

# HIRING MANAGER

## AccelerationVMS Reference Guide



*Prepared for:*  
**UPENN**



*Prepared by:*  
**Agile•1 Business Solutions**

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# Guide Overview

Welcome to the UPENN contingent labor program's Detailed Reference Guide for Hiring Managers. This document will serve as a tool to guide you through the most common tasks in the process of engaging and managing a Temporary Worker during their assignment at UPENN utilizing AccelerationVMS.

Upon reviewing this guide, you should have a better understanding of the AccelerationVMS technology, and how to utilize its many functions in support of the contingent labor program.

## Highlights at a Glance

- Opening a new requisition
- Reviewing candidates
- Interviewing and selection process
- Purchase Orders
- Timecard and Expense approval
- Managing Assignments

## Program Support

AppleOne is here to provide guidance and support to all UPENN Hiring Managers. For any questions, or to setup a time to walk you through the process and technology, please reach out directly to the AppleOne team at [upennrequisitions@appleone.com](mailto:upennrequisitions@appleone.com). We look forward to hearing from you soon.

## Logging into AccelerationVMS

\*Please note that if you have Requisitioner or PO Manager access, you can login via Oracle or through Penn Marketplace. If you do not, you will need to access via Penn Marketplace and assign the cart to a Requisitioner.

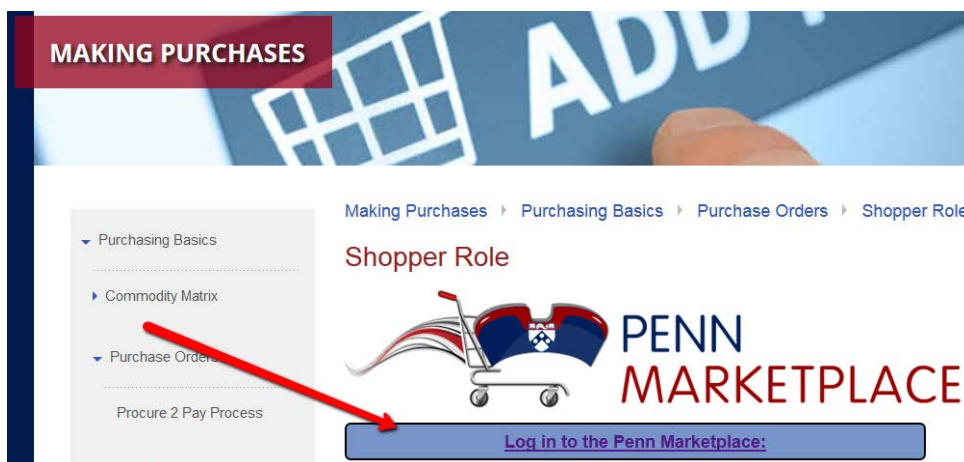
URL: <http://www.purchasing.upenn.edu>



### Accessing the VMS:

Go to the URL:  
<http://www.purchasing.upenn.edu>

Click on “Browse the Marketplace”



Click on **Log into the Penn Marketplace.**

## Penn WebLogin

Log in to gain access to many protected University web resources.

**PennKey**

**Username**

**Password**

[Forgot PennKey username / password?](#)

[About Penn WebLogin](#)

Enter your username and password. Click **Log In**

Once prompted to complete the google authentication, please verify at this time.

## Penn WebLogin

### Two-step verification

✓ PennKey and password accepted.

Additional authentication is required.

Enter the code generated on your phone:

**Verification code**

Confirm approved push notice ([Duo pilot](#))

Trust this browser ([what's this?](#))

[Forgot PennKey username / password?](#)

[Test Your PennKey](#)

[About two-step verification](#)

Prototype1 Dashboard Actions View Another Dashboard

**Shop**

Search Everything Product Name, Description, Supplier, Manufacturer Advanced Search

Shortcuts Favorites Forms Non-Catalogs Quick Order Browse Suppliers Categories Chemicals

**Supplier Showcase**

Showcased Suppliers

AppleOne	Laptops & desktops	Airgas Gases	research supplies	Research - Antibodies	Life Science Technologies
Audio Visual Equipment	Technology Supplies	Laptops & desktops	Research - Chemicals	Technology supplies	DeskPac@laptops

**Marketplace Spotlight**

**Fisher Scientific**

New Products & Promotions From Fisher Scientific in The Supplier Showcase

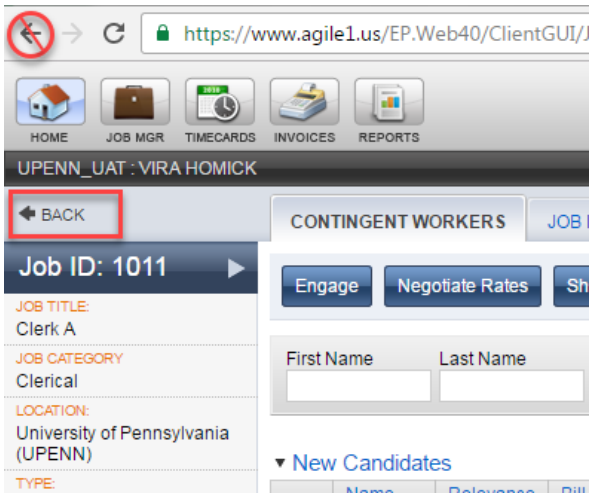
Announcing the "Green Purchasing Award" for Sustainable Purchasing Practices

**BEN'S ATTIC**

Before you order - why not browse the University's surplus site - Ben's Attic?

