QUICK REFERENCE GUIDE:

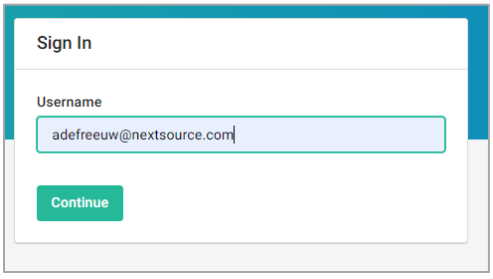
MIT VNDLY Hiring Manager Quick Guide

Accessing VNDLY

VNDLY accessible 12/19/22



Username is E-Mail and Password is the Single Sign On (SSO)

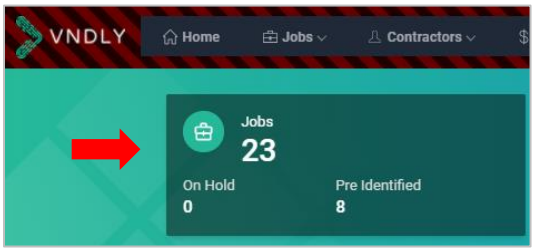


If you are unable to log in, please contact MIT@nextsource.com

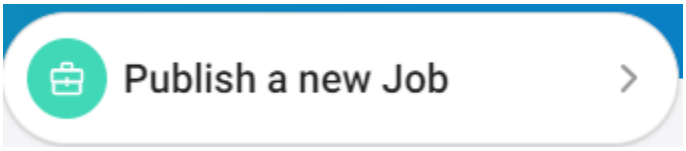
Publishing New Jobs

Creating a new Job

To create a Job, click on the Jobs tab of the home screen.



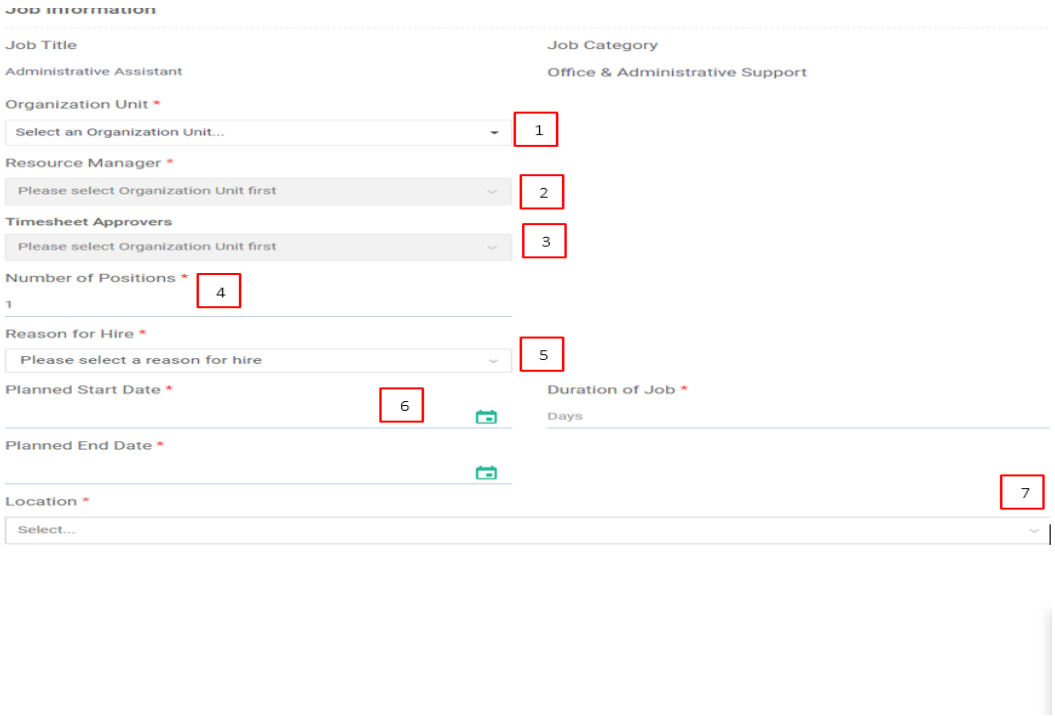
Click publish a new job, then select your job title from the popular jobs column. If your job title does not appear, type it into the search bar and select it from the dropdown list that appears.



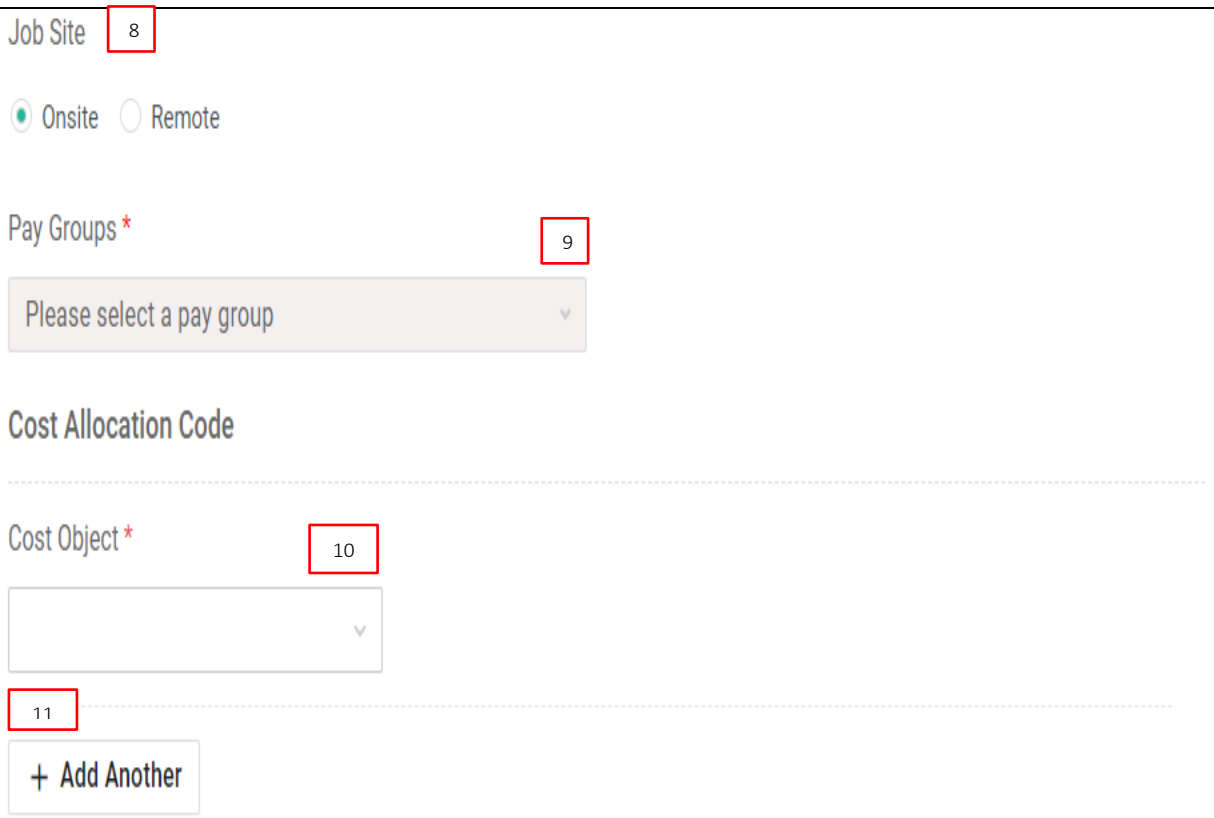


Complete the job form by filling in the fields below:

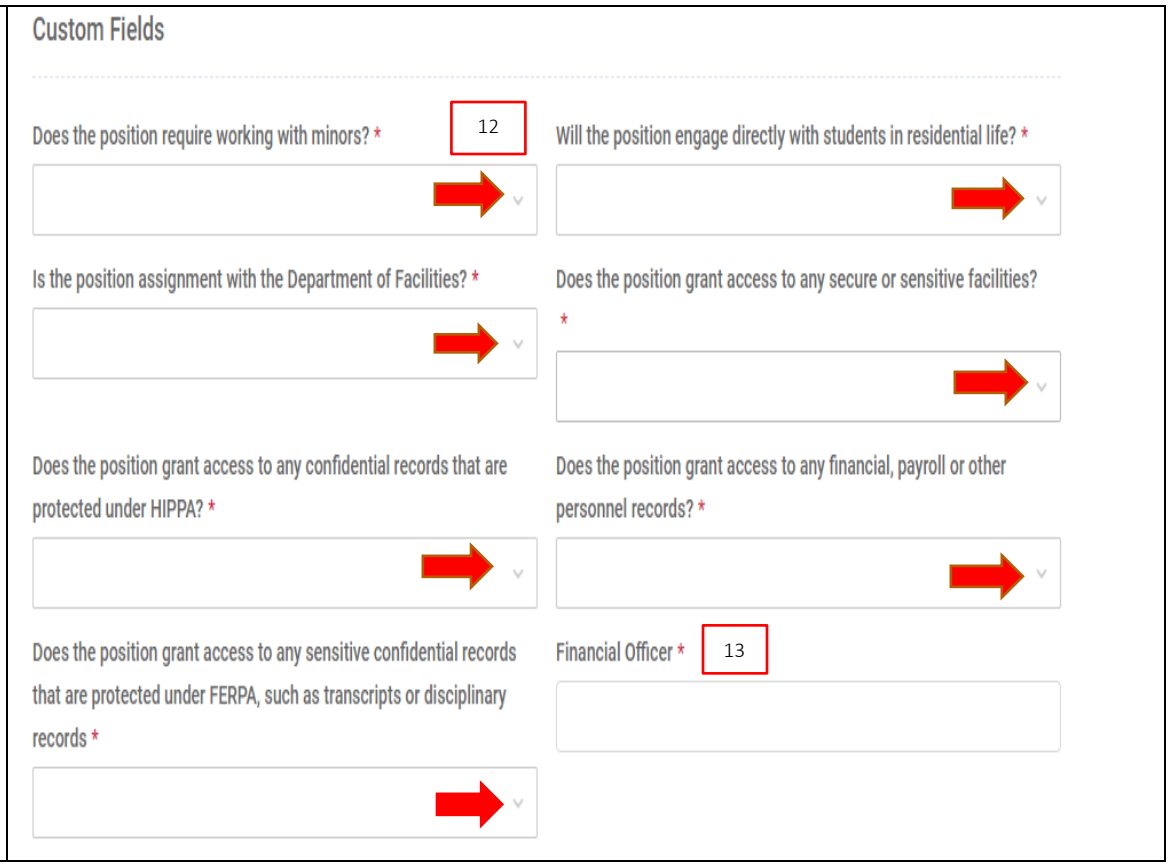
1. Select an **Organization Unit**
2. If not prepopulated select your name from the **Resource Manager** dropdown list
3. Enter the **Timesheet approvers**. Can choose multiple names.
4. Enter the **Number of Positions** open
5. Select **Reason for hire**
6. Select the planned **Start Date** and planned **End Date**
7. Select the **Location** from the dropdown list



