COMSYS

GTA
Georgia Technology Authority

GTASMS MANAGERS' TRAINING MANUAL

*Powered by
Econometrix
preferred provider of
vendor mgt software

Contact Information

Comsys System Support:

itsms@gtasms.com - all general inquires including billing/payments, staff set up/changes, system access, and training

supplier@gtasms.com - background checks, vendor performance, and general vendor questions

jobs@gtasms.com - all questions regarding job requests, candidate submittals, and short listing

GTA Support and Contact

Nancy Curtis - ITSMS Contract Administrator
Telephone: 404-657-7726
Fax: 404-651-5333
Email: ncurtis@gta.ga.gov

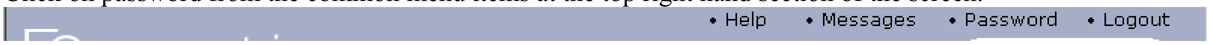
System Access Information:

System Link	**https://ecinsight.econometrix.com/cc/gtasms.vms**
GTA/Comsys Information Website	**http://www.gtasms.com**

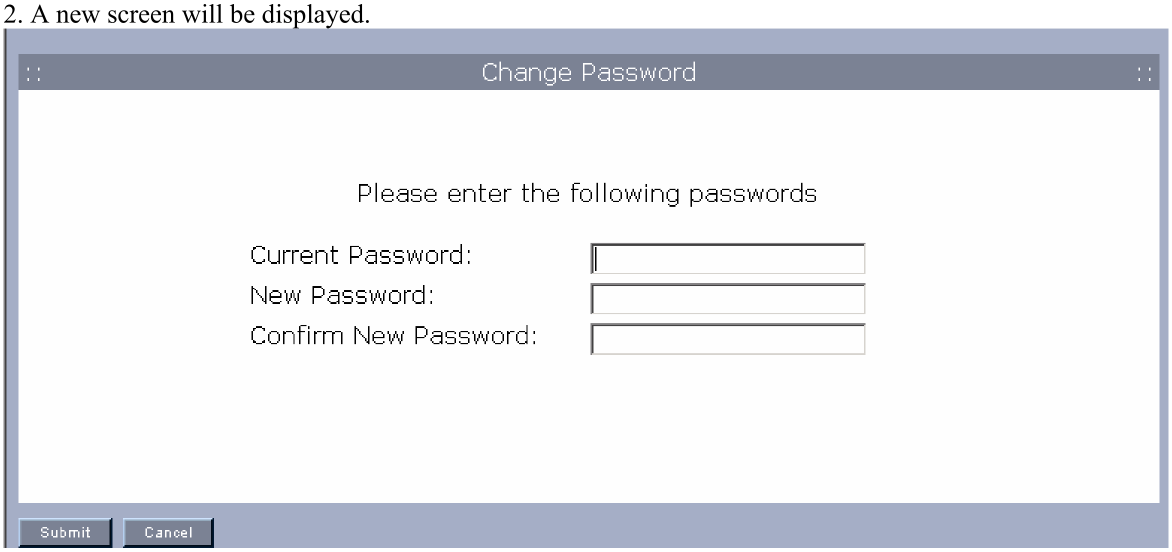
Index of Frequently Asked Questions

Changing Your Password?

1. Click on password from the common menu items at the top right hand section of the screen.



2. A new screen will be displayed.

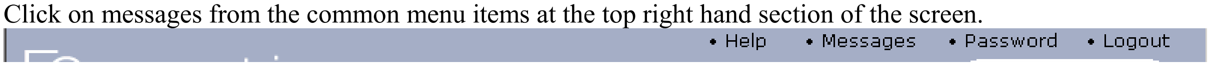


3. Type in your old password. A series of asterisks will be displayed.
4. Press the tab key to move to the next field.
5. Type in your new password and press the tab key. Note that the new password must have a minimum of seven (7) characters.
6. Re-type your new password for verification purposes.
7. Click the submit button. Your password has now been changed. Please make note of your new password.

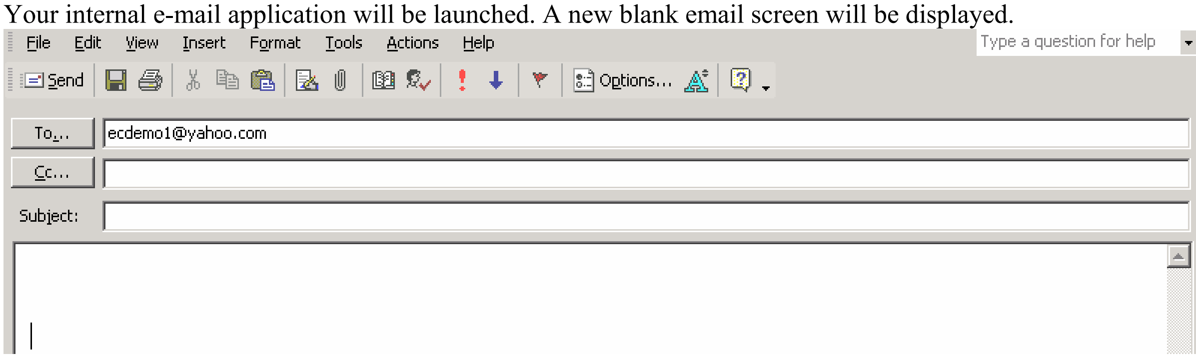
Contacting Your Client Service Representative

Note: You may contact the client service representative with a click of a button. Notify them of changes to your status, vacation time, missing projects, or any other questions you may have.

1. Click on messages from the common menu items at the top right hand section of the screen.



2. Your internal e-mail application will be launched. A new blank email screen will be displayed.



3. Type in any information in the subject line. Type in the detailed information in the body of the e-mail.
4. Click the send button to send the e-mail.

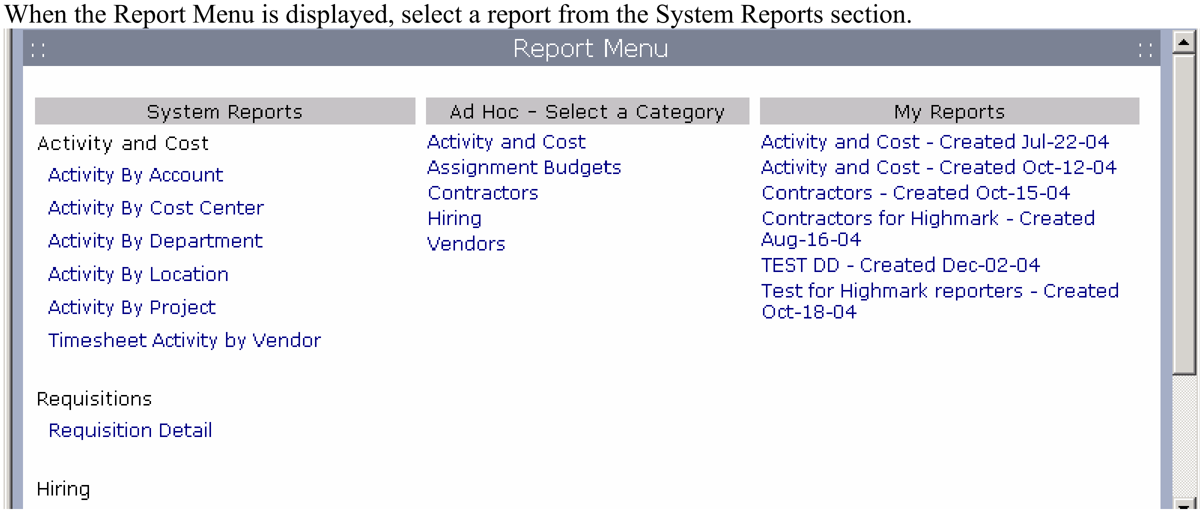
How do I run reports?

Note: *Adobe Acrobat* must be installed on your computer to view reports. If you do not have this software on your computer, it can be downloaded for free at the following location: http://www.adobe.com/products/acrobat/

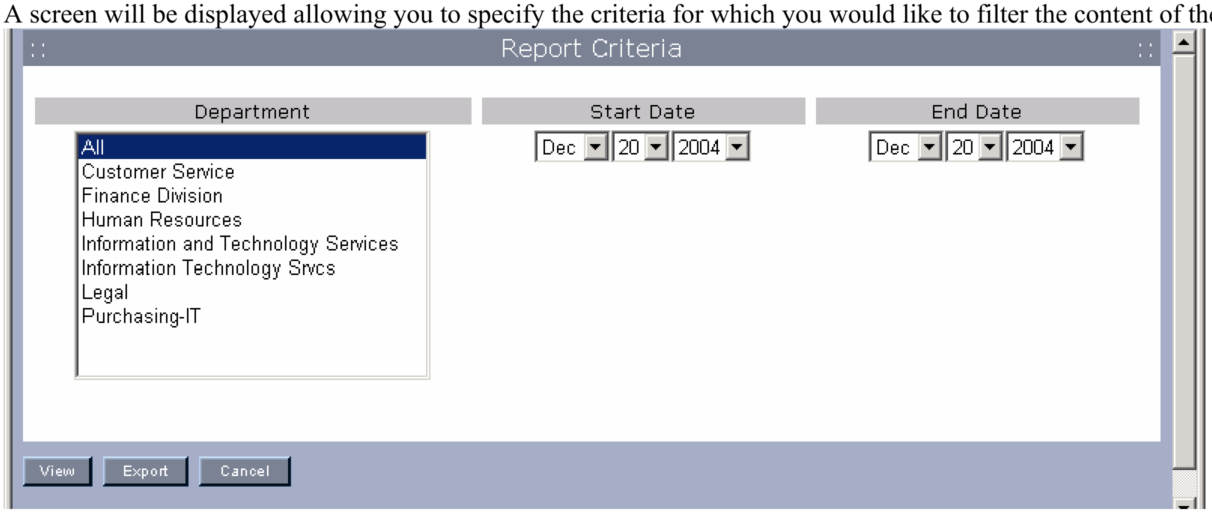
System Reports
System Reports are reports with a predefined format, content and filtering criteria. Perform the following steps to run a System Report:

- Select the Reports icon from the Main Menu.

- When the Report Menu is displayed, select a report from the System Reports section.



- A screen will be displayed allowing you to specify the criteria for which you would like to filter the content of the report.

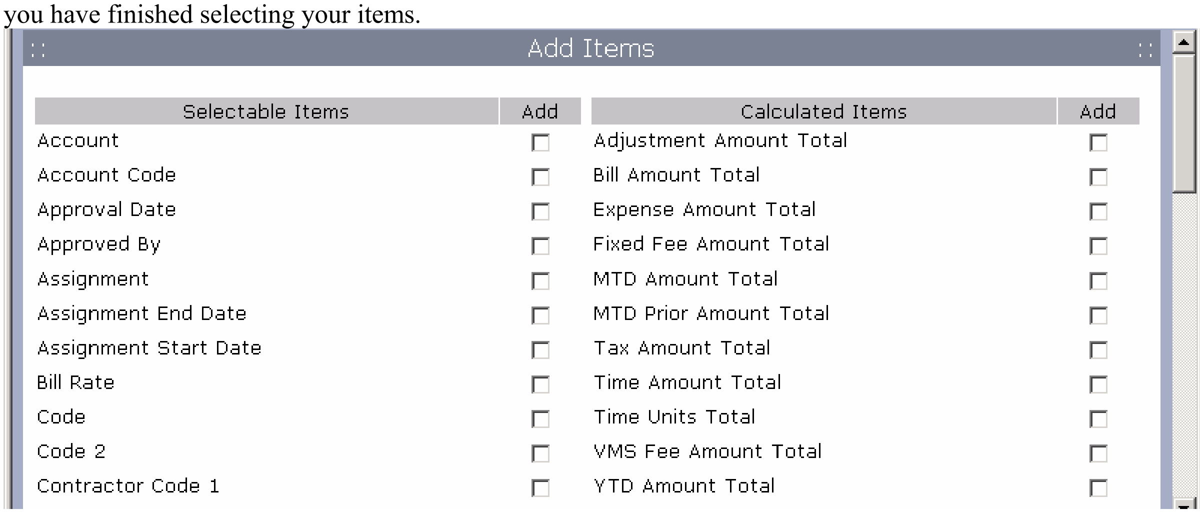


- Once you have specified your criteria, click the View button to view the report and/or print it to paper. Click the Export button to export the content of the report to a file that can be opened in Excel.