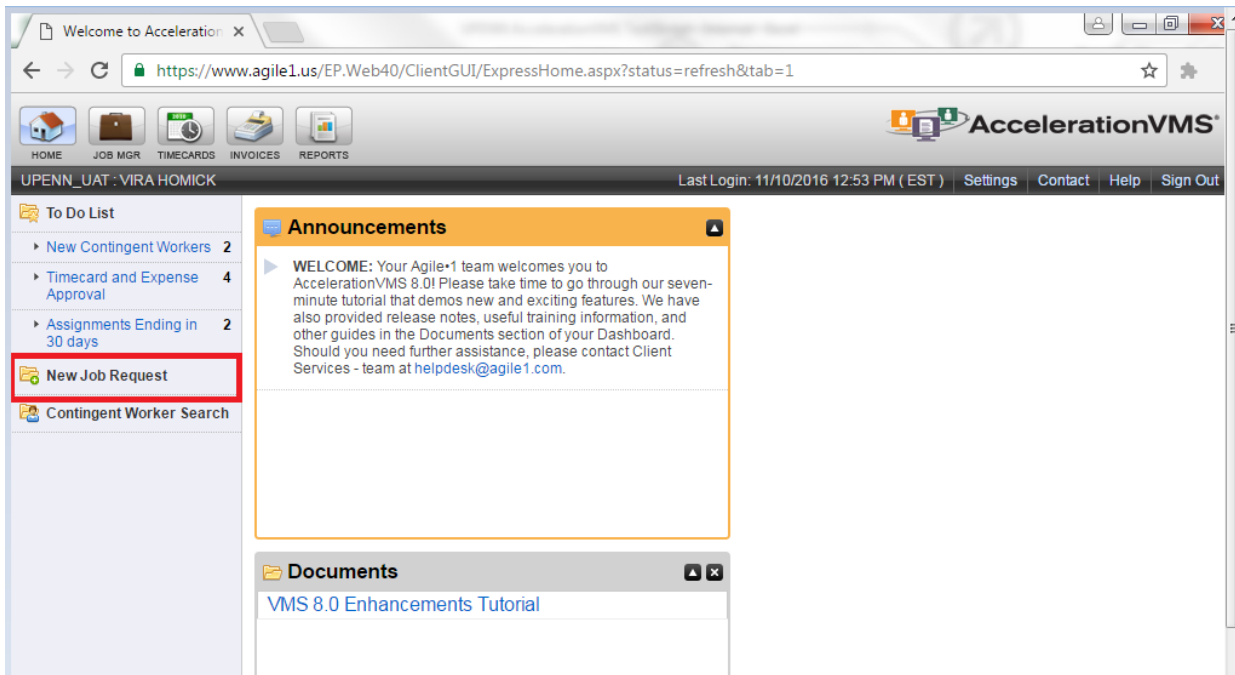
Once you are logged in, click on the AppleOne tile to open AccelerationVMS.

# Creating a New Requisition



**IMPORTANT:** If you need to go back to the previous screen, use the back button **within** the application and NOT the back arrow on the web page.

From your Home Page, click on **New Job Request**



## Step 1

Job Description & Requirements

Location: University of Pennsylvania (UPENN) ▾

Job Type: Recruited Resource ▾ Reason: -- Select -- ▾

Job Category: [Job Title lookup by Job Category](#)

Job Title: Number of Positions:

Cancel Save as Draft Step 2 »

**Reason:** Select a Reason type from the drop-down

### Job Type

**Recruited Resource:** You will actively review candidates and interview prior to making a decision.

**Pre-Identified Candidate:** If you have already selected a candidate, where no resume/candidate review or interview is needed in order to choose a new worker.

**Temp-to-Hire:** Bringing on a contractor with the intent to transition them to a fulltime employee in the future.

Click on the blue link: **“Job Title lookup by Job Category”** (bordered in red above) to select an UPENN Job Title. Once you have selected a Job Title, the screen will expand to include: Qualifications, Responsibilities, Skills and Education.  
**Note:** Once you select a Job Title, the “Number of Positions” section will default to “1”

Welcome to Acceleration X

https://www.agile1.us/EP.Web40/ClientGUI/ClientNewJobRequest.aspx?reqID=-1&tab=2

Job Type: Recruited Resource Reason: New Position

Job Category: Job Title lookup by Job Category

Job Title: IT Analyst Number of Positions: 1

**Qualifications**

High School diploma, GED, or equivalent work experience. Ability to comprehend and interpret instructions, short correspondence, and memos and ask clarifying questions to ensure understanding. Ability to write routine reports and correspondence. Ability to respond to common inquiries or complaints from clients, co-workers, and/or supervisor. Ability to effectively present information to an internal department and/or large groups of employees. Requires knowledge of financial terms and principles. Ability to calculate intermediate figures such as percentages, discounts, and/or allocations. Ability to

**Responsibilities**

and computer hardware. Provides end-user support for specific software applications. May assist with some hardware issues. Creates and terminates new users related to specific software applications. Creates and updates user security access. Monitors servers and users to ensure that the systems are operational. Informs Information Technology Services of any operational problems. Conducts system maintenance on network. Reviews software literature for any software updates and upgrades. Performs other duties as assigned. No formal supervisory responsibilities in this position.

**Qualifications & Responsibilities:**  
 Although there are defaulted descriptions, please be as descriptive as you can by adding details where necessary.  
**NOTE:** You will also be given the option to attach documents later in the process (which could include additional detailed information, such as a job description).

**Skills**

Description	Exp (Mos.)	Level	Comments
Account Reconciliation		-- Select --	

EDIT SKILLS

Click on "Edit Skills" to add specific Skill sets. If skills added, click "Done."

**Education**

ADD EDUCATION DELETE

Cancel Save as Draft

Step 2 »

**Skills Lookup**

Choose a category or search for a skill: Find

Categories	Skills	Selected
General	Appraisal APS Architectural Architectural Engineer Arcnet Arriba AS400 ASIC Engineer Assembler Assembler Language Asset Management Attention To Detail Auditing Auto LISP AutoCAD R10 AutoCAD R11 AutoCAD R12 for DOS AutoCAD R12 for Windows AutoCAD R13 Baan	Account Reconciliation

Click on "Add Education" to select preferred/required education. If education is added, click "Done."

