

# SAP Fieldglass

## Onboarding and Offboarding

Automating onboarding and offboarding processes to ensure a positive worker experience and meet corporate guidelines

SAP Fieldglass Datasheet

THE BEST RUN 



Adding or reducing a resource – whether that’s an external worker, third party service provider or employee – to an organization impacts several departments and includes many different responsibilities, both prior to the “start date” and after the “end date.” SAP Fieldglass onboarding automates the workflow associated with bringing a new individual onboard, including paperwork requirements, background checks, supply needs, orientation, personnel introductions and more. Each step is documented to ensure it’s completed correctly, allowing your workers to transition into their roles more quickly and confidently.

SAP Fieldglass offboarding ensures the successful departure of each resource. Managers can follow a proven workflow that includes returning company inventory, revocation of third party access, termination paperwork, exit interviews and more. Departures are handled appropriately every time without costly and critical mistakes.

## How does it work?

SAP Fieldglass onboarding and offboarding help orientate a new worker into your organization and ensure a positive departure by assigning checklists to responsible personnel based on four key categories:

- **Sites:** Specific requirements related to the site itself, such as office keys or ID entry cards
- **Labor Types:** Items for specific labor groups, such as safety equipment for light industrial workers or network access for IT contractors
- **Company:** Employment requirements for employees, such as insurance options and HR policies
- **Team Member Roles:** Items relevant for a specific role, such as project management software for Project Managers

“**Research at a large corporation revealed that employees who participated in a structured on-boarding program were 69% more likely to remain with the company after three years than those who did not go through such a program.**”

## About SAP Fieldglass

SAP Fieldglass, a longstanding leader in external talent management and services procurement, is used by organizations around the world to find, engage and manage all types of flexible resources. Our cloud-based, open platform has been deployed in more than 180 countries and helps companies transform how work gets done, increase operational agility and accelerate business outcomes in the digital economy. Backed by the resources of SAP, our customers benefit from a roadmap driven by a continuous investment in innovation.

Action items are created and scheduled for a specified number of days before, on or after a “worker start” or “end date.” Each action item falls into a checklist that is created for each worker. So each worker may have one or many different checklists, depending on the role, site location, etc. The checklists are very user-friendly and can be accessed by an assigned group of personnel. This ensures confidentiality, where necessary, but also provides a quick glance of a worker’s onboarding or offboarding progress.

## Example

A program office or Human Resources department should evaluate a new worker after three months. An action item is created for the evaluation and is included on a respective checklist. The proper manager is assigned the item and will receive a reminder three months after the worker’s start date. If the evaluation is not completed, an escalation will automatically alert the supervisor that a task has not been completed on time and needs to be addressed. Once the task is completed, it is checked off the list and documented in the worker’s history, ensuring corporate and governmental compliance.



## Organize Onboarding and Offboarding processes

There are several types of onboarding and offboarding items that both buyers and suppliers can create, each with its own set of respective checklists. The items can be reused multiple times for various onboarding/offboarding checklists.

### Examples of onboarding tasks

- Providing a ‘Policies and Procedures’ manual
- Completing an electronic W-2 form
- Training session attendance
- Company ID card
- Parking garage codes
- Security badge
- Computer configuration
- Office supplies, including a workstation
- Telephone extension assignment
- Voicemail activation
- Timecard instruction
- Supervisor and team introductions
- Insurance information

### Examples of offboarding tasks

- Retrieval of office equipment
- COBRA notification
- Exit interviews
- Voicemail and email forwarding
- Password cancellations
- Corporate benefits cancellations
- Uniform retrieval
- Contact information paperwork

## Learn more

The world of work is changing, and SAP Fieldglass is leading the way with innovative solutions that harness the power of the external workforce in driving the digital economy. Explore additional resources on [www.fieldglass.com/resources](http://www.fieldglass.com/resources) to learn more about the external workforce and the way work gets done.

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