SAP Fieldglass

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SAP Fieldglass

Configuring Job Posting Workflows

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Content

1 What's New in This Guide

A summary of recent changes to the Configuring Job Posting Workflows content.

Updated Date	What's New	More Information
May 2023	Updated + Change Status link to Edit Details link in Multiple Locations on Job Postings topic.	FGL-102616
May 2022	Added link for Working with Attachments to Entering Job Posting Details topic.	FGL-78767
November 2021	Added details about adding multiple locations on job postings.	
February 2021	Published to Production.	

2 Job Posting Overview

Buyer procurement of contingent labor is a multistep process that is initiated in SAP Fieldglass by the creation of a job posting.

Job postings describe the position to be filled by a new worker, list the qualifications that ideal candidates must have, and contain additional useful information that help suppliers provide better service.

Job Postings can be created by buyers or Program Offices to bring on temporary or contract resources to cover needs such as employee absences, unexpected or temporary demands, employee shortages, or to staff projects that are limited in time and scope. These workers are employed, managed, and paid by the supplier and the supplier will bill the buyer company or the MSP for their time.

In addition to standard job postings, SAP Fieldglass also provides multiple job posting types and features such as Named Job Postings, Rebillable Resource, Flexible Sourcing, and Prequalification.

SAP Fieldglass provides multiple job posting workflow options, allowing buyers to set up different scenarios for how job postings should be completed, approved, and distributed.

2.1 Program Office Assisted Workflow

The Program Office Assisted workflow allows buyer users, such as a hiring manager, to create a job posting by entering only preliminary information.

The remaining information can then be entered by an editor-level approver, such as a user in the program management office.

Setup

To use this workflow:

- The **Program Office will assist with Job Posting creation** option must be enabled on a user's profile. This option is only available for users who have the **Job Posting: Submit** user role permission enabled.
- An approval group must exist with an **Editor** as the first level of approval.

> **i Note**
>
> If a job posting template has the Enable Simplified Workflow option selected, that workflow is used for the job posting and overrides this selection.

Usage

When a job posting is created using this workflow option, the Submit button is available on the Create Job Posting: Setup page. The creator can submit the job posting for approval without completing the remaining pages. The first-level editor approver can then edit the job posting to make changes and complete the remaining information. Once complete, the job posting is submitted for any subsequent approvals, and once approved, it can be distributed to suppliers.

> i Note
>
> The Approve option isn't available to the first-level editor approver until the job posting is edited and completed.

If there's no approval group, or if an editor doesn't exist as the first-level approver, an error occurs when the job posting creator tries to submit the job posting. The creator can either select **Complete Later** to save the job posting in Draft status, or cancel the job posting creation.

Editor Edits and Submits Job Posting

When the job posting is submitted by the creator, the editor-level approver must edit and complete the job posting before it can be approved. The editor can access the job posting from the View menu, or from their work items and select **Edit** to make changes to the job posting.

Job Posting Template Rules

When this workflow is enabled, only the following job posting template distribution rules apply:

- Automatically distributed to Suppliers specified in the template after final approval.
- Job Posting creator selects Suppliers when creating Job Posting before any approvals (Editor selects Suppliers in Program Office Assisted Workflow) with both subrules disabled.

The system overrides any other combination of rules and subrules that are enabled on the template and changes the distribution rule to **Job Posting creator selects Suppliers when creating Job Posting before any approvals (Editor selects Suppliers in Program Office Assisted Workflow)** with both subrules disabled, when the creator moves from the Search page to the Setup page.

2.2 Simplified Workflow

Job posting creators can complete job postings with minimal data entry using the Simplified workflow.

The Simplified workflow predefines job posting information in order to shorten the job posting creation process. The majority of fields on job postings are prepopulated from the selected job posting template. It's important to keep in mind that rules set on a job posting template are automatically applied to the job posting and can't be changed.

Once all the information for a job posting has been entered and the job posting has been submitted, it's distributed to suppliers based on predefined distribution rules.

Setup

In order to use the Simplified workflow, **Yes** must be selected for the **Enable Simplified Workflow** option on the job posting template. This template option overrides the Program Office Assisted Workflow flag on a user's profile.

The following rules must be disabled on the job posting template:

- Job Posting creator selects Suppliers when creating Job Posting before any approvals (Editor selects Suppliers in Program Office Assisted Workflow)
- Distributor selects Suppliers before any approvals (Editor selects Suppliers in Program Office Assisted Workflow)

Usage

Distribution rules must be properly set before creating the job posting in order for the job posting to be successfully distributed to suppliers.

The information on a job posting is entered by the job posting creator or populated from the job posting template. Required fields on the Setup page can either be defaulted from the job posting template or entered by the job posting creator. Mandatory custom fields in the Posting Information and Accounting sections must be populated with a default value on the template as well as fields on the Augment and Distribution sections.

> **i Note**
>
> Custom fields in the Details section are editable during job posting creation and don't need a default value on the template.

3 Creating Job Postings

Job postings notify suppliers of openings for contingent labor positions.

A buyer or a Program Office must choose an existing job posting or select a job posting template to create a new job posting. Once the new job posting information has been added and is complete, it's submitted for approval. After the job posting is approved by the appropriate parties, job postings are either automatically or manually distributed to suppliers. Suppliers can then submit job seekers to job postings.

Selecting the Source

The first step in creating a job posting is selecting the source. You can either choose to create a job posting from an existing job posting and edit the details, or you can create a job posting from a job posting template and add additional information.

Job posting templates and contingent types define rules for job postings and are used to standardize the job posting creation process. At least one job posting template must be defined through the Job Posting Template admin object before job postings can be created.

Cards and List Views

When a user begins the job posting creation process, often a large number of results are returned when the user searches for the appropriate template, even though the user may actually use only a small number of templates.

To address this concern, the Create Job Posting initial selection page includes two view options, **Cards** and **List**. The Cards view offers users the ability to search for and star their favorite items for future use. This view shows the most recently used job posting templates, as well as job postings that have recently been created.

Cards View

The Cards view contains two rows of "cards": the cards in the first row represent job posting templates, and the cards in the second row represent job postings.

When more than three cards meet these criteria, a right caret symbol (>) is shown, which allows the user to scroll through the job posting template cards or the job posting cards.

For users who have create job postings before, starred job posting templates and job postings are displayed first, followed by job posting templates used in the previous four months and job postings created in the previous four months. If the user doesn't have any starred items, the most recent job posting templates and job postings are displayed first.

