

SAP Fieldglass

Line Manager Fieldglass Quick Reference Guides

Welcome

Dear Engagement Manager

This User guide has been produced to help guide you through the process of using Fieldglass. This will include support in the following areas:

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If, following the use of these resources, you have further questions relating to Fieldglass, please email pmifgsupport@manpower.ch and a member of the team will come back to you at their earliest opportunity.

Your Manpower Team



1. Engagement Manager: Home Page Navigation and Getting Started

The screenshot shows the top navigation area with a search bar and user profile 'Test Hiring Manager 1'. The main content area is titled 'Welcome Test Hiring Manager' and includes a sidebar with 'My Work Items' (4), 'My Workers' (32) with a donut chart showing 18 Critical, 0 Warning, and 14 Good items, and 'Job Postings with Recent Activity' (7). A 'My Profile' dropdown menu is open, showing options for 'My Profile' (8), 'My Preferences' (9), and 'Sign Out'.

This section displays 'Job Postings with Recent Activity' (7) with a list of roles like UX Designer, Administrator, Business Analyst, Change Manager, and Account Manager. Below this is a 'Proxies' section with a warning: 'Please be aware that by assigning a Proxy, you are allowing the user to act on your behalf.' It includes a note that no proxies are currently assigned and a '+ Add Proxy' button. A '10' callout points to the '+ Add Proxy' button.

- 1. Profile:** Access your profile to amend your default settings and assign a proxy
- 2. Message Centre:** Access chat messages and updates on your open roles or tasks for you to complete
- 3. Work Items and Notifications:** View pending items to take necessary action
- 4. Create:** Click to initiate a new request
- 5. Workers:** Access active worker data
- 6. Recently Viewed Items:** Quickly access items that were recently viewed within Fieldglass
- 7. Job Postings With Recent Activity:** Quick view of job postings with recent activity and which part of the process each is at
- 8. My Profile:** Set up default site and proxy/delegate
- 9. My Preferences:** Edit time zone, messaging
- 10. Add Proxy:** Click My Profile (1,8) to select a user to approve work items on your behalf
- 11. Add Delegate:** If applicable, set up a delegate to take action on your behalf

This section is titled 'The following users are your delegates:' and contains a warning: 'Please be aware that by assigning a Delegate, you are allowing the user to act on your behalf.' It includes a note that no delegates are currently assigned and a '+ Add Delegate' button. A '11' callout points to the '+ Add Delegate' button.

The dropdown menu for 'Test Hiring Manager 1' shows 'Settings' with 'My Profile' (8) and 'My Preferences' (9), and a 'Sign Out' button.

A progress bar with four stages: REQUEST, REVIEW, ASSIGN, and ONBOARD. Each stage has a green checkmark, indicating completion.

2. Engagement Manager: Create a Job Posting

Beta Mode

- My Items >
- Contingent Labour >
- Worker >
- Create 1**

Contingent Labour

- Job Posting for Worker 2
- Named Job Posting for Worker

Create Job Posting

IR35 Assessment
Prior to raising a new job posting, please ensure you have completed the IR35 assessment

Ask an Expert
Wondering which template you want to use? Unsure what values are appropriate for this position?
Ask people who are familiar with Job Postings to find out.

Job Posting Owner* 3
Test Hiring Manager 1

Billing Currency 4: CHF
Pre-qualification Required?: Optional [Make Changes](#)

Select Source

Creating a Job Posting can be accomplished by either selecting a Job Posting Template or a Job Posting. The Cards View of

View Job Posting Templates Job Postings

Job Posting Templates 5

Title	Category	Description
Enter Criteria	All	Enter Criteria
Account Manager - Level 1	Marketing / Creative	
Account Manager - Level 2	Marketing / Creative	
Accounts Receivable/Payable Specialist	Corporate Functions	
Administrator - Level 1	Corporate Functions	

6 Start Date* Duration (optional) End Date*

7 Number of Positions* 1

8 Title* CH - Data Analyst

9 Seniority Level*

10 Description (optional)
Job Description

11 Is travel required for position?*
 Yes No

12 Legal Entity*

13 Site*

Location*
Primary Location
 Lausanne (CH-LAU)