Click on "Step 2" once you have added the necessary Skills/Education.

Done Cancel



Step 2

STEP1	STEP2	STEP3	REVIEW
<b>Assignment Details</b>			
Requested by:	VIRA HOMICK	Alternate: [?]	VIRA HOMICK
Report To:	VIRA HOMICK	Travel Required:	No
Report To Phone:	Ext:	Frequency:	- Select -
<b>Work Location</b>			
Location:	ANN-APPC 123	State/Province:	PA
Address:	202 SOUTH 36TH ST	Zip/Postal Code:	19104
City:	PHILADELPHIA	Country:	United States
<b>Special Bill</b>			
Description	Value		
School Name	Business Services		
Department Name	Penn Purchasing Services		
Purchase Order No [?]	Selected on Assignment		
Temporary's Zip Code [?]	Selected on Assignment		
UNSPSC	8011		
<b>Schedule</b>			
Start Date:			
End Date:			

**Requested By & Alternate:** Individuals who manage the order, review resumes and schedule interviews.  
**Report To:** Individual who approves the timecard. To change either, click on the icon to the right of that field.

**Work Location:** Where the worker will be reporting to work. To select the location, click on the icon to the right of that field. Once selected, the information will auto populate.

**SPECIAL BILL:**

Click on the icon to the right of the field to open the lookup table and select the appropriate value.

If you change the “**School Name**,” you will be required to update the “**Department Name**” as well.

**\*\*Do not change the Purchase Order** - the Purchase Order number will be added after it has been approved.\*\*

**\*\*Do not change the “Temporary’s Zip Code.”** This will be updated by AppleOne.\*\*

**PURCHASE ORDER:**

**IMPORTANT REMINDERS:**

**\*\*Do not change the Purchase Order, the Purchase Order number will be added after it has been approved.\*\***

**\*\*You no longer need to reach out to the Purchasing Department to create the PO. (See PO Punch Out Process on pg. 18 for further details)**

Step 2 Continued

UNSPSC 8011

**Schedule**

Start Date: 11/7/2016 Work Days: [?] Sun Mon Tue Wed Thu Fri Sat

End Date: 11/3/2017

Start Time: 8:00 AM Total Weekly Hours: 40.00

End Time: 5:00 PM Estimate Job Order Hours for 1 Contingent Worker(s): 2080.00

Lunch Period: 1 Hour

Overtime Required:

Weekly Overtime Hours: 0.00 Weekly Double Time Hours: 0.00

**Rates**

Pay Type: Hourly

Pay Rate (Min-Max): N/A

Bill Rate (Min-Max): 47.95 USD to 54.80 USD

Mark Up: 0.00 %

Other Expenses: 250.00 USD

Additional Spend: 0.00 USD

Estimated Job Order Cost for 1 Contingent Worker(s): 113984.00 USD

Total Estimated Cost: 114234.00 USD

Cancel Save as Draft « Step 1 Step 3 »

**START/END:** Include a start date and an end date; also include a start time and end time.

**OT/DT:** If there are any OT or DT hours (or required OT), please make sure and outline that as well.

\*You can check and un-check the **“Work Days”** as needed, but the system will default to a Monday – Friday work week.

**RATES:**

**Bill Rate Range:** The bill rate range will default based on the job title selected.  
**\*\*If you would like to change the default rate, please reach out to the AppleOne team for guidance.**

**OTHER EXPENSES/ADDITIONAL SPEND:** If you anticipate expenses or additional spend added to the purchase order amount, please add them in the section highlighted in red under “Other Expenses” and/or “Additional Spend.”

**\*\*Other expenses may include San Francisco Healthcare Ordinance (SFHCO), ACA, etc.** Please take into account these additional expenses when creating the requisition as they will be tied to the budget allocated on your PO.

Step 3

The screenshot shows the 'STEP3' configuration page. At the top, there is a navigation bar with 'STEP1', 'STEP2', 'STEP3' (highlighted in green), 'REVIEW', and 'CON'. Below this, the 'Job Fulfillment Options' section contains checkboxes for 'Direct Send [?]', 'Résumé Required' (checked), and 'Interview Required', along with input fields for 'by:' dates. There are also fields for 'No. of Résumé per Vendor.' and 'Submittal Deadline'. The 'Screening Preference' section features a table with columns 'Select', 'Screening Type', and 'Required'. Two rows are visible: '7-Year Criminal Check - all names/counties' and 'SSN Trace', both with 'Required' checked (indicated by a green checkmark). Below the table are 'ADD SCREENING' and 'DELETE' buttons. The 'Attach Job Documents' section includes a 'Description:' field, a 'Hide From Vendor' checkbox, a 'Select the File to Upload:' section with a 'Choose File' button and 'No file chosen' text, and a 'Document Type:' dropdown menu. An 'Upload' button is located at the bottom left of this section.

**Screening Preference:** The system will default all of the screenings that are required prior to the worker starting their assignment.

**Attaching Job Documents:** You may attach additional files to the requisition; such as: A detailed job description, or any additional client-specific documents. NOTE: This is also the location which you could attach the details or resume of a Pre-Identified Worker.

**DIRECT SEND:** If you check this box, the first candidate submitted will be the one who fills the requisition. **Do not** use this if you plan on reviewing multiple candidates.

**RESUME REQUIRED:** Check if you require the supplier to include a resume within the candidate submittal.

**INTERVIEW REQUIRED:** Check if you will require the candidate interview prior to starting the assignment.

➔ By: if date is included, the system will cause a hard stop on submittals based on the date selected

**Vendor Selection**

Vendor Name	Location	Contact	Phone
AppleOne	Glendale	Caroline Nunez	800-872-2677

Based upon your user profile, complete vendor list is not displayed.  
Your requisition will be automatically submitted to the predefined vendor(s) at the time of submission.

