Contingent Workforce Project

VISION
To create 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
Beginning in 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 ~50 of our largest suppliers of contingent talent and four Harvard schools and departments: HBS, HMS, HUIT and SEAS

All Harvard schools and departments will join the program over the next 24 months. 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 for contingent workers that Harvard identifies.

IMPLEMENTATION SCHEDULE (subject to change)

<table>
<thead>
<tr>
<th>January 2019</th>
<th>April 2019</th>
<th>July 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Administration</td>
<td>GSE, Radclife, Divinity, HUHS</td>
<td>UOS, Dining Services, Faculty Club</td>
</tr>
<tr>
<td>(tubs 610, 625, 630 only)</td>
<td>April 2020</td>
<td>October 2020</td>
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<tr>
<td>October 2019</td>
<td>FAS Core (tub 370), Design, HLS, HKS</td>
<td>All Others</td>
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<tr>
<td>Allied Institutions</td>
<td>October 2020</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.

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