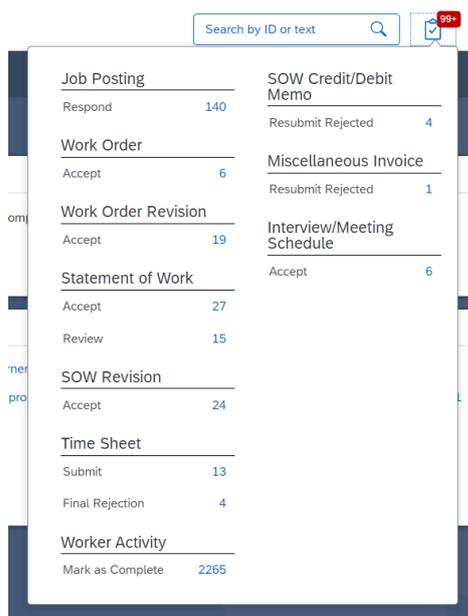
Note: If the **Reason** list does not contain any selections, ask your supplier Fieldglass supplier administrator to add Work Order Decline reason codes. This can be done from the Admin Configuration Menu -> Configuration -> Reason.

11. Enter additional information in the **Comments** field, if necessary.

12. Click **Decline**.

Worker Onboarding Items

13. From your Fieldglass Home Page, go to the work Items -> Worker Activity



Search by ID or text 99+

Job Posting	Respond	140
Work Order	Accept	6
Work Order Revision	Accept	19
Statement of Work	Accept	27
	Review	15
SOW Revision	Accept	24
Time Sheet	Submit	13
	Final Rejection	4
Worker Activity	Mark as Complete	2265

SOW Credit/Debit Memo
Resubmit Rejected 4

Miscellaneous Invoice
Resubmit Rejected 1

Interview/Meeting Schedule
Accept 6

14. Review the items listed in the Worker Activity Items section. These are items that require action as a part of bringing the worker on board.
15. For every Worker (Work order) you, as a supplier, need to complete the Onboarding Activity item, namely the C-User package. The C-User package includes CPS (Confidentiality and Privacy statement), C-User Questionnaire and Human Firewall Training.
16. To view details about an onboarding item, click the Action link for the item.
17. Click C-User Package. Complete the actions that are requested. These actions may include items such as completing attached forms, completing information requests, or other actions that need to be taken outside the Fieldglass application.

Activity Item

Actor	Due	Status	Action	Code	Worker	Work Order
Supplier Account	04/09/2019	Pending	Add C User Package (PRIOR WO accept)	C User package	Hero, Sonic SAPXWK00002378	SAPXWO00003785

Upload Attachment Mark as Complete

[Details](#)

Posting Information

Persons who have received Work Item	Hays_Supplier Administrator, Fieldglass Hays Supplier TCS Daijo D PeterT Max Mustermann
Send Work Items On	04/09/2019
Escalate On when Not Completed	05/09/2019

Details

Completion Type	Add Form Attachment
Prerequisite	(No Value)
Required for Work Order Activation?	No
Description	

Attachments

Name	Attached By	Visibility	Completed Documents
ariba_light_login.txt (0.2 KB)	Hillesheim, Astrid 18/10/2018 02:05 PM	Public	

18. Click CPS form (language) link to download the form. Print, sign and scan the CPS form.
19. Click Upload.

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