---

**Approver List for this Job**

Approver Name	Order
VIRA HOMICK	1

---

**Comments**

**Notes to Approver:**

System Generated: Approved by Requestor.

Available: 960 (Max.1000 characters)

**Comments/Special Instructions to Vendor:**

Available: 1000 (Max.1000 characters)

Cancel Save as Draft « Step 2 Review »

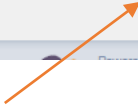
**Comments/Special Instructions to Agency:** You may utilize this section to notify the Vendor/Staffing Supplier of any additional information about the position/candidate/project that has not been previously captured.

**NOTE:** If you have a Pre-Identified Worker, the following information must be included in this section: full name of candidate, contact information, and pay rate.

**Click “Review” when finished.** This will give you one last chance to review all information entered.

**Comments/Special Instructions to Vendor:**

Cancel Save as Draft « Step 3 Finished



Once you have reviewed all information, please click “Finished” to bring you to your confirmation page. **NOTE:** You may **Save as Draft** at any time in the requisition creation process if you need to verify any information from another source to complete the order. If you do not save as draft and the system times out, your job will not be saved.

← → ↻ <https://www.agile1.us/EP.Web40/ClientGUI/clientNe>

HOME JOB MGR TIMECARDS INVOICES REPORTS

UPENN\_UAT : VIRA HOMICK

STEP 1 STEP 2

**SUCCESS! Your job requisition has been submitted and approved.**

Approval Queue

1.	VIRA HOMICK
Job Req ID #:	1050
Job Title:	IT Analyst
Type:	Recruited Resource
Current Status:	Approved

New Job Job Manager Print Job

You will receive a 4 digit Job Req ID number (as shown to the left): Click on the Req ID (blue text) to go directly to your new requisition. This will bring you to the Job Details page (as shown bottom left below), which allows you to navigate within your job requisition.

← → ↻ <https://www.agile1.us/EP.Web40/ClientGUI/JobReqDetail.aspx>

HOME JOB MGR TIMECARDS INVOICES REPORTS

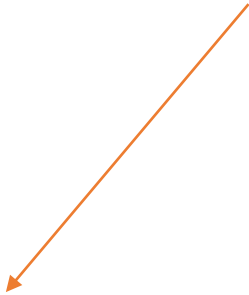
UPENN\_UAT : VIRA HOMICK Last Login: 11/10/2016 3:48

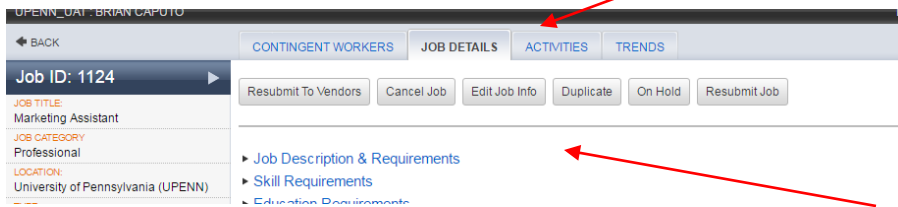
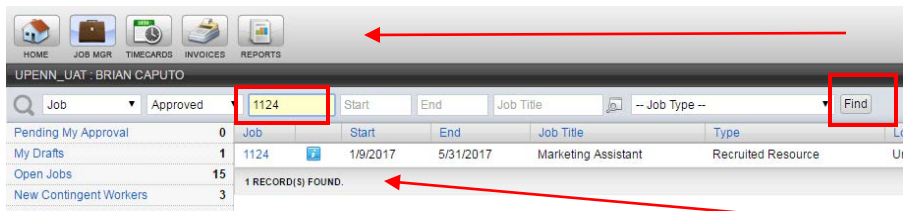
← BACK CONTINGENT WORKERS **JOB DETAILS** ACTIVITIES TRENDS

**Job ID: 1050**

Resubmit To Vendors Cancel Job Edit Job Info Duplicate On Hold Resubmit

<b>JOB TITLE:</b> IT Analyst	▶ Job Description & Requirements	
<b>JOB CATEGORY:</b> IT	▶ Skill Requirements	
<b>LOCATION:</b> University of Pennsylvania (UPENN)	▶ Education Requirements	
<b>TYPE:</b> Recruited Resource	▶ Requestor Work Location	
<b>NUMBER OF POSITIONS:</b> 1	▶ Special Billing	
<b>ENGAGED:</b> 0	▶ Rate & Time Description	
<b>START - END:</b> 11/7/2016 - 11/3/2017	▼ Job Fulfillment Options	
<b>STATUS:</b> Approved	Direct Send? No	Interview Required:
<b>CURRENCY:</b> USD	Résumé Required: Yes by: N/A	Submittal Deadline:
<b>PAY RATE:</b> N/A	No. of Résumé: N/A	
<b>BILL RATE:</b> 17.05 - 54.00	▶ Screening	
	▶ Vendor	
	▶ Comments / Special Instructions	
	▶ Requestor Comment to Approver	





**TIP:** If you have a similar Requisition or Job Order that you would like to resubmit or duplicate, please see the details below.

Click on **Job Manager**>input the **Job ID #** in the search field>click **Find**. Click on the **Job ID** number that appears.

View the tabs at the top and make the selection based on the action you need to take.

