Create Work Order Revision Manager Quick Reference Guide



Getting Started

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Creating a Work Order Revision

A work order revision is created when a change in scope, length of assignment or rate is required. Some changes will require additional approvals due to the need to create a new ISR. If you have questions about a work order revision, please contact the TerrierTemps Program Management Office at 617-358-1042.

Questions? Please contact the TerrierTemps Program Team: <u>butemps@bu.edu</u>; 617-358-1042

Access Worker

From the Fieldglass Desktop, select **Worker** from the **View** menu. The Worker List Screen will appear. Click on the hyperlink for the temporary worker for which you need to create the revision.

BOSTON			
A Home	Create 🔐 Ar	nalytics 🖹 PMO Dashboard	
→ Workers Lis	My Items	器 Planning	A Worker
	Work Items	Decision Form	Worker
В	My Workers	A Contingent Labor	Work Order

Select the Action drop down arrow. Click on the Quick Revise link if you only want to extend the length of the assignment. For all other revisions, click the Revise link.

A Worker	s List 🦽 PMO - Workers List 🔍	Go to Global Search				
HS	Schweitzer, Hannah	Assistant Program	Coordinator			Actions 🗸 📮 📩
	BOSUWK00002208 T TEMP				Revise	Evaluate Worker
Status	Period	Work Order ID	Job Posting ID	Supplier	Quick Revision	Reset Password
Open	01/25/2021 to 05/31/2021	BOSUWO00002430	BOSUJP00002455	Kelly Services, Inc (PPO)	Edit Worker	Unlock Security Information

Note: A Work Order must be in a "Confirmed" status in order to be revised. Contact the TerrierTemps PMO Team if the **Revise** option is not available.

Confirm the Work Order Dates:

- Start/Effective Date of Revision specify the date when the change is effective (important for bill rate changes); this date
 may match the original start date.
- End Date select the new end date; this date may match the original end date.

W	ork Order Dates		
	Date (MM/DD/YYYY)	Current	New
	Start/Effective Date of Revision	04/06/2014	05/04/2014
	End Date	07/31/2014	07/31/2014
			or Enter job duration

Confirm the Cost Allocation:

If you require a change in the cost objects, click the Add or remove Cost Objects link

Cost Object	Allocation	Primary
AIRWAY SMOOTH MUSCLE CELL ORIENTATION CO (009500240725)	50.000 %	•
ANALYSIS OF TNET: A RELIABLE SYSTEM AREA (009550207683)	50.000 %	С

Please contact the TerrierTemps Program Team: <u>butemps@bu.edu</u>; 617-358-1042

- Cost Object Allocation screen displays, defaulting to the USED view. Click on the Filter button.
- If the required values are not returned, click on the UNUSED radio button and click on Filter again.
- Place a checkmark beside the required value(s), click ADD SELECTED; then click Update to add the value(s) to the work order.
- If removing value(s) from the work order, uncheck them before clicking **Update**.
- Ensure that a primary value has been specified.

Select a Reason for Revision.

Click Continue. Once all the information is confirmed click Submit.