For users who haven't created job postings before, but have workers associated to them, items are displayed based on the job posting templates and job postings used for the associated workers over the previous four months. If a worker upload was performed, it begins to build a list.

For users who haven't created job postings and didn't have workers associated to them in the previous four months, no cards are displayed. A message is displayed, advising the user to use the keyword search. The keyword search, which is available only on the Cards view, searches the Title, Description, and Qualification fields on job posting templates and job postings. The results that are displayed are the items that match both the filter values and the keyword search. The search results can include used and unused items.

List View

In the List view, the user selects whether to view Job Posting Templates or Job Postings. The fields at the top of the list columns can also be used to control the items that appear in the list. When the user clicks the Information icon next to an item, the More Info window is displayed.

3.1 Entering Job Posting Details

Set up your job posting and add necessary details.

To create a new job posting and add job posting details:

1. Select **Create** > **Job Posting for Worker.**
2. Select a **Job Posting Owner**.
   Job postings are typically routed for approval based on the owner selected.
3. Optionally, change the value for the **Billing Currency**, **Service Type**, and **Pre-qualification Required** fields.
4. Select the **View** from which to create a job posting.
5. Select an existing job posting template or job posting.

Create a Job Posting - Setup

To complete the job posting setup information:

1. Enter the required fields and any optional information. Key fields are listed below.

Key Field	Description
Start Date/End Date	The start and end dates for the job posting.
Number of Positions	The number of positions required for the job posting.
Title and Description	The title and description for the job posting.
Is this a Rebillable Resource?	Indicate whether or not this position is a rebillable resource.
Is travel required for this position?	Indicate whether or not travel is required for this position.
Legal Entity	Select the legal entity associated to this position.
Site	Select the location within the site for this position.

Key Field	Description
Location	Select the site associated to this position. Locations are associated with specific sites. The values that are available in the Location field are determined by the site you select. If no additional locations are defined for a site, the Location field doesn't display.
Business Unit	Select the business unit associated to this position. Depending on your user profile, values in this field may automatically display. To change the default, edit your user profile.
Cost Center	Select the cost center associated to this position. Depending on your user profile, values in this field may automatically display. To change the default, edit your user profile. More than one cost center can be included on a job posting. Use the **+Add or remove Cost Centers** link to add or remove cost centers.

2. Complete any custom fields displayed on the page.
3. Optionally, add attachments to the job posting.
4. Choose **Continue**.

Create a Job Posting - Augment

To complete the job posting augment information:

1. Enter the required fields and any optional information. Key section information is listed below.

Section	Description
Posting Information	The **Coordinator** is typically a member of the Program Office who is responsible for assisting with this job posting. The **Job Type** indicate whether the job posting is for full-time or part-time work.
Qualifications	Qualifications are skills or characteristics that are desired in the job seeker. Suppliers rate job seekers on the qualifications listed. Use the **Add or remove Qualifications** link to update the list. When adding a qualification, indicate whether the qualification is a Must Have or a Nice to Have attribute. Select the **Mandatory Response** check box next to qualifications that suppliers must respond to with an answer for the job seeker. For each qualification, use the **Presented** column to indicate the preferred answer or skill level the job seeker should have.
Time and Expense Sheet Settings	Indicate the **Time Sheet Type**, **Hours per Day**, and **Hours per Week** values. Depending on the company configuration and job posting template, default values may be displayed.
Accounting	Rates are defined on the job posting template and are populated onto the job posting. You can add, change, or remove rates. You can also add other adjustments or extra expenses. Depending on the company configuration and job posting template, default values may be displayed.
Distribution	Depending on your job posting template settings, you will either see a distribution list for suppliers or you will choose the suppliers from the Supplier Selection list.

Section	Description
Attachments	Add and delete any necessary attachments for this job posting.
Rules	**Job Seeker Rate/Salary can exceed Requested Rate/Salary** indicates whether or not the job seeker rate and salary can exceed the requested rate and salary. **Allow Rate Negotiation for Job Seekers on the Job Posting** indicates whether or not to allow rate negotiation for job seekers on the job posting.

2. Complete any custom fields displayed on the page.
3. Optionally, add attachments to the job posting.
4. Select **Continue**.

Create a Job Posting - Review and Submit

To review and submit the job posting:

1. Review the job posting details and make changes as necessary.
2. Choose **Complete Later** to save the job posting as a draft, or choose **Submit** to submit the job posting. The job posting is saved and routed to the next step in the workflow.

> i Note
>
> The job posting is assigned a unique ID. If approval is required, you can view the approval group by selecting the View Approval Group Routing link in the Progress Status area of the Summary tab, or by going to the Approvals/Audit Trail tab.

3.2 Selecting Distribution

If job postings are configured to route to the Program Office for distribution, then every job posting that is created stops at the distributor either before or after approval. The distributor is notified by a work item each time the distributor has a job posting to distribute.

The following steps for distributing a job posting may vary depending on the distribution rules set in your job posting template.

To distribute a job posting:

1. From the Work Items menu, choose **Select Suppliers** in the Job Posting section. Job postings that require distribution are listed in the upper portion of the page. The lower section of the page displays details about the highlighted job posting.
2. Select the job posting you wish to distribute.
3. Select **Distribute**.
4. Select one or more checkboxes of the desired suppliers for the job posting.

   > i Note
   >
   > The list of suppliers displayed varies based on the distribution list associated with the job posting. To view the suppliers in a different distribution list, select the desired distribution list in the **Distribution List** field.

Suppliers can be associated to distribution lists in one of four ways:

- Mandatory – Suppliers are automatically selected for distribution and can't be deselected.
- Preferred – Suppliers are automatically selected for distribution but can be manually deselected.
- Optional – Suppliers aren't selected for distribution by default, but can be manually selected.
- Disallowed – Suppliers aren't selected for distribution and can't be selected.

5. Select **Distribute**.

The suppliers receive a work item to respond to the posting, and the job posting Distribution tab reflects the distribution information.

4 Selecting Potential Candidates

The Potential Candidates feature identifies existing workers who are potential candidates at the time a job posting is created.

Sometimes existing workers meet the qualifications for a job posting. The Potential Candidates feature identifies existing workers who are potential candidates at the time a job posting is created.