**Edit Job Info:** will allow you to edit the Job as long as it's not in "Filled" status.

**Duplicate:** this allows you to duplicate the job.

**On Hold:** place the requisition on hold if you wish to no longer receive candidates

**Resubmit Job:** this will resubmit the job

Click **OK**

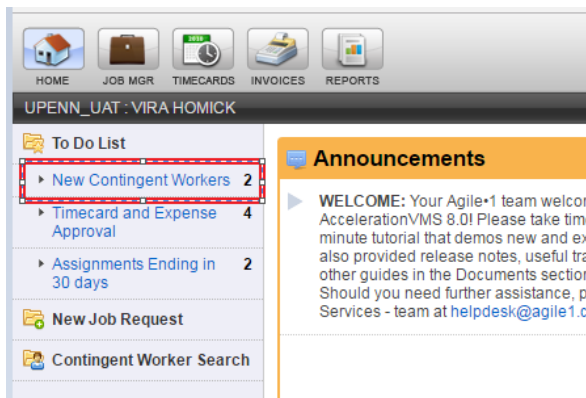
## Candidate and Resume Review

### General Information

UPENN Managers complete the new requisition. Once submitted, the Suppliers attached to the job title will receive an *AccelerationVMS* Alert that prompts them to visit the website for requisition review and candidate submittal.

The Manager, when creating the requisition, has the ability to limit the number of resumes submitted for review. If this option is selected, the Supplier will only be able to submit the allotted number of candidates.

It is the responsibility of the hiring manager to review resumes and provide feedback. If a candidate is rejected without feedback, it is appropriate for the AppleOne team to follow-up with the hiring manager in a timely manner to gather feedback for the Supplier. This will assist all Suppliers in finding candidates who most closely fit the position.



From your Home Page, click on "New Contingent Workers." This link will take you to new candidate submittals and resumes for you to review on your open job requisition.


← BACK CONTINGENT WORKERS JOB DETAILS ACTIVITIES TRENDS COLLAPSE ALL

Job ID: 1009

Engage Negotiate Rates Shortlist Compare General Actions: Displays all workers who qualify for the action selected.

First Name Last Name Relevance: 3% - 4% Bill Rate: 23 - 24 USD Search

▼ New Candidates

	Name	Relevance	Bill Rate	Total Cost	Submitted	Vendor	Status	Action
<input checked="" type="radio"/>	Elizabeth Lester	3%	USD 23.00	USD 48,474.00	11/10/2016 9:29 AM (EST)	AppleOne	Review - Screening Pending	

1 RECORD(S) FOUND.

INTERVIEW REJECT

To view the resume of a new candidate submittal, please click on the blue icon resembling a piece of paper to the right of your screen under the “Action” column.

After reviewing the candidates resume, if you are not interested in moving forward with interviewing them, please be sure to “Reject” them.

# Interview and Selection Process

## General Information



1. All Managers receive an AccelerationVMS Alert whenever a candidate is submitted for review.
2. The manager should review the candidate’s resume via AccelerationVMS.
3. At any moment, the manager may receive or submit messages, questions, comments, and schedule interviews with the supplier. Manager/Supplier will receive an e-mail notification anytime correspondence is created. All messages created will be stored in the system as part of Job or Assignment Details.

## The Interview Process

1. Manager selects the candidate they would like to interview. Interviews are scheduled via AccelerationVMS.
2. Supplier is notified that an interview is requested via AccelerationVMS. Supplier will relay interview information to the candidate. Supplier will send comment to Manger either confirming the interview or request alternate date and/or time.
3. Managers will provide Suppliers feedback on the candidate through AccelerationVMS. If Candidate is not selected, AccelerationVMS is to be immediately updated to reflect reason for declination.
4. After the interview process takes place, Managers may send comments, or continue reviewing candidates. It is possible to communicate through the system so that the suppliers are aware of how they should proceed.

LOCATION: University of Pennsylvania (UPENN)  
TYPE: Recruited Resource  
NUMBER OF POSITIONS: 1  
ENGAGED: 0  
START - END: 10/3/2016 - 10/2/2017  
STATUS:

▼ New Candidates

Name	Relevance	Bill Rate	Total Cost	Submitted	Vendor	Status	Action
<input checked="" type="radio"/> Elizabeth Lester	3%	USD 23.00	USD 48,474.00	11/10/2016 9:29 AM (EST)	AppleOne	Review - Screening Pending	 

1 RECORD(S) FOUND. 1

**INTERVIEW** REJECT

Click on the radio button to the left of the candidate’s name, and then select **Interview**.



## The Interview Process Continued

Home View

23:00 40,474.00 AM (EST) Pending

**JOB CATEGORY:** Clerical

**LOCATION:** University of Pennsylvania (UPENN)

**TYPE:** Recruited Resource

**NUMBER OF POSITIONS:** 1

**ENGAGED:** 0

**START - END:** 10/3/2016 - 10/2/2017

**STATUS:** Approved

**CURRENCY:** USD

**PAY RATE:** N/A

**BILL RATE:** 17.81 - 24.66

**REQUESTOR:** VIRA HOMICK

**REPORT TO:** VIRA HOMICK

Assignment Details Activities **Schedule Interview**

**Appointment**

Preferred Date: 11/15/2016 Alternate Date:

Preferred Time: 9:00 AM Alternate Time: 12:00 PM

Preferred Time zone: Eastern Standard Time Alternate Time zone: Eastern Standard Time

**Where & With Whom:**

Interview: VIRA HOMICK

Phone:

Ext:

Type: In-Person

Location: University of Pennsylvania (UPENN)

Address: 3537 LOCUST WALK

ROOM 200

City: PHILADELPHIA

State/Prov: PA

Zip: 19104-6225

Country: United States

Comments: Please make sure candidate checks in with HR Receptionist upon arrival.

Schedule Interview Cancel

Designate a **Preferred** and **Alternate Date and Time**.

Indicate if the interview will be **In Person** or **By Phone**, and list additional instructions for the interview in the **Comments** section.

Click on **Schedule Interview** to send out your request.

UPENN\_UAT : VIRA HOMICK Last Login: 11/10/2016 3:48 PM ( EST ) Settings Co

← BACK CONTINGENT WORKERS JOB DETAILS ACTIVITIES TRENDS ELIZABETH LESTER

**Job ID: 1009** Interview Request Sent.

You will receive an e-mail when the vendor has confirmed contingent work availability.

