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.

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

DZConneX PMO distributes Requisition to qualified Suppliers.

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

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

Harvard HM interviews candidates and selects. Updates Fieldglass.

Harvard HM and local administrators complete onboarding activities.

DZConneX PMO completes onboarding activities.

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

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

Suppliers pay contingent workers.

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.

DZConneX PMO completes onboarding activities.

Supplier offers assignment to candidate. Candidate accepts offer.

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

*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

DZConneX 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.

DZConneX PMO completes onboarding activities.

Supplier completes onboarding activities.

Contingent Worker submits weekly timesheet in Fieldglass.

Harvard HM or Timesheet Approver approves timesheet in Fieldglass.

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

Harvard HM and local administrators complete onboarding activities.

Assignment begins.

DZConneX PMO completes onboarding activities.

Supplier completes onboarding activities.

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

DZConneX receives payment and pays suppliers, net of MSP/VMS fees. Suppliers pay workers.

Harvard Accounts Payable processes payment to DZConneX.

*Most tubs require approvals at all dollar levels when sponsored funds are being used. Red boxes represent Harvard responsibilities.*