Contingent Workforce Project

VISION
To implement a holistic contingent labor strategy and provider model for Harvard that reduces employment and compliance risk, streamlines the business process from “req to check”, optimizes the highly-fragmented supply base, and achieves savings of 10% on Harvard’s ~$100M annual spend

SCOPE
- Effective April 2018, a new business partnership with Yoh, a vendor-neutral managed services provider (MSP)
- A new vendor management system (VMS), SAP Fieldglass, with Harvard side-integrations with our financial, HR and IAM systems
- Enrollment of ~65 of our largest suppliers of contingent talent

At present, 14 Harvard "tubs" are participating, with all others joining the program by October 2020. Once a tub is enrolled, its hiring managers can requisition, select, manage and automatically pay hourly-billed contingent workers in a wide variety of roles online in Fieldglass. Enrolled suppliers compete for every requisition, by proposing the best talent and lowest billing rates. In- and out-of-state payrolling services are also offered.

IMPLEMENTATION SCHEDULE (subject to change)

<table>
<thead>
<tr>
<th>July 2019</th>
<th>April 2020</th>
<th>October 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Services</td>
<td>HLS, HKS, GSD, FAS Core and Allied Institutions</td>
<td>All Other FAS Units</td>
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HOW DOES IT WORK?
- Hiring manager requisitions a contingent worker online in Fieldglass. Req. circulated for Harvard financial approval as needed
- Req. distributed to enrolled suppliers, who submit resumes. Yoh screens and “shortlists” best matches. Manager selects worker and hires
- Contingent worker works at Harvard, entering hours and expenses online in Fieldglass weekly. Harvard manager approves online
- Approved hours and expenses converted to an invoice which is automatically sent to Harvard for payment through Oracle AP/GL
- Harvard pays Yoh, typically taking 1% quick pay discount. Yoh pays suppliers, net of MSP fees. Suppliers pay workers

LEARN MORE AT: https://hr.harvard.edu/contingent-workforce

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