The Potential Candidates list is based on job code. The Potential Candidates feature searches for matches across all modules, including the SAP Fieldglass Candidate Portal.

Setup

To use the Potential Candidates feature, users must have the **Job Posting > Other > Potential Candidates** user role permission enabled.

Usage

When a user is creating a job posting, the Create Job Posting page is displayed when the user selects a job posting or job posting template. The **Potential Candidates for this Job Posting** section is shown at the top of the Create Job Posting page if the Potential Candidates permission has been enabled for the user role.

The **Owner**, **Billing Currency** and **Job Code** fields are displayed for all users who have permission to create a job posting.

The Potential Candidate for this Job Posting section displays the total number of potential candidates (based on Job Code) in each of four possible categories:

- **Active Job Seekers**. Job seekers who meet the following criteria are included in this category:
    - They were submitted as a job seeker within the previous four months on a job posting that is still open.
    - If sourcing guidance is used, the job seeker is associated to one of the site/supplier combinations selected or, if sourcing guidance isn't used, the job seeker is associated to one of the level 1 suppliers from the distribution list.
    - They haven't been hired or rejected.
- **Active Workers**. Workers (including contingent, profile, and SOW workers) who meet the following criteria are included in this category:
    - They were a worker within the previous four months.
    - If sourcing guidance is used, the worker is associated to one of the site/supplier combinations selected or, if sourcing guidance isn't used, the worker is associated to one of the level 1 suppliers from the distribution list.

- **Workers Reaching End Date**. Workers (including contingent, profile, and SOW workers) who meet the following criteria are included in this category:
  - They are within the alert threshold for End Date.
  - If sourcing guidance is used, the worker is associated to one of the site/supplier combinations selected or, if sourcing guidance isn't used, the worker is associated to one of the level 1 suppliers from the distribution list.
- **Workers in Talent Pool**. Workers from the Workforce record with a matching Job Code that meet the following criteria are included in this category:
  - Workforce record has been established or revised in the past 12 months.
  - Workforce record isn't closed.
- **Your Colleague(s)** The third line under Potential Candidates for this Job Posting is a count that matches a user's job code with the job code on the job posting template used to create the job posting. The user must be open to be included in this list.

To view a list of potential candidates in a selected category, select the number above the category.

- To determine if a job seeker or worker is available, select the job seeker or worker in the list, enter Comments, and select **Post Message**. The message is sent to the job posting owner and the program office, and the Chat is visible to anyone in the company who can view the job posting. The message and chat isn't initiated until the job posting is complete.
- When viewing Workers in Talent Pool and the Comments are to a worker who registered in the SAP Fieldglass Candidate Portal (FCP), the Chat is sent to the worker in the FCP and the worker is able to respond to the chat from FCP.

5 Viewing Job Postings

Once you've created a job posting, you can view the options within the job posting.

You can access the Job Postings list by navigating to **View** > **Job Posting.**

The following tabs are available on the Job Posting record:

Tab	Description
Summary	Displays specific variables related to the job posting, and can be configured through the System Variables area of the Admin menu.
Details	Displays accounting and rate data, job posting details, and posting information.
Applicants	Displays information about all applicants who have been submitted to the job posting.
Rate Details	Displays for users with Financial permission for the job posting module. It displays the rate types, details of the Rate Schedule if being used, information on rate calculations, as well as currency and Worker Pay Type if applicable.
Rules	Displays a list of the response, posting, work order creation, and time sheet rules associated with this job posting. Rules are determined by your company configuration, by the job posting template, or they’re selected when the job posting is created.
Distribution	Displays the distribution list and related suppliers for the job posting. Depending on your configuration, job postings may be automatically distributed or manually distributed by a distributor. This tab lists the rule used and the current distribution status.
Supplier Rates	Lists the suppliers that have received or will receive a job posting and the rates associated to the supplier for the posting.
Interviews	Lists all interviews that have been created for job seekers associated with the posting.
Approvals/Audit Trail	Displays the steps in the approval process for this job posting. Each level in the approval process is listed. To view the approvers associated with an approval level, select the **View Approval Group Routing** link. This tab also shows the Audit Trail for the job posting.
Related	Lists other SAP Fieldglass documents, such as a work order, that are associated with this posting.

6 Managing Job Postings

Once you've created a job posting, you can edit the options within the job posting.

The following activities can be performed on a job posting once it has been submitted:

- Select **Edit** to make changes to the information entered by the job posting creator. This action can be performed at any time.
- Select **Actions** to perform one of these actions:

Action	Definition
Edit Job Posting	Review the job posting information, make any needed changes, and submit or save the job posting as a draft.
Copy	Create a new job posting using the same template used to create the selected job posting.
Close Job Posting	Used if the job posting is no longer valid or is being cancelled. You may also decide to have all job postings automatically closed by the system after the job posting has been filled. When you close a job posting, you're required to select a reason.
Withdraw	Withdraw a job posting that is in the approval process. Depending on the configuration, a notification may be distributed to all approvers in the current level and to the job posting owner stating the withdrawal reason.
Halt	When reviewing a finalist for a position and you want to halt the job posting to prevent suppliers from submitting candidates.
Redistribute	Redistribute the job posting to suppliers.
Remove	Remove job postings that are in Draft status.
Change Users	Change the owner or coordinator for the job posting.

6.1 Pausing a Job Posting

The Pause/Unpause action is available to pause the Time to Fill clock but allows the job posting workflow to continue.

Sometimes there are situations that delay a job posting from being approved and distributed. The existing **Halt** action allows the buyer to stop all workflow on a job posting; however, there are times when the buyer wants the workflow to continue but doesn't want the Time to Fill clock to continue because the delay isn't caused by the supplier.

The Pause/Unpause action is available when certain distribution rules are enabled and the job posting is in Pending Distribution or Pending Approval status.

Pause a Job Posting Time to Fill Setup

To enable the Pause a Job Posting Time to Fill feature:

- Enable the **Job Posting/Others/Pause Time to Fill** user role permission for users who need the ability to pause a job posting's time to fill.
- **One** of the following rules must be enabled on the job posting template:
  - Job Posting creator selects suppliers when creating job posting before any approvals (Editor selects Suppliers in Program Office Assisted Workflow).
  - Distributor selects suppliers before any approvals (editor selects Suppliers in Program Office Assisted Workflow).
- **Both** of the following subrules must be enabled on the job posting template:
  - Submit job posting to supplier before any approvals (editor selects suppliers in Program Office Assisted Workflow).
  - Allow supplier to submit Job Seeker before any approvals.