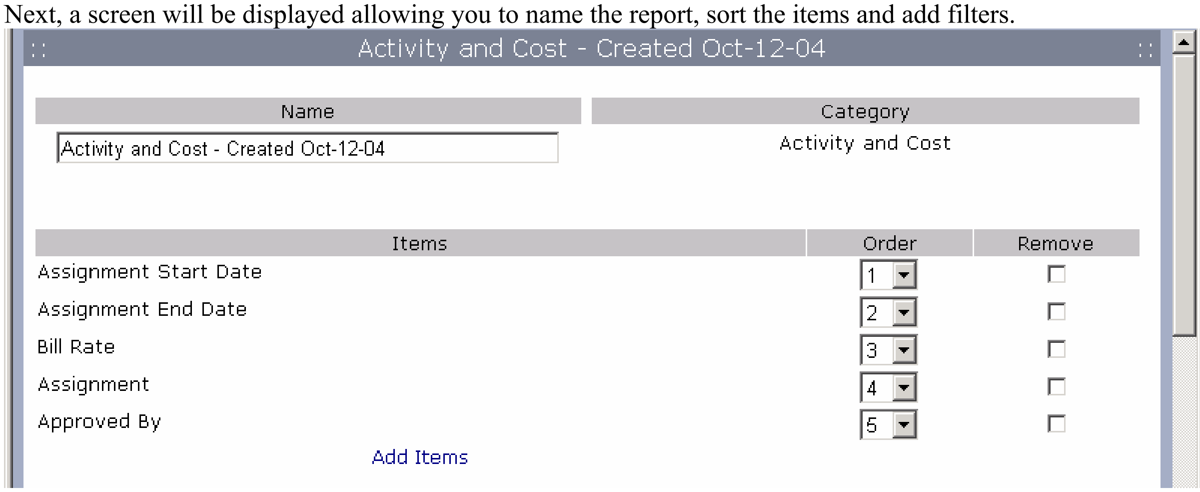
<u>See below for more detailed instructions on Viewing and Exporting reports.</u>

Ad Hoc Reporting
Ad hoc reporting allows you to 'Build' a report by specifying its format, content, and filtering criteria. Perform the following steps to create an ad hoc report:

- Select the Reports icon from the Main Menu.
- When the Report Menu is displayed, select an Ad Hoc Report Category from the Ad Hoc section.
- When the Add Items screen is displayed, select the items you would like to include on your report. Selectable Items are items for display only. Calculated Items are typically numeric values that can be totaled on the report. Click the Submit button when you have finished selecting your items.



- Next, a screen will be displayed allowing you to name the report, sort the items and add filters.



- To change the Order of the report items, change the value in the Order box next to the corresponding report item and click the Update button.
- To remove a report item, select the Remove check box next to the item you would like to remove, and then click the Update button.

- To add additional items, click the Add Items link and specify the items you would like to add. Click Submit.

Add Items

Selectable Items	Add	Calculated Items	Add
Account	☐	Adjustment Amount Total	☐
Account Code	☐	Bill Amount Total	☐
Approval Date	☐	Expense Amount Total	☐
Code	☐	Fixed Fee Amount Total	☐
Code 2	☐	MTD Amount Total	☐
Contractor Code 1	☐	MTD Prior Amount Total	☐
Contractor Code 2	☐	Tax Amount Total	☐
Cost Center	☐	Time Amount Total	☐
Cost Center Code	☐	Time Units Total	☐
Customer	☐	VMS Fee Amount Total	☐
Customer Code	☐	YTD Amount Total	☐

- To add a filter to the report, click the Add Filter link and select the items on which you would like to create the filter, and then click the Submit button. Filters allow you to limit the content that will be displayed on the report. For example, on an *'Activity - Spend'* report, you might add a filter on the Item Date to limit the report's content to a specific date range. Once you have selected the filters, specify the Operator (equal to, greater than, less than, etc...) and Value of the filter and click the Update button. You can add multiple filters to the report.

Add Filter

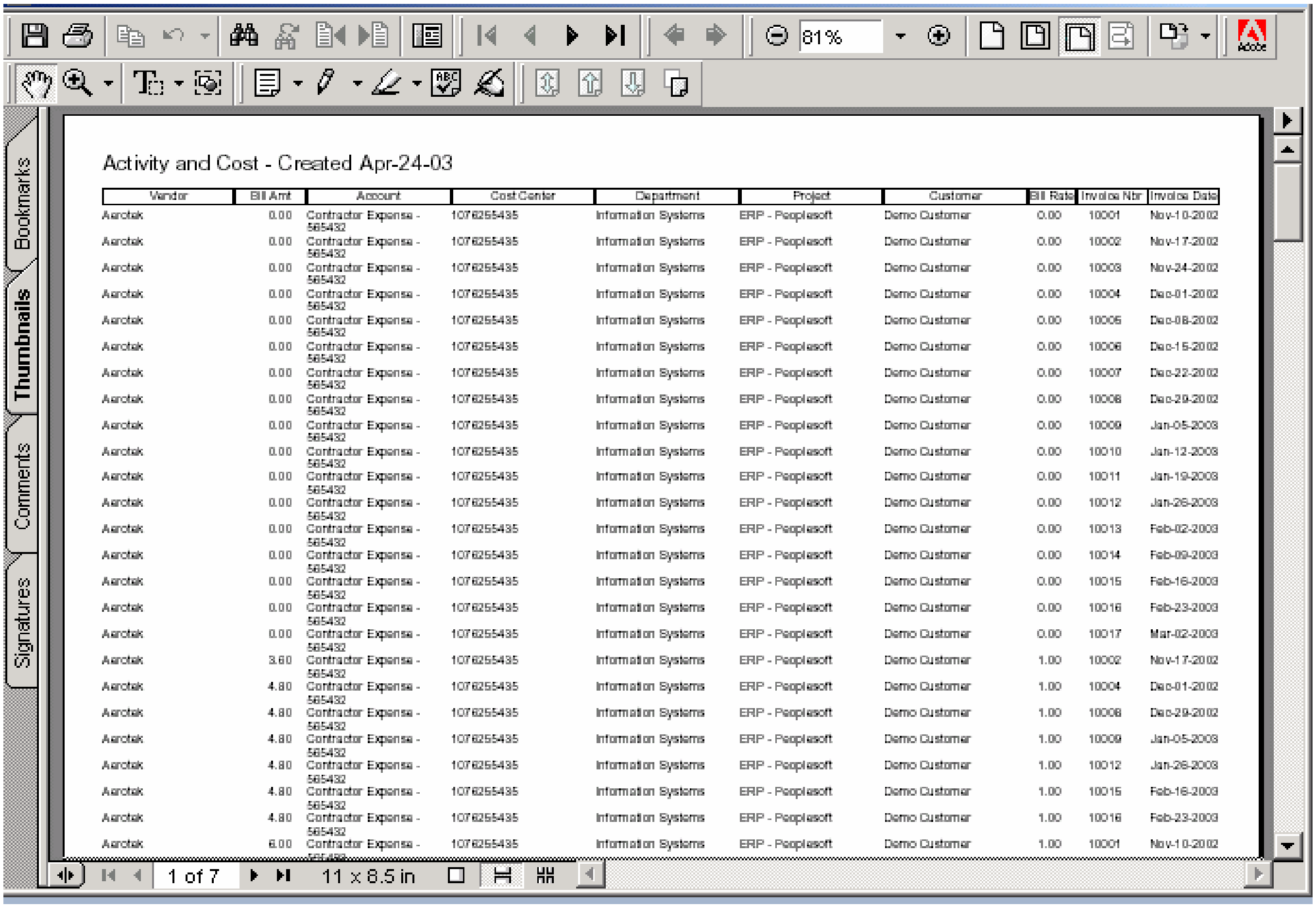
Selectable Items	Add	Calculated Items	Add
Account	☐	Adjustment Amount Total	☐
Account Code	☐	Bill Amount Total	☐
Approval Date	☐	Expense Amount Total	☐
Approved By	☐	Fixed Fee Amount Total	☐
Assignment	☐	MTD Amount Total	☐
Assignment End Date	☐	MTD Prior Amount Total	☐
Assignment Start Date	☐	Tax Amount Total	☐
Bill Rate	☐	Time Amount Total	☐
Code	☐	Time Units Total	☐
Code 2	☐	VMS Fee Amount Total	☐
Contractor Code 1	☐	YTD Amount Total	☐

- To give a specific name to your report, type the name into the Name box and click the Update button. The format, content and filtering criteria you have specified will be saved with the report to be accessed at any time. Once saved, the report will be listed as the name you specified in the My Reports section of the Report Menu.
- To delete a report click the Delete Report button.
- To view and/or print the report, click the View button. Click the Export button to export the content of the report to a file that can be opened in Excel.

See below for more detailed instructions on Viewing and Exporting reports.

Viewing, Printing and Saving Reports

All reports can be viewed on-line, printed to paper, or saved to your computer. To view a report, click the View button. The report will be displayed in Adobe Acrobat. Once displayed, to print the report to paper, click the 'Printer' icon. To save the report, click the 'Disk' icon and specify a file name and location on your computer.

