LANL Subcontractor – Fieldglass Quick Reference Guide

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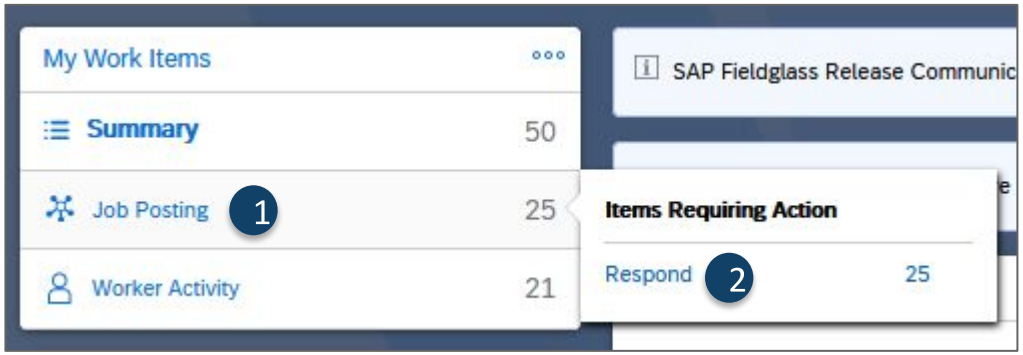
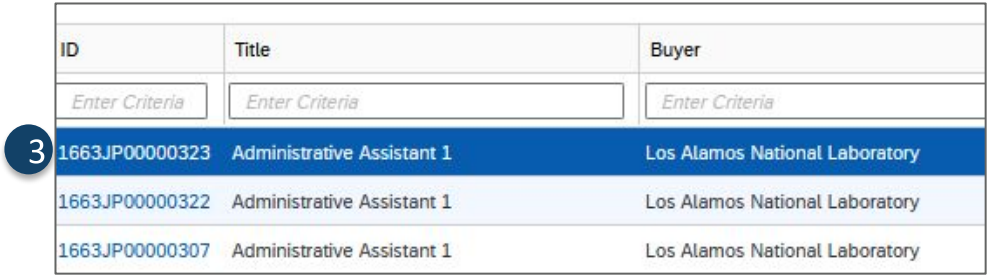
Accept Job Posting & Submit Candidate	
1	From the Work Items list, click **Job Posting**
2	Click **Respond** *In this example, there are 25 job postings pending acceptance.*
3	Click on a **Job Posting ID** link to review the details further





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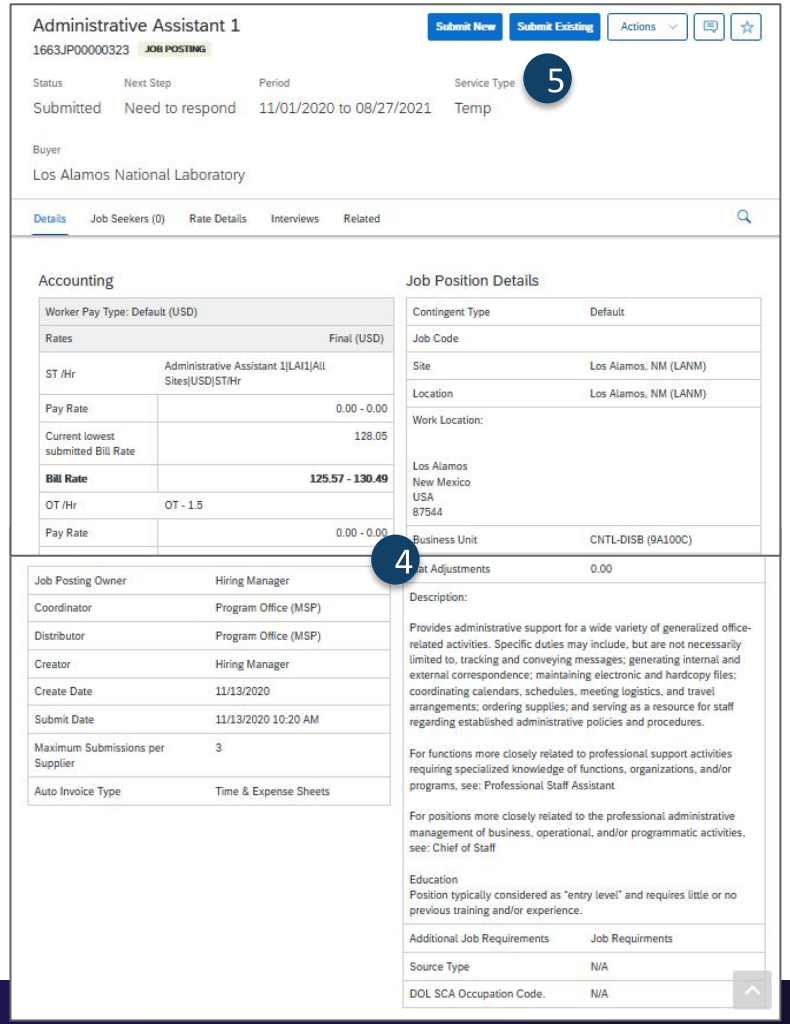
Accept Job Posting & Submit Candidate, continued

4	Review the details of the Job Posting including: **Bill Rate range**, **Location**, and **Description**
5	Click **Submit New** to accept and submit a candidate <u>not already</u> in your company's Fieldglass database. *We will utilize this function for the example* Click **Submit Existing** to accept and submit a candidate that <u>is already</u> in your company's Fieldglass database. Click **Actions -> Decline** and insert a comment as to why your company will not source for this position.