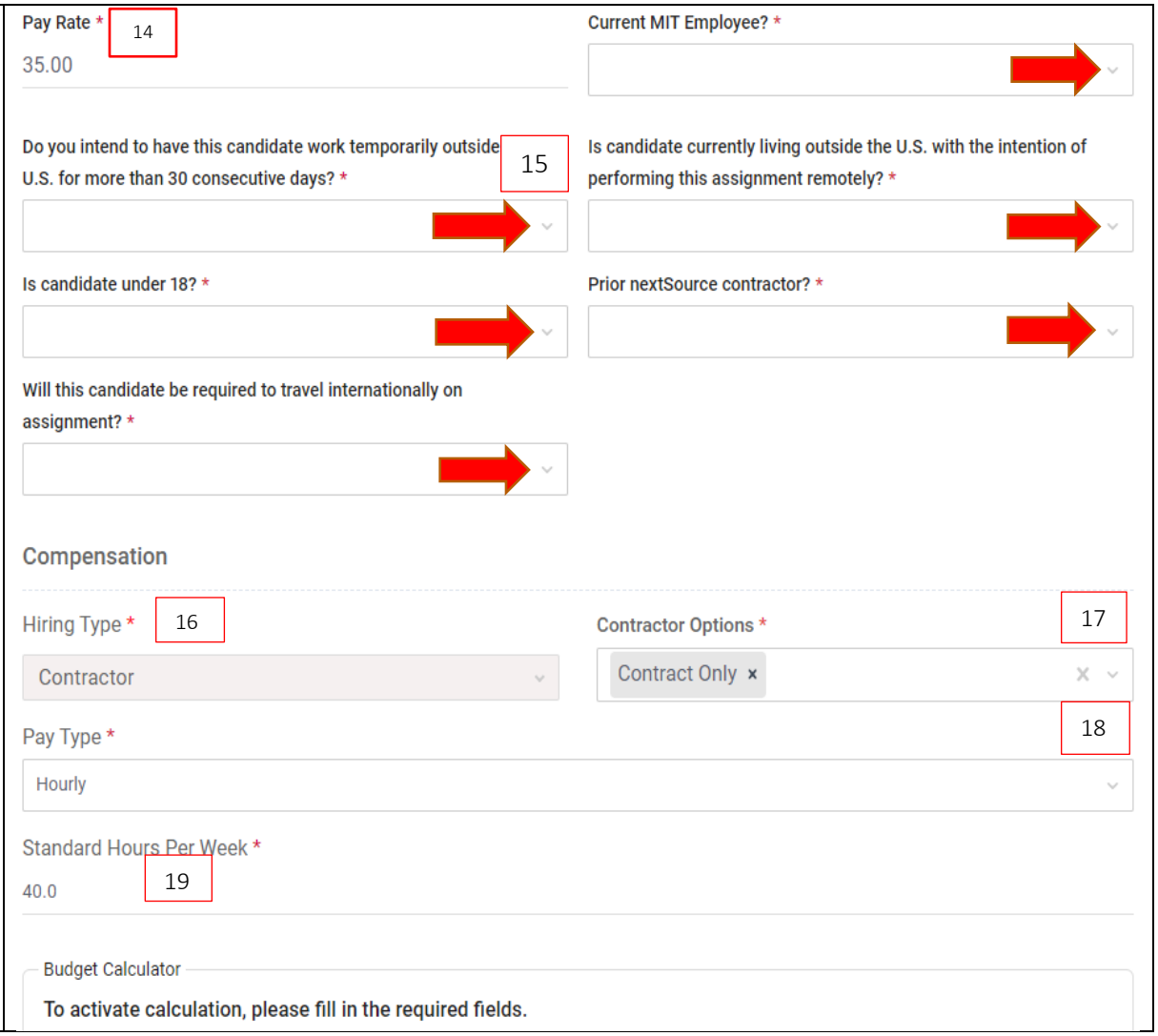
8. Identify if the position will be **Onsite** or **Remote**
9. **Pay Group** will default to BWMS
10. Select the **Cost Object** from the dropdown list
11. If there are additional cost objects select the + **Add Another** from the dropdown list



12. Select **Yes/No** from the dropdown list for all the questions
13. Enter in the **Financial Officer**. This contact is used as a point of escalation for cost object expiration.



14. Enter in the **Pay Rate**
15. Arrows Select **Yes/No** from the dropdown list for all the questions
16. **Hiring Type** is populated automatically
17. Select the dropdown **Contractor Options**
18. Select the **Pay Type** from the dropdown
19. Enter in the expected **hours** per week to properly set candidate expectations as well as the estimated budget calculator

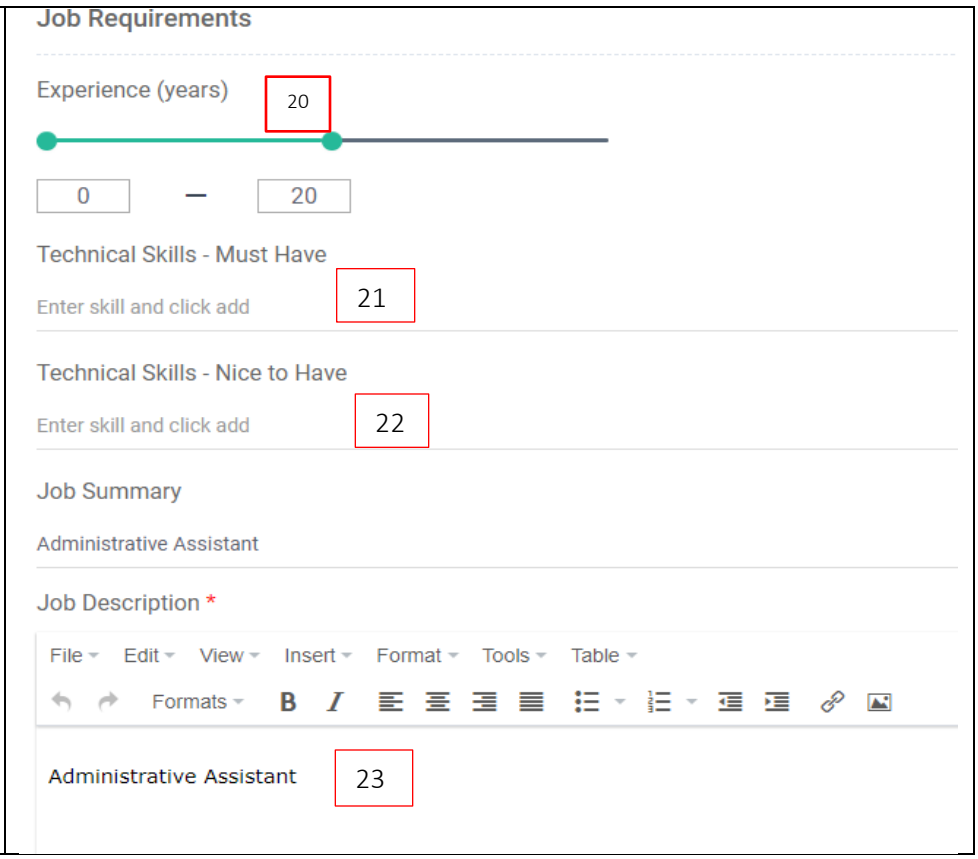


20. Adjust the years of **Experience** required for the job

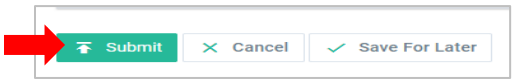
21. Enter in any additional **Must have Skills**

22. Enter in any **Nice to have skills**

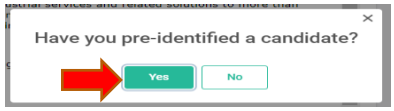
23. Adjust the **Job Description** and add any position specific information necessary



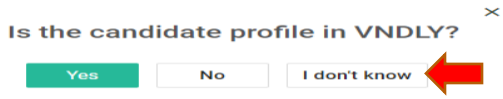
Once the job form is filled out, click Submit