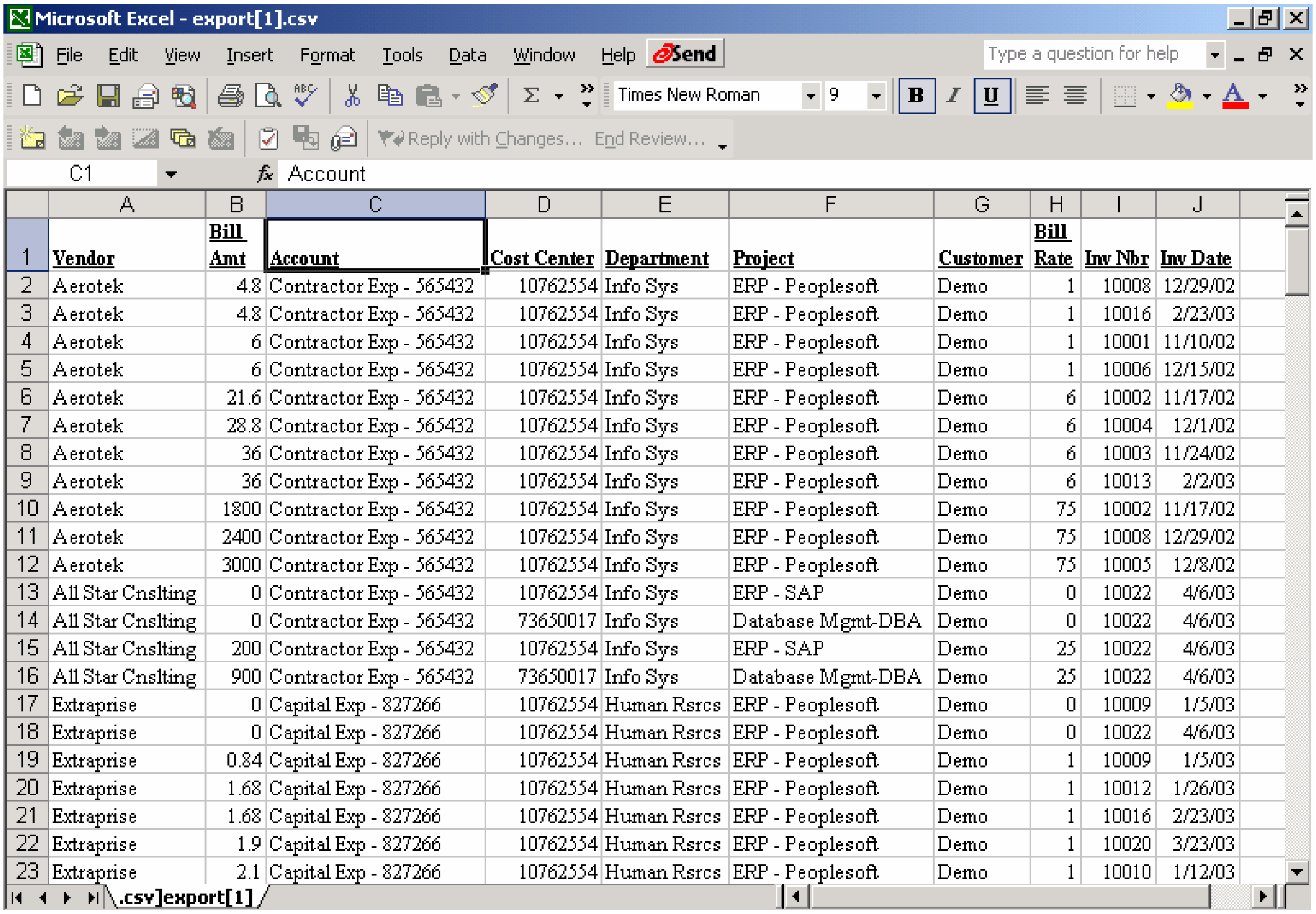


Activity and Cost - Created Apr-24-03

Vendor	Bill Amt	Account	Cost Center	Department	Project	Customer	Bill Rate	Invoice Nbr	Invoice Date
Aerotek	0.00	Contractor Expense - 565432	1076255435	Information Systems	ERP - Peoplesoft	Demo Customer	0.00	10001	Nov-10-2002
Aerotek	0.00	Contractor Expense - 565432	1076255435	Information Systems	ERP - Peoplesoft	Demo Customer	0.00	10002	Nov-17-2002
Aerotek	0.00	Contractor Expense - 565432	1076255435	Information Systems	ERP - Peoplesoft	Demo Customer	0.00	10003	Nov-24-2002
Aerotek	0.00	Contractor Expense - 565432	1076255435	Information Systems	ERP - Peoplesoft	Demo Customer	0.00	10004	Dec-01-2002
Aerotek	0.00	Contractor Expense - 565432	1076255435	Information Systems	ERP - Peoplesoft	Demo Customer	0.00	10005	Dec-08-2002
Aerotek	0.00	Contractor Expense - 565432	1076255435	Information Systems	ERP - Peoplesoft	Demo Customer	0.00	10006	Dec-15-2002
Aerotek	0.00	Contractor Expense - 565432	1076255435	Information Systems	ERP - Peoplesoft	Demo Customer	0.00	10007	Dec-22-2002
Aerotek	0.00	Contractor Expense - 565432	1076255435	Information Systems	ERP - Peoplesoft	Demo Customer	0.00	10008	Dec-29-2002
Aerotek	0.00	Contractor Expense - 565432	1076255435	Information Systems	ERP - Peoplesoft	Demo Customer	0.00	10009	Jan-05-2003
Aerotek	0.00	Contractor Expense - 565432	1076255435	Information Systems	ERP - Peoplesoft	Demo Customer	0.00	10010	Jan-12-2003
Aerotek	0.00	Contractor Expense - 565432	1076255435	Information Systems	ERP - Peoplesoft	Demo Customer	0.00	10011	Jan-19-2003
Aerotek	0.00	Contractor Expense - 565432	1076255435	Information Systems	ERP - Peoplesoft	Demo Customer	0.00	10012	Jan-26-2003
Aerotek	0.00	Contractor Expense - 565432	1076255435	Information Systems	ERP - Peoplesoft	Demo Customer	0.00	10013	Feb-02-2003
Aerotek	0.00	Contractor Expense - 565432	1076255435	Information Systems	ERP - Peoplesoft	Demo Customer	0.00	10014	Feb-09-2003
Aerotek	0.00	Contractor Expense - 565432	1076255435	Information Systems	ERP - Peoplesoft	Demo Customer	0.00	10015	Feb-16-2003
Aerotek	0.00	Contractor Expense - 565432	1076255435	Information Systems	ERP - Peoplesoft	Demo Customer	0.00	10016	Feb-23-2003
Aerotek	0.00	Contractor Expense - 565432	1076255435	Information Systems	ERP - Peoplesoft	Demo Customer	0.00	10017	Mar-02-2003
Aerotek	3.60	Contractor Expense - 565432	1076255435	Information Systems	ERP - Peoplesoft	Demo Customer	1.00	10002	Nov-17-2002
Aerotek	4.80	Contractor Expense - 565432	1076255435	Information Systems	ERP - Peoplesoft	Demo Customer	1.00	10004	Dec-01-2002
Aerotek	4.80	Contractor Expense - 565432	1076255435	Information Systems	ERP - Peoplesoft	Demo Customer	1.00	10008	Dec-29-2002
Aerotek	4.80	Contractor Expense - 565432	1076255435	Information Systems	ERP - Peoplesoft	Demo Customer	1.00	10009	Jan-05-2003
Aerotek	4.80	Contractor Expense - 565432	1076255435	Information Systems	ERP - Peoplesoft	Demo Customer	1.00	10012	Jan-26-2003
Aerotek	4.80	Contractor Expense - 565432	1076255435	Information Systems	ERP - Peoplesoft	Demo Customer	1.00	10015	Feb-16-2003
Aerotek	4.80	Contractor Expense - 565432	1076255435	Information Systems	ERP - Peoplesoft	Demo Customer	1.00	10016	Feb-23-2003
Aerotek	6.00	Contractor Expense -	1076255435	Information Systems	ERP - Peoplesoft	Demo Customer	1.00	10001	Nov-10-2002

Exporting Reports

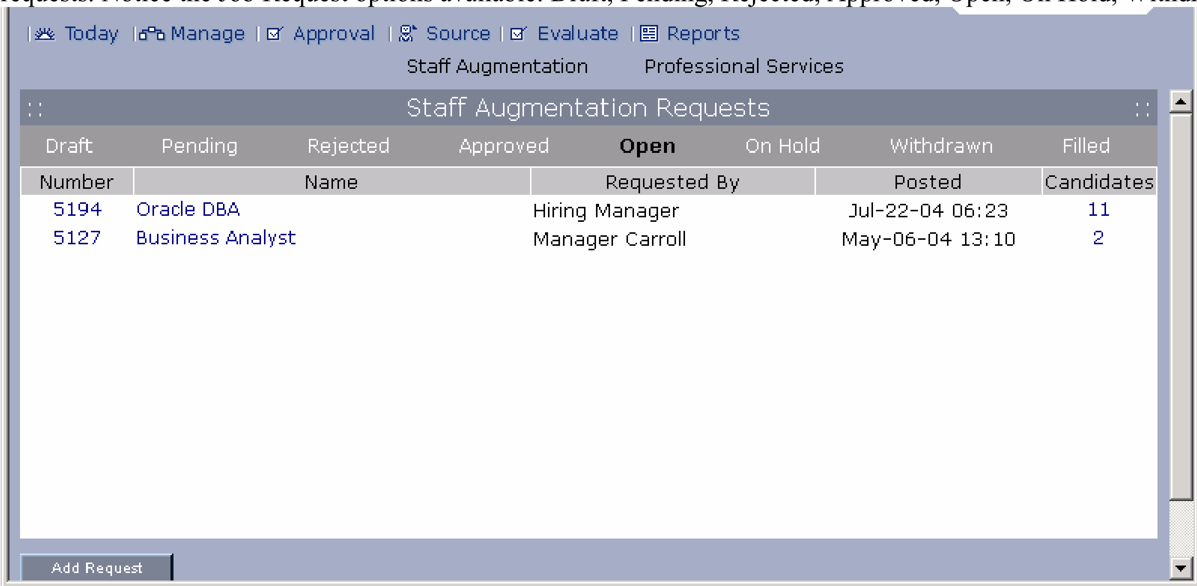
All reports can be exported to a file in 'Comma Delimited (CSV)' format that can be opened in an external spreadsheet application such as Excel. To export a report, click the Export button. You will be given the option to Open or Save the exported file. If you select Open, the report should be automatically opened in the default spreadsheet application on your computer (most likely Excel). If you select Save, you will be prompted for a file name and location on your computer to which the report will be saved.



	A	B	C	D	E	F	G	H	I	J
1	Vendor	Bill Amt	Account	Cost Center	Department	Project	Customer	Bill Rate	Inv Nbr	Inv Date
2	Aerotek	4.8	Contractor Exp - 565432	10762554	Info Sys	ERP - Peoplesoft	Demo	1	10008	12/29/02
3	Aerotek	4.8	Contractor Exp - 565432	10762554	Info Sys	ERP - Peoplesoft	Demo	1	10016	2/23/03
4	Aerotek	6	Contractor Exp - 565432	10762554	Info Sys	ERP - Peoplesoft	Demo	1	10001	11/10/02
5	Aerotek	6	Contractor Exp - 565432	10762554	Info Sys	ERP - Peoplesoft	Demo	1	10006	12/15/02
6	Aerotek	21.6	Contractor Exp - 565432	10762554	Info Sys	ERP - Peoplesoft	Demo	6	10002	11/17/02
7	Aerotek	28.8	Contractor Exp - 565432	10762554	Info Sys	ERP - Peoplesoft	Demo	6	10004	12/1/02
8	Aerotek	36	Contractor Exp - 565432	10762554	Info Sys	ERP - Peoplesoft	Demo	6	10003	11/24/02
9	Aerotek	36	Contractor Exp - 565432	10762554	Info Sys	ERP - Peoplesoft	Demo	6	10013	2/2/03
10	Aerotek	1800	Contractor Exp - 565432	10762554	Info Sys	ERP - Peoplesoft	Demo	75	10002	11/17/02
11	Aerotek	2400	Contractor Exp - 565432	10762554	Info Sys	ERP - Peoplesoft	Demo	75	10008	12/29/02
12	Aerotek	3000	Contractor Exp - 565432	10762554	Info Sys	ERP - Peoplesoft	Demo	75	10005	12/8/02
13	All Star Cnslting	0	Contractor Exp - 565432	10762554	Info Sys	ERP - SAP	Demo	0	10022	4/6/03
14	All Star Cnslting	0	Contractor Exp - 565432	73650017	Info Sys	Database Mgmt-DBA	Demo	0	10022	4/6/03
15	All Star Cnslting	200	Contractor Exp - 565432	10762554	Info Sys	ERP - SAP	Demo	25	10022	4/6/03
16	All Star Cnslting	900	Contractor Exp - 565432	73650017	Info Sys	Database Mgmt-DBA	Demo	25	10022	4/6/03
17	Extraprise	0	Capital Exp - 827266	10762554	Human Rsrcs	ERP - Peoplesoft	Demo	0	10009	1/5/03
18	Extraprise	0	Capital Exp - 827266	10762554	Human Rsrcs	ERP - Peoplesoft	Demo	0	10022	4/6/03
19	Extraprise	0.84	Capital Exp - 827266	10762554	Human Rsrcs	ERP - Peoplesoft	Demo	1	10009	1/5/03
20	Extraprise	1.68	Capital Exp - 827266	10762554	Human Rsrcs	ERP - Peoplesoft	Demo	1	10012	1/26/03
21	Extraprise	1.68	Capital Exp - 827266	10762554	Human Rsrcs	ERP - Peoplesoft	Demo	1	10016	2/23/03
22	Extraprise	1.9	Capital Exp - 827266	10762554	Human Rsrcs	ERP - Peoplesoft	Demo	1	10020	3/23/03
23	Extraprise	2.1	Capital Exp - 827266	10762554	Human Rsrcs	ERP - Peoplesoft	Demo	1	10010	1/12/03

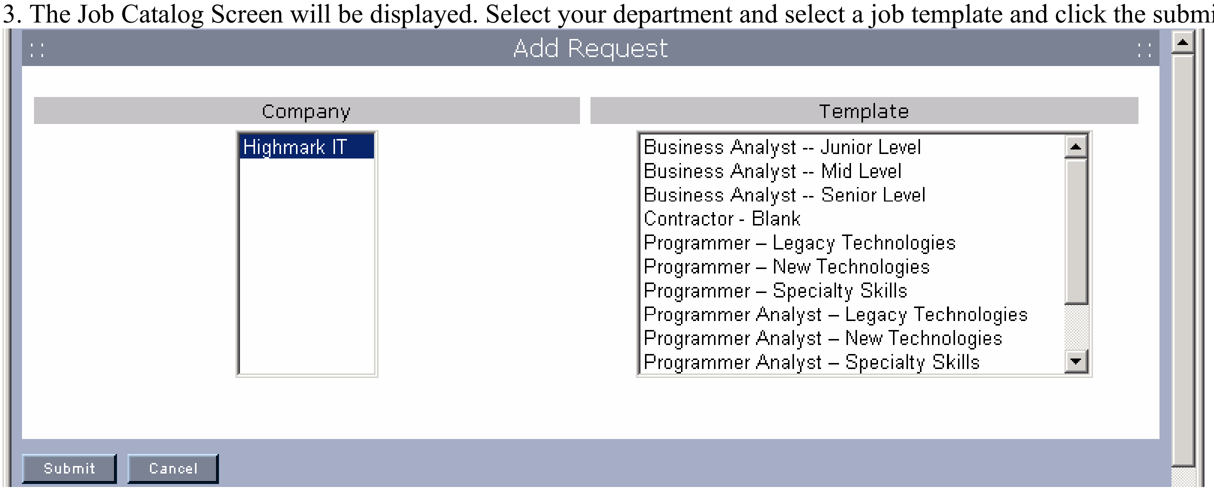
Creating A New Job Requisition

1. Click on the Source menu item at the top of the screen. Click on the Staff Augmentation sub menu item to display a listing of all job requests. Notice the Job Request options available: Draft, Pending, Rejected, Approved, Open, On Hold, Withdrawn and Filled.