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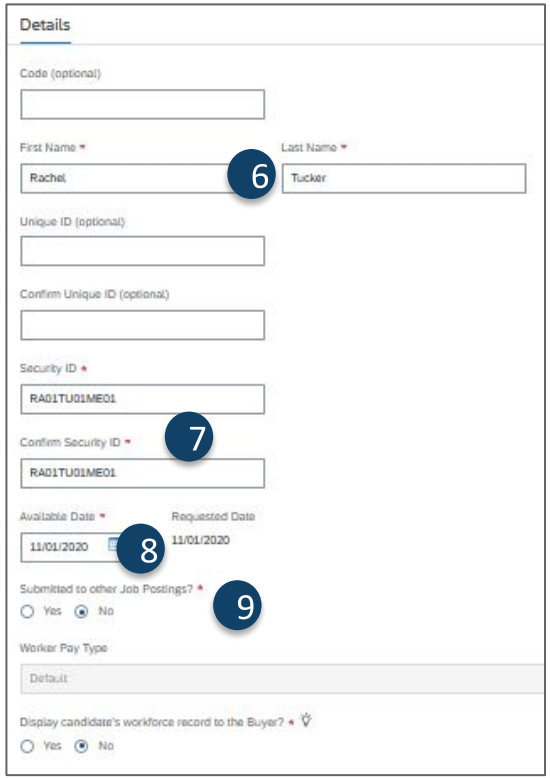
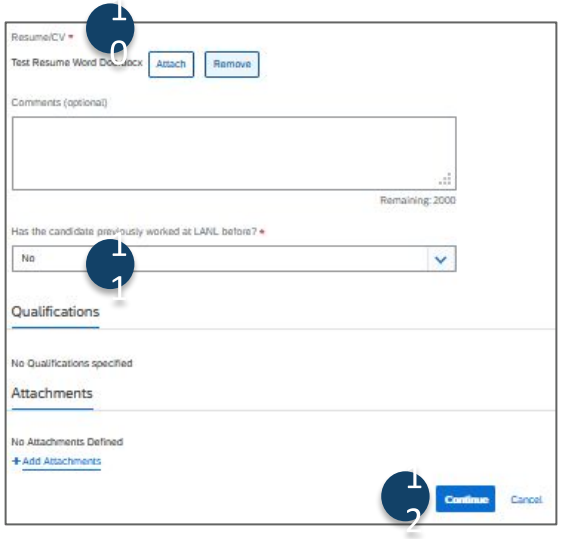
Accept Job Posting & Submit Candidate, continued

6	Insert **First & Last Name**
7	Insert **Security ID**
8	Insert **Available Date**
9	Confirm **Submitted to other Job Postings**
10	Attach **Resume/CV** *No company logos, No candidate contact information*
11	Confirm if candidate has worked at LANL previously
12	Click **Continue**



All fields marked * are required fields



Important note: Security ID format = FFMMLLDDCCXX

FF - First two characters of first name
MM - Date of birth month (DD/MM/YYYY, August should be shown as 08)
LL - First two characters of last name (maiden surname where applicable)
DD - Date of birth day (DD/MM/YYYY, 8th should be shown as 08)
CC - First two characters of city of birth
XX - Last 2 SSN

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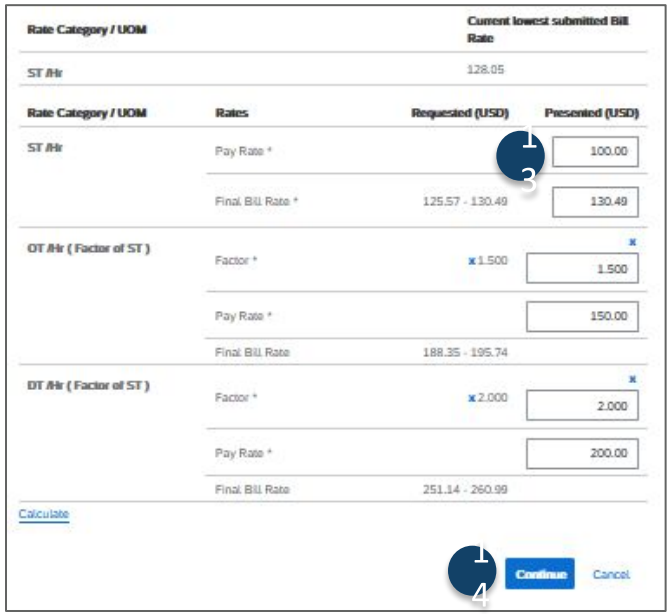
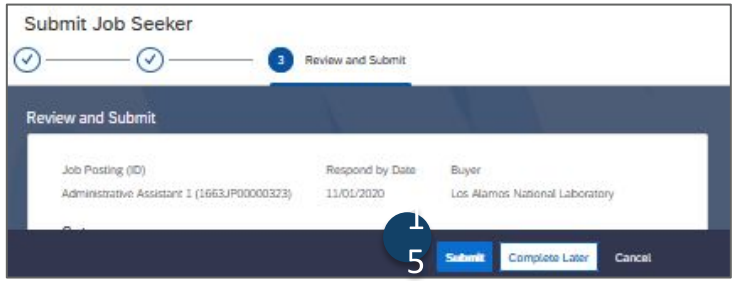
Accept Job Posting & Submit Candidate, continued	
13	Insert **Pay Rate**
14	Click **Continue**
15	Review details one final time & click **Submit** *AgileOne then reviews the submission before shortlisting to the Manager (or rejecting if candidate does not meet criteria)*
	End