14 Business Unit*

15 Type of Position*

16 Business Need (optional)

17 Laptop Required?*

18 Network Account Needed*
 No Yes

19 Reinforce Confidentiality Agreement*
 No Yes

- 1. Create:** Click to start the Job Posting process
- 2. Job Posting for Worker:** Select to create the job posting
- 3. Job Posting Owner:** From step 2, ensure your name defaults as the owner of the Job Posting
- 4. Currency:** Defaulted to CHF
- 5. Job Posting Templates:** Select the correct job title, or the closest title to your role (you can edit this later) and continue to the next page
- 6. Start/End Date:** Enter the start and end date of the Work Order/assignment
- 7. # of Positions:** Don't change default value 1 as one Job Posting is required per requested person
- 8. Title:** Enter the correct job title here.
- 9. Seniority Level:** enter level of seniority required (Junior/middle/senior)
- 10. Description:** Descriptions are approved by Talent Acquisition, add additional requirements if needed
- 11. Travel Requirements:** Will the position require travel? Yes or no?
- 12. Legal Entity:** Select the Legal Entity for the Work Order/assignment
- 13. Site/Location:** Enter the site/location the worker report to work
- 14. Business Unit:** Select the appropriate business unit from the drop down
- 15. Type of position:** Select from the drop down
- 16. Laptop Required:** Select from the drop down
- 17. Network Account Needed & Reinforce Confidentiality Agreement:** Select yes or no for each
- 18. Cost Centre & GL Account:** Select from the drop downs
- 19. Attachments:** Ensure you upload any relevant supporting documents
- 20. Submit**

*****IMPORTANT: Only a fully approved job posting will be released to the supplier(s), suppliers do not see the JP before*****

*****A 10% uplift for the rates & expenses will be added to each work order as standard to account for potential overspend. Please advise at onboarding if you anticipate the need for this to be higher*****

Cost Allocation

Cost Centre*
[Select Cost Centre]

[+ Add or remove Cost Centres](#)

GL Account

[Submit](#) [Complete Later](#) [Cancel](#)

Job Posting Approval

[Job Posting List](#)

CH - Data Analyst

Job Posting

Progress: ✓ ● ○ ○ Status: Submitted Next Step: Supplier needs to respond Job Posting ID: PMIITLJP00000350 Period: 01/01/2024 to 30/09/2024

Summary Details Job Seekers (0) Rate Details Rules Distribution Supplier Rates Interviews Approvals / Audit Trail Related

When you submit a Job Posting it needs to be approved before any candidate can be submitted for consideration.

Stage 1: Manpower will review and approve the job posting

Stage 2: The Cost Center Owner will be required to approve the job posting

It's important that this is done as quickly as possible to prevent delays with a worker starting.

It is advised that you let your Manager know that this will be coming their way and ask them to approve it as quickly as possible.

Sequence 1: Approved

Submitted 21/05/2024 02:24 PM

Manpower Switzerland edward.hamand@ap-solut.com Approved 21/05/2024 02:26 PM

Notification
A notification was sent to One of these Job Posting Owner's Supervisor

Swiss Supervisor edward.hamand@ap-solut.com Notified

Test CC Owner edward.hamand@ap-solut.com Approved 21/05/2024 02:47 PM

Approved Total Cycle Time: 22 Minutes

Work Order Approval

Progress: ✓ ✓ ✓ ✓ Status: Confirmed Assignment ID: PMINTLW000000098 Period: 08/01/2024 to 08/07/2024 Supplier: Experis(EXP101)

Summary Details Rate Details Activity Items Time & Expense Approvals / Audit Trail Related

Approve (UK TPW Work Order Approval) Maximum Approval Amount: 0.00 GBP

Sequence 1: Approved

Submitted 11/01/2024 09:19 PM

Sharp, Adam Adam.Sharp@pmi.com Approved 12/01/2024 08:52 AM

Gardner, Natalie Natalie.Gardner@pmi.com Approved 12/01/2024 04:38 PM

Kumar, Manoj Manoj.Kumar@pmi.com Approved 22/01/2024 05:34 PM

Urban, Gabriela Gabriela.Urban@pmi.com Approved 31/01/2024 01:00 PM

Approved Total Cycle Time: 19 Days, 19:41 Hours

Progress: ✓ ✓ ✓ ✓ Status: Confirmed Assignment ID: PMINTLW000000108 Period: 24/01/2024 to 31/01/2024 Supplier: Experis(EXP101) Flag: Possible Match

Summary Details Rate Details Activity Items Time & Expense Approvals / Audit Trail Related

Approve (UK TPW Work Order Approval) This Assignment has been submitted for approval multiple times. Maximum Approval Amount: 0.00 GBP

Sequence 1: No Approval Necessary

Sequence 2: Approved

Submitted 02/02/2024 11:38 AM

Level skipped because variable conditions were not met.