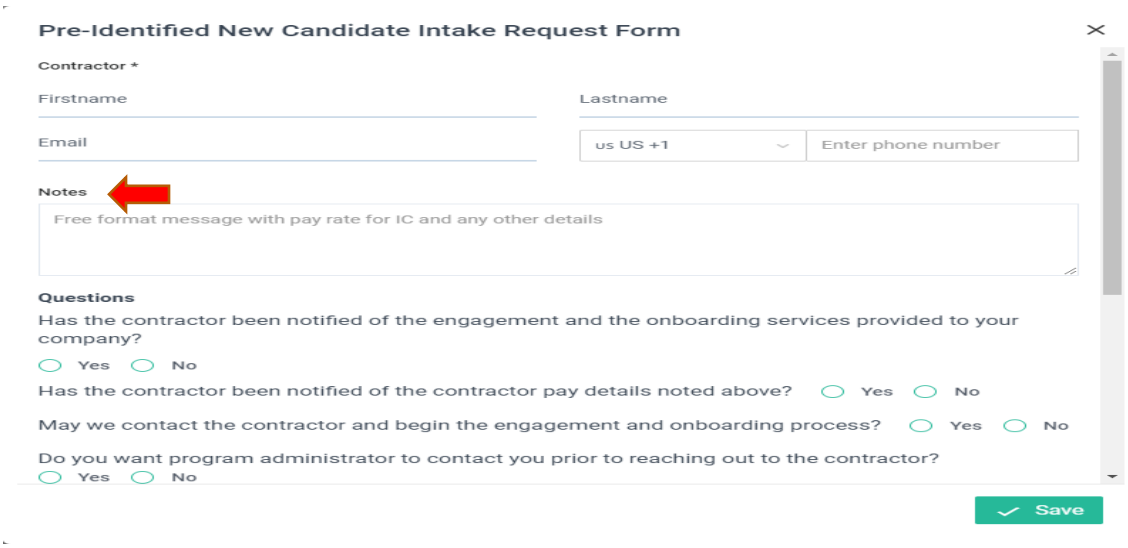


If you have a candidate already identified for the Job, select Yes from the pre-identified candidate popup.



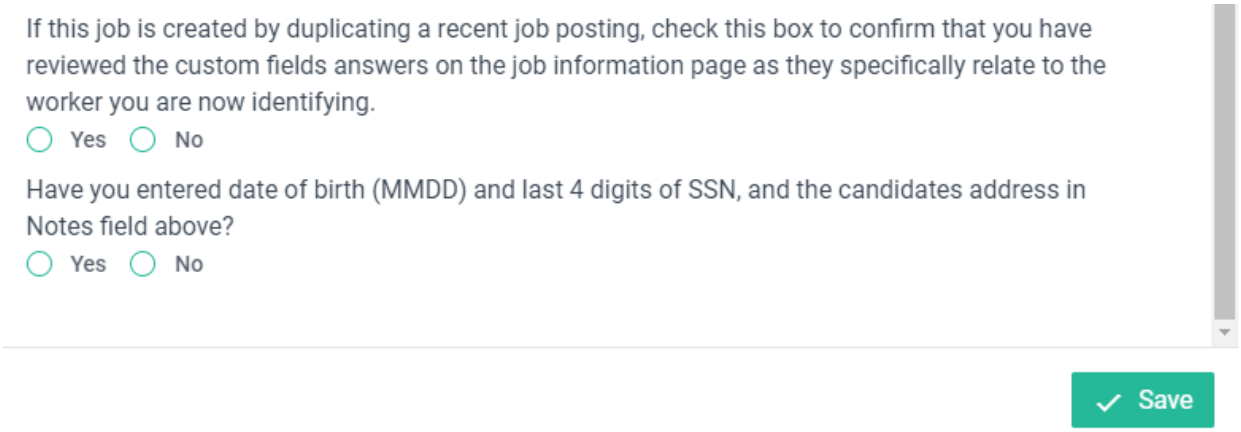
Is the candidate profile in VNDLY, select no or I don't know to add them and complete the candidate details form. If they are already in VNDLY you can choose yes, then choose the candidate.



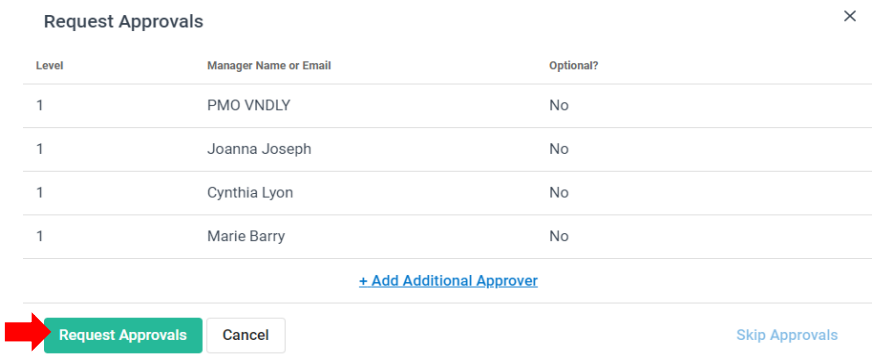


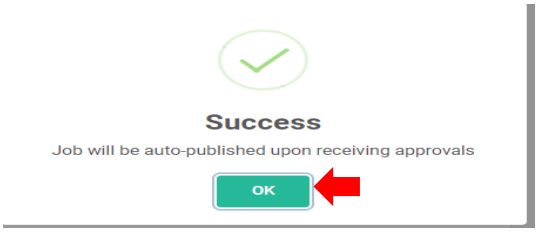
Scroll down to view all questions. Questions are answered Yes or No.

In the Notes section please enter in the date of birth (MMDD) and last 4 digits of SSN and Associate's address as the last question is requesting.



Click on Save, Request Approvals and your job will be sent for the appropriate approvals.

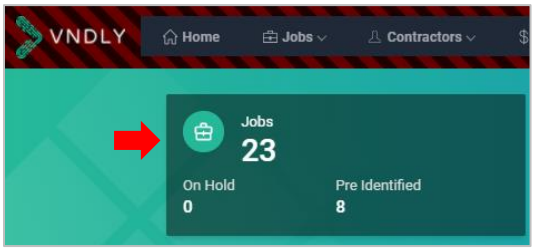


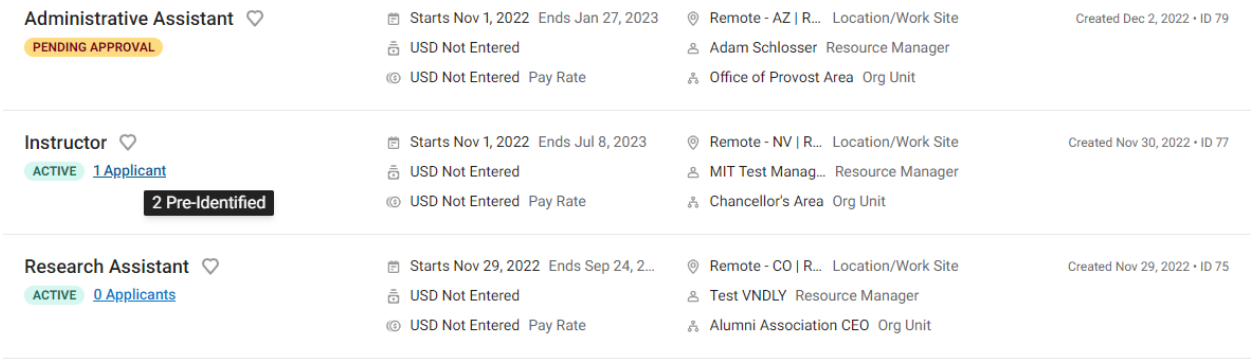


Choose OK

Searching Existing Jobs

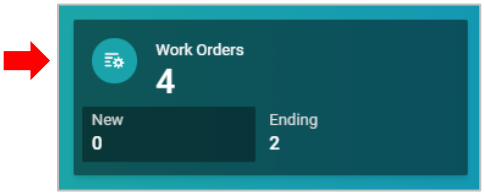
All published jobs can be found by clicking the Jobs icon on the home screen.



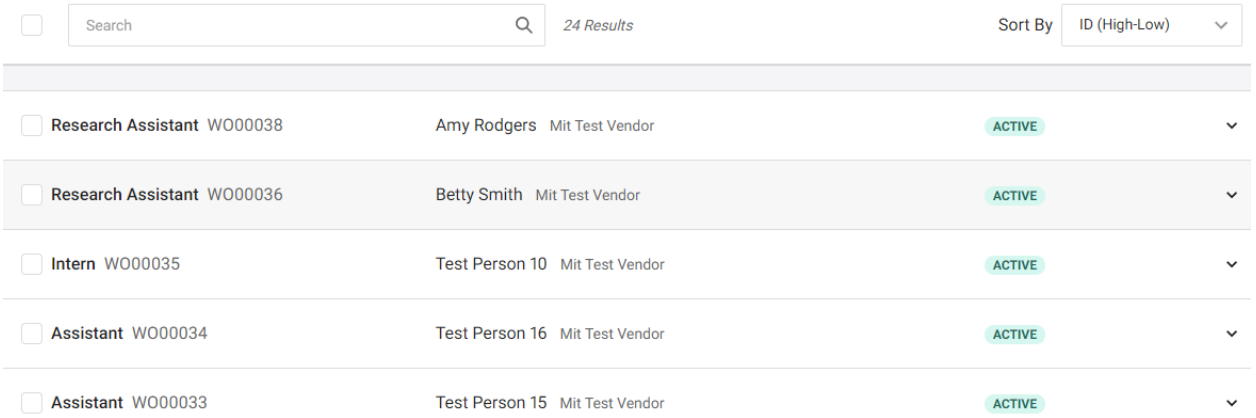


Managing Work Orders

Once an associate begins their assignment, they will have an active work order. To review active work orders, click on the work orders icon from the home page.