> **i Note**
>
> These rules are only available on the job posting template if they're enabled in the company configuration.

Pause a Job Posting Time to Fill Usage

Pause a Job Posting

When a job posting is in **Pending Distribution** status, the required distribution rules are met, and the user has the appropriate user role permissions, the action **Pause Time to Fill** displays in the action menu. When this action is selected, the job posting's Time to Fill clock is stopped. While the job posting is paused:

- The status of the job posting isn't changed.
- The distributor is still able to distribute the job posting; the job posting doesn't automatically unpause when it's distributed. If there's no approval group, the job posting's status changes to **Submitted**.

When a job posting is in **Pending Approval** or **Approval Paused** status, the required distribution rules are met, and the user has appropriate user role permissions, the action **Pause Time to Fill** displays on the action menu. When this action is selected, the job posting's Time to Fill clock is stopped. While the job posting is paused:

- The status of the job posting isn't changed.
- The buyer is still able to restart an Approval Paused job posting or approve a Pending Approval job posting; in either case the job posting remains paused.
- The supplier isn't able to submit job seekers while the job posting is paused.

Unpause a Job Posting

When a job posting has been paused and the user has the appropriate user role permissions, the action **Unpause Time to Fill** displays in the action menu. When the action is selected, the job posting's Time to Fill clock is resumed.

Lifecycle Audit Trail

The Lifecycle Audit Trail displays a record of each instance of pause and unpause.

7 Creating Named Job Postings

Named job postings allow you to browse potential candidates in a supplier's workforce, select a specific individual, and create a job posting.

The job posting is only sent to the supplier associated with the selected job seeker, and only that job seeker can be submitted for the job posting.

If you have a specific candidate in mind for a job posting but the candidate isn't available through a supplier, the candidate can be added to a supplier workforce (if allowed by the supplier). You can then create a named job posting.

To create a named job posting:

1. Select **Create** > **Named Job Posting for Worker**.
2. Search for and select the individual for whom you want to create a named job posting.
3. Select **Create Named Job Posting**.
4. Select a **Job Posting Owner**.
   Job postings are typically routed for approval based on the owner selected.
5. Verify that the name of the desired individual is displayed in the **Created For** field.
6. Complete the remaining steps within the entering job posting details procedure. Entering Job Posting Details [page 8]

8 Creating Rebillable Resource Job Postings

The Rebillable Resources feature allows a job posting to be flagged to enable the rebillable resource fields.

When flagged, the job posting creator is able to see and enter a rebillable margin % and calculate the projected rebillable amount. These fields are for informational purposes only on job postings, work orders, and work order revisions. Buyers can use this information for billing purposes outside of SAP Fieldglass.

Some buyers have situations where they acquire a worker who is then delegated for assignment on a project for one of their customers. These types of workers are considered to be rebillable resources. Buyers need the ability to project the amount of revenue they can expect to bill their customer for these rebillable resources.

> **i Note**
>
> The Rebillable Resource functionality is also available on the SAP Fieldglass Career Portal job postings, but only for Non-Direct Hire.

Setup

To implement the Rebillable Resource feature, the Enable Rebillable Resource Fields company configuration option must be enabled.

When the **Enable Rebillable Resource Fields** company configuration option has been enabled, the job posting template flag **Enable Rebillable Resource Fields** is available when creating or editing a job posting template. This flag is set on the job posting template, but can be changed when creating the job posting.

Usage

Creating a Job Posting

When the Rebillable Resource feature is enabled, the following changes apply to creating, viewing, and editing job postings.

If the Enable Rebillable Resource Fields flag is enabled on the job posting template, the **Is this a Rebillable Resource?** field is displayed in the Details section of the job posting.

When the **Is this a Refillable Resource?** field is set to **Yes** on a job posting, two fields (**Rebillable Margin** and **Projected Rebillable Amount**) are displayed in the Accounting section of the job posting, as well as on any subsequent work orders or work order revisions.

- Rebillable Margin is the percentage that the buyer expects in revenue for the job posting for all workers who will be placed at another company. The percentage can be between 0.000 and 100.000.

- When a percentage has been entered in the Rebillable Margin field, the user must click **Calculate**. SAP Fieldglass then calculates the Projected Billable Amount by applying the rebillable margin to the estimated spend.

When the job posting has been created, the Rebillable Margin and Projected Rebillable Amount fields are displayed in the Accounting section on the Detail page for buyers. The Rebillable Margin and Projected Rebillable Amount fields are never visible to suppliers.

Creating a Work Order

1. When the buyer is creating a work order or work order revision, the **Rebillable Margin** field is displayed and can be changed. The buyer may want to change the value in this field because the worker's rate has now been negotiated; therefore, the margin can be projected more accurately. Based on the negotiated rate, the margin may have increased or decreased.
2. If the user changes the value in the Rebillable Margin field, the user must click **Calculate** to apply the change and view a new **Projected Rebillable Amount**. The Projected Rebillable Amount is for informational purposes only; it isn't displayed as a separate item on invoices.
3. When the buyer views the work order, the **Rebillable Margin** and **Projected Rebillable Amount** fields are displayed in the Accounting section on the Details tab.

> **i Note**
>
> The **Rebillable Margin** and the **Projected Rebillable Amount** fields can be given different label names using custom text.

9 Multiple Locations on Job Postings

The Multiple Location functionality allows multiple locations to be added to job postings.

There are situations where a worker may be onboarded at a buyer's headquarters but perform work at client locations or at home. The location where the work is completed can impact taxes associated to an invoice. When the **Allow Multiple Locations** company configuration is enabled, buyer administrators can configure locations to be associated to multiple sites (using the site association field in Location admin object) and allow users to assign multiple locations to a job posting or work order.

Multiple Location Functionality

Locations are added using the Location dropdown menu or the **+ Add Location** and **+ Add New Ad Hoc Location** links. After choosing the desired locations, your selections are added to the location table on the document, and you can use the **Primary** radio button to choose the primary location (the main location). Sites are added using the Site dropdown menu or the **+ Change Setup** link. When a site is selected, the locations associated to that site become available for selection. When a site is changed, the locations that were associated to the previous site are removed from the location table and the locations associated to the new site become available for selection.

