

## TerrierTemps Creating a Job Request Manager Quick Reference Guide

### Accessing SAP Fieldglass

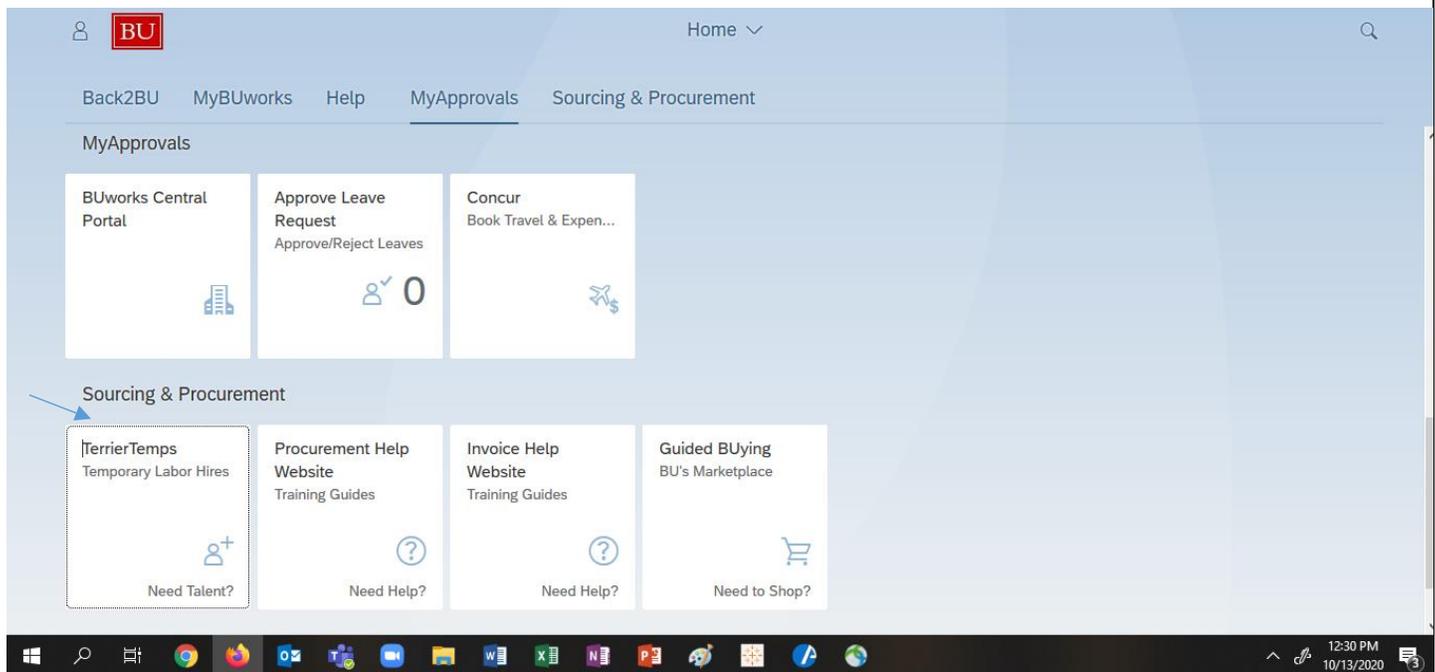
① Access Fieldglass:

Option 1) From MyBUWorks (<http://www.bu.edu/mybuworks/>) access TerrierTemps through Sourcing & Procurement (see screenshot below)

Option 2) Navigate to <http://www.bu.edu/buworkscentral> Go to Procurement Tab and click on TerrierTemps tab at top

Option 3) You may also access the tool outside the BU system by utilizing the Fieldglass url <https://www.fieldglass.net/> and using your full e-mail as login and your BU “Kerberos” password.

① If you are unable to log in or do not have a Fieldglass Account, contact the TerrierTemps Program Team at 617-358-1042 or via e-mail [butemps@bu.edu](mailto:butemps@bu.edu).



