

Randstad Powered by FieldGlass – System Access

Role Name FieldGlass terminology	System Access	Requisitions	Workers/Assignments	Time Sheets, Expenses and Miscellaneous Invoices
Requestor	Will have access to any requisitions that they enter on behalf of a requestor throughout the requisition approval and candidate selection process	<ul style="list-style-type: none"> • Can create and submit requisitions on behalf of a requestor • Will have visibility to those requisitions throughout the approval process • Can view candidate activity for open requisitions that they have created 	<ul style="list-style-type: none"> • Cannot view active worker/assignment data 	<ul style="list-style-type: none"> • Cannot view expenditure items (time sheets, expenses, or misc. invoices)
Hiring Manager	Will be able to view all active and historical data for which they are listed as the Requestor	<ul style="list-style-type: none"> • Can create and submit requisitions • Will have visibility to those requisitions throughout the approval process • Can view candidate activity for open requisitions for which they are the requestor • Is responsible for prompting the Randstad Program Office to create a work order upon selecting a candidate to fill the position 	<ul style="list-style-type: none"> • Can view all of their active worker/assignment data as well as historical data • Will be responsible for prompting the Randstad Program Office to initiate a revision in Fieldglass when an extension or rate increase is wanted • Will be responsible for completing a brief (5 question) worker evaluation upon assignment completion 	<ul style="list-style-type: none"> • Will be responsible for approving expenditure items (time sheets, expenses, and selected misc. invoices) • Will have access to estimated future spend (for active workers) as well as actual spend for all of their workers
Supervisor	Will be able to view all active and historical data for which they are listed as the Requestor as well as for any of their direct reports	<ul style="list-style-type: none"> • Will be responsible for approving new requisitions 	<ul style="list-style-type: none"> • Will be responsible for approving work order revisions for rate increases and extensions 	<ul style="list-style-type: none"> • Will have access to estimated future spend (for active workers) as well as actual spend for all of their direct reports' workers
Human Resources	This role is used to give users who need to have an enterprise view of worker activity. Will be able to view all current and historical worker activity (rate visibility can be restricted from this role)	<ul style="list-style-type: none"> • Unless they are the requestor, they do not have access to view requisition activity 	<ul style="list-style-type: none"> • Can only view worker/assignment data (unless they are also the requestor of the assignment) 	<ul style="list-style-type: none"> • Cannot view expenditure items (time sheets, expenses, or misc. invoices)
Finance	This role is used to give users who need to have an enterprise view of financial activity. Will be able to view all current and historical spend activity	<ul style="list-style-type: none"> • Unless they are the requestor, they do not have access to view requisition activity 	<ul style="list-style-type: none"> • Can only view worker/assignment data (unless they are also the requestor of the assignment) 	<ul style="list-style-type: none"> • Will have enterprise visibility to expenditure items (time sheets, expenses, or misc. invoices)