Adding Multiple Locations to Job Postings

With the **Allow Multiple Locations** configuration enabled, the Location dropdown menu displays on the Job Posting form page. Buyers can select a location from the Location dropdown menu, and it will be added to the table of chosen locations and set as the primary location. The **+ Add Locations** link and **+ Add New Ad Hoc Location** link are also available to add locations and the **Primary** radio button displays to change the primary location.

Sites can also be changed by selecting a different site from the Site dropdown menu. In doing this, the ad hoc locations remain, while the locations associated to the original site are removed. You'll need to reselect your locations for the new site.

Adding Multiple Locations to Work Orders

During work order creation, locations are inherited from the previous documents. Locations can be added using the **+ Add Locations** link and the **+ Add Ad Hoc Location** link.

The option to change the site is also available during work order creation by selecting the **Edit Details** link and selecting a new site from the New dropdown menu under Site on the Change Setup modal.

During work order revisions, these same options are also available for changing the locations and site.

10 Flexible Sourcing Job Postings

The Flexible Sourcing feature provides an interactive platform where buyers can view information, such as rates, by supplier and site combinations before creating a job posting.

This provides the opportunity to compare data, and select specific suppliers to receive the job posting. Additionally, users can view existing workers nearing their end date and active job seekers that they may wish to consider for this posting. For example, if a buyer has a specific budget for a new position and isn't concerned with where the work is performed, the user can view and compare rates across multiple suppliers and sites, and select the supplier/site combination that best suites their needs.

When this feature is enabled, users can search for site/supplier combinations and view the following information before creating a job posting:

- Workers Reaching End Date
- Active Job Seekers
- Rate - To view rate information, Rate Grids must be associated to the job posting template
- Average Time to Respond (Days)
- Supplier Rating

After reviewing the information, the job posting creator selects a site and supplier. Multiple suppliers can be selected, as long as the site is the same. The selected site defaults on the job posting, and the job posting is distributed to the selected suppliers.

If the job posting template rule, **Allow Supplier to Select Job Seeker Site**, is enabled, multiple site/supplier combinations can be selected. When creating the job posting, the creator must choose a primary site from the selections made. The job posting is distributed to the selected suppliers who service the primary site selected on the job posting.

Creating job postings using flexible sourcing consists of the following steps:

1. Filter and select from the available suppliers and sites to view comparison data.
2. Sort and review the results to find the supplier/site combinations that best meet the needs of the job posting.
3. Select the supplier/site combinations to use for the job posting.
4. Create the job posting.

10.1 Flexible Sourcing Setup

Describes how to set up flexible sourcing.

To use flexible sourcing, the following actions must be completed:

- Enable the Enable Flexible Sourcing company configuration.
- Enable the Use Flexible Sourcing user profile option. This flag must be enabled for all users allowed to use this feature.

> **i Note**
>
> This flag can't be enabled when the **Program Office will assist with Job Posting creation** option is enabled on the user's profile.

- Enable the Creator can use Flexible Sourcing job posting template rule.
  - This rule can only be enabled if the distribution rule on the job posting template is one of the following:
    - Automatically distributed to Suppliers specified in the Template after final approval
    - Job Posting creator selects Suppliers when creating Job Posting before any approvals (Editor selects Suppliers in Program Office Assisted Workflow)
  - This rule can't be enabled if:
    - Any other distribution rule is selected.
    - The job posting template uses Enable Simplified Workflow.

10.2 Viewing Supplier and Site Information

This function uses the Flexible Sourcing Select Sites and Suppliers page to view and sort supplier/site combinations for comparison purposes.

Users who have the **Use Flexible Sourcing** option enabled are directed to the Flexible Sourcing **Select Sites and Suppliers** page when they create a job posting with the **Creator can use Flexible Sourcing** template rule enabled. This page is used to view and sort supplier/site combinations for comparison purposes.

The following rules apply to sites:

- The sites that are available for selection are limited to the sites associated to the job posting owner (not the creator).
- If the owner has fewer than three associated sites, all sites are automatically displayed.
- If the owner has more than three associated sites, the owner's default site (from their user profile) are displayed and additional sites can be selected.
- If the owner has more than three associated sites, but doesn't have a default site, an error message displays and the desired sites must be manually selected.

The suppliers that are available for selection are limited to suppliers that are included on Level 1 of the job posting template's distribution list.

Each selected site/supplier combination may include the following information:

- Workers Reaching End Date
- Active Job Seekers
- Rate
- Average Time to Respond (Days)
- Supplier Rating

> **i Note**
>
> If the job posting template selected doesn't have an associated rate grid, rate information won't display and a message is displayed at the top of the page.

The actions described below can be completed on the Select Sites and Suppliers page.

Filter and Sort Sites and Suppliers

Filter Sites and Suppliers

Users can filter the sites and suppliers that are used for comparisons using the options on the left side of the screen.

To filter suppliers and sites, select **All** to see all available selections or select **Selected Sites/Suppliers** to make specific selections. When selecting specific entries, click **Select** to add or remove items from the list.

When the **Selected Sites** or **Selected Suppliers** filter options are used, users can choose to see all of the sites and/or suppliers, or they can click on a specific site and/or supplier. Use the control key on the keyboard to select multiple options.

Once filter options are selected, click **Filter** to refresh the page.

Sort Suppliers and Sites

Select a **Sort By** option from the list. Options are:

- Rate
- Workers Reaching End Date
- Active Job Seekers
- Average Time to Respond (Days)
- Supplier Rating
- Supplier Name
- Site Name

Compare Sites and Suppliers

Each site/supplier combination includes a summary of data for comparison. To view the details of a specific section, click the desired section. The following information may display:

Field Name	Definition
Workers Reaching End Date	This field contains a count of workers who meet the following criteria: • On a posting visible to the job posting owner • Match the job posting template and the site/supplier set • Are within any of the Alert Thresholds set for worker end date The total number of workers that display is based on total workers on job postings that the owner has visibility to (and additional criteria above), however, if the owner doesn't have visibility to a worker, that worker won't display in the detail list. The Worker End Date alert threshold must be defined in order for this field to populate. If this threshold isn't defined, an error message is displayed.
Active Job Seekers	This field contains a count of Job Seekers who meet the following criteria: • Visible to job posting owner • Match the job posting template and the site/supplier set • Are on an open job posting as job seekers • Haven't been hired or rejected The total number of job seekers that displays is based on job postings that the owner has visibility to (and additional criteria above), however, if the owner doesn't have visibility to a specific job seeker, they won't display in the detailed list.
Rate	The rate displayed is pulled from the specific supplier/site combination of the job posting template's rate grid and is the ST/Hr rate that is used to calculate estimated spend. If daily and monthly rates are used, they are converted to hourly rates. This field only displays when a rate grid is used on the job posting template and the rate grid has a rate for the Site/Supplier. If not ST/Hr rate is selected on the rate grid, an error message displays. If worker pay type is used on the template, the primary pay type is used as the basis for rate that is displayed. If multiple worker pay types are associated to the template, and a primary isn't selected, rate information won't be displayed.