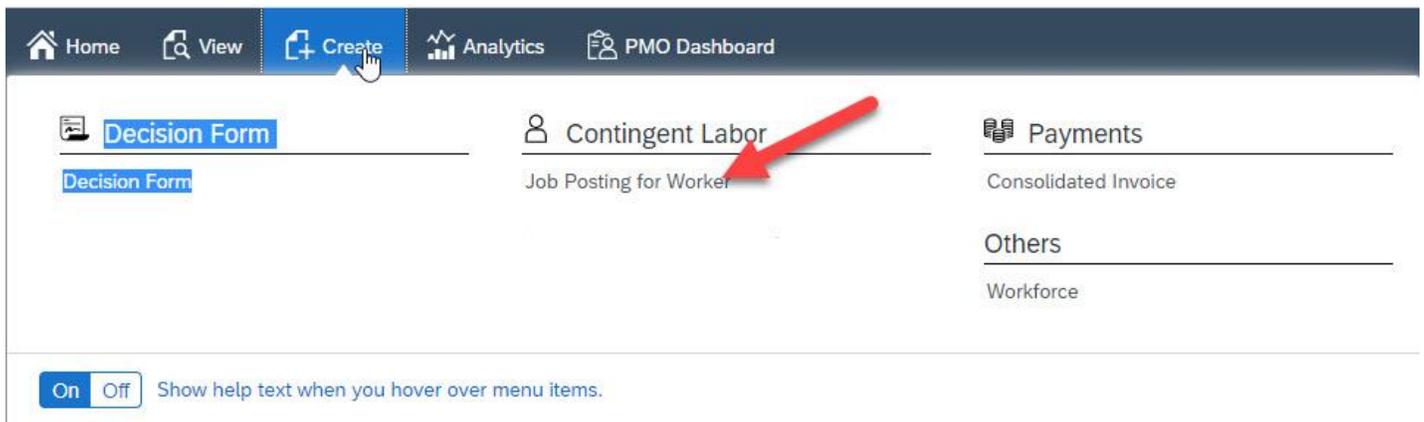
## Job Request

Creating a Job Request is the first step in provisioning a temporary employee. The Job Request contains information about the position such as type of work, necessary skills, and dates the temporary employee is needed. After the job request has been submitted and approved, suppliers will review the details to determine who the best temporary employees are to submit for consideration. The more accurate and complete the information is, the better the quality of the temporary candidates submitted.

When creating a Job Request, hiring managers must select the appropriate Job Request Template for the role that needs to be sourced. Job Request Templates have been established for the most common temporary employee roles needed. Templates contain standard information about a position. By choosing a template, much of the information needed in the job request is completed and the appropriate not-to-exceed bill rate is associated with the role being sourced. Hiring managers will then add additional information unique to the requirement, and submit the Job Request for temporary employees.

## Creating a Job Request

At the **SAP Fieldglass Homepage or Dashboard** → from the top horizontal navigation bar, pull down the **Create** menu → Click **Job Posting for Worker**.



### Owner

Confirm the Job Request Owner. Change the owner if creating the Job Request on behalf of someone else. The Owner will receive notifications related to Job Request work items, such as candidates submitted for consideration.

### Create Job Request

Job Request Owner \*

Hiring Manager 1

Billing Currency: USD

Pre-qualification Required?: Optional

[Make Changes](#)

**Select a Template**

You have 2 options to assist in your search, **Cards** view and **List** view

Select **Cards** to search for a template by typing search terms in the field labeled "Keyword". Previously used Job Request Templates will be visible for faster selection:

Select Source <sup>1</sup>

Creating a Job Request can be accomplished by either selecting a Job Request Template or a Job Request. The Cards View displays Starred and recently used sources for easy access and provides advanced search capabilities. The List View provides a full list of available sources.

Keyword: Search by name, description, or qualification Advanced Search Tips Search **Cards** List

**Job Request Templates**

<p><b>Project Administrator I</b> ★</p> <p>Rate (USD) 0.00 - 34.58 /hr</p> <p>This position requires the following job duties: responsible for project or program management and coordinates routine and special events; manages high-level customer visits and special events; responsible for Six Sigma and/or financial tracking, productivity reporting</p> <p><a href="#">More info</a> <a href="#">Select</a></p>	<p><b>Maintenance Technician I</b> ★</p> <p>Rate (USD) 0.00 - 19.25 /hr</p> <p>Summary: Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair. Typically has a high school diploma or GED. The technical skills include the knowledge of</p> <p><a href="#">More info</a> <a href="#">Select</a></p>
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Select **List** to see the available job templates in a filterable list. You can enter a filter term in the Title, Category or Description column.