**JOB TITLE:** Receptionist  
**JOB CATEGORY:** Clerical  
**LOCATION:** University of Pennsylvania (UPENN)  
**TYPE:** Recruited Resource  
**NUMBER OF POSITIONS:** 1  
**ENGAGED:** 0  
**START - END:** 10/3/2016 - 10/2/2017  
**STATUS:** Approved  
**CURRENCY:** USD  
**PAY RATE:** N/A  
**BILL RATE:** 17.81 - 24.66  
**REQUESTOR:** VIRA HOMICK  
**REPORT TO:** VIRA HOMICK

**Job (REQ) ID #:** 1009  
**Contingent Workers:** Elizabeth Lester  
**Start Date Time:** 10/3/2016 8:00:00 AM  
**Location:** University of Pennsylvania (UPENN)  
**Work Address:** 3537 LOCUST WALK ROOM 200, PHILADELPHIA, PA 19104-6225 United States  
**Report To:** VIRA HOMICK  
**Phone:**  
**Extension:**

**Interview**  
**Manager:** VIRA HOMICK  
**Prim. Date & Time:** 11/15/2016 9:00:00 AM (Eastern Standard Time)  
**Alt. Date & Time:** N/A  
**Type:** In-Person  
**Address:** 3537 LOCUST WALK ROOM 200, PHILADELPHIA, PA 19104-6225 United States  
**Phone:**  
**Extension:** N/A  
**Comments:** Please make sure candidate checks in with HR Receptionist upon arrival.

Finish

The Candidate Selection Process

UPENN\_UAT : VIRA HOMICK Last Login: 11/10/2016 3:48 PM ( EST ) Settings Contact Help Sign Out



← BACK CONTINGENT WORKERS JOB DETAILS ACTIVITIES TRENDS

**Job ID: 1009**

**JOB TITLE:** Receptionist  
**JOB CATEGORY:** Clerical  
**LOCATION:** University of Pennsylvania (UPENN)  
**TYPE:** Recruited Resource  
**NUMBER OF POSITIONS:** 1  
**ENGAGED:** 0  
**START - END:** 10/3/2016 - 10/2/2017

Engage Negotiate Rates Shortlist Compare General Actions: Displays all workers who qualify for the action selected.

**Engage Contingent Worker**

	Name	Relevance	Bill Rate	Total Cost	Submitted	Vendor	Status	Action
<input checked="" type="radio"/>	Elizabeth Lester	3%	USD 23.00	USD 48,474.00	11/10/2016 9:29 AM ( EST )	AppleOne	Interview Requested - Screening Pending	 

1 RECORD(S) FOUND. 1

Engage Cancel

Once you have made your selection after reviewing a resume and/or interviewing, click on the radio button to the left of the candidate's name and click the Engage button.

**JOB TITLE:** Receptionist  
**JOB CATEGORY:** Clerical  
**LOCATION:** University of Pennsylvania (UPENN)  
**TYPE:** Recruited Resource  
**NUMBER OF POSITIONS:** 1  
**ENGAGED:** 0  
**START - END:** 10/3/2016 - 10/2/2017

**Assignment Screening**

All required screening(s) must be completed prior to engagement. Please click 'Request for Completion' to notify the supplier of the pending screening(s).

Screening Type	Completed	Completed Date	Expire Date	Status	Completion Requested	Audit Required	Audit Verified	Audit Completed	Required
7-Year Criminal Check - all names/counties	<input type="checkbox"/>			Screening Pending	<input type="checkbox"/>	✓		<input type="checkbox"/>	✓
SSN Trace	<input type="checkbox"/>			Screening Pending	<input type="checkbox"/>	✓		<input type="checkbox"/>	✓

Request for Completion Cancel

Once you have selected your candidate for engagement, the above dialog box will appear, asking you to request for screening completion. Please click on the **Request for Completion** button, which will notify the supplier to begin the required background screenings.

Job ID: 1009

Engage Negotiate Rates Shortlist Compare General Actions: Displays all workers who qualify for the action selected.

First Name Last Name Relevance: 3% - 4% Bill Rate: 23 - 24 USD Search

Requested Interviews

	Name	Date	Time	Alt Date	Alt Time	Type	Status	Detail	Action
<input type="radio"/>	Elizabeth Lester	11/15/2016	9:00 AM (EST)			In-Person	Interview Requested - Screening Completion Requested		

1 RECORD(S) FOUND. 1

You will notice that the candidates' status now displays "Screening Completion Requested."

Once the required background screenings are complete and verified, the AppleOne team will audit the results within Acceleration VMS. Once AppleOne has engaged the worker, you will then need to initiate the Punch Out for the PO. Once the PO is created and approved, AppleOne will activate the assignment and provide start details. Further details are outlined below.

## Purchase Order Process

### General Information

Once your candidate has been selected, a purchase order must be requested through the Punch Out process.

1. Once the audit is confirmed, AppleOne will notify the UPENN Manager to submit the Punch Out via the Utilities section in AccelerationVMS once the audit has been completed on the background check.
  - o Utilities>Punch Out

Utilities

- Billing Schedule
- Job Cost Calculator
- Punch Out
- Special Bill Lookup

- Find the requisition #> Click Search

**Catalog Interface** 

SEARCH JOBS WITH PENDING PO

Status:  Job ID:  CW First Name:  CW Last Name:

- Review the information
- Click Submit

CONTINGENT WORKER DETAILS


**Job ID # 1076**

CW Name :	Maggie Geary	Assignment No :	1084
Job Title / Project Type :	Admin Asst A	Start Date :	10/3/2016
Status :	Pending PO Approval	End Date :	1/27/2017

**Transaction Details**

Charge Type	Units	Rates	Amount	Status
Regular Hours	722.50	28.77 USD	20786.33 USD	Not Submitted
Expense	1000.00	1.00 USD	1000.00 USD	Not Submitted
			<b>Total: 21786.33 USD</b>	



 Job Orders that have been submitted may not be submitted again. Prior submissions are indicated by status, *Submitted*. If this is in error, please contact your System Administrator.