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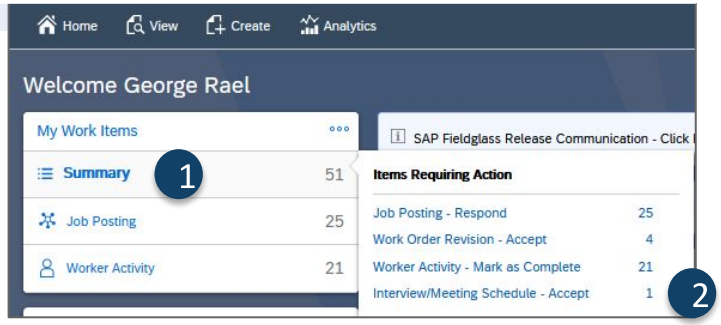
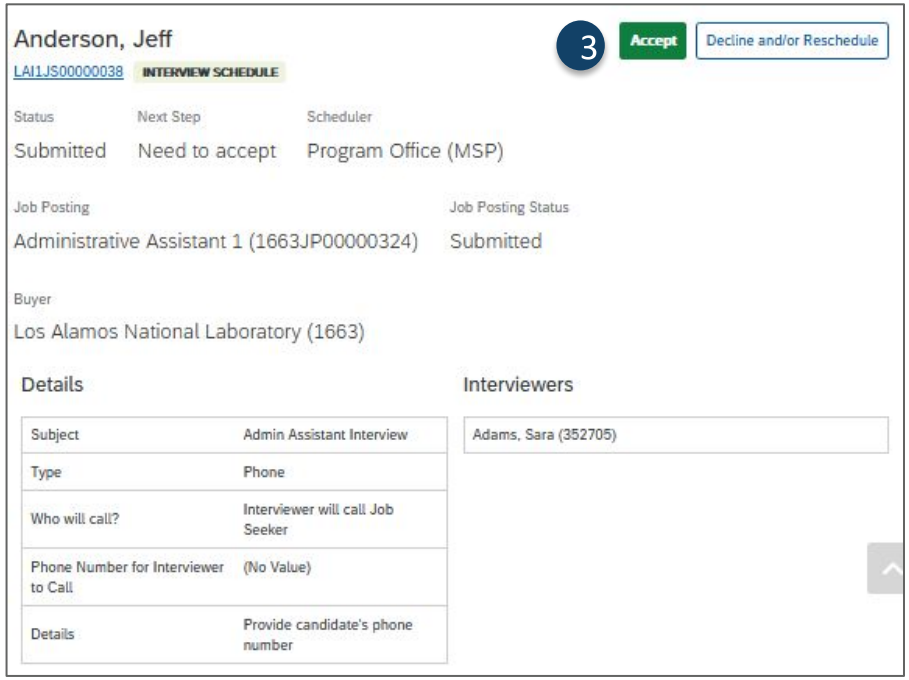
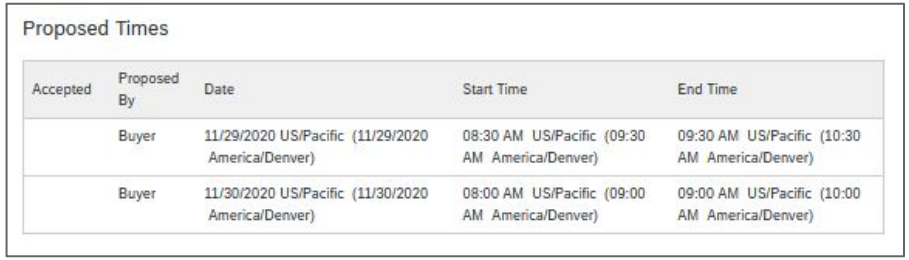
Respond to Interview Request

1	From the Work Items list, click **Summary**
2	Click **Interview/Meeting Schedule - Accept**
3	Click **Accept** *Can also click **Decline and/or Reschedule** should times proposed not meet candidate's availability or should candidate no longer be available*







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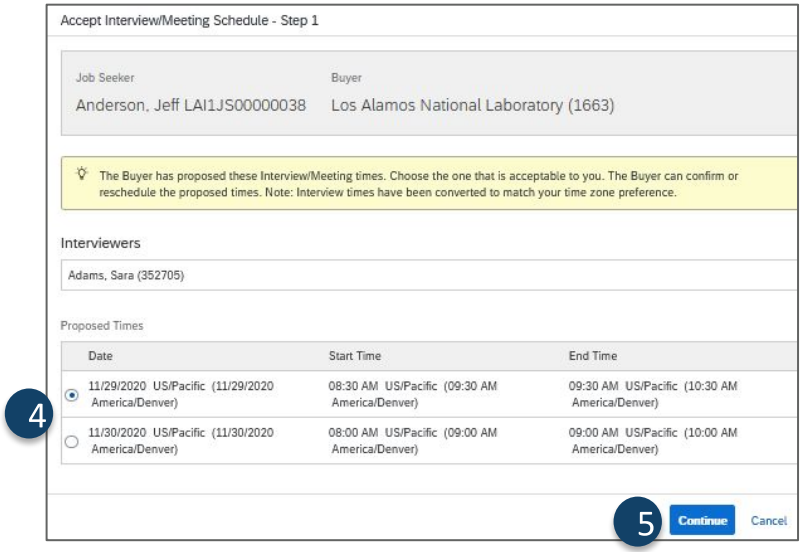
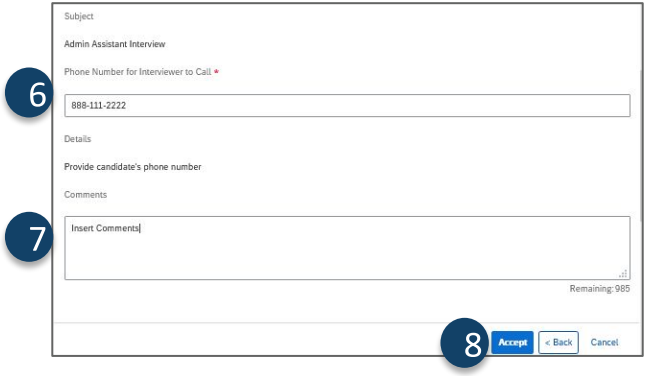
Respond to Interview Request, continued	
4	Select **desired date and time**
5	Click **Continue**
6	Insert any **required details**, for this example the candidate's phone number is required
7	Add **Comments** if any
8	Click **Accept**
	End