Level skipped because variable conditions were not met.

Level skipped because variable conditions were not met.

Urban, Gabriela Gabriela.Urban@pmi.com Approved 02/02/2024 12:18 PM

Approved Total Cycle Time: 40 Minutes

When a candidate accepts an offer Manpower will 'hire in' that candidate from the job posting to create the Work Order.

Without a fully approved Work Order in place a worker cannot submit time and will not be paid, therefore it's crucial to make all approvals promptly to prevent any delays to workers pay.

Depending on whether the assignment rate goes above the rate card or not will define the approvals process: Where the Rate on the Assignment is greater than the rate on the Job Posting (Rate Card) it will go:

Stage 1: Hiring Manager Approval

Stage 2: P&C to approve

Stage 3: PO team

If this condition isn't met then the work order will go straight to the PO team to create the PO and approve the final stage in Fieldglass.

Note: The PO team only start to raise the PO when the approval stage reaches them as it triggers a notification. Therefore, it's crucial that each stage is responded to promptly.

Work orders MUST be fully approved BEFORE a worker starts. Without an approved work order the Agency Temp can't start working.

3. Engagement Manager: View and Approve Job Posting

This action would be taken by the Cost Center Owner after Manpower, while your manager will receive a notification once the job posting will be approved have approved your job posting – please see job posting approval flow on previous page



1. Access Work Items to view pending Job Postings
2. Click Approve under Job Posting drop down menu
3. Click the Job Posting ID hyperlink
4. Job Posting Title: confirm the Job Posting title is correct
5. Job Posting ID: note the Job Posting ID
6. Approve/Reject: approve or reject the Job Posting
7. Accounting: review the rate information for the Job Posting
8. Job Posting Details: review the details of the Job Postings

Your Work Items | Job Posting

Received Within [Show All] Action Approve (1) Apply Filters

1 Item Found

CH - Data Analyst **3**

PMIITLJP00000350

CH - Data Analyst **4**

Job Posting [Go to Details](#)

Progress Status Next Step Job Posting ID **5** Period

● ○ ○ ○ Pending Approval Need to approve PMIITLJP00000350 01/01/2024 to 30/09/2024

Accounting (CHF) **7**

Rates	Final (CHF)
Base Section	
ST /Hr	Normal Hours (CHE 1100)
Pay Rate	39.70 - 46.00

Job Position Details **8**

Contingent Type	Default
Buyer Reference	
Job Code	Analyst
Legal Entity	PMPSA (OC) (1066)

6 Approve Reject



4. Engagement Manager: Review Candidates Submitted to Job Posting

Welcome Swiss Hiring Manager

My Work Items

- Summary
- Job Posting
- Job Seeker** ①
- Assignment
- Time Sheet
- Expense Sheet
- Worker Activity

What's New in SAP Fieldglass: Discover new features and enhance

Announcements

Items Requiring Action ②

- Review 4
- External Links
- Temporary Talent on Demand Sharepoint

My Workers

Your Work Items | Job Seeker

Received Within: [Show All] | Action: Review (4) | Apply Filters | 4 Items Found

③

Potter, Harry
MPCHJS00000080

Job Posting ID: PMIITLJP00000350
Supplier: Manpower CH

Turner, Tina
MPCHJS00000081

Job Posting ID: PMIITLJP00000350
Supplier: Manpower CH

Federer, Roger
MPCHJS00000082

Job Posting ID: PMIITLJP00000350
Supplier: Manpower CH

Trump, Donald
MPCHJS00000050

Job Posting ID: PMIITLJP00000326
Supplier: Manpower CH

⑧

Potter, Harry | CH - Data Analyst

Job Seeker | Go to Details

Unshortlist | Schedule Interview | Mark as Interviewed | Reject

Status: Shortlisted | Job Seeker ID: MPCHJS00000080 | Available Date: 26/12/2023 | Supplier: Manpower CH(MPCH) | Flags: Possible Match ⑦

