Harvard Contingent Workforce High Level Process Flow: Agency-Recruited

Harvard Hiring Manager (HM) identifies a resource need. In Fieldglass, HM creates the Requisition, selects job template, provides key information about assignment, and designates Chart of Account (CoA) costing.

Requisition is routed for approval via Fieldglass, as needed.

- Approvals*
  - Up to $10K – Hiring Manager
  - $10K up to $250K – Org Level Approver
  - $250K – Tub Level Approver

Yoh PMO distributes Requisition to qualified Suppliers.

Suppliers source for candidates and each submits top 3 candidates via Fieldglass.

Yoh PMO reviews submitted candidates and "short lists" best candidates for Hiring Manager to review.

Harvard HM reviews candidates, selects for interview, if desired.

Harvard HM interviews candidates and selects. Updates Fieldglass.

Harvard HM and local administrators complete onboarding activities.

Yoh PMO completes onboarding activities.

Assignment begins.

Contingent Worker submits weekly timesheet in Fieldglass.

CoA validation occurs.

Fieldglass creates a daily consolidated invoice and electronically transmits it to Harvard (Oracle AP).

Harvard HM or Timesheet Approver approves timesheet in Fieldglass.

CoA validation occurs.

Yoh receives payment and processes payment to Suppliers.

Harvard Accounts Payable processes payment to Yoh.

Supplier pays Contingent Worker.

Supplier offers assignment to candidate.

Candidate accepts offer.

Supplier begins Pre-Employment Screening; candidate creates user account in FG.

*Approval thresholds may vary. For example, at HMS an Org approval is required at any spending level if sponsored funds are being used.