Field Name	Definition
Average Time to Respond (Days)	This field displays the average number of days this supplier/site took to fill a position on a job posting using the selected job posting template during the last four months. It’s calculated based on the time it took the supplier to submit the first job seeker to a job posting.
Supplier Rating	This field displays the average rating from supplier evaluations. If there are no evaluations, **No Rating** displays. The supplier evaluation isn’t differentiated by site.

10.3 Working with Job Postings

When Flexible Sourcing is enabled, users must select at least one site/supplier combination from the Select Sites and Suppliers page in order to create the job posting.

If no site/supplier combination is selected, an error occurs.

Flexible Sourcing can’t be used when a job posting is created:

- Using the Replace Worker feature
- From a project
- Using the Copy feature

The following actions describe how completing a job posting using Flexible Sourcing varies from the standard job posting process.

Select Site/Supplier Combinations

The desired site/supplier combinations for use on the job posting are made by clicking the check boxes for each combination.

The sites and suppliers that can be selected for the job posting are impacted by the **Allow Supplier to select Job Seeker Site** job posting template rule. The following factors should be considered:

- If this rule is enabled, multiple sites and suppliers can be selected.
- If this rule isn’t enabled, only one site can be selected. Multiple suppliers can be selected, as long as the site is the same.

Select a Primary Site

After selecting a site and supplier combination, the job posting can be created. If only one site is chosen on the **Select Sites and Suppliers** page, that site displays in the **Site** field on the job posting and it can’t be changed.

If multiple sites were selected, they display as the only selections available in the Site field. One site must be selected for the Site field (primary site) during the job posting creation, however additional sites that the supplier can choose from are listed on the Details tab in the **Additional Sites** section.

Distribute the Job Posting

The job posting is only distributed to the selected suppliers and won't be distributed to any other suppliers on the distribution list. If multiple sites and suppliers are selected, the job posting is only distributed to the selected suppliers that are associated to the primary site selected on the job posting.

If the job posting template rule **Job Posting creator selects Suppliers when creating Job Posting before any approvals** is enabled, all suppliers chosen on the **Select Sites and Suppliers** page are checked for distribution. The creator can deselect suppliers or switch to the associated distribution list. Selecting the distribution list overrides the suppliers selected using flexible sourcing.

Flexible Sourcing uses the first level of the distribution list and the Push to Next level option isn’t available when creating a job posting. After the posting is created and distributed, the Redistribute Job Posting action can be used to distribute the job posting to additional suppliers.

Submit a Job Seeker (Supplier)

When the job posting template rule **Allow Supplier to Select Job Seeker Site** is enabled, and multiple sites are selected, when the supplier submits the job seeker, the sites available in the list for supplier selection are limited to sites that were selected for that supplier.

For example, Supplier A is associated to Chicago, New York and Miami. If Chicago and New York are the only sites selected for Supplier A on the **Select Sites and Suppliers** page, then Miami won’t display in the Site list when Supplier A submits a job seeker to the posting.

Edit a Job Posting

When editing a job posting:

- The site can only be changed to a site selected on the **Select Sites and Suppliers** page when the posting was created.
- If the job posting is automatically distributed, the selected suppliers can’t be edited or removed from the job posting.

11 Prequalification Job Postings

Use to identify workers who meet the job requirements and add them to the job posting template allowing buyers to have skilled workers already qualified before a job posting is created.

The Prequalify Workforce feature assists buyers who have unique certification requirements for their workers, such as those in the healthcare industry. Instead of following the typical job posting workflow, the buyer creates a prequalification job posting template that allows suppliers to submit candidates who meet the qualification requirements directly to the template. The buyer can preapprove the candidates so that when a job posting is created from a prequalification template, only workers that have been approved by the buyer are considered for the position. Prequalified candidates are included on the Workforce list for both the buyer and supplier.

Prequalification Workflow

- Buyer creates or edits a job posting template and selects **Yes** in the Prequalify Workforce field. Typically qualifications should be included on the template.
- Supplier submits candidates to the prequalification template. The candidates are associated to the job posting template.
- Buyer reviews and prequalifies the candidates. If an approval group exists, prequalified candidates must be approved.
- Buyer creates a job posting from a template that uses the Prequalify Workforce option.
- Suppliers submit job seekers who were prequalified.
- Buyer hires job seekers that have been prequalified and proceeds with the standard contingent workflow.

11.1 Prequalify Workforce Setup

To use this functionality, a company configuration must be enabled and other setup steps are required.

Company Configurations

- The **Enable Prequalification of Workforce** company configuration must be enabled. When enabled, the **Prequalify Workforce** field displays on contingent types and job posting templates and the job posting template list view includes the Pre-Qualify column so users can see which templates can be used to prequalify candidates.
- The **Job Seeker must be prequalified prior to submitting?** is an optional subconfiguration. Whether or not this subconfiguration is enabled, this rule displays on job posting templates when the Prequalify Workforce flag is enabled. When enabled on the template, only prequalified job seekers can be submitted on job postings created from this template.

> **i Note**
>
> This option can be enabled and locked at the company configuration level ensuring that the rule is automatically selected on job posting templates that have Prequalify Workforce enabled. If this configuration isn't defaulted or locked, the buyer must manually select the rule at the template level if all candidates must be prequalified.

Job Posting Template

Create a job posting template with the **Prequalify Workforce** field set to **Yes**. Prequalify templates are visible to suppliers, and they can submit candidates to the template to be prequalified.

When Prequalify Workforce is enabled on the template, the optional field, **Approval Business Unit**, displays. When a business unit is selected, the application uses the Prequalify Workforce approval group associated to this business unit to approve prequalified candidates.