Job Posting ID: PMIITLJP00000350 ④

Accounting		Job Seeker Details	
Rates	Final (CHF)	My Rating	☆☆☆☆☆
Base Section		Average Rating	☆☆☆☆☆
ST /Hr	Normal Hours (CHE 1100)	Worker Country / Region of Origin	Switzerland (CHE)
Pay Rate	40.00	Security ID	HAP011079876
Current lowest submitted Bill Rate (CHF)	51.20 ⑥	Primary Location	Lausanne (CH-LAU)
Bill Rate	51.20	Other Locations	
Supplements		Resume / CV	Harry.Potter.CV.jpg ⑤
OT /Hr	Overtime Supplement (CHE 1256)	Submitted to other Job Postings?	No
Pay Rate	10.00	Worker Pay Type	Staffing
Factor of ST /Hr	0.250	Exclude pay rate from tax adjustment (for rate component rates)	No

- Job Seeker:** From your work items on your home page you will see any candidates that are pending your review. Select 'Job seeker' from this list
- Review:** You will see how many candidates are pending review, select this to open it up
- Job Seeker(s):** Here you will see any candidates that are pending review across your open roles. Selecting a candidate from the bar on the left will open them up into the larger window view to the right
- Job Posting ID:** Note this to ensure you're reviewing candidates for the correct role. You can also select this hyperlink to open up the full job posting where you can see all candidates that have been submitted to that role side by side (4B)
- Resume/CV:** Select this to bring up a full screen view of their CV
- Rates:** Ensure you're happy that they sit within the agreed rate card or you're happy that they're above it
- Flags:** Anything that flagged when the candidate was submitted will show here. You can select this for further details of why they have flagged
- Schedule Interview/Reject:** Select an option from here based on your review of the candidate (*Interview arrangement continued on next page*)

CH - Data Analyst

Job Posting

Progress: Submitted | Next Step: Review responses | Job Posting ID: PMIITLJP00000350 | Period: 01/01/2024 to 30/09/2024

Summary | Details | Job Seekers (3) | Rate Details | Rules | Distribution | Supplier Rates | Interviews | Approvals / Audit Trail | Related

Job Seekers ④B

To Review | In Review | Selected for Hire | All

Select All | 0 Selected | Reject | Compare

Potter, Harry

Status: Shortlisted | Job Seeker ID: MPCHJS00000080

Flags: M

Available On: 26/12/2023 | Rating: ☆☆☆☆☆

Resume / CV: View | Download

Meets Requested Criteria

Turner, Tina

Status: Shortlisted | Job Seeker ID: MPCHJS00000081

Flags: M

Available On: 28/12/2023 | Rating: ☆☆☆☆☆

Resume / CV: View | Download

Meets Requested Criteria

Federer, Roger

Status: Shortlisted | Job Seeker ID: MPCHJS00000082

Flags: M

Available On: 28/12/2023 | Rating: ☆☆☆☆☆

Resume / CV: View | Download

Meets Requested Criteria

5. Engagement Manager: Reviewing Candidates/Requesting Interviews

Swiss Hiring Manager | PMIITL

Your Work Items | Job Seeker

Received Within [Show All] Action Review (4) Apply Filters 4 Items Found

RF **Federer, Roger** | CH - Data Analyst

Unshortlist Schedule Interview Mark as Interviewed Reject

Status Job Seeker ID Available Date Supplier Flags
Shortlisted MPCHJS00000082 28/12/2023 Manpower CH(MPCH) Possible Match

Potter, Harry
MPCHJS00000080
Job Posting ID: PMIITLJP00000350
Supplier: Manpower CH
Turner, Tina

Schedule Interview - Step 1

Job Seeker: Federer, Roger (MPCHJS00000082) Supplier: Manpower CH

Select Interviewers (optional)
Swiss Hiring Manager **2**

+ Add Interviewer

Time Zone of Interview* **3**
Europe/Zurich

Enter Proposed Times for Interview

Date	Start Time (HH:MM)	Duration (HH:MM)
03/01/2024 5	09:00 AM	01:00 4

+ Add Interview Time **6**

Continue Cancel

Schedule Interview - Step 2

Job Seeker: Federer, Roger (MPCHJS00000082) Supplier: Manpower CH

Subject* **7**
Interview for Analyst position

Attach Resume (optional) Name Withheld (XXXXJS00000082)