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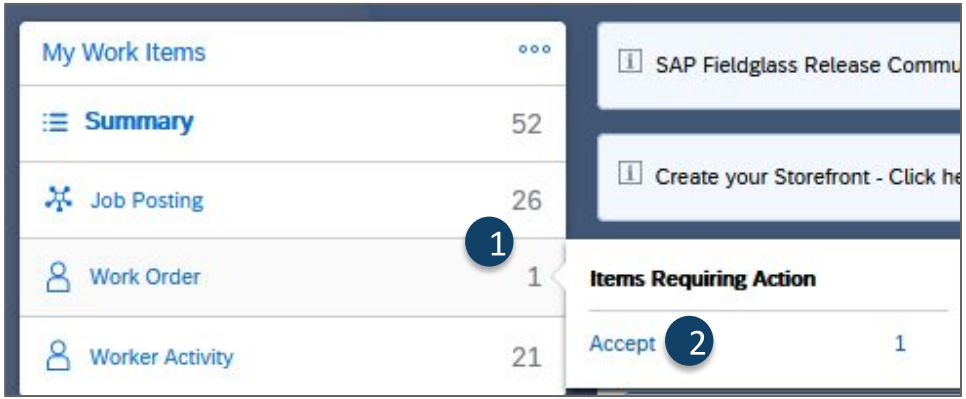
Accept Work Order (Offer)	
1	From the Work Items list, click **Work Order**
2	Click **Accept**
3	Click **Accept**



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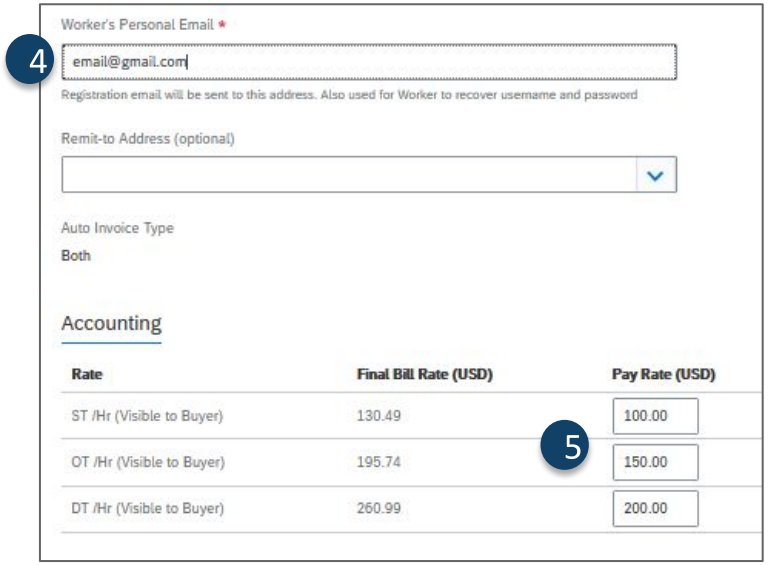
Accept Work Order (Offer), continued	
4	Insert **Worker's Email** *This is where the worker Fieldglass registration will be sent*
5	Confirm the **Rates** and add any needed **Adjustments** (ex: site taxes)
6	Review details one final time & click **Accept**
	End



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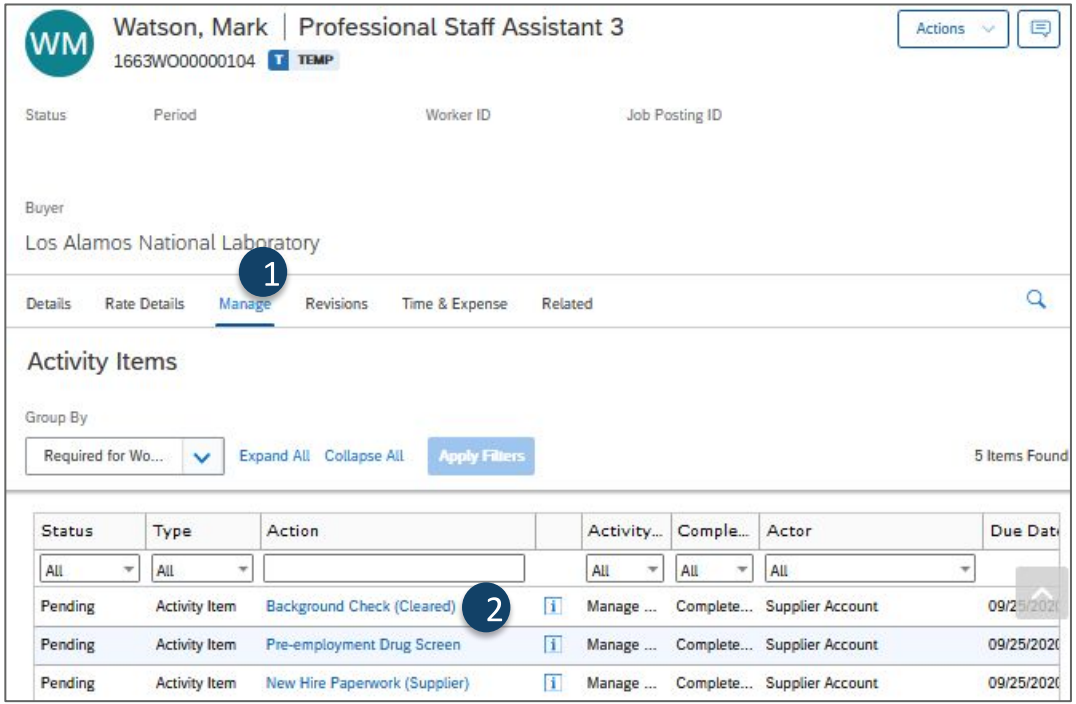
Complete Onboarding Items

	Upon accepting a Work Order, Subcontractors are required to complete Onboarding items for the worker.
1	Click the **Manage tab** of the Work Order
2	Each item requiring completion will be displayed. Click on one of the **Actions**