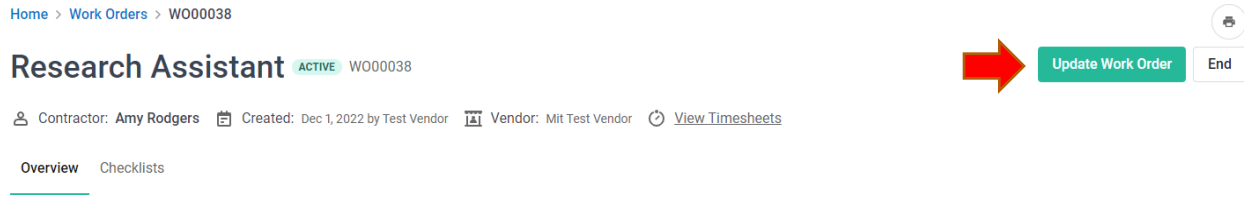
Click on the job title to enter the work order and review the assignment details.



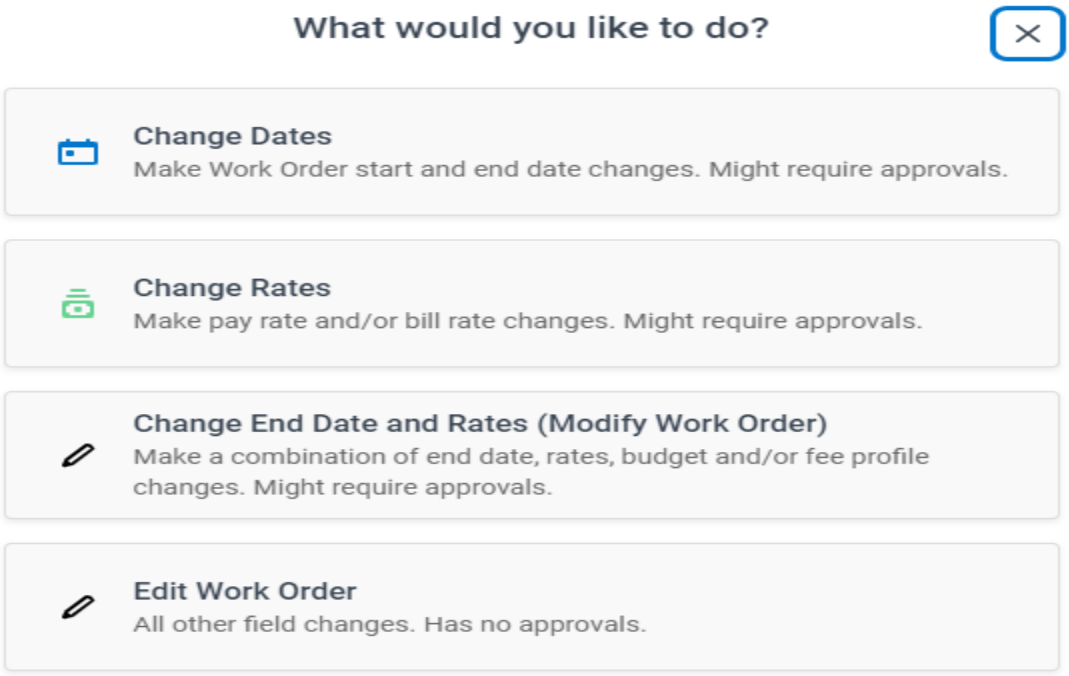
Click on view work order



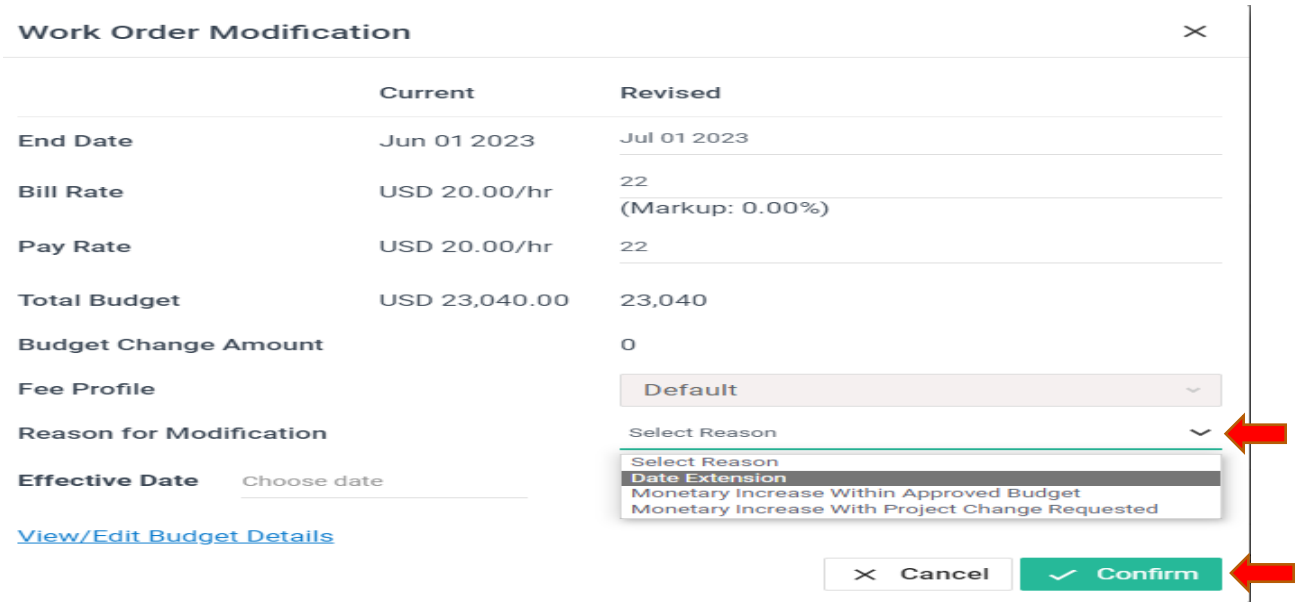
To change or modify an active work order choose Update Work Order



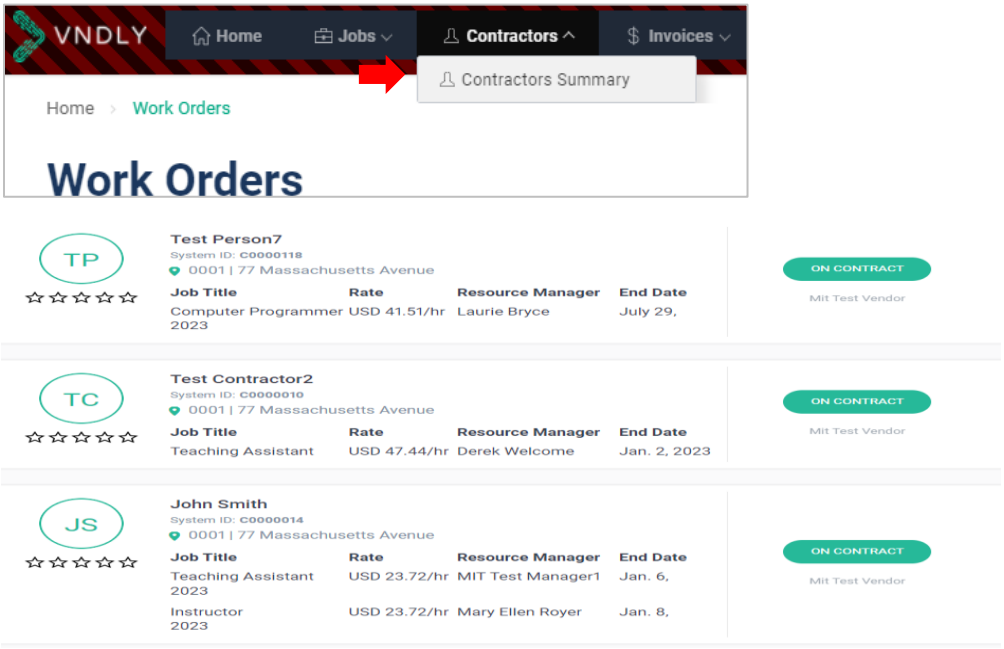
Choose which change should be made on dates, rates, dates and rates, or edit another field.



Make the revised changes and choose the dropdown Reason for the Modification. Then select Confirm.



To review the Associate's work orders, select their name from the Work Order or navigate to the Contractor (Associate) Profile by selecting the Contractors dropdown on the toolbar.