Interview Type* **8**
Video Conference

Website (optional) **9**
Remaining: 500

Details (optional) **10**
Remaining: 1000

Previous Submit to Supplier Cancel

- Schedule Interview:** Select this option and a box will pop up to complete
- Select Interviewer(s):** It will default to yourself as the job posting owner but you can change this or add additional interviewers by pressing "+ Add Interviewer"
- Time Zone of Interview:** Select your timezone from the drop down options
- Proposed time(s) for Interview:** Complete the date, time and duration options
- "+ Add Interview Time":** Select this to add additional interview window options
- Continue:** Click to continue to Page 2
- Subject:** Title your request
- Interview Type:** Select the interview type from the dropdown options
- Website/Details:** Use these to provide Teams meeting links etc
- Submit to Supplier:** Select for interview requests to be issued to supplier

6. Engagement Manager: View and Approve Work Order/Assignment Revision (AKA – Approving an *Extension Request*)

Welcome Swiss Hiring Manager

1 My Work Items

- Summary
- Job Posting
- Job Seeker
- Assignment
- 2 Assignment Revision
- Expense Sheet
- Worker Activity

What's New in SAP Field
Discover new features and etc

Announcements
Please find a link to a sharepoint site t

Items Requiring Action

3 Approve 1

My Workers

1. Navigate to 'My Work Items' on your home page
2. Select 'Assignment Revision'
3. Select 'Approve'
4. Review the details, ensuring that the new dates and rates etc all match what you requested and then select 'Approve'

The revision will then move through the approvals process until it is ready to be accepted by Experis

Your Work Items | Assignment Revision

Received Within [Show All] Action Approve (1) Apply Filters



1 Item Fou

4

RF Federer, Roger | CH - Assistant

Assignment Go to Details

Approve Reject

Progress Status Assignment ID Period Supplier Flags
 Pending Approval PMIITLWO00000249 (Rev. 1) 01/08/2024 to 30/09/2024 Manpower CH(MPCH) Possible Match

Accounting (CHF)

Rate Terms	Current (CHF)	New (CHF)
Base Section		
ST /Hr	Normal Hours (CHE 1100)	
Pay Rate	39.70	39.70
Bill Rate	50.82	50.82
Spend Allocation		
	Current (CHF)	New (CHF)
Average Rate used to calculate Committed Spend	50.82 /Hr	50.82 /Hr
Committed Spend	26,832.96	
Revised Committed Spend	26,832.96	17,482.08
Cumulative Committed Spend	26,832.96	44,315.04
Spend to Date		0.00
Other Pending Spend		300.00
Cumulative Spend to Date		2,032.80
Remaining Spend		41,982.24
Maximum Expense	0.00	0.00
Current Cost Allocation	% Remaining Spend (CHF)	Amount (CHF)

Assignment Details

	Current	New
Contingent Type	Default	
Buyer Reference		
Supplier Reference		
Security ID	ROFE08081234	ROFE08081234
Start/Effective Date of Revision	01/05/2024	01/08/2024
End Date	31/07/2024	30/09/2024
Legal Entity	PMP SA (OC) (1066)	PMP SA (OC) (1066)
Site	Lausanne, Switzerland	Lausanne, Switzerland (CH-LAU)
Primary Location	Rhodanie Campus (747)	Rhodanie Campus (747)
Other Locations		
Business Unit	Commercial (42043476)	Commercial (42043476)
Hours per Day	8	8
Hours per Week	40	40
Total Hours	528.00	344.00
Estimated Additional Spend	0.000 %	0.000 %
Estimated Expenses	0.000 %	0.000 %

The ManpowerGroup Team are always here to help, please reach out to your dedicated onsite Account Manager and we can assist you with anything you may need.

Onsite Manager: andrea.nouri@manpower.ch

PMI Teams: pm.lausanne@manpower.ch & pm.neuchatel@manpower.ch

Fieldglass related enquiries: PMIFGSupport@manpower.ch

→ During HyperCare phase only!

Thank you for your attention !