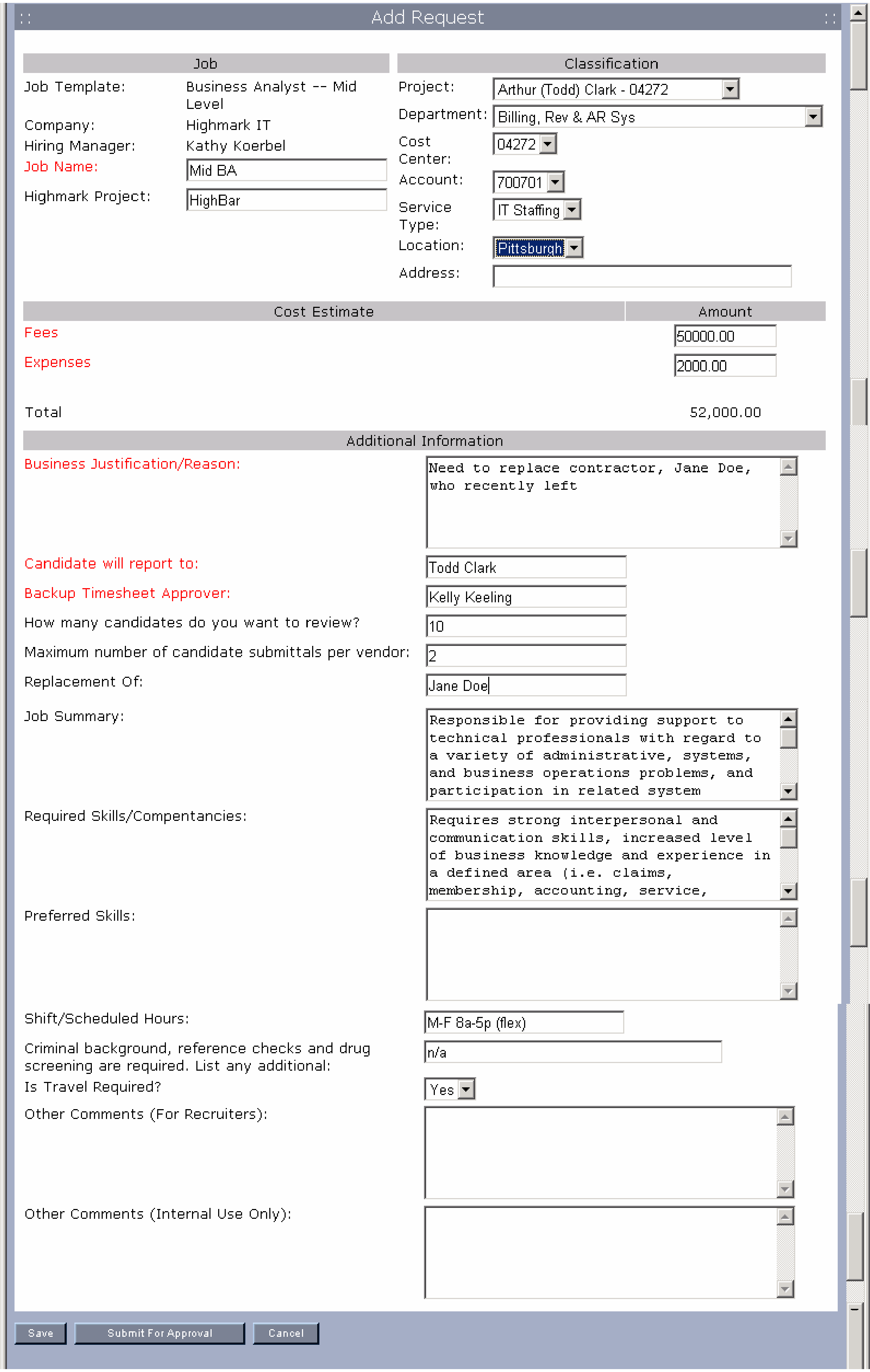


2. To add a new Job Request, click the Add Request button.

3. The Job Catalog Screen will be displayed. Select your department and select a job template and click the submit button.



4. Use the drop down options where available to properly complete the request. Use the scroll bar to display the complete screen.



Add Request

Job		Classification	
Job Template:	Business Analyst -- Mid Level	Project:	Arthur (Todd) Clark - 04272
Company:	Highmark IT	Department:	Billing, Rev & AR Sys
Hiring Manager:	Kathy Koerbel	Cost Center:	04272
Job Name:	Mid BA	Account:	700701
Highmark Project:	HighBar	Service Type:	IT Staffing
		Location:	Pittsburgh
		Address:	

Cost Estimate	Amount
Fees	50000.00
Expenses	2000.00
Total	52,000.00

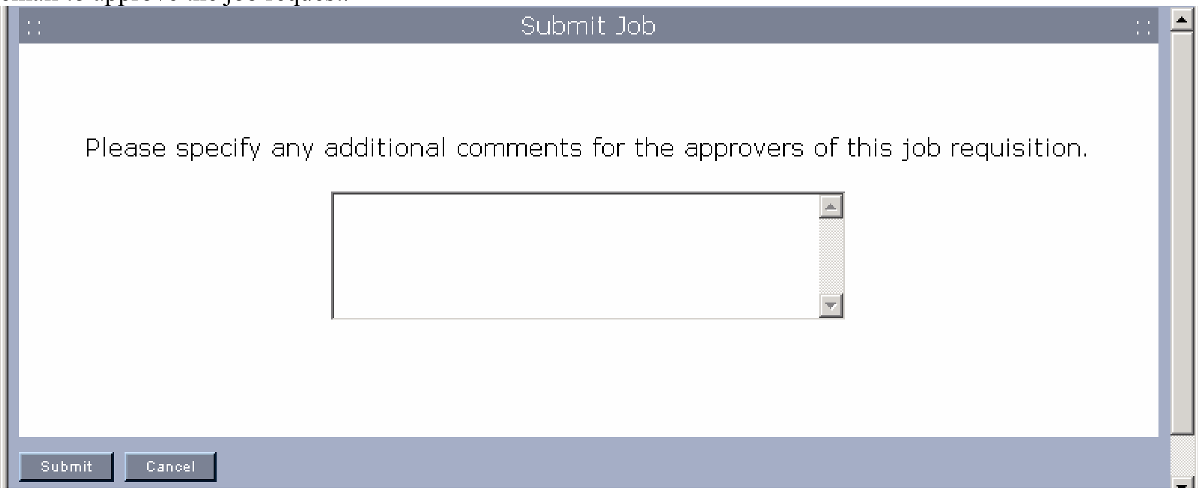
Additional Information

Business Justification/Reason:	Need to replace contractor, Jane Doe, who recently left
Candidate will report to:	Todd Clark
Backup Timesheet Approver:	Kelly Keeling
How many candidates do you want to review?	10
Maximum number of candidate submittals per vendor:	2
Replacement Of:	Jane Doe
Job Summary:	Responsible for providing support to technical professionals with regard to a variety of administrative, systems, and business operations problems, and participation in related system
Required Skills/Compentancies:	Requires strong interpersonal and communication skills, increased level of business knowledge and experience in a defined area (i.e. claims, membership, accounting, service,
Preferred Skills:	
Shift/Scheduled Hours:	M-F 8a-5p (flex)
Criminal background, reference checks and drug screening are required. List any additional:	n/a
Is Travel Required?	Yes
Other Comments (For Recruiters):	
Other Comments (Internal Use Only):	

Save | Submit For Approval | Cancel

5. To save the job requisition as a draft, click the save button. You may retrieve this draft any time by clicking on the Draft tab on the job request options. When the job requisition is complete, click the submit button for approval.

6. A confirmation message will pop up. Click yes if you are sure you want to submit this job request. Your manager will be notified via email to approve the job request.

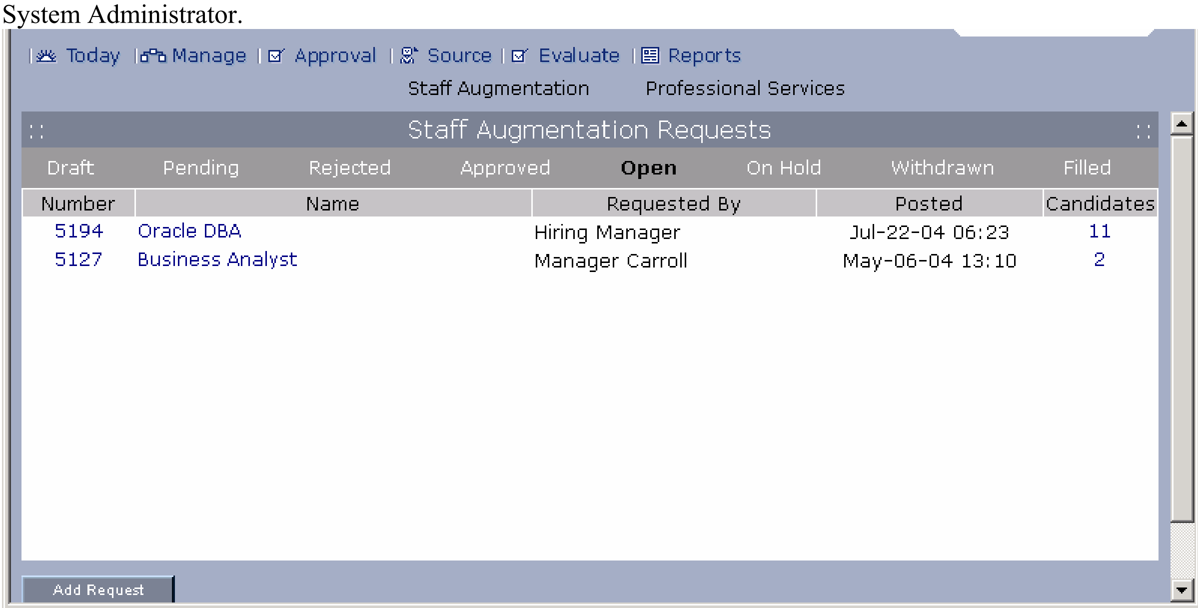


7. Repeat steps 2 through 6 to complete another job request.
8. Click the logout common menu item at the top right hand part of the screen.
9. You will be notified via email when your job request has been approved.

Viewing the Job Request Status

1. To view the different phases of the job requisitions, click on the Source menu item. Click the Staff Augmentation tab. To access any of the following tabs, click on the designated tab from the Job Request Screen. The following are the different phases of a job requisition:

Draft -- when a hiring manager has yet to send the job requisition for manager approval (work in progress, not yet finalized).
Pending -- when a hiring manager has submitted a new job request and is pending management approval.
Rejected -- when the job requisition has been rejected (not approved) by senior management.
Approved -- after a job requisition has been fully approved, but before the job request has been submitted to the Preferred Staffing Agencies.
Open -- after job requests are sent to the Preferred Staffing Agencies and before the job has been filled.
On Hold -- represent either jobs requests temporarily on hold pending a management decision or when no additional resumes are being accepted.
Withdrawn -- when the hiring manager withdraws or closes the job. A message is automatically sent to all Preferred Staffing Agencies and the System Administrator.
Filled -- when a candidate has been hired for the job request. A message is automatically sent to all Preferred Staffing Agencies and the System Administrator.



2. To view a specific job request in any of the designated tabs, click on the ID #.

3. A new screen will be displayed showing the general information tab, which consists of the job request.

4. To edit the job request (prior to posting to a vendor), click on the edit button at the bottom of the screen. A new screen will be displayed allowing the job request to be changed. Make the necessary changes and click update when complete. Note that once a job has been posted to the vendors, a job request cannot be edited. The Cost Estimate can not be edited once submitted for approval.

5. To withdraw the job request (prior to posting to a vendor), click on the withdraw button. A new screen will be displayed confirming that the job request is being withdrawn. Click yes to withdraw the job request. Note that once a job has been posted to the vendors, a job request cannot be withdrawn.

6. To copy a job request, click on the copy button. A new screen will be displayed confirming that the job request is to be copied. Click yes to copy the job request. A new screen will be displayed with the new job request. At this point, the job can be edited for any specific information. Once complete, click the submit button for approval.

7. To review the list of all current candidates attached to the job request indicated on the title bar, click on the candidate tab. A view of the candidate name, availability, rate, status and date posted will be displayed. You will only see short listed candidates after a job is closed / placed on hold.

Oracle DBA - 5194

General **Candidates** Approval Notes History

Name	Available	Rate	Status	Posted
Frank Fun	Jul-22-04	69.75	Hire	Jul-22-2004 06:44
Alli Nicholas	Jul-22-04	72.00	Hire	Jul-22-2004 06:57
Gracie Bell	Jul-22-04	62.75	Hire	Jul-22-2004 07:04
Larry Jones	Jul-22-04	70.00	Interview	Jul-22-2004 06:42
Marsha Brady	Jul-22-04	68.00	Interview	Jul-22-2004 06:58
Ashton Blake	Jul-22-04	60.00	Interview	Jul-22-2004 07:00
Kaleigh Polk	Jul-22-04	63.45	Interview	Jul-22-2004 07:08
Anna Nicole	Jul-22-04	75.50	Pending Hiring Manager	Jul-22-2004 06:34
David Dixon	Jul-22-04	74.75	Pending Hiring Manager	Jul-22-2004 06:35

8. Click on the candidates name to view their specific information (i.e. resume, skill set). Click close to return to the main menu.