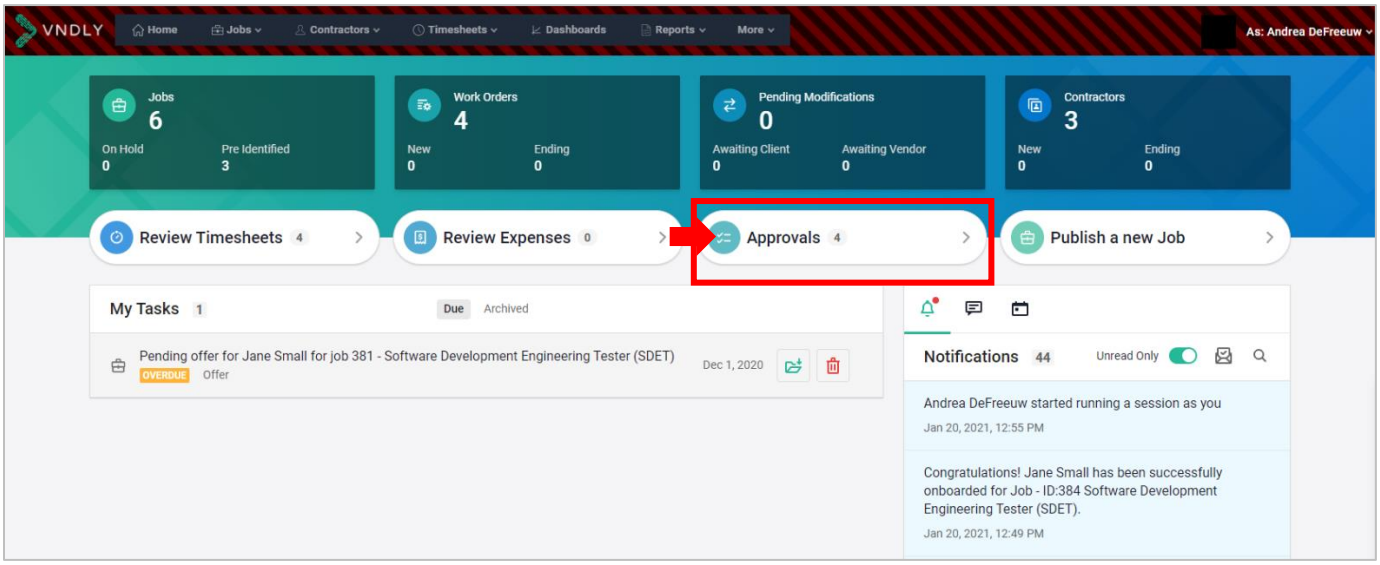


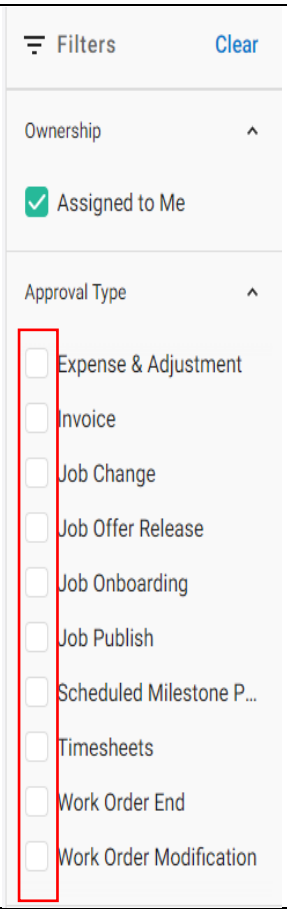
Approvals

Approvals Widget on Homepage

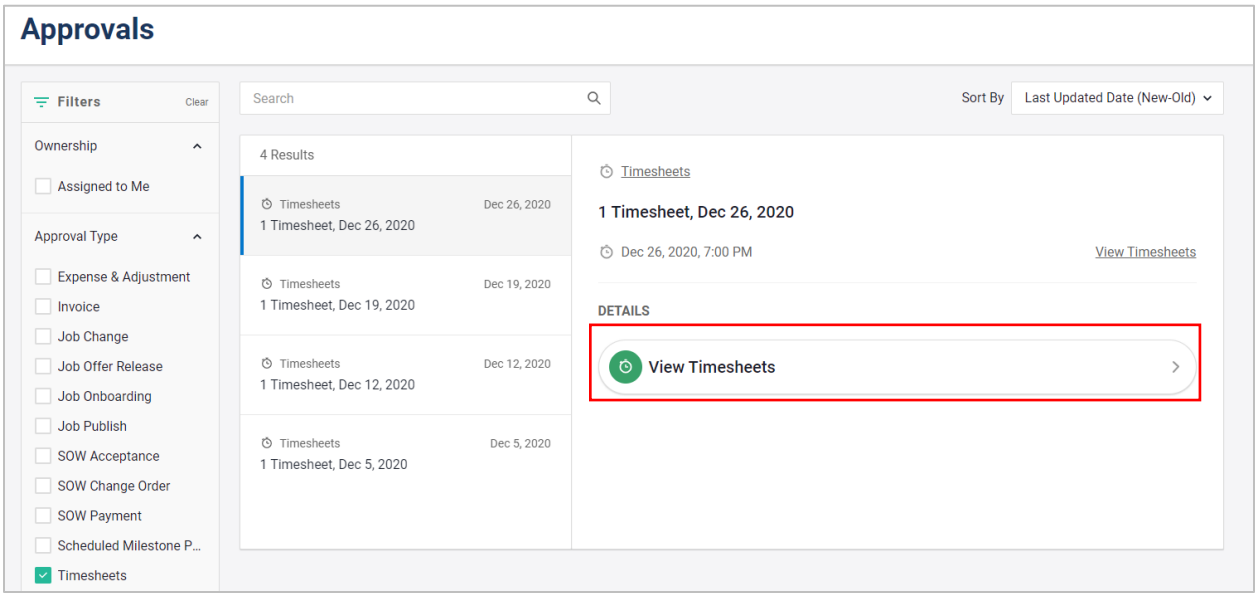
The Approvals widget shows a count of the approvals you currently have pending. By selecting the approvals widget you can quickly review which approvals you have pending and filter them by approval type.

To begin reviewing your approvals, select the Approvals widget from the homepage.



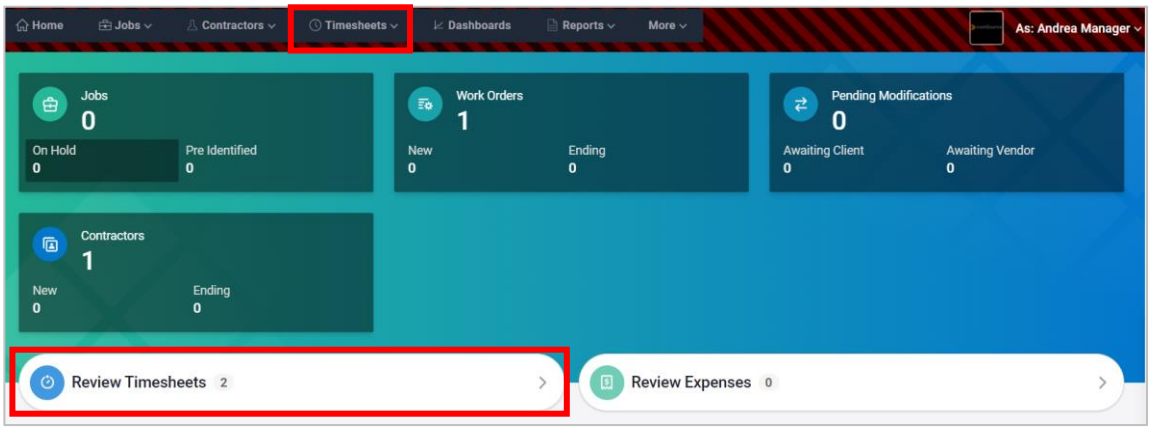
In the **Filters** Section, select the type of pending approvals you would like to review. Once a box is selected the filter will automatically be applied.	

To view an item pending your approval, select the <u>View</u> option and you will be redirected. For timesheets, you will be taken directly to the timesheet week to review the timesheet and approve or reject.

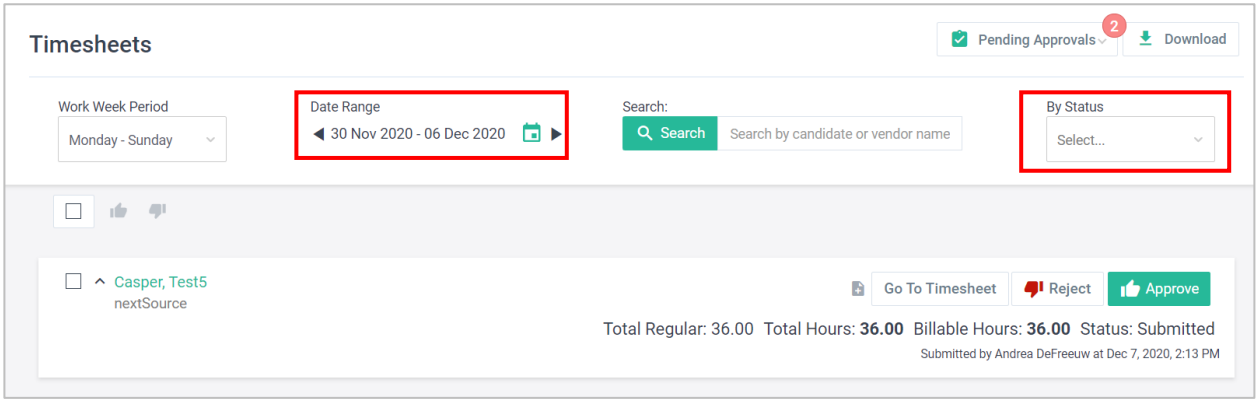


Individual Timesheet Approval Process

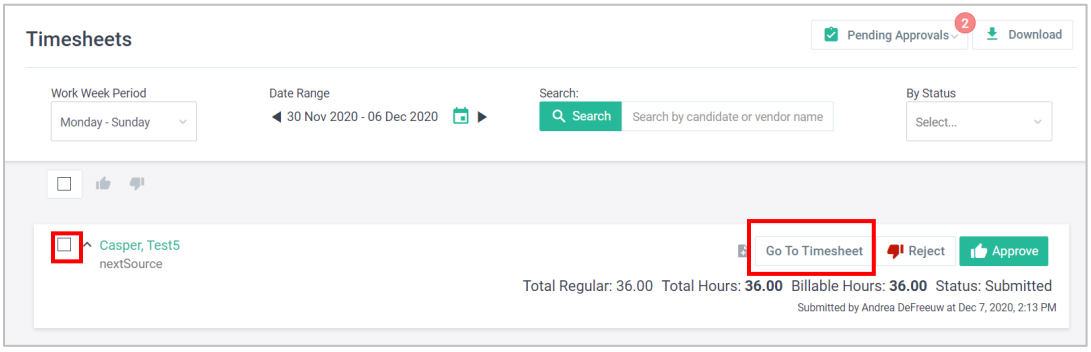
Select "Review Timesheets" under My Quick Actions on the home page, or select Timesheets from the header menu, and then "Summary."



