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 >60 of our largest suppliers of contingent talent

At present, 11 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>April 2019</th>
<th>July 2019</th>
<th>October 2019</th>
<th>April 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSE, Radcliffe, Divinity, HUHS, DCE, Wyss</td>
<td>Campus Services</td>
<td>Allied Institutions</td>
<td>FAS Core (tub 370), Design, HLS, HKS</td>
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<tr>
<td>October 2020</td>
<td>All Others</td>
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HOW DOES IT WORK?

1. Hiring manager requisitions a contingent worker online in Fieldglass. Req. circulated for Harvard financial approval as needed.
2. Req. distributed to enrolled suppliers, who submit resumes. Yoh screens and “shortlists” best matches. Manager selects worker and hires.
3. Contingent worker works at Harvard, entering hours and expenses online in Fieldglass weekly. Harvard manager approves online.
4. 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