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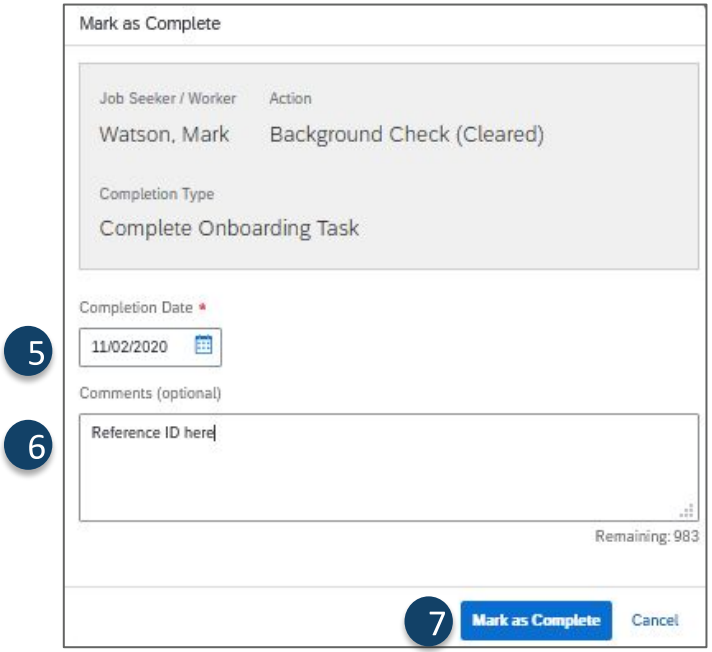
Complete Onboarding Items, continued	
4	Click **Mark as Complete**
5	Insert **Completion Date** *Must utilize date that item was completed, not the date of marking the item as complete in Fieldglass*
6	Add **Comments** (include Reference ID if available)
7	Click **Mark as Complete**
	End *Repeat for each pending onboarding item*



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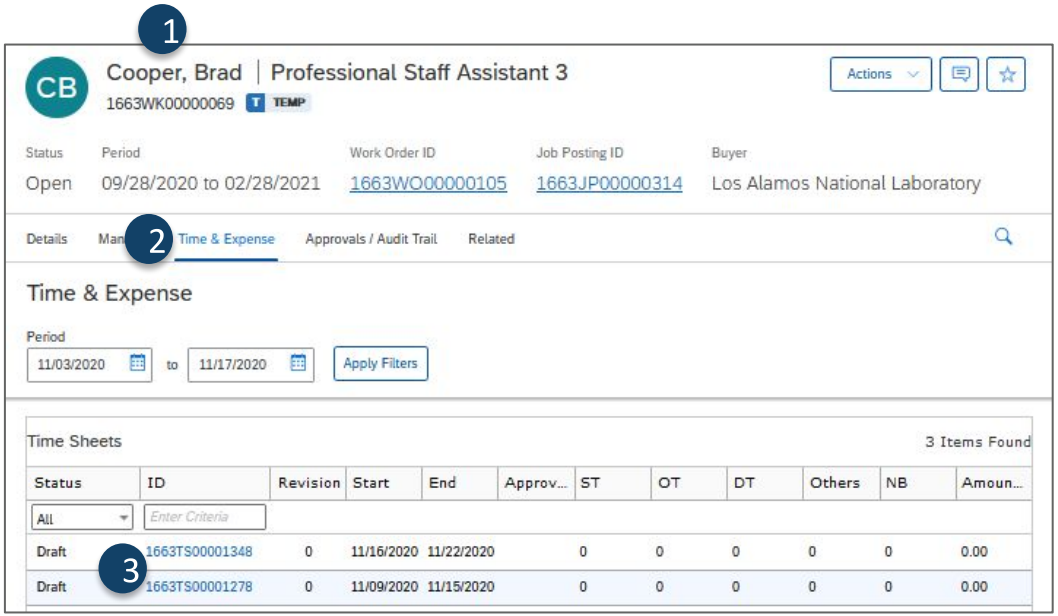
Submit Time Sheet for Worker	
1	Navigate to **Worker's Profile**
2	Click **Time & Expense** tab
3	Select necessary **Time Sheet**



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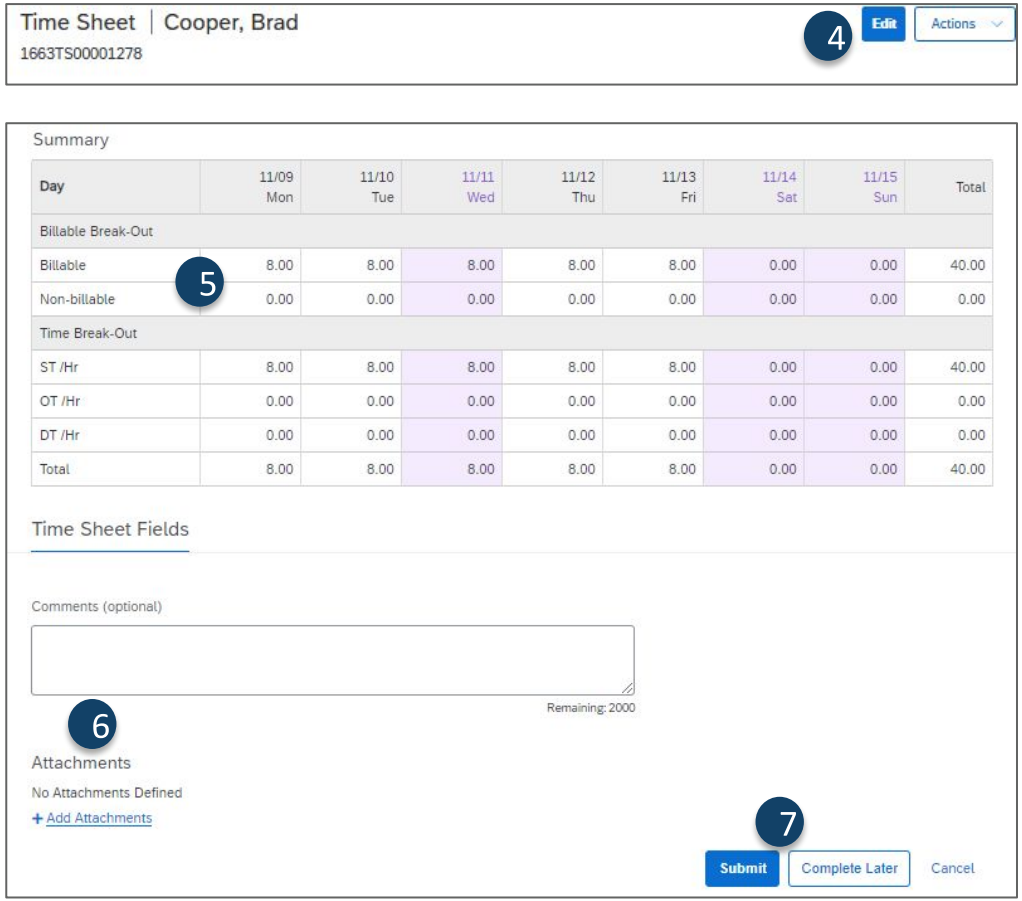
Submit Time Sheet for Worker , continued	
4	Click **Edit**
5	Insert **Hours**
6	**Comments / Attachments**, add if applicable
7	**Submit / Complete Later** – Clicking Submit will send the time sheet to the LANL Manager for approval. Clicking Complete Later will save the time sheet as a draft.
	End