2. Once the data has been transmitted from AccelerationVMS, it will then route the order information to UPENN and the PO will be created and approved within UPENN's internal systems.
3. **Note:** After submitting your request and if you are not a BEN Buys user and you will need to assign the cart to a BEN Buys user in your department in order to complete the PO process. If you are not familiar with the Penn Marketplace and assigning carts as a shopper go to <http://cms.business-services.upenn.edu/purchasing/making-purchases/purchasing-basics/purchase-orders/shopper-role.html> for more information.

Shopping Cart for BRIAN 10149957 CAPUTO

Name this cart:

Share my cart with others

Have you made changes?

2 Item(s) for a total of **21,786.33** USD  
 subtotal: 21,786.33 USD  
 estimated tax, shipping & handling: 0.00 USD

or

Need to review your cart details? [Click here.](#)

AppleOne [more info...](#)

The item(s) in this group was retrieved from the supplier's website. [What does this mean?](#)  
 You can no longer access this item(s) on the supplier's website. [What does this mean?](#)  
 Line(s): 1, 2

Product Description	Unit Price	Qty/UOM	Total
Item added on Nov 30, 2016 <b>Admin Asst A. Regular</b> Part Number 1084-1110 <input type="button" value="Add to Favorites"/> <input type="button" value="More Actions"/>	28.77 USD	722.5 HR	<b>20,786.33</b> USD
Item added on Nov 30, 2016 <b>Admin Asst A. Expense</b> Part Number 1084-1111 <input type="button" value="Add to Favorites"/> <input type="button" value="More Actions"/>	1.00 USD	1,000 EA	<b>1,000.00</b> USD

- Once the PO is approved, UPENN will transmit the approved PO information to the AppleOne team to have the system updated and process the order.

## Time & Expense Approval

### General Information

Once your contractor has submitted their timesheet (and/or expenses), you will receive an email notification stating you have a timesheet pending your approval.

You will need to log into AccelerationVMS, review the timesheet and either approve or reject it. Details on how to complete this task are outlined below.

Timecards

UPENN\_UAT : VIRA HOMICK Last Login: 11/10/2016 3:48 PM ( EST ) Settings Contact Help Sign Out

**To Do List:**

- New Contingent Workers 1
- Requested Interviews 1
- Timecard and Expense Approval 4**
- Assignments Ending in 30 days 2
- New Job Request

**To Do List: Timecard and Expense Approval**

Count	Time Card / Expense	Weekend Date
2	Timecard(s)/Expense(s) for	10/29/2016
1	Timecard(s)/Expense(s) for	11/5/2016
1	Timecard(s)/Expense(s) for	11/12/2016

From your homepage, click on **Timecard and Expense Approval** in your **To Do List**.

Or

You can click on the Timecards button at the top of your screen to search for individual timecards.

Click on the Weekend Date under the **To Do List** and then click on the blue icon under "View" to go inside the timecard for more detailed info.

Welcome to Acceleration VMS

https://www.agile1.us/EP.Web40/ClientGUI/clientTimeCards.aspx?status=approvalPending&weekenddate=10/29/2016&from=Expr

UPENN\_UAT : VIRA HOMICK Last Login: 11/10/2016 3:48 PM ( EST ) Settings Contact Help Sign Out

Search by: Approval Pending First Name Last Name Job # 10/29/2016 my timecard Find More Options

Select	Status	View	CWR	Total	Reg	OT	Dbi	Misc Unit	Misc Amount	Report To	Job #	Week Ending
<input type="checkbox"/>			Ashley McClain	39.50	39.50	0.00	0.00	0.00	USD 0.00	VIRA HOMICK	1010	10/29/2016
<input type="checkbox"/>			Heather Hall	40.00	40.00	0.00	0.00	0.00	USD 0.00	VIRA HOMICK	1013	10/29/2016

2 RECORD(S) FOUND

Please verify the timecard(s) before approving.

Legends: Approved Rejected Billed Submitted Previously Rejected Previously Billed Approve Pending

APPROVE Selected REJECT Selected

Approve All

← → ↻ <https://www.agile1.us/EP.Web40/ClientGUI/timecardDetailClient.aspx?timecardid=MTAxMQ%3d%3d&type=Yw%3d%3d&weekend> ☆ ⚙

HOME JOB MGR TIMECARDS INVOICES REPORTS **AccelerationVMS®**

UPENN\_UAT : VIRA HOMICK Last Login: 11/10/2016 3:48 PM ( EST ) Settings Contact Help Sign Out

← BACK

**Ashley McClain - AppleOne - Communication Specialist**  
 Week Ending 10/29/2016 | [Print](#) | [Additional Information](#) | [History](#) |

**TIMECARD**

<input type="checkbox"/>	Status	Date	Time IN	Time OUT	Start Lunch	End Lunch	Note	Reg	OT	DT	Total	No Bill <input type="checkbox"/>	Lock <input type="checkbox"/>	Premium Bill
<input type="checkbox"/>		Sun 10/23/2016					add	0	0	0		<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>		Mon 10/24/2016	8:00 AM	5:00 PM	12:00 PM	1:00 PM	add	8.00	0.00	0.00	8	<input type="checkbox"/>	<input type="checkbox"/>	0.00
<input checked="" type="checkbox"/>		Tue 10/25/2016	8:00 AM	5:00 PM	12:00 PM	1:00 PM	add	8.00	0.00	0.00	8	<input type="checkbox"/>	<input type="checkbox"/>	0.00
<input checked="" type="checkbox"/>		Wed 10/26/2016	8:00 AM	5:00 PM	12:00 PM	1:00 PM	add	8.00	0.00	0.00	8	<input type="checkbox"/>	<input type="checkbox"/>	0.00
<input checked="" type="checkbox"/>		Thu 10/27/2016	8:00 AM	5:00 PM	12:00 PM	1:00 PM	add	8.00	0.00	0.00	8	<input type="checkbox"/>	<input type="checkbox"/>	0.00
<input checked="" type="checkbox"/>		Fri 10/28/2016	8:00 AM	4:30 PM	12:00 PM	1:00 PM	add	7.50	0.00	0.00	7.5	<input type="checkbox"/>	<input type="checkbox"/>	0.00
<input type="checkbox"/>		Sat 10/29/2016					add	0	0	0		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Total:</b>								39.5	-	-	39.5			