Larry Jones

General History

Candidate	
First Name:	Larry
Middle Name:	
Last Name:	Jones
Email:	
Phone:	

Availability / Rate / Status	
Date Available:	Jul-22-04
Bill Rate:	70.0000
Pay Rate:	0
Rate Type:	Hourly
Status:	Interview

Job Summary	
Company:	Dimension Data
Name:	Oracle DBA
Number:	5194
Start Date:	Aug-01-04
End Date:	Dec-31-04
Submittal Cutoff Date:	Jul-25-04
Rate Range:	65.00-80.00 Hourly
Maximum Bill Rate:	80.00

Posted By	
Post Date:	Jul-22-04

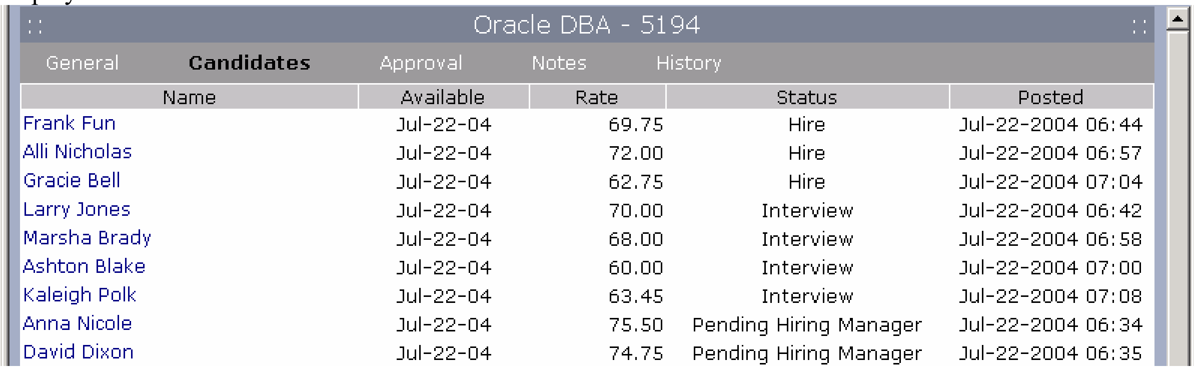
Additional Information	
Has this candidate ever worked for us before as a contractor?	No
Has this candidate ever worked for us before as an employee?	
If yes, list terms/dates of employment and separation:	
Skill Summary	Oracle Education 7.x/8.x/8i/9I Hewlett Packard Education SQL and PL/SQL Database Administration, HP-UX Performance Tuning Backup and Recovery 9i New Features

Resume

Objective: Senior Database Administrator
Experience:
2001-2003 Pier 1 Imports Fort Worth
Senior Database Administrator
Provided Oracle, SQL Server and DB2 database administration for JD Edwards, PeopleSoft and Oracle Financials systems.
Built logical and physical data models and implemented physical model in development, QA and production databases. Created database objects for replicating real-time data from other production databases.
Implemented combined hot and cold backups of the database.
Developed migration plans and performed in lead DBA capacity to upgrade JD Edwards to XE and Oracle 9i.
Created data refresh, instance-cloning procedures for all database environments using both physical and logical backup/restore techniques for test, development and qa environments.
Created and maintained development, test, qa and production database environments including source management and migration standards to insure production integrity.
Developed and implemented standardized database maintenance procedures and scripts.
Developed and implemented standardized physical/logical backup/recovery solutions for all database environments.
Diagnosed and resolved database, application and system configuration issues.
Implemented a standard Quest and BMC tool set to monitor databases and applications for performance, availability and fault tolerance using Quest tools for real time and historical monitoring and BMC Patrol for proactive monitoring of Unix hosts and databases.
Created and maintained development, test, qa and production database instances and migration standards to insure production integrity.
Installed and managed Legato Networker backup/recovery systems for Sun, SGI, HP and Oracle/Sybase database environments including RMAN integration.

Reject | Interview | Hire | Close

9. To sort any of the information listed, click on the column headings (name, available, rate, status and posted). A new view will now be displayed.

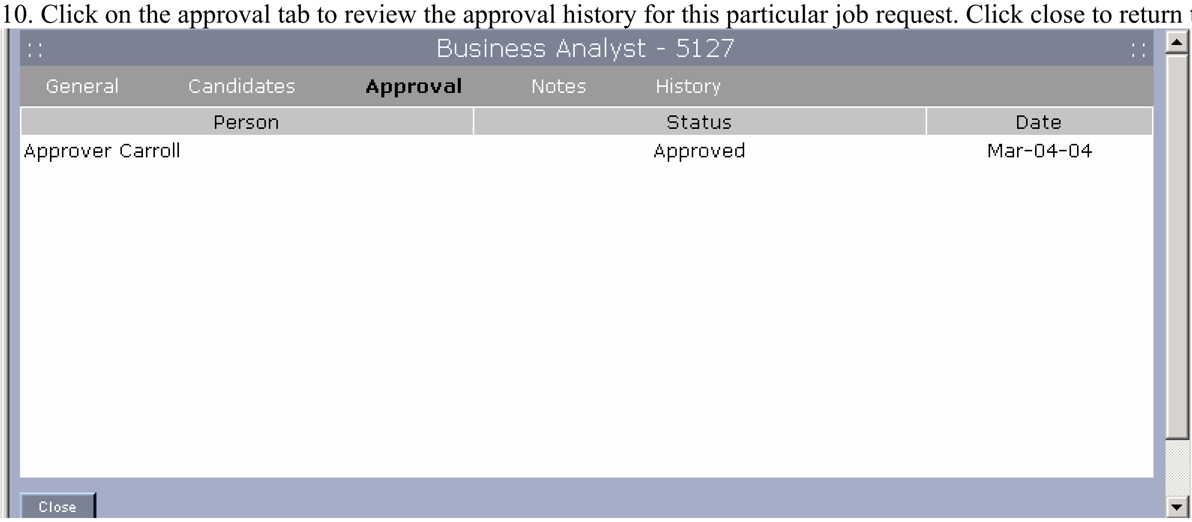


Oracle DBA - 5194

General Candidates Approval Notes History

Name	Available	Rate	Status	Posted
Frank Fun	Jul-22-04	69.75	Hire	Jul-22-2004 06:44
Alli Nicholas	Jul-22-04	72.00	Hire	Jul-22-2004 06:57
Gracie Bell	Jul-22-04	62.75	Hire	Jul-22-2004 07:04
Larry Jones	Jul-22-04	70.00	Interview	Jul-22-2004 06:42
Marsha Brady	Jul-22-04	68.00	Interview	Jul-22-2004 06:58
Ashton Blake	Jul-22-04	60.00	Interview	Jul-22-2004 07:00
Kaleigh Polk	Jul-22-04	63.45	Interview	Jul-22-2004 07:08
Anna Nicole	Jul-22-04	75.50	Pending Hiring Manager	Jul-22-2004 06:34
David Dixon	Jul-22-04	74.75	Pending Hiring Manager	Jul-22-2004 06:35

10. Click on the approval tab to review the approval history for this particular job request. Click close to return to the main menu.



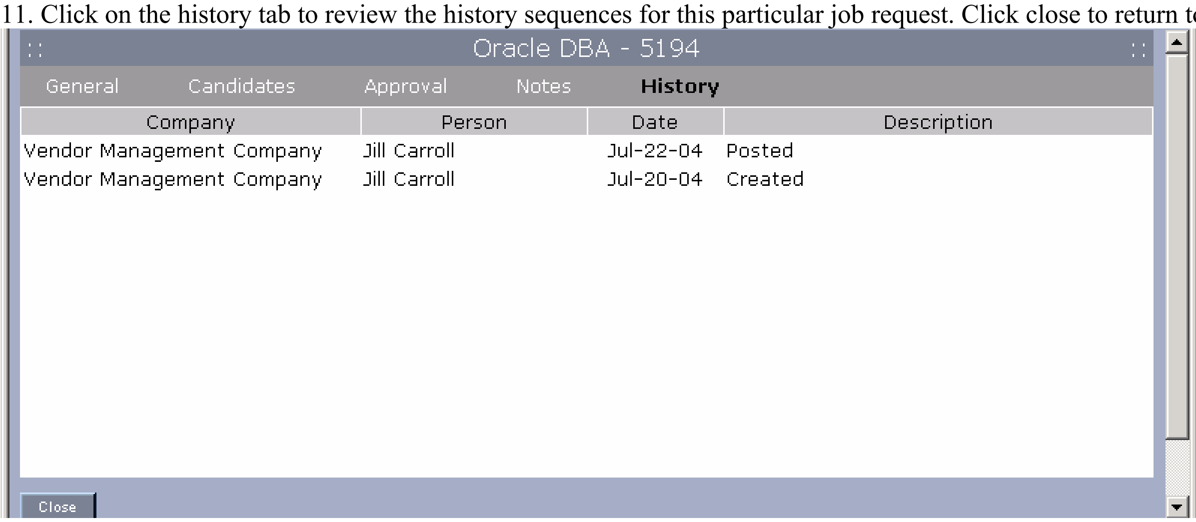
Business Analyst - 5127

General Candidates Approval Notes History

Person	Status	Date
Approver Carroll	Approved	Mar-04-04

Close

11. Click on the history tab to review the history sequences for this particular job request. Click close to return to the main menu.



Oracle DBA - 5194

General Candidates Approval Notes History

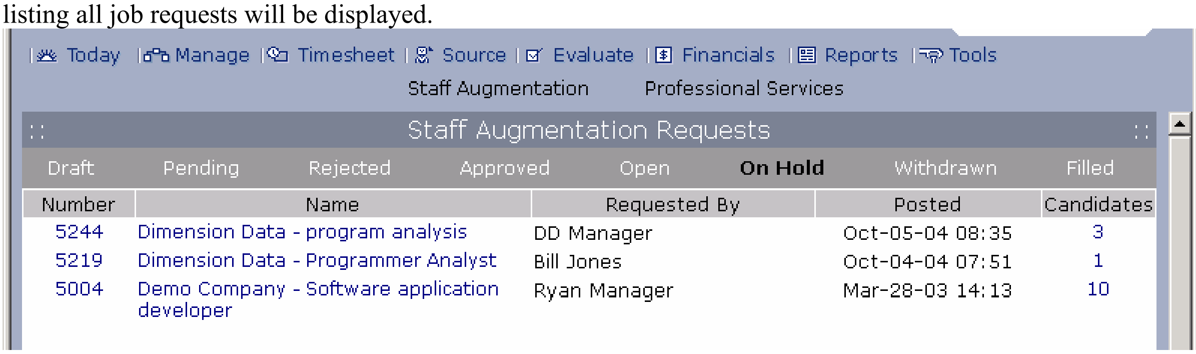
Company	Person	Date	Description
Vendor Management Company	Jill Carroll	Jul-22-04	Posted
Vendor Management Company	Jill Carroll	Jul-20-04	Created

Close

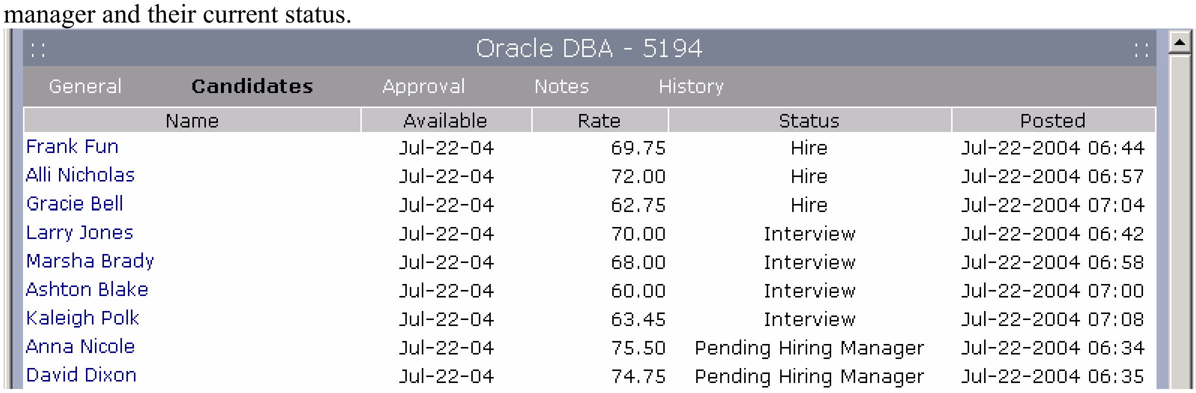
Reject, Interview & Hire Candidates

1. You may reject, interview and hire candidates directly from your today screen. From the “to do” list, select from the list and perform the action.

2. You may also click on the Source main menu item at the top of the screen. Click on the Staff Augmentation sub menu item. A screen listing all job requests will be displayed.



3. To view a listing of candidates pending your action, click on the number of the job request under the On Hold status, for which you wish to review candidates. Click on the candidates tab. A new screen will be displayed listing all candidates short-listed by the vendor manager and their current status.