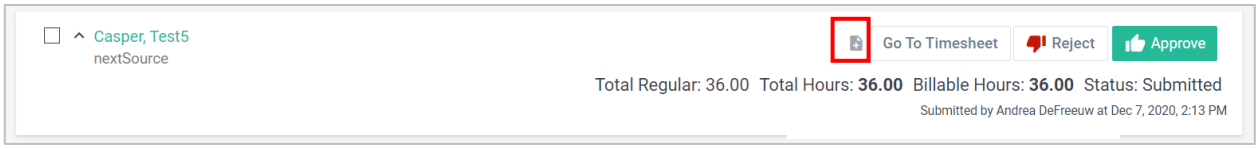
Select the date range for the timesheets you are attempting to review. You can also sort by status to view only Submitted timesheets pending your approval.



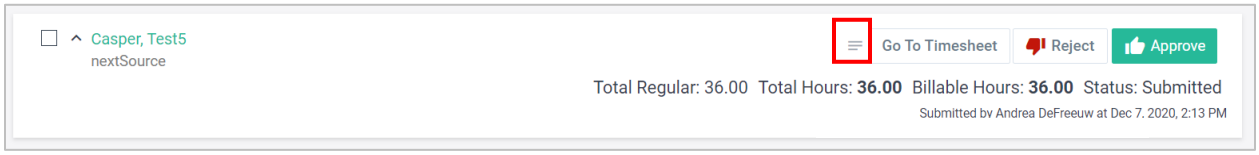
Select the dropdown arrow to the left of the Associate name to review the timesheet OR select "Go To Timesheet".



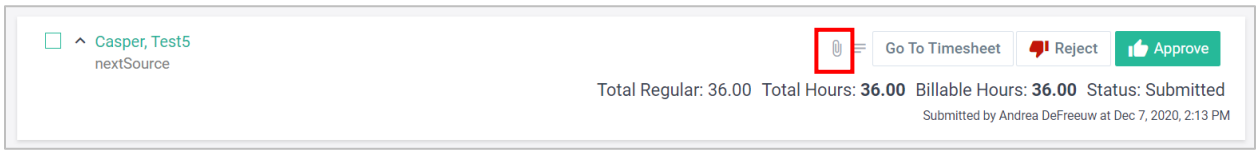
If a note <u>has not</u> been added to a timesheet, an "Add Note" icon will appear next to the "Go To Timesheet" button.



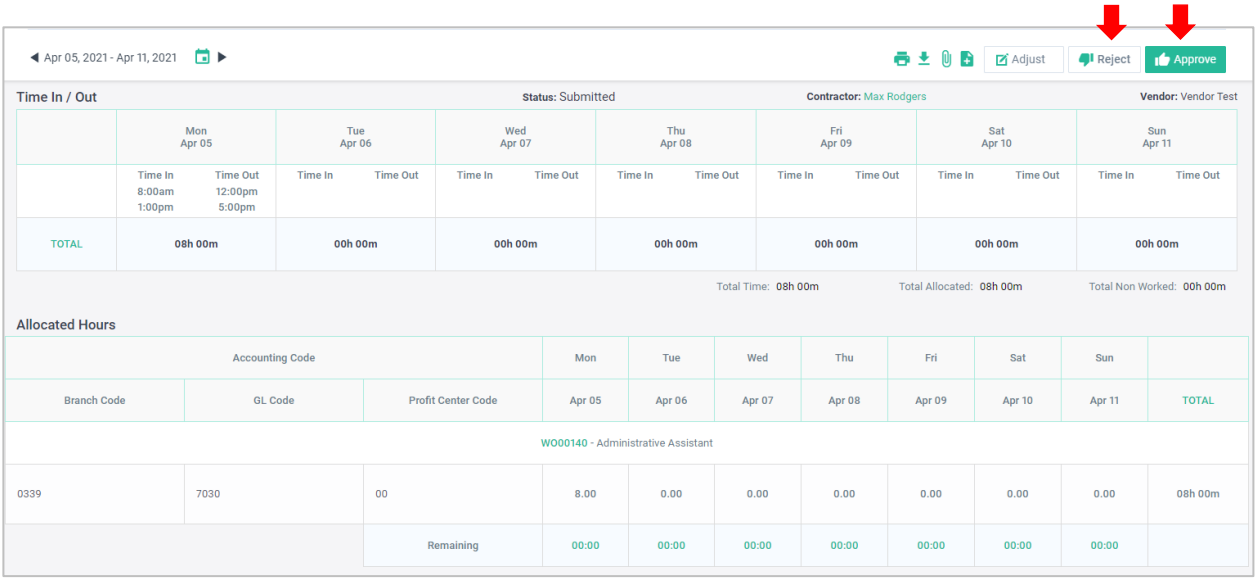
If a note <u>has</u> been added to a timesheet, a "View and Add Notes" icon will appear next to the "Go To Timesheet" button.

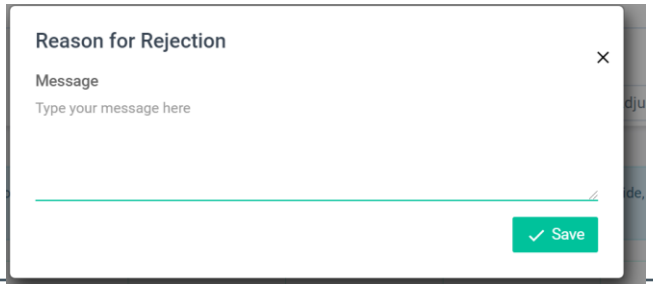


If an attachment has been added to a timesheet, a "This timesheet has documents attached" icon will appear next to the "Go To Timesheet Button".



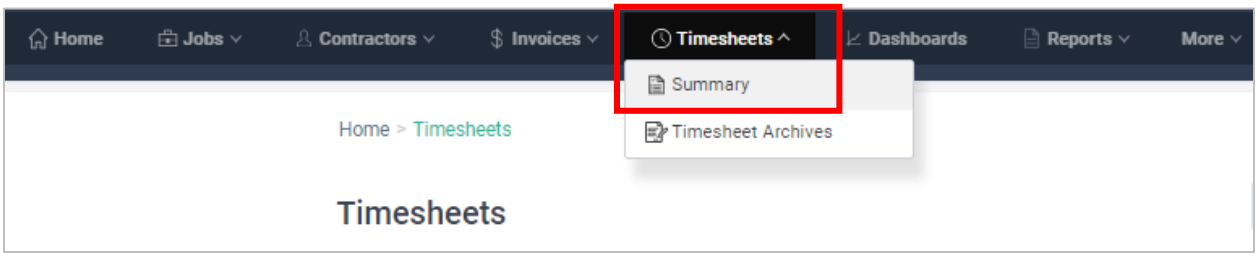
Once the timesheet has been reviewed, select "Approve" if the hours are accepted, OR "Reject" if any changes need to be made. PLEASE NOTE: If you reject the timesheet, you will be asked to provide a reason for rejection to assist the associate in changing the timesheet.