The **Job Seeker must be prequalified before submitting?** rule displays when prequalify workforce is enabled on the template. Enable this rule to require suppliers to only submit candidates that have been prequalified. If it isn't enabled, the following conditions could result:

- There is no limitation or indication for the supplier to submit prequalified candidates.
- Suppliers can search for prequalified workforce records, but they aren't restricted to submitting only those job seekers.
- There is no indication to the buyer that a submitted job seeker has been prequalified unless they review the workforce records.
- If a buyer tries to hire a job seeker that hasn't been prequalified, a warning displays when creating the work order.

In order to manage workforce submissions, qualifications can be added to prequalification templates. This allows the buyers to define a set of qualifications required for specific positions. Qualifications can be added and managed on templates in the **Qualifications** section. Qualifications can be marked as mandatory on the prequalification template and default values can be included to provide for minimum or requested values for suppliers.

Approval Groups

If Prequalify Workforce approval groups exist, candidates must be approved after a buyer marks them as prequalified. Once approved, the status is updated to **Prequalified**. Prequalify workforce approval groups can be created by selecting the **Prequalify Workforce** module. The approval group used for prequalified candidates is determined by the Approval Business Unit selected on the prequalification template.

If a Prequalify Workforce approval group doesn't exist, when a buyer marks them as prequalified, their status changes.

Reason Codes

When rejecting a candidate, a reason is required. Create reject reason codes from Admin Configuration by selecting the module **Prequalify Workforce** and the type **Rejected**.

Messaging

Default Prequalify Workforce messages are available and can be customized in the Messaging section of Admin Configuration. These messages are found in the Workforce module.

Additional Considerations

- If the **Auto Engage** and **Auto Register** template rules are enabled on prequalification templates and the **Job Seekers must be prequalified prior to submitting?** template rule isn't selected on the template or locked on the configuration, the qualification process is bypassed.
- When performing a worker replacement for a job posting that uses workforce prequalification, the replacement worker must also be prequalified if the **Job Seekers must be prequalified prior to submitting?** rule is enabled.

11.2 Supplier Submits a Candidate to a Prequalification Template

Qualified candidates can be submitted to job posting templates to prequalify them before a job posting is created.

When a buyer is using prequalification functionality and a job posting template is marked as a prequalification template, suppliers can submit candidates for prequalification. Once the template has been created, suppliers who are on the template's distribution list can submit candidates directly to the template. Since job posting templates aren't distributed to suppliers, templates that use prequalify workforce appear immediately to all suppliers on the distribution list. This includes suppliers that are added to a distribution list after a job posting template was created.

Suppliers can access prequalification templates by selecting **Job Posting Template** from the **View** menu. Suppliers can submit new or existing candidates to the template for prequalification. When submitting candidates, any required qualifications must be entered with the candidate.

If the **Supplier must submit Resume/CV** rule is enabled, suppliers are required to attach a resume/CV when submitting a candidate to the job posting template.

When candidates have been submitted, a workforce record is automatically created and can be viewed by the buyer or supplier by selecting **Workforce** from the View menu.

11.3 Buyer Reviews and Prequalifies a Candidate

Qualified candidates submitted to job posting templates are reviewed and prequalified by the buyer.

When a supplier submits a candidate on a prequalification job posting template, the buyer needs to review the candidate and determine whether the candidate meets the qualifications and can be prequalified. Candidates submitted to prequalification templates have a status of **Pending Prequalification** until the buyer has prequalified them and the prequalification has been approved. Then the status changes to **Prequalified**.

Locate the candidate either from the Job Posting Template, Details page by selecting the Prequalified Workforce association link on the left of the page. Or, the candidate can be accessed by selecting **Workforce** from the View menu. Select the candidate's record to open and review it.

Prequalify and Approve

If you determine the candidate is qualified, prequalify the candidate by selecting the **Pre-Qualify** button. If there is a Prequalify Workforce approval group, when the Pre-Qualify button is selected, the candidate goes through the approval process before the candidate's status is updated to Prequalified. If no approval group exists, the candidate's status is automatically updated to Prequalified.

Reject

If you determine the candidate isn't qualified, reject the candidate by selecting the **Reject** button and select a reject reason. The candidate's status changes to rejected. Rejected candidates can be resubmitted by the supplier.

Buyer Changes the Status of a Prequalified Candidate

The status of a prequalified candidate can be removed at any time by the buyer by selecting the **Remove Prequalification** button on the candidate record. This action doesn't require a reason. When the prequalification has been removed the workforce status changes back to Pending Prequalification and can either be updated to Prequalified or Rejected.

Buyer Creates a Job Posting from a Prequalification Template

The process for creating a job posting from a prequalification template is no different than creating a job posting when prequalification isn't enabled on the template. When a buyer creates a job posting from a prequalification job posting template, the supplier can only submit candidates who were prequalified unless the template rule **Job Seeker must be prequalified before submitting?** isn't enabled on the template.

12 Rate Guidance

Allows the creator or approver of job postings, work orders, and work order revisions to view the average rate used by their company for a specific position.

The average rate is determined from the standard rate (ST) for hired job seekers for a specific job posting template in the previous four months. Rate guidance uses the site selected on a job posting and the market type assigned to the site to determine rate information that should display. Market types group sites based on their cost of living indexes (COLI). Therefore, the average rate guidance rate that is displayed for a job posting is relevant to the site selected.

12.1 Rate Guidance Setup

Describes how to set up the rate guidance feature.

To implement rate guidance, the following actions are required:

- The company configuration, **Rate Guidance**, must be enabled.
- Enable the user role permissions **Job Posting** > **Rate Guidance** and **Work Order** > **Rate Guidance** for users that should have visibility to rate guidance information.
- Select a market type for any site outside the U.S. or for sites without a ZIP code in the standard COLI table.

Market Type

Market type is used to group and rank sites with similar cost of living indexes (COLI). This ensures the average rate information that displays is relevant to the site selected. For example, the average rate in New York, NY, for a position may be higher than the average rate in Tulsa, OK, for the same position. Market type consists of four market tiers: A, B, C, and D. To determine a site's market type, the site's five-digit ZIP code is mapped to the standard COLI table. If a site’s five-digit ZIP code is in the standard COLI table, the site's market type is automatically mapped to a tier and no additional action is required.

The standard COLI table used by SAP Fieldglass contains data provided by the Council for Community and Economic Research (C2ER). The data is updated periodically, and no effort is made to remove outliers or anomalies.SAP Fieldglass does not independently verify the data or its accuracy.