4. The candidate’s status will determine the available buttons:

Pending: Candidates are pending once they have been “short listed” by the System Administrator and yet to be selected for an interview or rejected by the hiring manager. Click on the candidate’s name. A new screen will be displayed detailing the candidate’s general information. After a review of the profile, either click the interview button or reject button. A dialogue box will appear. Enter your comments and click the submit button. Note that these comments will be viewed by the vendor.

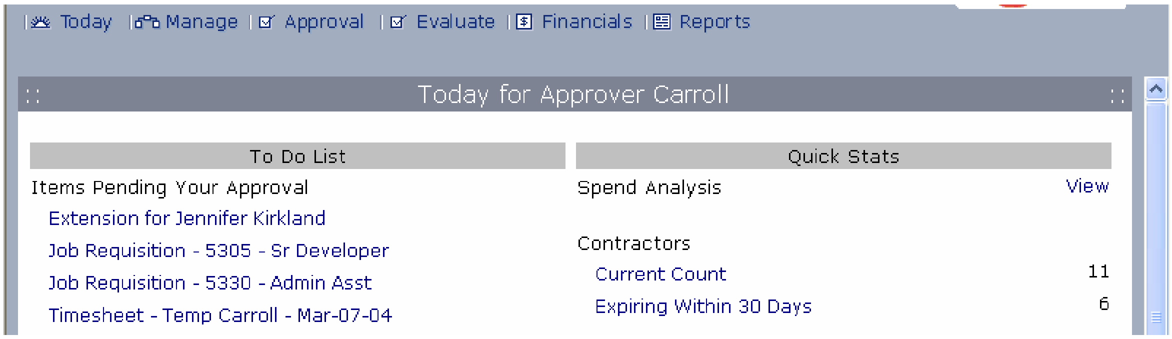
Interviewing: Candidates are interviewing after the Hiring Manager reviews the pending candidates and selects them for an interview. Click the candidate’s name. A new screen will be displayed detailing the candidate’s general information. After you have completed the interview, either click the hire button or the reject button. A dialogue box will appear. Enter your comments and click the submit button. Note that these comments will be viewed by the vendor.

Rejected: Candidates are rejected when the Hiring Mgr reviews the pending candidates and declines to interview or hire them.

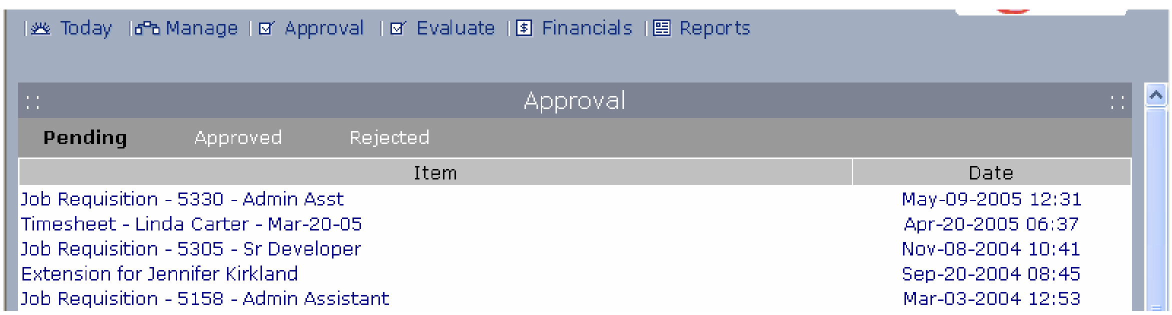
Hired: Candidates are hired when the Hiring Manager interviews the approved candidate and makes a hiring decision.

To Approve a Job Requisition

1. From your Today Screen, click on the job number you would like to approve and follow the prompts.

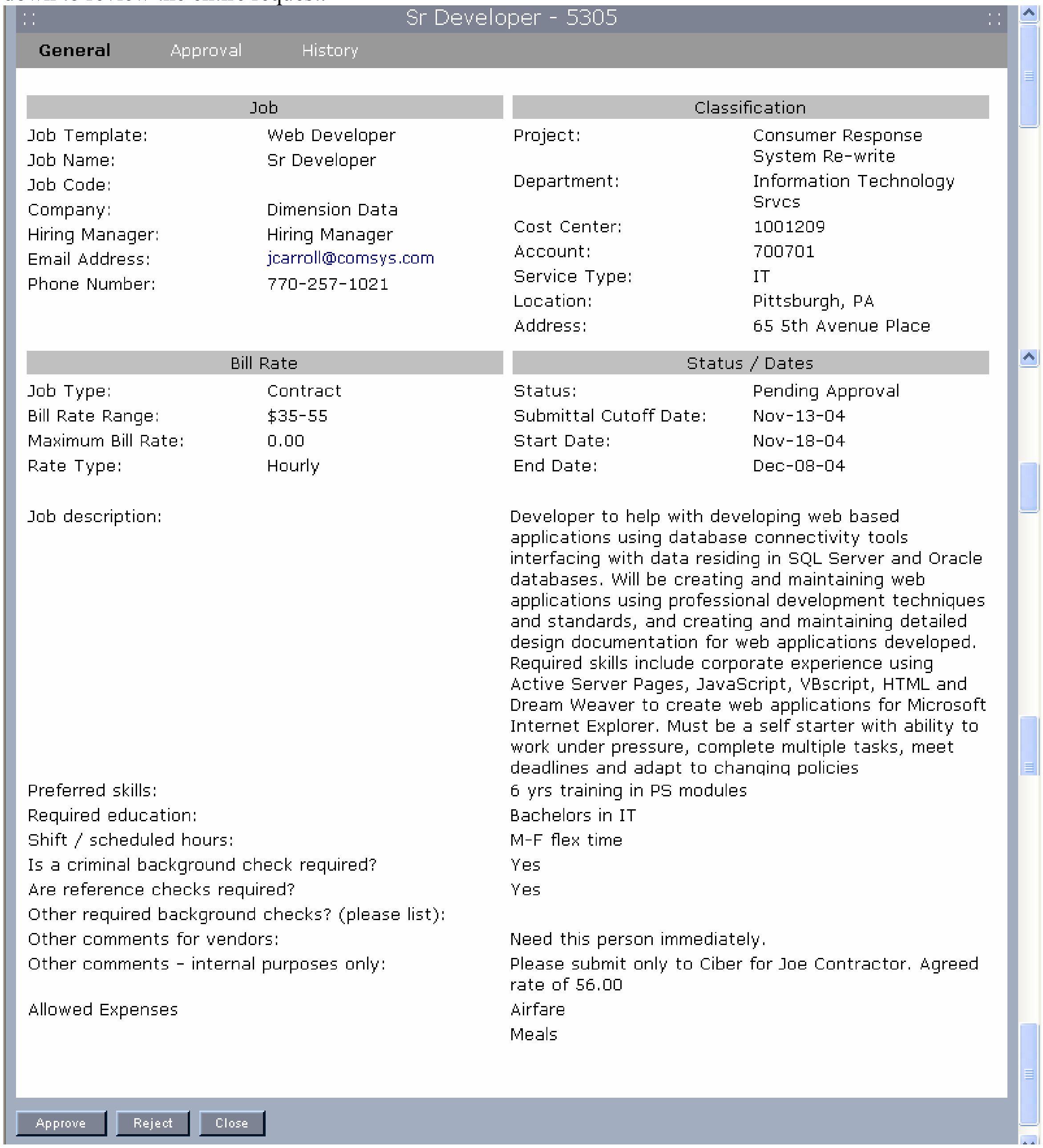


2. A listing of job requests requiring approval may also be viewed by clicking on the approval menu item.



3. To approve an individual Job Request, click on the ID Number of the Job Request to be approved.

4. A new screen will be displayed listing the General Information of the Job Request. Review the information. Use the scroll bar to scroll down to review the entire request.



Sr Developer - 5305

General | Approval | History

Job		Classification	
Job Template:	Web Developer	Project:	Consumer Response System Re-write
Job Name:	Sr Developer	Department:	Information Technology Srvcs
Job Code:		Cost Center:	1001209
Company:	Dimension Data	Account:	700701
Hiring Manager:	Hiring Manager	Service Type:	IT
Email Address:	jcarroll@comsys.com	Location:	Pittsburgh, PA
Phone Number:	770-257-1021	Address:	65 5th Avenue Place

Bill Rate		Status / Dates	
Job Type:	Contract	Status:	Pending Approval
Bill Rate Range:	$35-55	Submittal Cutoff Date:	Nov-13-04
Maximum Bill Rate:	0.00	Start Date:	Nov-18-04
Rate Type:	Hourly	End Date:	Dec-08-04

Job description:	Developer to help with developing web based applications using database connectivity tools interfacing with data residing in SQL Server and Oracle databases. Will be creating and maintaining web applications using professional development techniques and standards, and creating and maintaining detailed design documentation for web applications developed. Required skills include corporate experience using Active Server Pages, JavaScript, VBscript, HTML and Dream Weaver to create web applications for Microsoft Internet Explorer. Must be a self starter with ability to work under pressure, complete multiple tasks, meet deadlines and adapt to changing policies
Preferred skills:	6 yrs training in PS modules
Required education:	Bachelors in IT
Shift / scheduled hours:	M-F flex time
Is a criminal background check required?	Yes
Are reference checks required?	Yes
Other required background checks? (please list):	
Other comments for vendors:	Need this person immediately.
Other comments - internal purposes only:	Please submit only to Ciber for Joe Contractor. Agreed rate of 56.00
Allowed Expenses	Airfare Meals

Approve | Reject | Close

5. To Approve the Job Request, click the approve button.

6. A confirmation message will pop up. Click yes if you are sure you want to approve this job requisition.

7. To review the list of previously approved job requests, click on the approval tab.

8. Repeat steps 5 to 7 to approve any additional Job Requests.

To Deny a Job Requisition

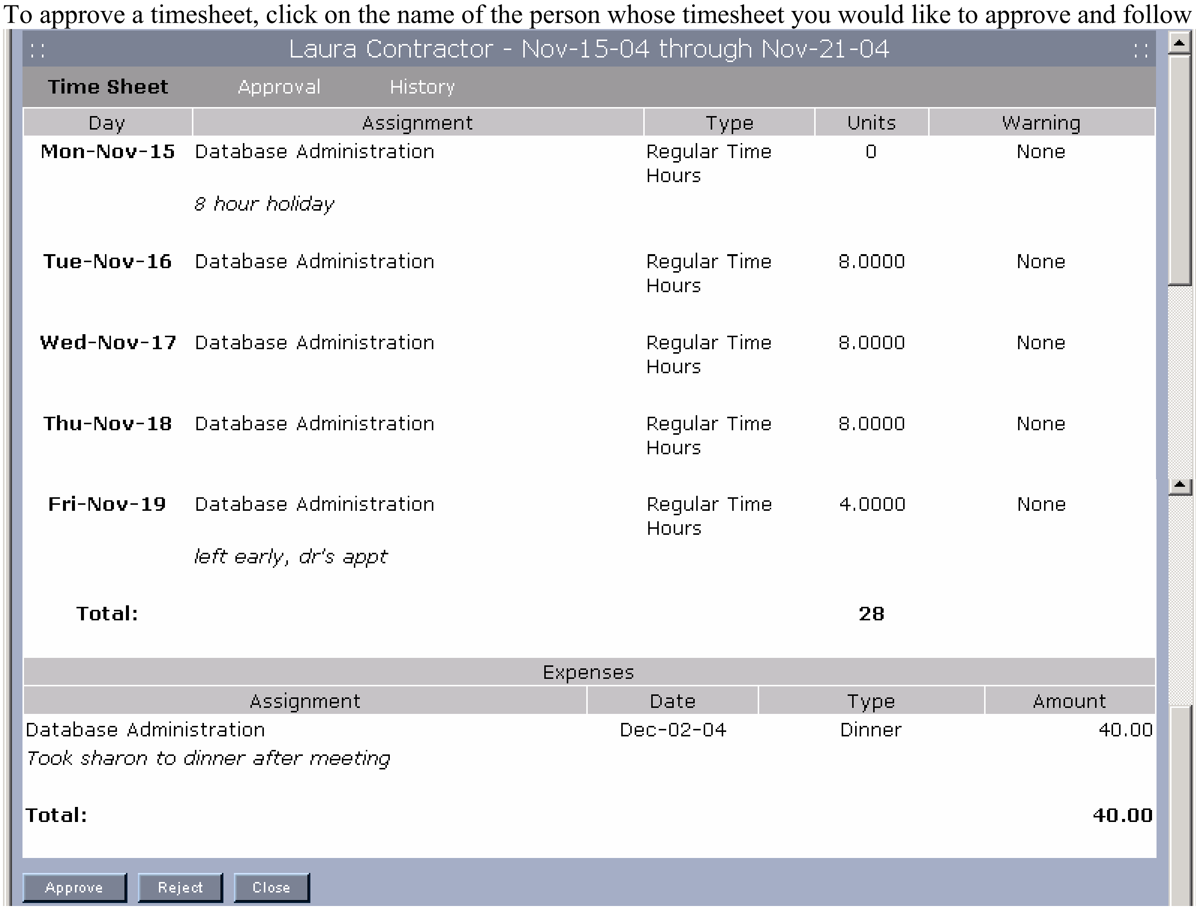
1. To Reject/Deny a Job Request, click the reject button. Enter an explanation in the message box as to why the Job Request is being denied. Click the reject button. Repeat steps as needed to reject any additional Job Requests.