To select the desired Job Request Template, click on the template name hyperlink (e.g. Project Administrator I).

Select Source <sup>1</sup>

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View:  Job Request Templates  Job Requests **List** Card

Items Found: 4 Rows: 10 Filter

Title	Category	ST Bill Rate	Description
<a href="#">Finance Associate I</a>	All	0.01 - 24.03 /hr	Position Summary: Coordinates and reviews reports for areas of emphasis and follow-up. Educates customers on accounting all aspects of an accountin...
<a href="#">Maintenance Technician I</a>	Light Industrial	0.00 - 19.25 /hr	Summary: Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of...
<a href="#">Project Administrator I</a>	Manufacturing	0.00 - 34.58 /hr	This position requires the following job duties: responsible for project or program management and coordinates routine and special events; manages hig...
<a href="#">Sales Associate I</a>		0.01 - 37.56 /hr	Summary: Sell goods for wholesalers or manufacturers to businesses or groups of individuals. Responsibilities include making buyers and purchasing age...

When creating a new job request, the following fields will need to be completed. Fields that are not required are indicated by the word "Optional" to the right of the field label.

<b>Wizard</b>	<p>Answer the Wizard questions based on the circumstances of your request –</p> <p>Candidate Request Wizard</p> 
<b>Start Date</b>	Enter estimated start date, keeping in mind cycle time for on-boarding. The new hire screens may take up to two weeks.
<b>End Date</b>	Choose an end date from calendar icon or "enter job duration" to select units (days, weeks, months) and click Calculate.
<b>Number of Positions</b>	Enter the number of positions needed for the Job Request. If for multiple positions, they must share the same job title, hiring manager, business unit, site and target bill rate.
<b>Title</b>	This will populate with the job title of the template you selected. This cannot be changed at this point. If you selected the wrong job title, you will need to cancel this request and start again.
<b>Description</b>	This will auto populate with a job description from the template you selected. Additional comments may be added to the end of the description or the description can be edited in whole or in part depending on your unique requirements.
<b>Is travel required for position?</b>	Informational only field. If the temporary employee will be travelling as part of the assignment, select Yes, and add a numeric value to indicate to the supplier what percentage of the assignment will involve travel.
<b>Site</b>	The site indicates where the temporary employee will be located. Type key words or select from the drop-down list of values. If your worker will be virtual please enter the BU site nearest their physical location.
<b>Location</b>	Location is not required – this field will delete once Site has been selected.
<b>Business Unit</b>	Select the Business Unit associated to the Temporary worker's duties and budget.
<b>Business Need</b>	Please select the Reason for the hire that most closely matches your circumstances from the drop down.
<b>BU Email Setup Required?</b> <b>BU ID Card Required?</b> <b>BU System/Network Access Required?</b>	<p>If the temporary employee requires E-mail, Location or System/Network access select Yes, otherwise select No.</p> <p>If your request is for a Direct Hire, select NA.</p>
<b>Is this role replacing a Union position?</b>	Select Yes if this is a role that is currently or has recently been filled by a Union worker.



<b>Other Notes to TerrierTemps PMO</b>	If there are special details, or non-standard circumstances that you would like the PMO to be aware of, please provide that information in this field.
<b>Requesting Manager's Contact Number</b>	Please provide your contact number so that the TerrierTemps team can follow up if needed.
<b>Cost Object</b>	Select the Cost Object related to the budget for this assignment. If you do not see it in the drop-down menu, select the Add or Remove Cost Objects link, and filter for additional options. 
<b>Attach Your Approval (Staff Hiring Freeze Exception Request Form)</b>	All new hires (Direct Hire and Temporary) require proof of pre-approval to proceed. At the bottom of the form please attach your Staff Hiring Freeze Exception Form approval, either as a .pdf or an e-mail (.msg).  
<b>Submit</b>	Once all items in the form are complete, click Continue. Once you have reviewed all your selections click Submit.  The TerrierTemps Program Team will complete any remaining details required prior to the request routing for approval, if required. A member of the TerrierTemps Program Team will contact the Job Request Owner and conduct an intake call that will review the details of the position and confirm any additional details surrounding the qualifications that are required for the position.