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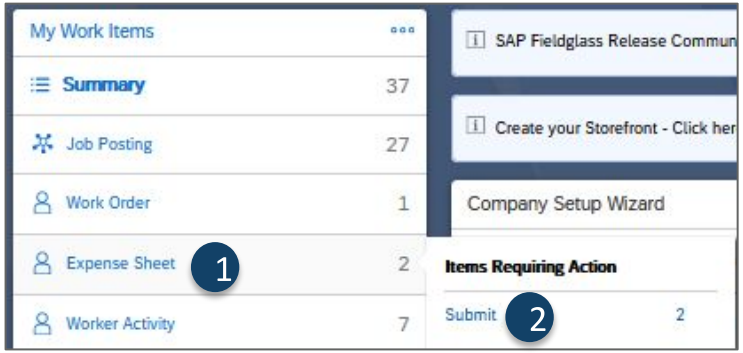
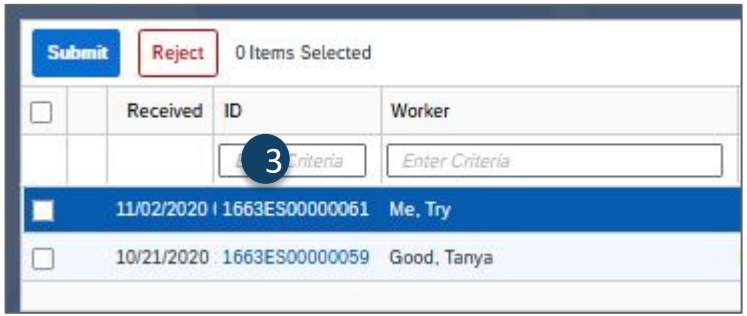
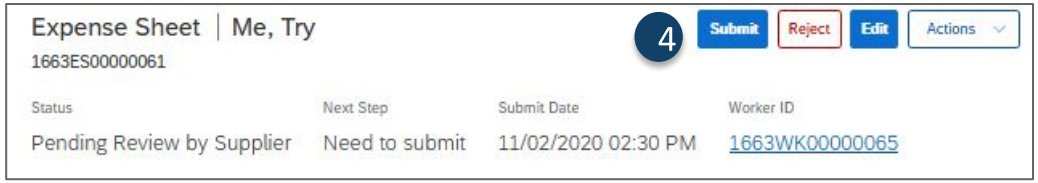
Submit Expense Sheet for Worker	
	All entered Expense Sheets from Workers must be submitted by Subcontractors before they route to the LANL Manager for approval.
1	From the Work Items list, click **Expense Sheet**
2	Click **Submit**
3	Click **Expense Sheet ID**
4	Review details of the submission & click **Submit** **Reject** will send it back to the worker to edit and resubmit **Edit** allows Subcontractor to make changes on worker's behalf

Important note: Any Expenses must be pre-approved by the LANL Manager and require an attached receipt or supporting documentation.







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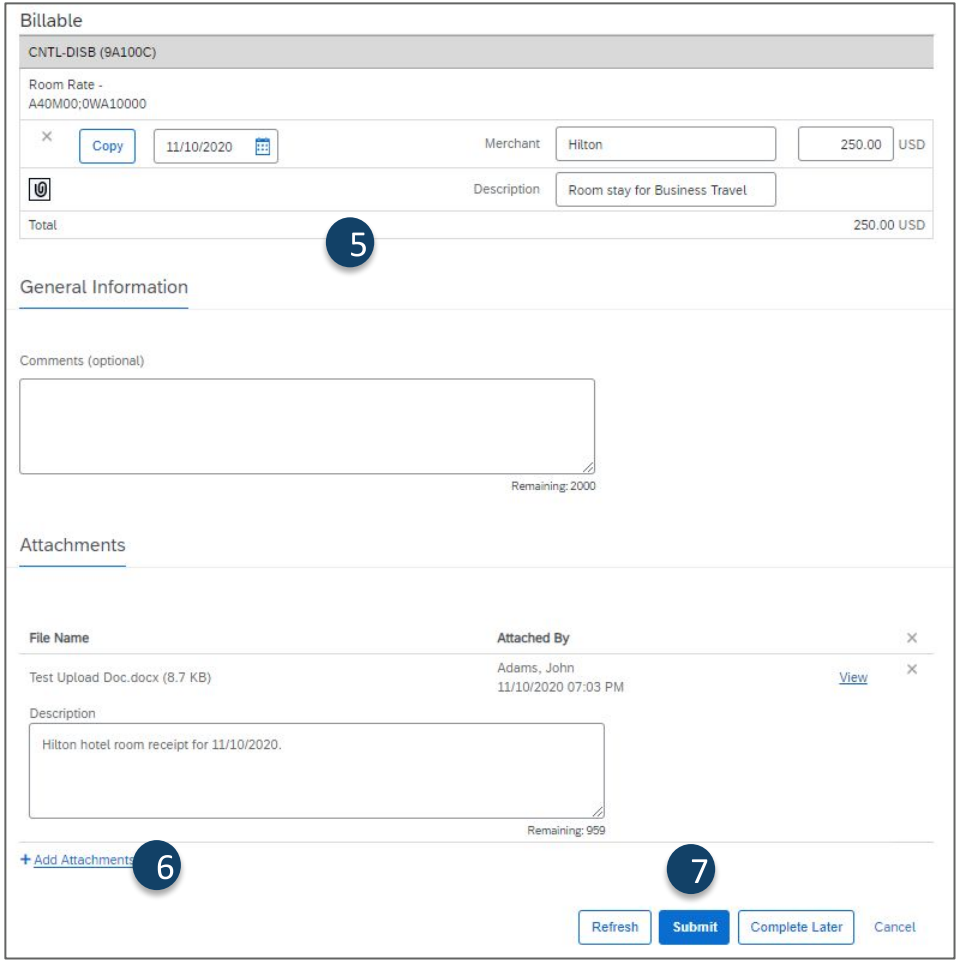
Submit Expense Sheet for Worker, continued	
	If Editing an Expense Sheet, the details will be further displayed
5	Make corrections to the **Type**, **Merchant**, **Description**, **Amount**, etc. or add an additional Expense.
6	Ensure there is a receipt or supporting documentation as an **Attachment**, required for all expenses
7	**Submit / Complete Later** – Clicking Submit will send the expense sheet for approval. Clicking Complete Later will save the expense sheet as a draft.
	End