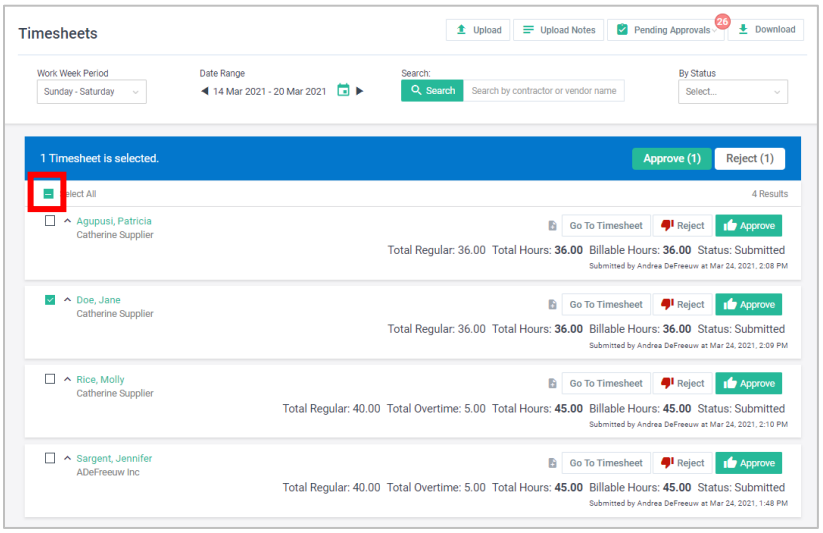


Bulk Timesheet Approvals

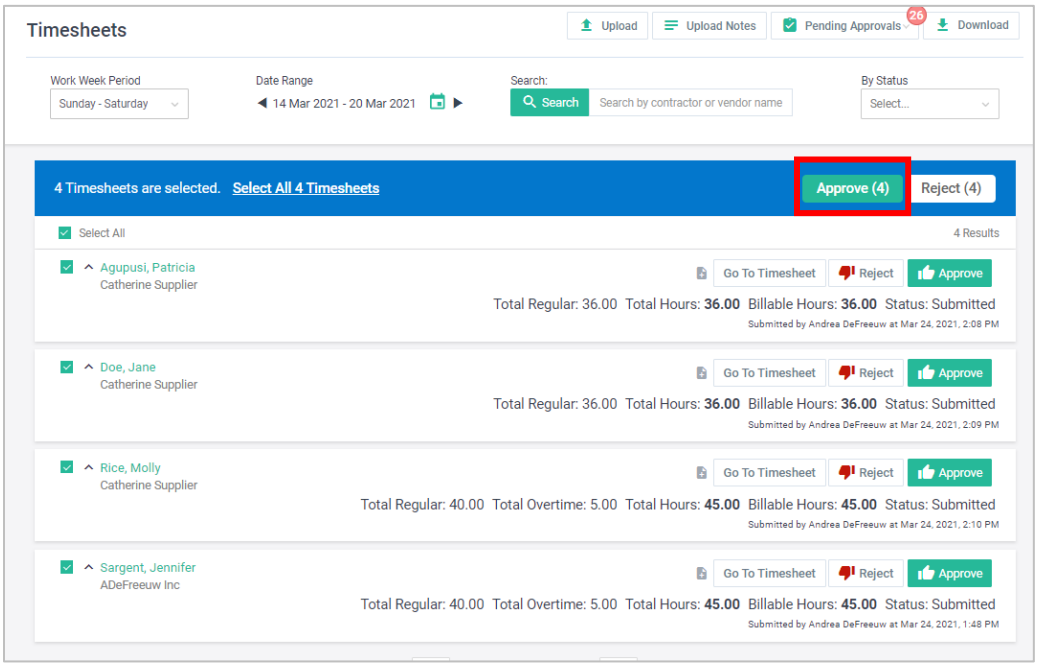
An option to bulk approve timesheets is available on the Timesheets page. To bulk approve timesheets, select Timesheets > Summary.

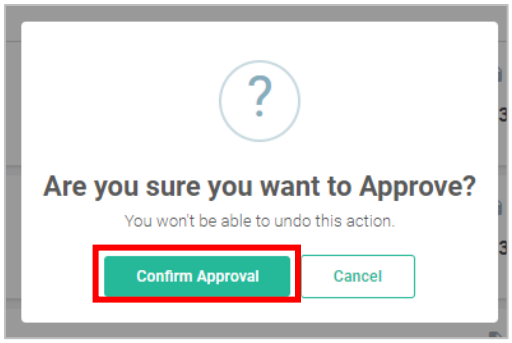


Select the timesheets that will be included in the bulk approval by checking the box next to the timesheet.



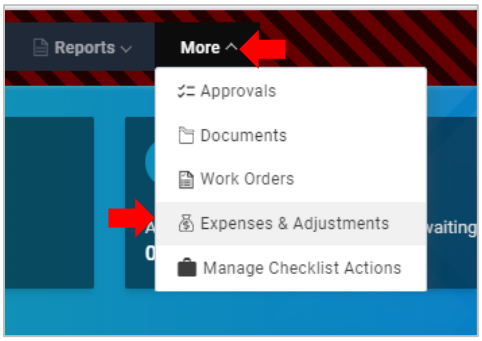
Once all timesheets are selected, click Approve, then click Confirm Approval.



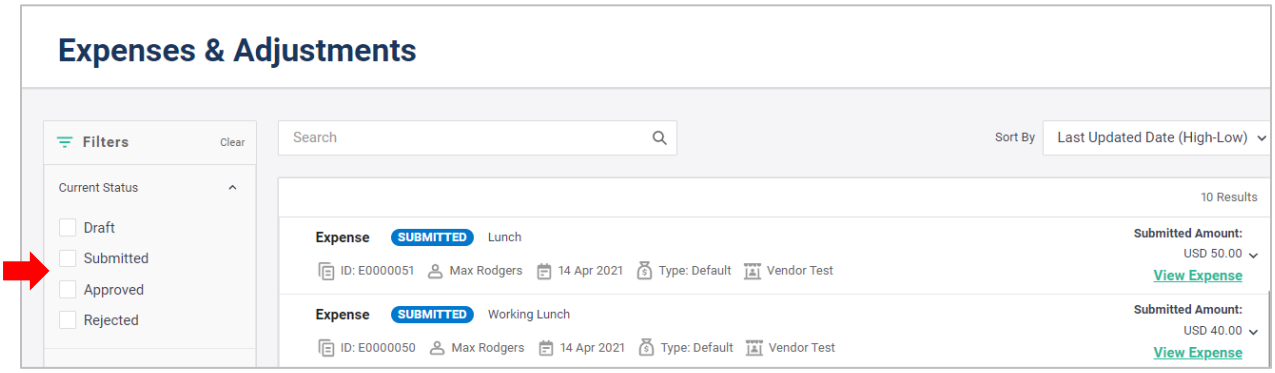


Individual Expense Approval Process

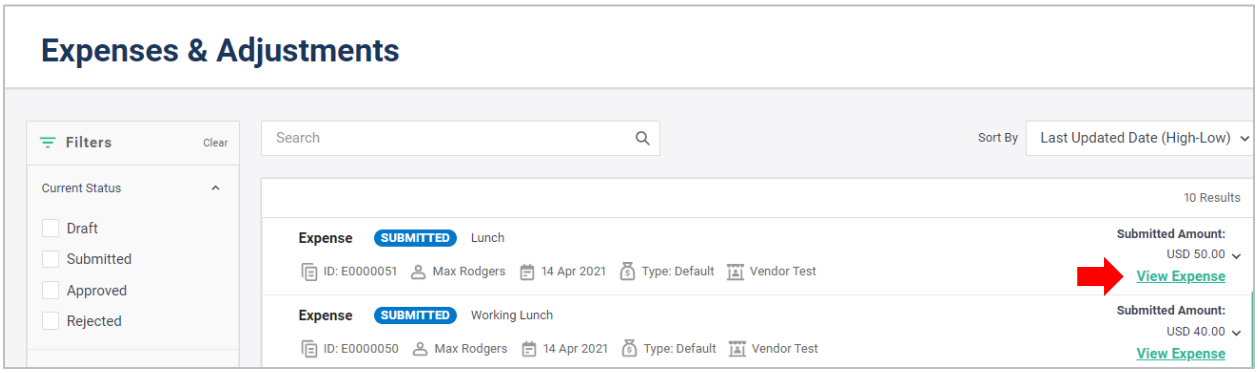
Select the More dropdown on the main toolbar, then Expenses & Adjustments.



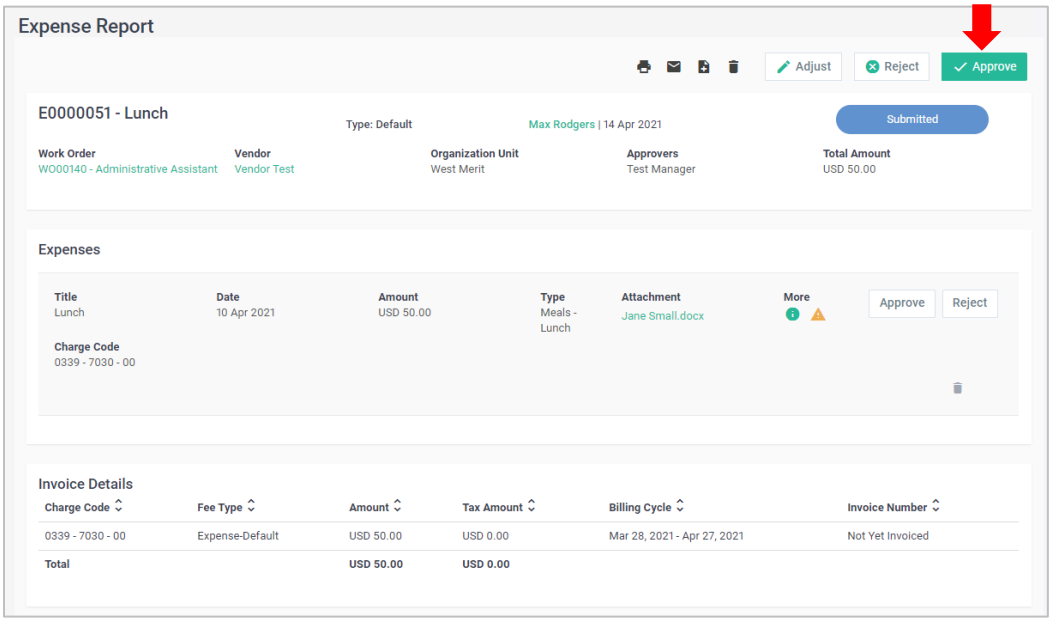
Expenses can be filtered by status in the Filters menu on the left of the screen.



To review Expenses click <u>View Expense</u>.



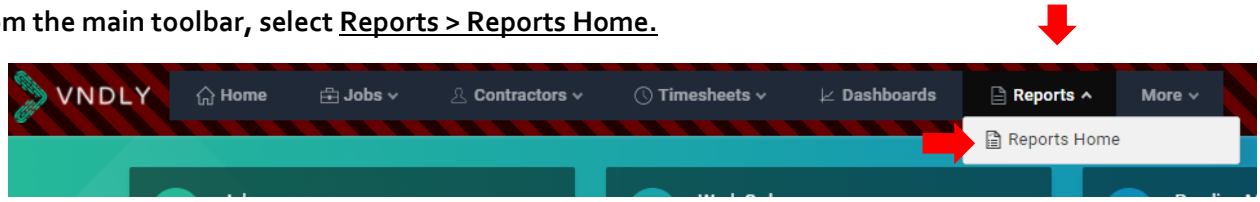
Review the expense details, then click Approve or Reject. If rejecting an expense, please give a detailed response so the worker is able to correct and resubmit.



