SAP Fieldglass Subcontractor Training

AgileOne Program Overview

SAP Fieldglass

December 2020

Los Alamos NATIONAL LABORATORY
EST. 1943
Agenda – Los Alamos National Laboratory (LANL)

• Welcome
  – Introductions
• Partnership with AgileOne & SAP Fieldglass
• Processes & Procedures
• Success Factors
• SAP Fieldglass System Demonstration
• Wrap Up
  – Q&A
LANL Training Ground Rules

- There are no stupid questions
- Avoid the temptation to do email
- Listen during instructive sessions
Welcome, Introductions
LANL Training Welcome and Introductions

Welcome to SAP Fieldglass course training session for Contingent Worker Management.

Introductions

• Instructor
• Class participants – please email AgileOne@lanl.gov your name, company name, and your company’s primary contact. This contact is who AgileOne will reach out to with any questions.
Partnership with AgileOne & SAP Fieldglass
AgileOne & SAP Fieldglass Defined

- **AgileOne** offers an end-to-end partnership solution that automates the contract worker process, matching hiring needs with the best candidates from qualified subcontractors.

- **AgileOne Managed Service Provider (MSP) Program** provides a single-point-of-contact for Hiring Managers and Subcontractors, providing flexibility to facilitate the complete requisition, contingent worker management, and invoicing. AgileOne is absorbing the MSP Responsibilities currently provided by Compa.

- **SAP Fieldglass** is a vendor management system that automates the contingent worker hiring process, from the creation of the job requisition, interview and screening process, applicant selection, expense and time keeping, invoicing, and reporting. Fieldglass is a web-based tool that can be accessed from any computer.
Meet the LANL AgileOne Team

Nikki Reyes
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Primary Contact

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Back-up Support

Contact Us!
AgileOne@lanl.gov
Processes & Procedures
Roles & Responsibilities

**Hiring Manager**
- Create job requests in Fieldglass
- Interview and select worker
- Approve timecards and expenses

**AgileOne MSP Team**
- Review requisitions within SAP Fieldglass VMS
- Audit background screenings and approve new engagements
- Help LANL manage subcontractor base
- Reviewing submissions & shortlisting candidates

**Subcontractor**
- Submit candidates, confirm interviews, accept work orders
- Complete background screenings
- Train workers on timekeeping system

**Contingent Labor**
- Enter time and expenses
Contingent Labor Process Flow

Managers create jobs, AgileOne reviews and forwards to the Subcontractors

Subcontractors submit candidates

Managers interview and select candidate. Subcontractor initiates onboarding items, AgileOne audits

Worker status changed to **Confirmed**. Worker submits time/expenses. Managers approve time

LANL invoice generated from Fieldglass timesheets and expense sheets

LANL pays Subcontractors

Subcontractors pay Workers
Success Factors
Success Factors

• The new AgileOne Program is **Live** Monday, December 7th!

• You may access the SAP Fieldglass site at [www.fieldglass.net](http://www.fieldglass.net)

• AgileOne is absorbing the MSP Responsibilities currently provided by Compa.

• All existing workers will be loaded into the new TRIAD/LANL Fieldglass system and managed by AgileOne.

• The last date for workers to submit timesheets in the Compa Fieldglass system is **December 6th**.

• LANL Managers are to approve all remaining Compa Fieldglass timesheets by **December 7th**.

• Workers should begin to submit timesheets in the TRIAD/LANL Fieldglass system on **December 11th** for the week of December 7 - 11, 2020. Workers are not to submit prior to December 11th to ensure all assignment data is accurate.

• AgileOne will provide a Subcontractor Rules of Engagement document post training sessions, outlining program specifics.

• For any contingent worker needs or changes, contact your AgileOne Team at [AgileOne@lanl.gov](mailto:AgileOne@lanl.gov).
SAP Fieldglass System Demonstration
LANL Training Demo and Exercise

Demo
• Logging in
• Home Page Tour
• Respond to Job Postings
• Submit Job Candidates
• Respond to Interview Requests
• Work Order/Offer Acceptance
• Complete Onboarding Items
• Activation and Worker Registration
• Submit Timesheet & Expense as Supplier
• Worker Actions: Submit Time and Expense
Wrap Up
LANL Training Questions
End