2. To review a list of previously rejected job requests, click on the approval tab. You will be able to view all previously approved and rejected job requests.

Approving a Timesheet

1. A screen listing all timesheets pending your approval will be displayed in the To Do List.

To approve a timesheet, click on the name of the person whose timesheet you would like to approve and follow the prompts.

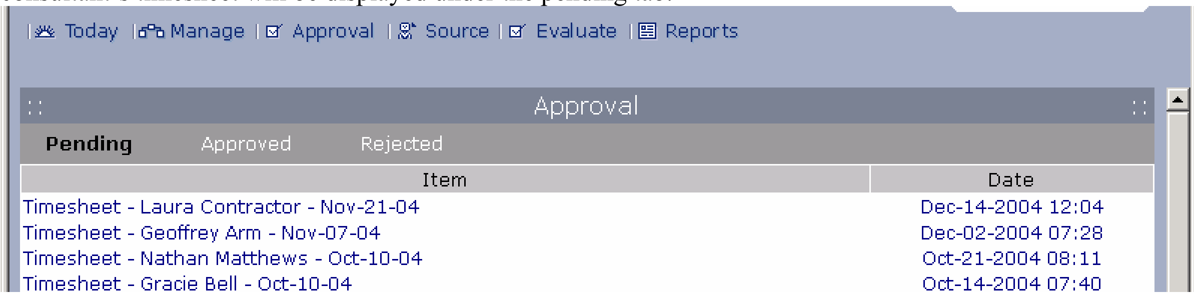


Day	Assignment	Type	Units	Warning
Mon-Nov-15	Database Administration *8 hour holiday*	Regular Time Hours	0	None
Tue-Nov-16	Database Administration	Regular Time Hours	8.0000	None
Wed-Nov-17	Database Administration	Regular Time Hours	8.0000	None
Thu-Nov-18	Database Administration	Regular Time Hours	8.0000	None
Fri-Nov-19	Database Administration *left early, dr's appt*	Regular Time Hours	4.0000	None
Total:			**28**	

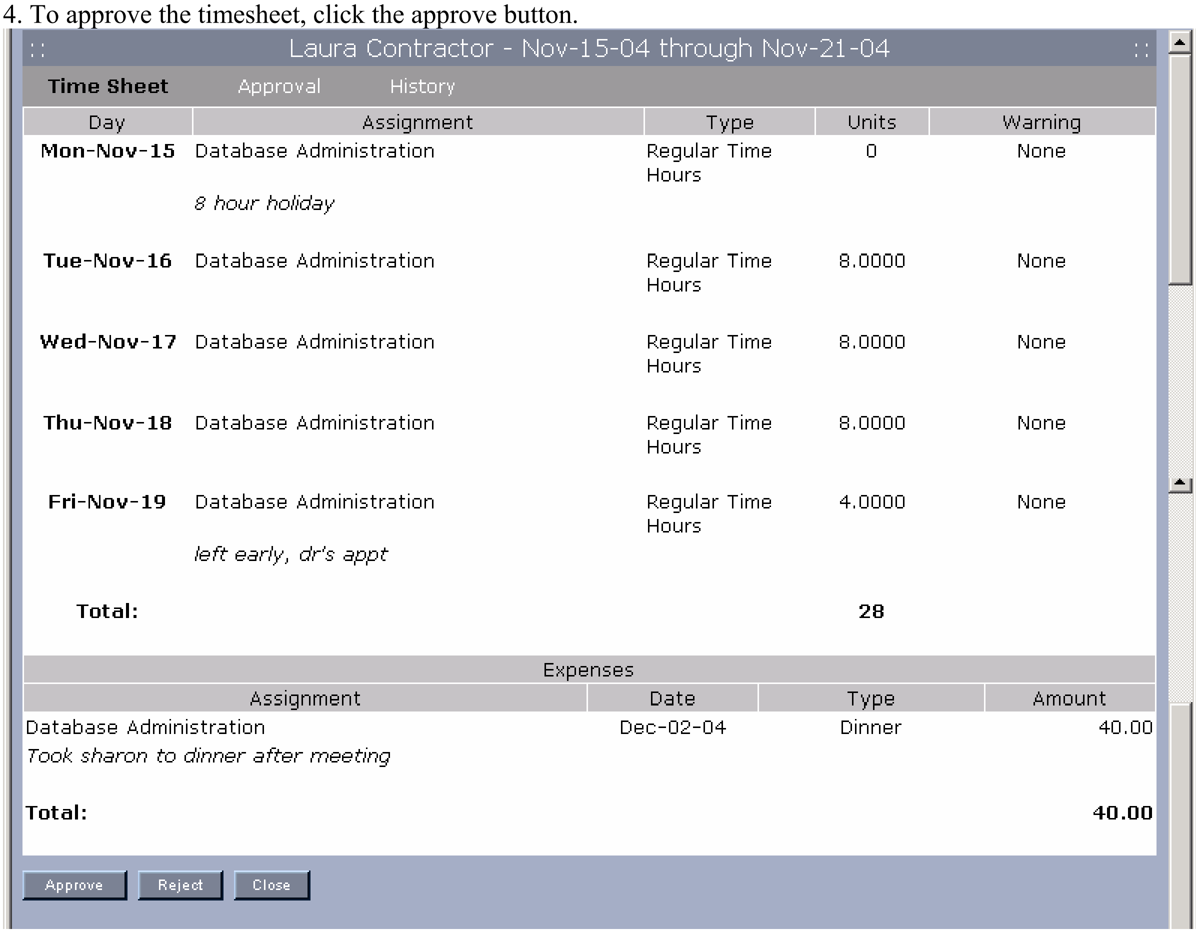
Expenses

Assignment	Date	Type	Amount
Database Administration *Took sharon to dinner after meeting*	Dec-02-04	Dinner	40.00
Total:			**40.00**

2. A listing of timesheets requiring approval may also be viewed by clicking the approval menu item at the top of the screen. The consultant's timesheet will be displayed under the pending tab.

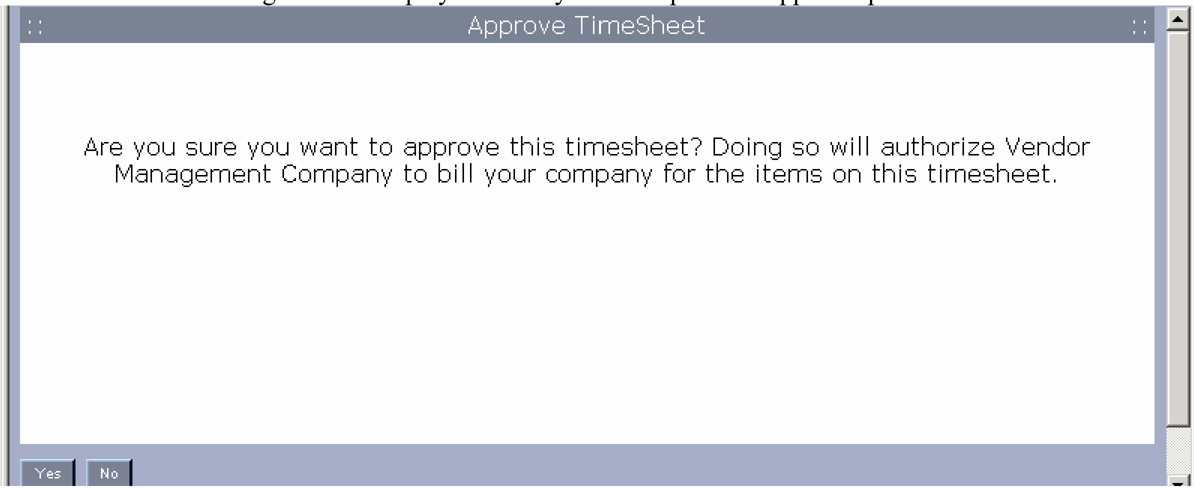


3. Review information, e.g., units/hours and expenses.
4. To approve the timesheet, click the approve button.



5. If you have questions or wish to deny the timesheet, please see denying a timesheet below.

6. A confirmation message will be displayed. Click yes to complete the approval process.



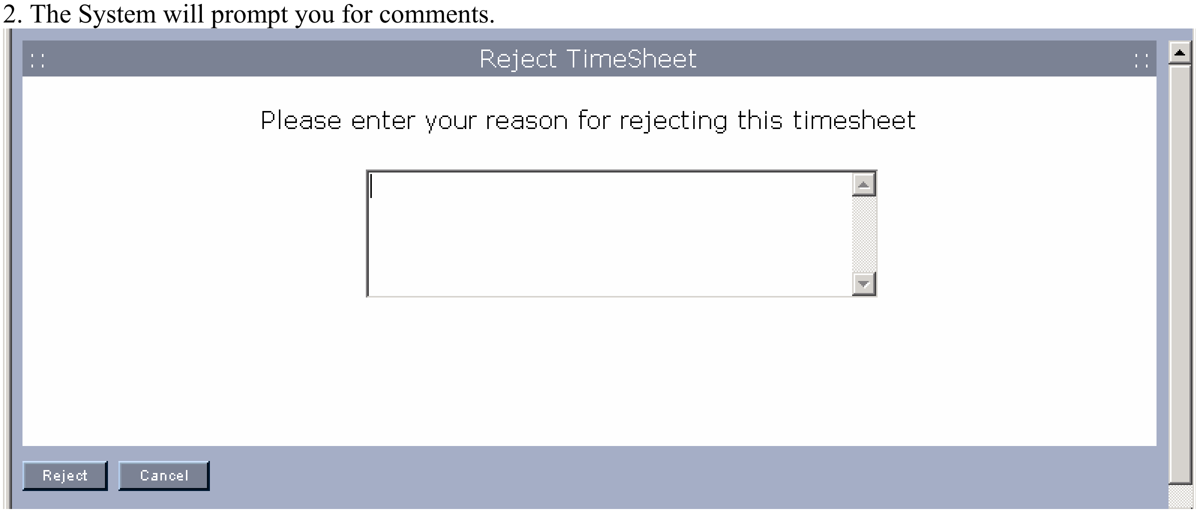
7. Repeat steps 1 -6 for each timesheet being approved.

8. If there are no more timesheets to approve, click the logout common menu item at the top of your screen.

Rejecting a Timesheet

1. If you do not want to approve the timesheet, click the reject button located on the lower part of the screen.

2. The System will prompt you for comments.



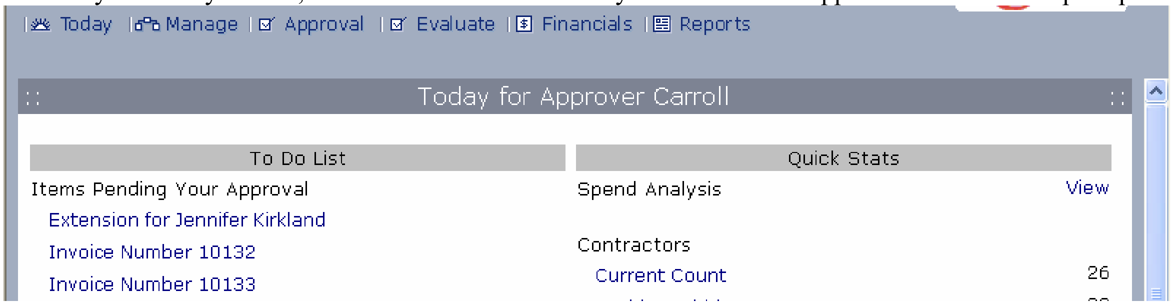
3. Type in your comments in the space provided, click reject upon completion.

4. A notification will be sent automatically to the consultant. The consultant must correct and resubmit his/her timesheet.

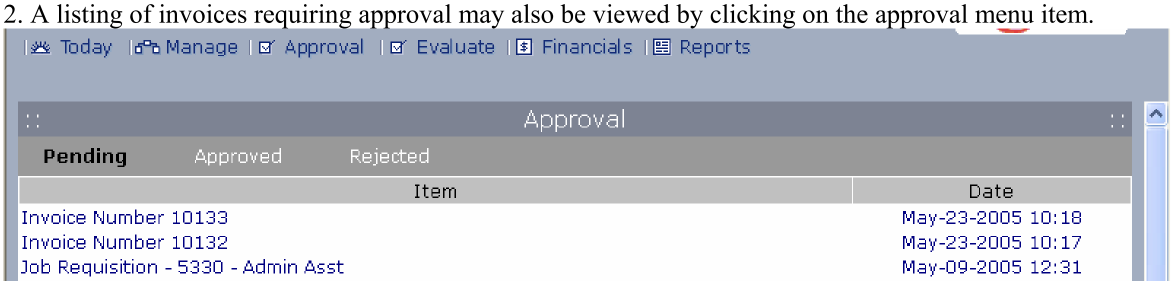
5. Once complete, click the logout common menu item at the top of the screen.

