Table of Contents

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page 2</td>
<td>Accept Job Posting &amp; Submit Candidate</td>
</tr>
<tr>
<td>Page 6</td>
<td>Respond to Interview Request</td>
</tr>
<tr>
<td>Page 8</td>
<td>Accept Work Order (Offer)</td>
</tr>
<tr>
<td>Page 10</td>
<td>Complete Onboarding Items</td>
</tr>
<tr>
<td>Page 12</td>
<td>Submit Time Sheet on behalf of Worker</td>
</tr>
<tr>
<td>Page 14</td>
<td>Submit Expense Sheet on behalf of Worker</td>
</tr>
<tr>
<td>Page 16</td>
<td>Submit Miscellaneous Invoices</td>
</tr>
<tr>
<td>Page 19</td>
<td>Revise Invoiced Time Sheet</td>
</tr>
</tbody>
</table>
Accept Job Posting & Submit Candidate

1. From the Work Items list, click Job Posting

2. Click Respond

   In this example, there are 25 job postings pending acceptance.

3. Click on a Job Posting ID link to review the details further

<table>
<thead>
<tr>
<th>ID</th>
<th>Title</th>
<th>Buyer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1663JP00000323</td>
<td>Administrative Assistant 1</td>
<td>Los Alamos National Laboratory</td>
</tr>
<tr>
<td>1663JP00000322</td>
<td>Administrative Assistant 1</td>
<td>Los Alamos National Laboratory</td>
</tr>
<tr>
<td>1663JP00000307</td>
<td>Administrative Assistant 1</td>
<td>Los Alamos National Laboratory</td>
</tr>
</tbody>
</table>
Accept Job Posting & Submit Candidate, continued

4. Review the details of the Job Posting including: Bill Rate range, Location, and Description

5. Click Submit New to accept and submit a candidate not already in your company’s Fieldglass database.
   - We will utilize this function for the example

5. Click Submit Existing to accept and submit a candidate that is already in your company’s Fieldglass database.

5. Click Actions -> Decline and insert a comment as to why your company will not source for this position.
Accept Job Posting & Submit Candidate, continued

6. Insert First & Last Name

7. Insert Security ID

8. Insert Available Date

9. Confirm Submitted to other Job Postings

10. Attach Resume/CV
    
    No company logos, No candidate contact information

11. Confirm if candidate has worked at LANL previously

12. Click Continue

Details

- First Name: Rachel
- Last Name: Tucker
- Security ID: F123456789
- Available Date: 11/01/2020
- Submitted to other Job Postings: Yes

Important note: Security ID format = FFMMLLDDCCXX

- FF - First two characters of first name
- MM - Date of birth month (DD/MM/YYYY, August should be shown as 08)
- LL - First two characters of last name (maiden surname where applicable)
- DD - Date of birth day (DD/MM/YYYY, 8th should be shown as 08)
- CC - First two characters of city of birth
- XX - Last 2 SSN

All fields marked * are required fields.
Accept Job Posting & Submit Candidate, continued

1. Insert Pay Rate

2. Click Continue

3. Review details one final time & click Submit

AgileOne then reviews the submission before shortlisting to the Manager (or rejecting if candidate does not meet criteria)

End
Respond to Interview Request

1. From the Work Items list, click Summary
2. Click Interview/Meeting Schedule - Accept
3. Click Accept

Can also click Decline and/or Reschedule should times proposed not meet candidate’s availability or should candidate no longer be available

Proposed Times

<table>
<thead>
<tr>
<th>Accepted By</th>
<th>Proposed By</th>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buyer</td>
<td>11/10/2020</td>
<td>US/Pacific (11/10/2020</td>
<td>08:30 AM US/Pacific</td>
<td>10:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>America/Denver)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buyer</td>
<td>11/10/2020</td>
<td>US/Pacific (11/10/2020</td>
<td>09:00 AM US/Pacific</td>
<td>10:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>America/Denver)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Respond to Interview Request, continued

4. Select **desired date and time**

5. Click **Continue**

6. Insert any **required details**, for this example the candidate’s phone number is required

7. Add **Comments** if any

8. Click **Accept**

End
Accept Work Order (Offer)

1. From the Work Items list, click **Work Order**
2. Click **Accept**
3. Click **Accept**
Accept Work Order (Offer), continued

4. Insert Worker’s Email
   This is where the worker Fieldglass registration will be sent

5. Confirm the Rates and add any needed Adjustments (ex: site taxes)

6. Review details one final time & click Accept
   End
## Complete Onboarding Items

Upon accepting a Work Order, Subcontractors are required to complete Onboarding items for the worker.

1. Click the **Manage tab** of the Work Order
2. Each item requiring completion will be displayed. Click on one of the **Actions**

### Activity Items

<table>
<thead>
<tr>
<th>Status</th>
<th>Type</th>
<th>Action</th>
<th>Activity...</th>
<th>Complete...</th>
<th>Actor</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>Activity</td>
<td>Background Check (Cleared)</td>
<td>All</td>
<td>All</td>
<td>Supplier Account</td>
<td>01/17/2020</td>
</tr>
<tr>
<td>Pending</td>
<td>Activity</td>
<td>Pre-employment Drug Screen</td>
<td>All</td>
<td>All</td>
<td>Supplier Account</td>
<td>01/28/2020</td>
</tr>
<tr>
<td>Pending</td>
<td>Activity</td>
<td>New Hire Paperwork (Supplier)</td>
<td>All</td>
<td>All</td>
<td>Supplier Account</td>
<td>09/15/2021</td>
</tr>
</tbody>
</table>
**Subcontractor – Fieldglass Quick Reference Guide**