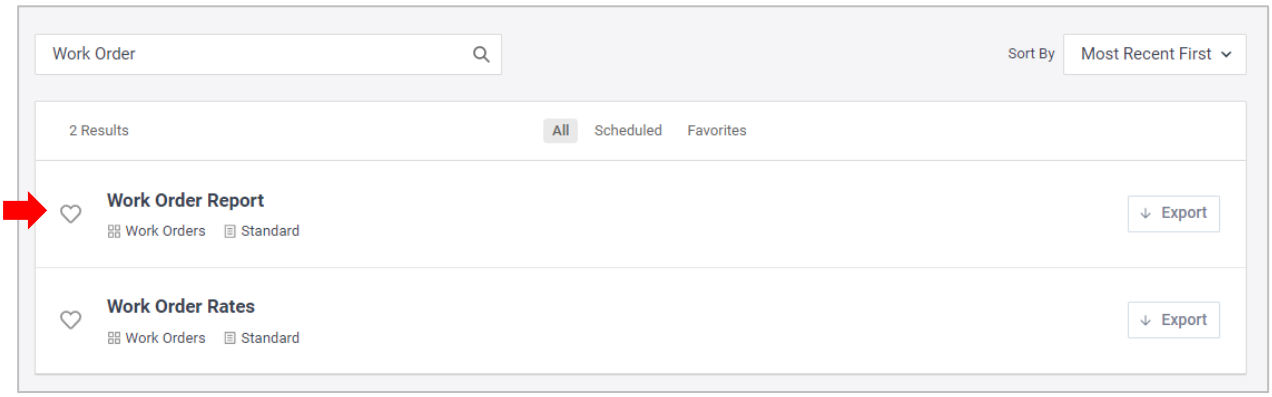
Running and Exporting a Work Order Report

The Work Order Report contains details of work order information related to active and ended work orders. Data includes Associate name, Manager Name, Business Unit/Organization, Start and End dates, Work Order Status, Number of days of the Assignment, Job Title, Vendor Name, Pay Rate, Bill Rate, Markup, Location of Assignment, End Reason (for ended work orders).

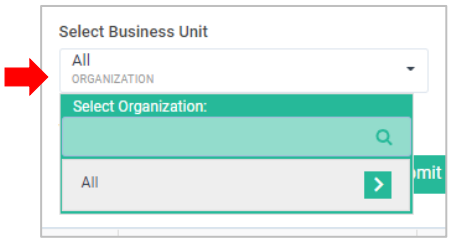
From the main toolbar, select Reports > Reports Home.



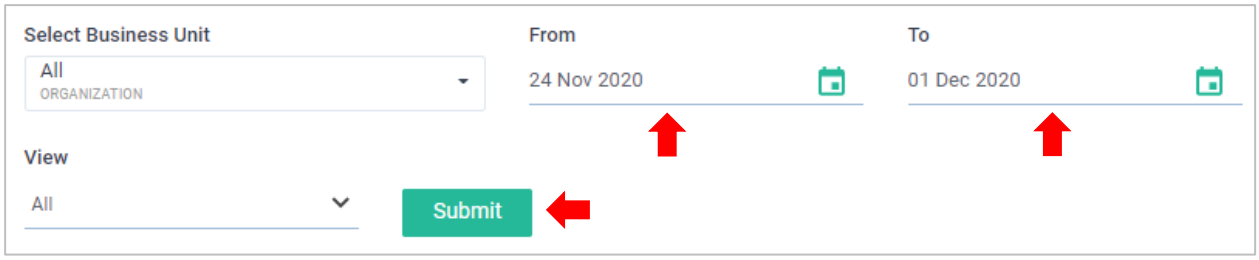
Search for then select Work Order Report.



Select a Business Unit, if narrowing your search from default setting of All Business Units.

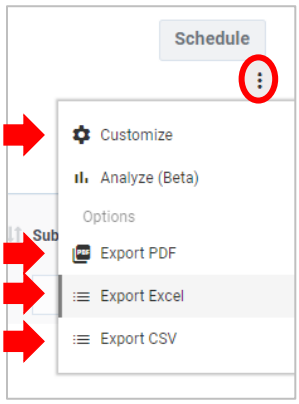


Set the date range, click Submit



To export the report, select the three dot dropdown menu

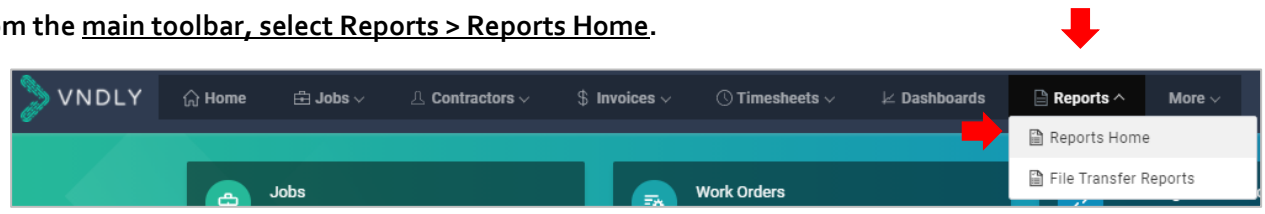
Customize the report, as needed, and Export as PDF, Excel, or CSV



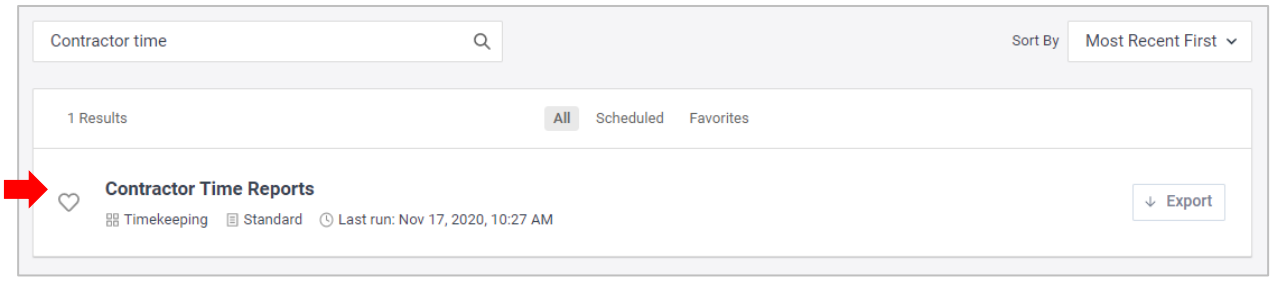
Running and Exporting a Contractor Time Report

The Contractor Time Report (Associate Timesheets) contains details of weekly timesheet submission by contractor. Data includes contractor name, manager name, timesheet approver name, business unit/organization, vendor name, timesheet start and end dates, job title, pay rate, bill rate, total number and type of hours (Reg., OT, DT), amount billed by type of hours and total amount billed for the week, invoice number (if invoiced).

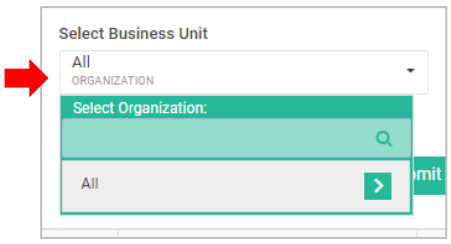
From the main toolbar, select Reports > Reports Home.



Search for then select Contractor Time Reports



Select a Business Unit, if narrowing your search from default setting of All Business Units.

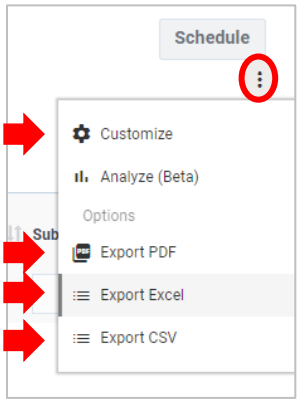


Set the date range, click Submit



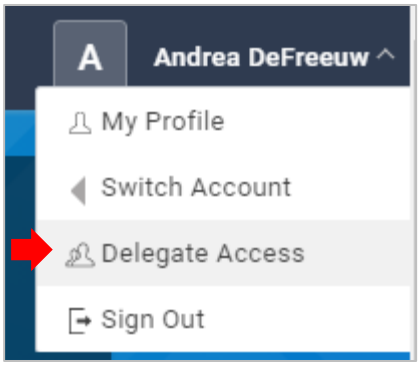
To export the report, select the three dot dropdown menu

Customize the report, as needed, and Export as PDF, Excel, or CSV

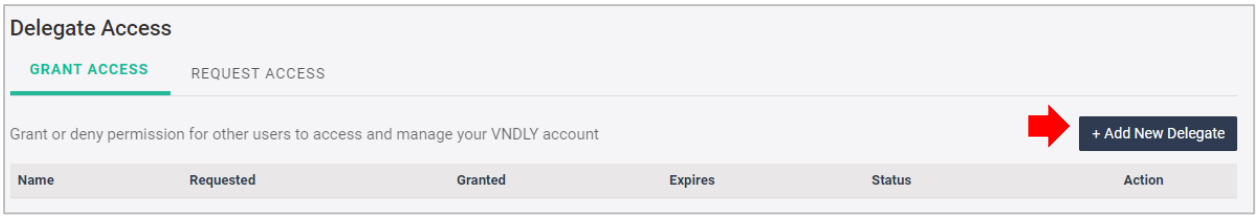


Adding an additional Timesheet Approver

If a situation arises where you will be out of the office, adding a delegate or additional timesheet approver user can ensure your timesheets and expenses are approved on time. To add a delegate, select your name from the top right corner of the VNDLY screen, then select Delegate Access.



Click <u>Add New Delegate</u>, then search for their name and add the user.





Choose the <u>date</u> the delegate access should end then click <u>Save</u>.