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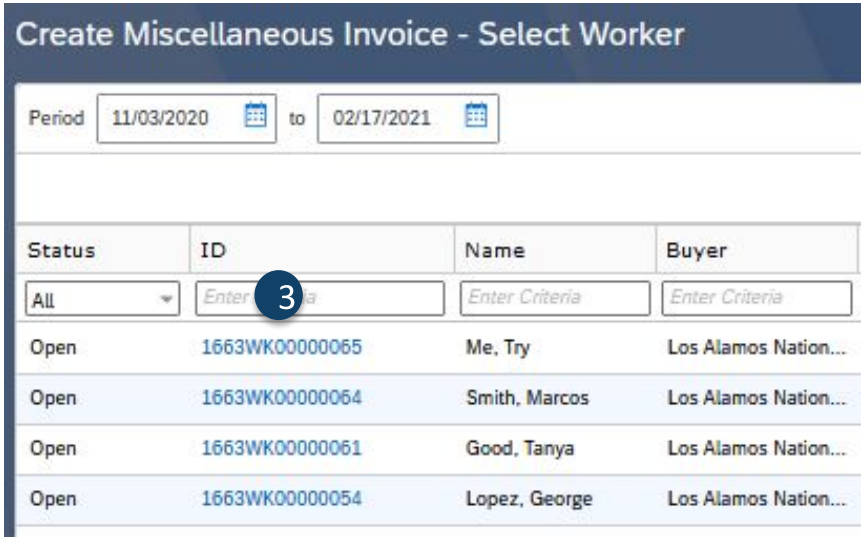
Submit Miscellaneous Invoice	
1	Click **Create**
2	Click **Miscellaneous Invoice**
3	Select **Worker** for intended miscellaneous invoice



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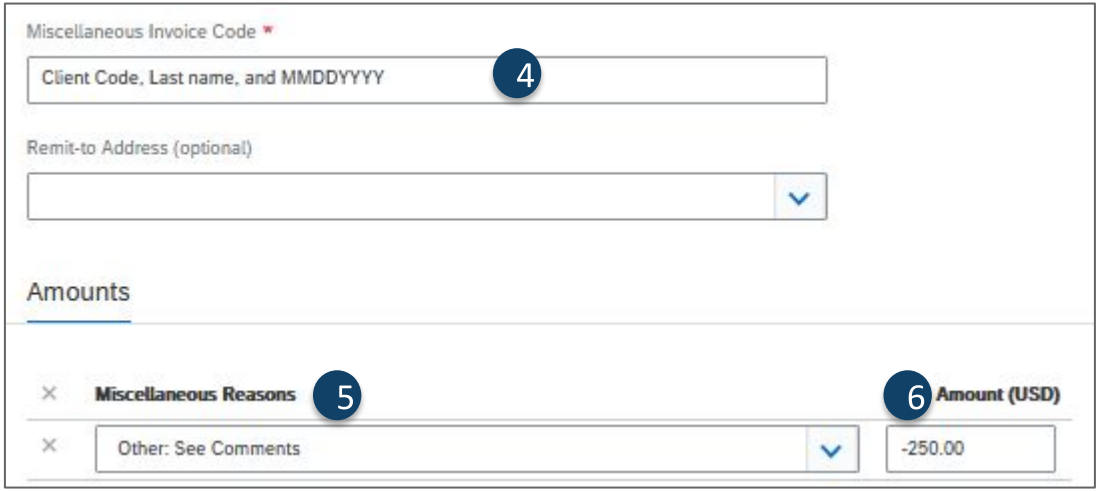
Submit Miscellaneous Invoice, continued	
4	Insert **Miscellaneous Invoice Code** *This is a unique code to track the Miscellaneous Invoice. It's alphanumerical and required, but it is up to the Subcontractor to create.* *Recommended Format = Client Code, Last name, and MMDDYYYY.*
5	Select **Reason** from drop down menu
6	Insert **Amount** *Can be a negative value if adjusting an Expense Sheet that was invoiced for too high of an amount.*