### Complete Onboarding Items, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Click <strong>Mark as Complete</strong></td>
</tr>
</tbody>
</table>
| 5    | Insert **Completion Date**  
*Must utilize date that item was completed, not the date of marking the item as complete in Fieldglass* |
| 6    | Add **Comments** (include Reference ID if available) |
| 7    | Click **Mark as Complete** |

*End  
*Repeat for each pending onboarding item*
Submit Time Sheet for Worker

1. Navigate to Worker’s Profile
2. Click Time & Expense tab
3. Select necessary Time Sheet
# Subcontractor – Fieldglass Quick Reference Guide

**Submit Time Sheet for Worker**, continued

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Click <strong>Edit</strong></td>
</tr>
<tr>
<td>5</td>
<td><strong>Insert Hours</strong></td>
</tr>
<tr>
<td>6</td>
<td><strong>Comments / Attachments</strong>, add if applicable</td>
</tr>
<tr>
<td>7</td>
<td><strong>Submit / Complete Later</strong> – Clicking Submit will send the time sheet to the LANL Manager for approval. Clicking Complete Later will save the time sheet as a draft.</td>
</tr>
<tr>
<td></td>
<td><strong>End</strong></td>
</tr>
</tbody>
</table>

## Summary

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Billable Break-Out</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Billable</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
<td>40.00</td>
</tr>
<tr>
<td>Non-Billable</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Time Break-Out</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ST Hr</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
<td>40.00</td>
</tr>
<tr>
<td>OT Hr</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>OT Hr</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
<td>40.00</td>
</tr>
</tbody>
</table>

## Time Sheet Fields

**Comments (optional)**

Remaining 2000

**Attachments**

No Attachments Defined

[Add Attachments]

[Submit] [Complete Later] [Cancel]
Subcontractor – Fieldglass Quick Reference Guide

Submit Expense Sheet for Worker

1. From the Work Items list, click Expense Sheet
2. Click Submit
3. Click Expense Sheet ID
4. Review details of the submission & click Submit
   - Reject will send it back to the worker to edit and resubmit
   - Edit allows Subcontractor to make changes on worker’s behalf

Important note: Any Expenses must be pre-approved by the LANL Manager and require an attached receipt or supporting documentation.
Submit Expense Sheet for Worker, continued

5
If Editing an Expense Sheet, the details will be further displayed

5
Make corrections to the Type, Merchant, Description, Amount, etc. or add an additional Expense.

6
Ensure there is a receipt or supporting documentation as an Attachment, required for all expenses

7
Submit / Complete Later – Clicking Submit will send the expense sheet for approval. Clicking Complete Later will save the expense sheet as a draft.

End
Submit Miscellaneous Invoice

1. Click **Create**
2. Click **Miscellaneous Invoice**
3. Select **Worker** for intended miscellaneous invoice
Submit Miscellaneous Invoice, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4</strong></td>
<td><strong>Insert Miscellaneous Invoice Code</strong>&lt;br&gt;&lt;br&gt; <em>This is a unique code to track the Miscellaneous Invoice. It’s alphanumerical and required, but it is up to the Subcontractor to create.</em>&lt;br&gt;&lt;br&gt; Recommended Format = Client Code, Last name, and MMDDYYYY.</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td><strong>Select Reason from drop down menu</strong></td>
</tr>
<tr>
<td><strong>6</strong></td>
<td><strong>Insert Amount</strong>&lt;br&gt;&lt;br&gt; <em>Can be a negative value if adjusting an Expense Sheet that was invoiced for too high of an amount.</em></td>
</tr>
</tbody>
</table>
Submit Miscellaneous Invoice, continued

1. Insert **Comments** as to the need for the Miscellaneous Invoice, be specific.
2. Add **Attachment** of Supporting Documentation
3. Click **Continue**
4. Click **Submit**
5. End

---

**Summary (USD)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Items</td>
<td>-250.00</td>
</tr>
<tr>
<td>Adjustments</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Amount DUE</td>
<td>-250.00</td>
</tr>
</tbody>
</table>

**General Information**

**Comments (optional)**

To counter an incorrectly invoiced Expense sheet, XXX1110001. Originally invoiced for $500.00 when the actual amount should have only been $250.00.

**Attachments**

No Attachments Defined

---

**Create Miscellaneous Invoice**

1. Review
2. Details

---

**End**
Revise Invoiced Time Sheet

1. Navigate to the Invoiced Time Sheet
2. Click Actions
3. Click Revise
4. Make Corrections

Time Sheet | Good, Tanya
1663TS00001178

Status | Period | Worker ID
Invoiced | 11/02/2020 to 11/08/2020 | 1663WK0000061

Time Worked

<table>
<thead>
<tr>
<th>Day</th>
<th>11/02 Mon</th>
<th>11/03 Tue</th>
<th>11/04 Wed</th>
<th>11/05 Thu</th>
<th>11/06 Fri</th>
<th>11/07 Sat</th>
<th>11/08 Sun</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
<td>40.00</td>
</tr>
</tbody>
</table>

Billable
SAE-2 (SV20A) - Billable - Default GL Account
X52700;00000000
ST /Hr: 40.00
OT /Hr: 0.00
DT /Hr: 0.00
Total: 40.00
Revise Invoiced Time Sheet, continued

5. Select **Reason** from drop down menu

6. Insert **Comments/Attachments**, if needed

7. Click **Submit**

8. Click **Submit**

End

Reason

- Correction on hours billed

Comments (optional):

Attachments

No Attachments Defined

Add Attachments

Confirmation

Submit Time Sheet?

Submit  Cancel