To Approve an Invoice

1. From your Today Screen, click on the invoice number you would like to approve and follow the prompts.

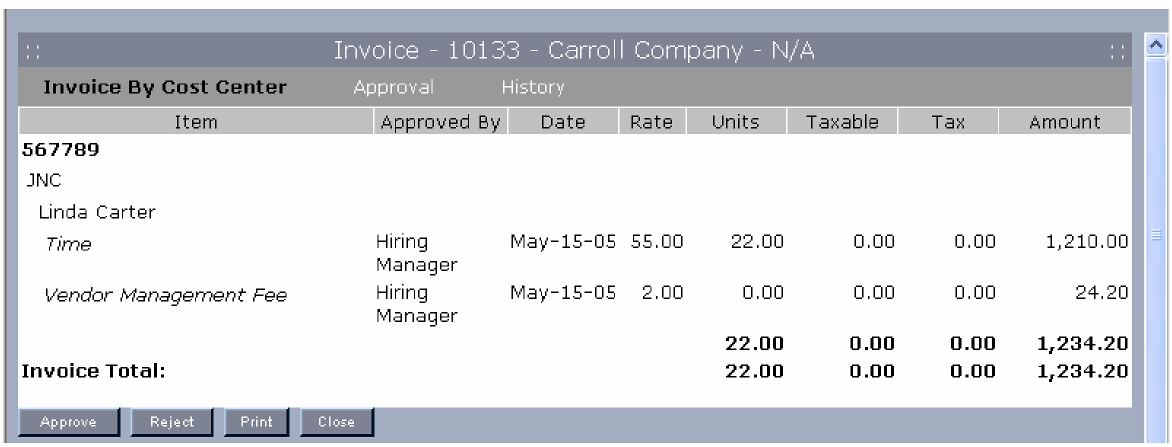


2. A listing of invoices requiring approval may also be viewed by clicking on the approval menu item.



3. To Approve an Invoice, Click the ID Number to select the desired Invoice listed under the pending approval menu.

4. A new screen will be displayed listing all invoice information for the projects that you are responsible for. This information includes the contractors by project, number of hours worked, timesheet approval history, hourly rate, extended dollars, related expenses, and the invoice approval history.



5. To Approve an Invoice, click the approve button. A confirmation message will pop up. Click approve if you are sure you want to approve the invoice.

To Reject/Deny an Invoice

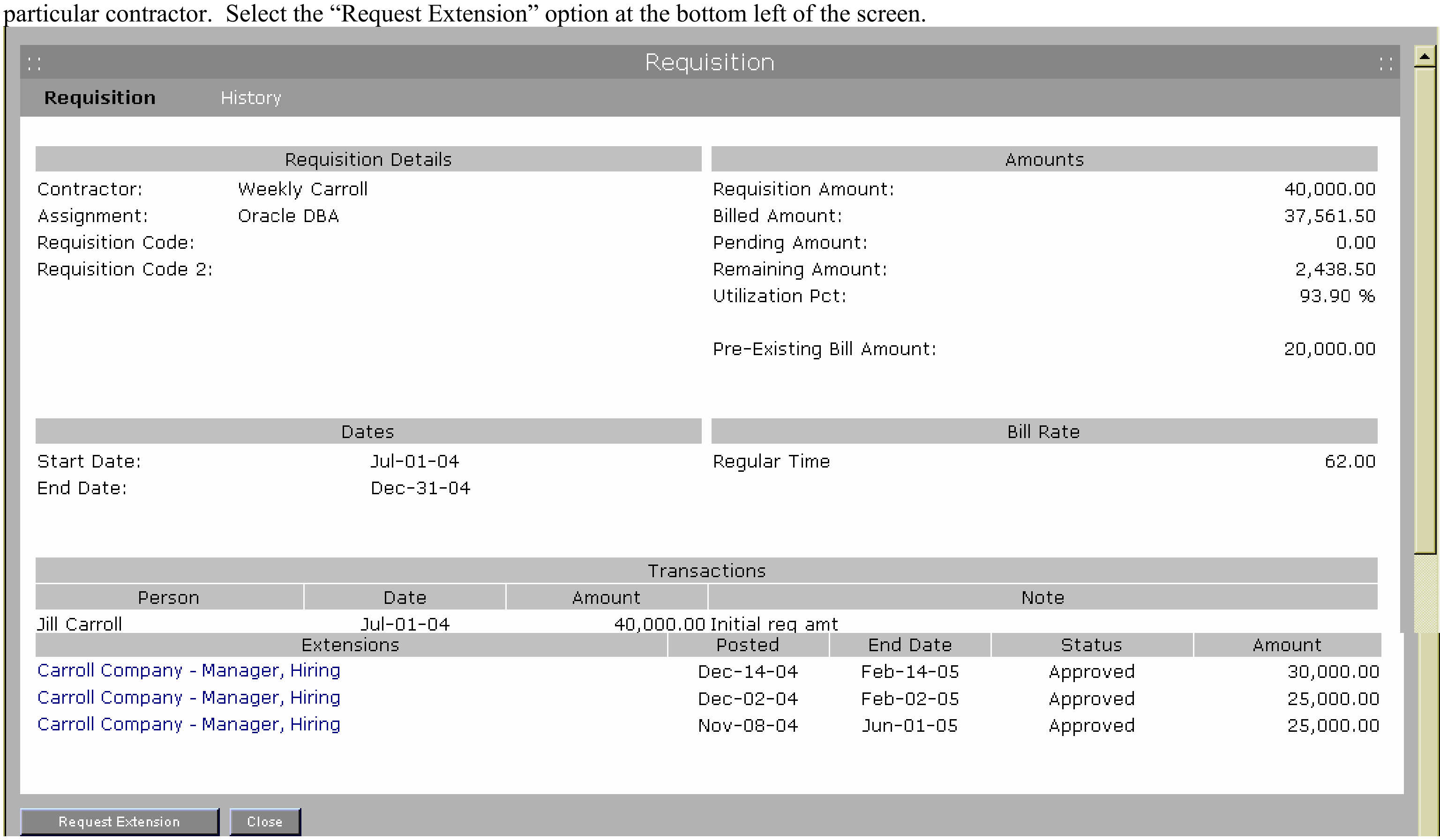
1. To Reject an Invoice, click the deny button. Enter an explanation in the message box about why the Invoice is being denied. Click the deny button.

2. Click the logout button to exit the system.

Creating Extensions

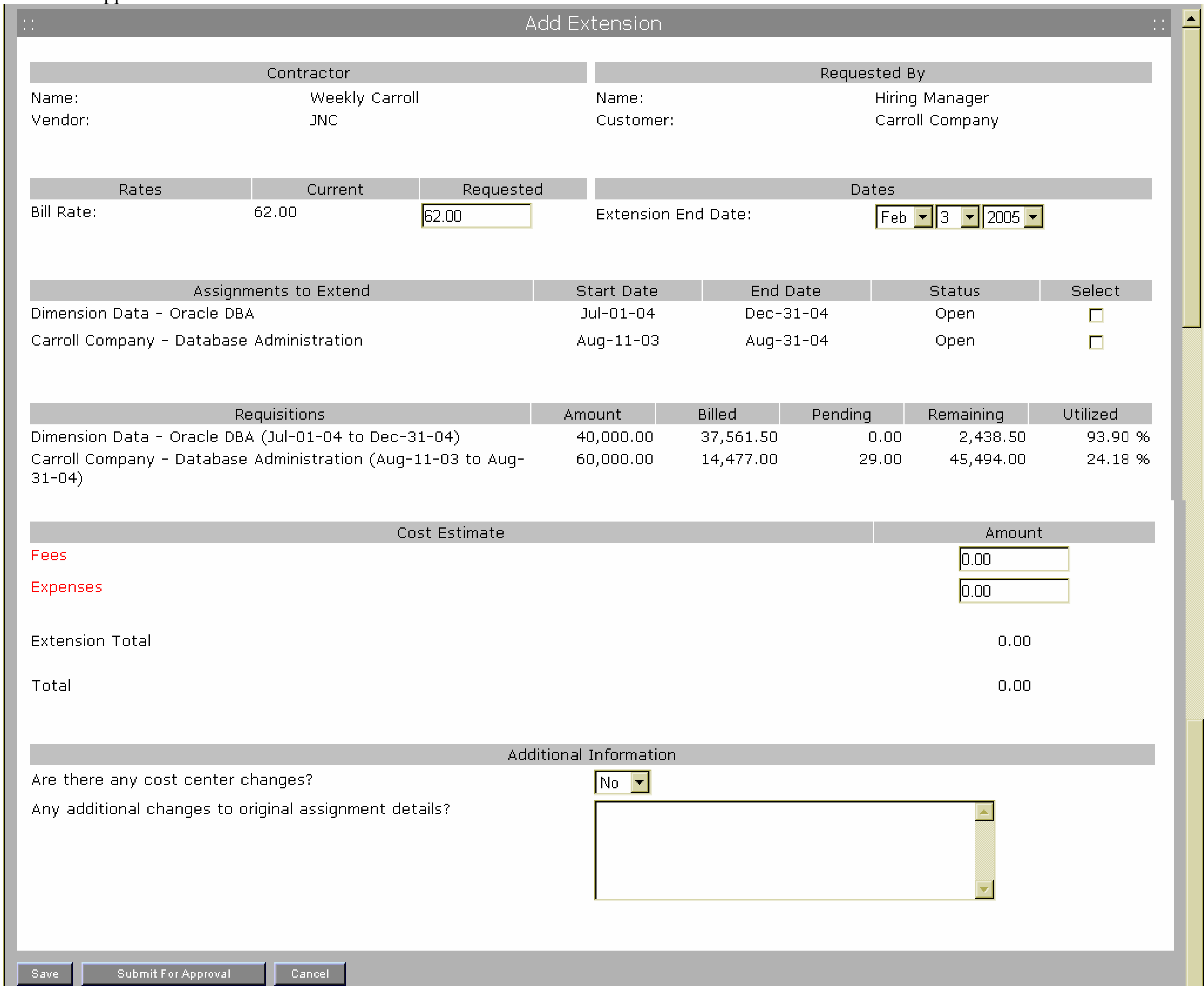
1.To request an extension for a contractor, Go to your "Today" Screen where you will find two options.
Select from the “Quick Stats” the "Requisition " detail section and click on the % Utilized / over budget category that your contractor falls under OR Click on “Current Count / Contractors Expiring Within 30 Days”.

2. Click on the name of the contractor you wish to extend. A new screen will be displayed showing the budget information for that particular contractor. Select the “Request Extension” option at the bottom left of the screen.



4. A new screen will be displayed. Select the extension template “Temporary Extension” and click the submit button.

5. A new screen will be displayed. Complete the extension template including new rates (if applicable) and extension start and end dates. Note that these dates are only related to the extension and will not modify the underlying assignment effective date. Select the assignment(s) to be extended by clicking on the check box located next to the name of the assignment. Complete the additional information section. To save the extension in a draft status, click the "Save" button. To submit the extension for approval, click the submit for approval button.


Add Extension

Contractor		Requested By	
Name:	Weekly Carroll	Name:	Hiring Manager
Vendor:	JNC	Customer:	Carroll Company

Rates	Current	Requested	Dates	
Bill Rate:	62.00	62.00	Extension End Date:	Feb 3 2005

Assignments to Extend	Start Date	End Date	Status	Select
Dimension Data - Oracle DBA	Jul-01-04	Dec-31-04	Open	☐
Carroll Company - Database Administration	Aug-11-03	Aug-31-04	Open	☐

Requisitions	Amount	Billed	Pending	Remaining	Utilized
Dimension Data - Oracle DBA (Jul-01-04 to Dec-31-04)	40,000.00	37,561.50	0.00	2,438.50	93.90 %
Carroll Company - Database Administration (Aug-11-03 to Aug-31-04)	60,000.00	14,477.00	29.00	45,494.00	24.18 %

Cost Estimate	Amount
Fees	0.00
Expenses	0.00
Extension Total	0.00
Total	0.00

Additional Information

Are there any cost center changes? No

Any additional changes to original assignment details?

Save | Submit For Approval | Cancel

6. A dialogue box will appear. Type in any pertinent information you wish the approver of the extension to see. When complete, click the submit button. Note: If you Click Submit for Approval, the extension will route through the appropriate approval process.