Some ZIP codes within the U.S., and all postal codes in areas outside the U.S., are not included in the standard COLI table. To establish COLI information for these sites, a market type must be manually selected when creating or editing a site. If a tier is manually selected on a site, rate guidance information will be populated based on that selection.

> **Note**
>
> If a market type is manually entered for a site, the rate guidance feature will use this value to determine the rate information that displays, even if the site's ZIP code is included in the standard table.

This information applies to standard rate guidance only.

- To map to the COLI table, a US five-digit ZIP code is used. If a nine-digit ZIP code is used on a site, only the first five digits will be considered and mapped to the COLI table.
- Invalid ZIP codes will not map. For example, some buyers enter “00000” ZIP codes. These sites will not map to the COLI table and rate guidance information will not display.

If requested, a mapping of a buyer’s sites to the standard COLI tiers can be provided by SAP Fieldglass. Contact your SAP Fieldglass representative for more information.

12.2 Rate Guidance Usage

Describes how and when to use the Rate Guidance feature.

View Rate Guidance Information

When creating job postings (in the Job Posting Template list and in the Accounting section), work orders, and work order revisions, rate guidance information is available if:

- At least one work order has been created using the same job posting template within the last four months.
- At least one work order contains a rate that is associated to the standard rate (ST) category.
- The five-digit ZIP code on the site maps to the COLI table or a market type has been selected.

When creating a job posting, rate guidance information is found by clicking the info icon during job posting template selection and by clicking the **Rate Guidance** link in the Accounting section. When creating a work order and/or work order revision, rate guidance information is found by clicking the **Rate Guidance** link in the Accounting section.

When approving a job posting, work order, and/or work order revision, rate guidance information is located on the Details tab.

Understand the Rate Guidance Details

Rate guidance includes the following information:

- The number of workers hired each month.
- The lowest rate in the upper quartile. The upper quartile represents the lowest value in the top 25% of the data.
- The highest rate in the lower quartile. The lower quartile represents the highest value in the lowest 25% of the data.
- The mean rate.
- A link to the tabular data.

If there is no data for a month, an average of previous information is derived.

Tabular data, which displays the site, rate, and work order creation date can also be viewed from the rate guidance modal window.

> **i Note**
>
> When a buyer has Rate Guidance enabled and has opted to also see external rate data, both display when the user clicks **Rate Guidance** during the creation of a job posting. The external rate data displays on the right side of the window.

12.3 Rate Guidance with SAP Fieldglass Market Data

Guidance on rates can include information from other SAP Fieldglass customers.

In the U.S., this option can be enabled and used in conjunction with the standard rate guidance feature. Contact your SAP Fieldglass representative to request that market data be included with rate guidance. When this option is used, a second chart appears in the rate guidance modal that is populated with data.

> **i Note**
>
> If a market type is manually entered for a site, the rate guidance feature will use this value to determine the rate information that displays, even if the site's ZIP code is included in the standard table.

If requested, a mapping of a buyer's sites to the standard COLI tiers can be provided by SAP Fieldglass. Contact your SAP Fieldglass representative for more information.

SAP Fieldglass Market Data displays average rate data across all SAP Fieldglass buyers. This allows buyers to compare their rates in a side by side view with other Fieldglass buyers.

> **i Note**
>
> Some buyers may not have access to use SAP Fieldglass Market Data for Rate Guidance. Contact our SAP Fieldglass representative to confirm availability.

SAP Fieldglass Market Data is:

- Compiled periodically by SAP Fieldglass.
- Loaded into SAP Fieldglass monthly.
- Based on US data found in the COLI table; it therefore works only with the USD currency.
- Anonymous. No buyer-related information is displayed

13 Rate Uplift

Allows the maximum rate on a job posting to be increased. This may be needed in order to attract the right talent for positions that are in high demand or that may require unique skills.

The rate uplift is done by an editor during the job posting approval process or by a distributor when job postings are distributed prior to approvals. Rate uplift actions are initiated from the Accounting section of the job posting. Only one rate uplift percentage, up to 500%, can be set on a job posting; it applies to the maximum rates. Minimum rates remain unchanged. Rates are uplifted across all suppliers by the specified percentage.

Setup

The steps required to implement this feature depend on whether editors, distributors, or both will perform rate uplifts. The following actions are required to implement rate uplift for either an editor or distributor:

- The company configuration, **Allow Rate Uplift during Approval**, must be enabled.
- Enable the user role permission **Job Posting** > **Rate Uplift** for the desired roles.
- Create at least one rate uplift reason code.

Additional Setup for Editor to do Rate Uplift

In order to uplift rates during the job posting approval process, the job posting approval group must be configured so that the posting routes to an editor when it has been created and submitted. For the related approval groups, ensure at least one level of the job posting approval group has an action of **Editor**.

Additional Setup for Distributor to do Rate Uplift

When a buyer distributes job postings prior to approval, the rate uplift must be done by the distributor instead of the approver. When the rate uplift will be performed by a distributor, the company configuration, **Enable Distributor-select (before approval) Distribution Rule**, and the sub-configuration, **Submit Job Posting to Supplier before any approvals (Editor selects Suppliers in Program Office Assisted Workflow)**, must be enabled.

The job posting template must have the following rules enabled:

- Distributor selects Suppliers before any approvals (Editor selects Suppliers in Program Office Assisted Workflow)
- Submit Job Posting to Supplier before any approvals (Editor selects Suppliers in Program Office Assisted Workflow)

In addition, the **Allow Supplier to submit Job Seeker before any approvals** rule can be used with this functionality, although it is not required.

Considerations

- If a job posting with uplifted rates is rejected, the rate uplift value is lost. The job posting goes back to the owner for rework with the original, unaltered rates.
- If a job posting with uplifted rates is copied, the uplift is lost and the original unaltered rates are used for the new job posting.
- If a worker is replaced, the rates on the new job posting contain the uplift, as it inherits the rates from the work order.
- When using rate components, the uplift is applied to either the pay rate or the bill rate depending on the type of rate. For pay rate based rate components, the uplift percentage is applied to the pay rate to adjust the bill rate. For bill rate based rate components, the uplift is applied to the bill rate to alter the pay rate.
- If a distributor performs the rate uplift, they must click the edit button from the job posting record. When viewing a job posting from the Select Suppliers work item view, the Edit button does not display, only Distribute and Withdraw.

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