How does the process work at a detailed level?

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.

Yoh receives payment and pays suppliers, net of MSP/VMS fees.

Suppliers pay contingent workers.

Harvard Accounts Payable processes payment to Yoh, typically less 1% quick pay discount.

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

Harvard HM or Timesheet Approver approves timesheet in Fieldglass.

Assignment begins.

Contingent Worker submits weekly timesheet in Fieldglass.

CoA validation occurs.

Yoh PMO completes onboarding activities.

Supplier offers assignment to candidate.

Candidate accepts offer.

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

Harvard HM and local administrators complete onboarding activities.

Yoh PMO distributes Requisition to qualified Suppliers.

Harvard HM or local administrators complete onboarding activities.

Supplier completes onboarding activities.

Harvard HM completes onboarding activities.

*Most tubs require approvals at all dollar levels when sponsored funds are being used.

Red boxes represent Harvard responsibilities.
How does the process work at a detailed level?

Harvard Hiring Manager (HM) identifies a resource to be payrolled. In Fieldglass, HM creates the Requisition, provides key information about the worker and 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 Preferred Payroller (Allsource or Capital Talent Partners)

Payroller contacts and hires worker, including pre-employment screening, and enrolls in Fieldglass as time reporter. Work Order finalized.

Assignment begins

Contingent Worker submits weekly timesheet in Fieldglass

Yoh receives payment and pays suppliers, net of MSP/VMS fees.

Suppliers pay workers

Harvard Accounts Payable Processes payment to Yoh, typically less 1% quick pay discount

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

Harvard HM or Timesheet Approver approves timesheet in Fieldglass

Harvard HM and local administrators complete onboarding activities

Supplier completes onboarding activities

CoA validation occurs

*Most tubs require approvals at all dollar levels when sponsored funds are being used

Red boxes represent Harvard responsibilities