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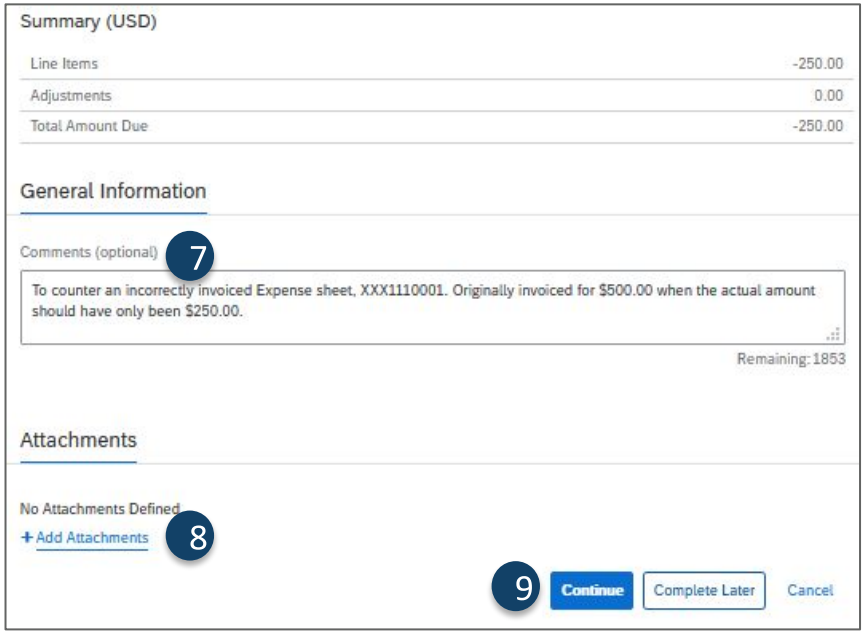
Submit Miscellaneous Invoice, continued	
7	Insert **Comments** as to the need for the Miscellaneous Invoice, be specific.
8	Add **Attachment** of Supporting Documentation
9	Click **Continue**
10	Click **Submit**
	End



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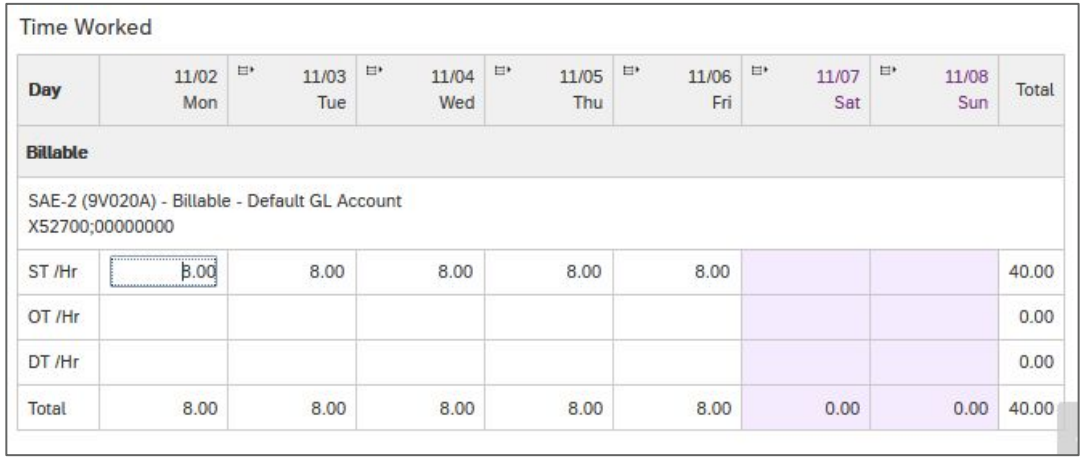
Revise Invoiced Time Sheet	
	Time Sheet revisions are completed to make adjustments to invoiced time sheets.
1	Navigate to the **Invoiced Time Sheet**
2	Click **Actions**
3	Click **Revise**
4	Make **Corrections**

4



Time Worked

Day	11/02 Mon	11/03 Tue	11/04 Wed	11/05 Thu	11/06 Fri	11/07 Sat	11/08 Sun	Total
Billable								
SAE-2 (9V020A) - Billable - Default GL Account X52700;00000000								
ST /Hr	8.00	8.00	8.00	8.00	8.00			40.00
OT /Hr								0.00
DT /Hr								0.00
Total	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00

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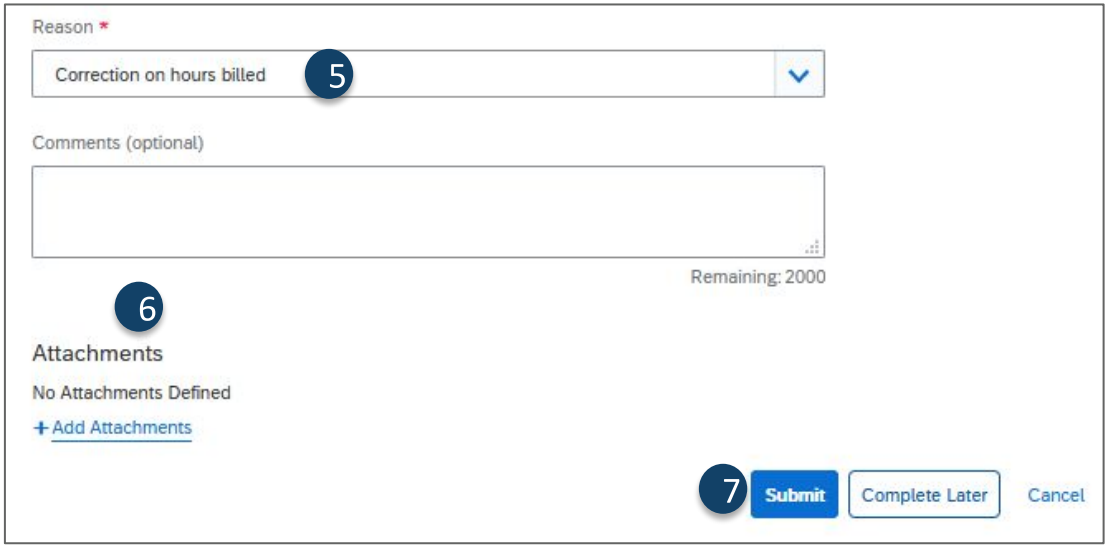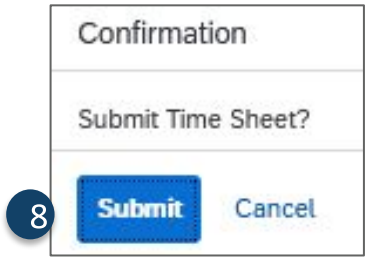
Revise Invoiced Time Sheet, continued	
5	Select **Reason** from drop down menu
6	Insert **Comments/Attachments**, if needed
7	Click **Submit**
8	Click **Submit**
	End