Duplicate Remove **Approve Selected** **Reject Selected** Update Timecard

**Legends:**  
 Approved Rejected Billed Submitted Previously Rejected Previously Billed Approve Pending

Please review each line item of your workers timecard to ensure the correct hours are reflected and proper Rate Types used. Select the boxes to the left of each line, then choose from the functions: **Approve Selected, Remove, Reject Selected**. Please ensure that the required breaks have been taken before approval.

**Note:** If all lines will be approved or rejected, you can select the box in the column header, which will auto select all line items.

**San Francisco Healthcare Ordinance:**

- Any contractors who work in San Francisco will be billed an additional (separate) line item of \$2.53/hr for SFHCO. Please note that this amount may change in the future.

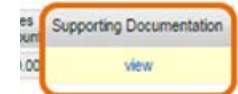
## Expenses

EXPENSE History

<input checked="" type="checkbox"/>	Status	Vendor Approval	Date	Type	Hours	Total Expense	Expenses Bill Amount	Expense Country	Expense Prov/State
<input checked="" type="checkbox"/>			Fri 11/11/2016	Air Fare		452.17	452.17	United States	PENNSYLVANIA
<b>Total:</b>					0 hrs	USD 452.17	USD 452.17		

If Expenses are included within a timecard, they will be itemized at the bottom, listing the **Type** of Expense with its appropriate **Amount**. Receipts will be uploaded in our system and can be accessed by clicking on the “**view**” hyperlink under supporting documentation (picture to the right; use the scroll bar to access the information).

Expense approvals are due weekly to avoid payment delays to the workers.





# Managing Assignments

Timecard Proxy Approvers:

If you will be out of the office or unavailable to approve time and/or expenses for your worker, you can set up a backup/proxy timecard approver.

The screenshot shows the 'MyProfile.aspx' page with the following sections:

- User Login Info and Authority:** Login ID: homickv@upenn.edu, Active: . Includes links for 'Reset Password', 'Default Location', 'Access Level: Individual', and 'Timecard Approval Notification: Yes(with email reply)'.
- Timecard Proxy Approver(s):** A search table with columns: Name, ID, Approver Level, Email. Search criteria: john, Last Name, ID. Search button.
- Table of Approvers:**

Name	ID	Approver Level	Email
JOHN APPLGATE	3488	LV1	.john.Applegate@uphs.upenn.edu
JOHN ARMSTRONG	10687	LV1	johnarm@vct.upenn.edu
JOHN ASTLE	10682	LV1	.john.Astle@uphs.upenn.edu
JOHN ATTANASIO	5361	LV1	johnatt@mail.med.upenn.edu
JOHN AUGOUSTIDES	4698	LV1	augousty@uphs.upenn.edu
JOHN BAJI	2372	LV1	baji@pobox.upenn.edu
JOHN BARTOL	5823	LV1	jbartol@xpn.org
JOHN BASSANI	2031	LV1	bassani@seas.upenn.edu
- Timecard Proxy Approver(s) List:** A table with columns: Name, Active, Delete. An 'ADD' button is located below the table. A red arrow points from the 'ADD' button to the search table.

Click on the “Settings” link on the top right of your screen

From your Settings page, scroll down to the **Timecard Proxy Approver(s)** section, and click on **ADD**

Click on the magnifying glass to open the search box. Select the manager name by clicking on it. Make sure the “Active” box is checked. Click “Save” at the bottom of your screen.

## Extending an Assignment

### General Information

As a hiring manager, you will receive system generated e-mail notifications at 60 day, 30 days, 15 days, 7 days, and 1 day prior to an assignment ending. You will also see a link on your **To Do List** titled **Assignments ending in 30 days**. By clicking on this link, the system will give you a summary of all assignments scheduled to end within 30 days. If the scheduled end date is correct, please let the AppleOne team know that you will not be extending. If however, you would like to extend their assignment end date, you will need to create a new requisition and PO Punch Out for the extended assignment.

1. Follow the instructions as you did before when creating a new requisition and PO (pages 5 – 11)

From your homepage, Click on **Assignment Ending in 30 days**.

The system will display a summary of all assignments scheduled to end within 30 days. Review the details, and determine if an assignment extension is needed.

The screenshot shows the AccelerationVMS web application. The browser address bar displays the URL: <https://www.agile1.us/EP.Web40/ClientGUI/ExpressHome.aspx?status=refresh&tab=1>. The user is logged in as UPENN\_UAT:VIRA HOMICK, with a last login on 11/11/2016 at 12:01 PM (EST). The interface includes a navigation menu with options like HOME, JOB MGR, TIMECARDS, INVOICES, and REPORTS. The 'To Do List' sidebar on the left has a yellow highlight on the 'Assignments Ending in 30 days' link. The main content area shows a table titled 'To Do List: Assignments Ending in 30 days' with the following data:

Job	Description	Contingent Worker Name	End Date	Days Remaining
1010	Communication Specialist	Ashley McClain	11/18/2016	7
1013	Financial Analyst	Heather Hall	11/30/2016	19

## Rate Changes

### General Information

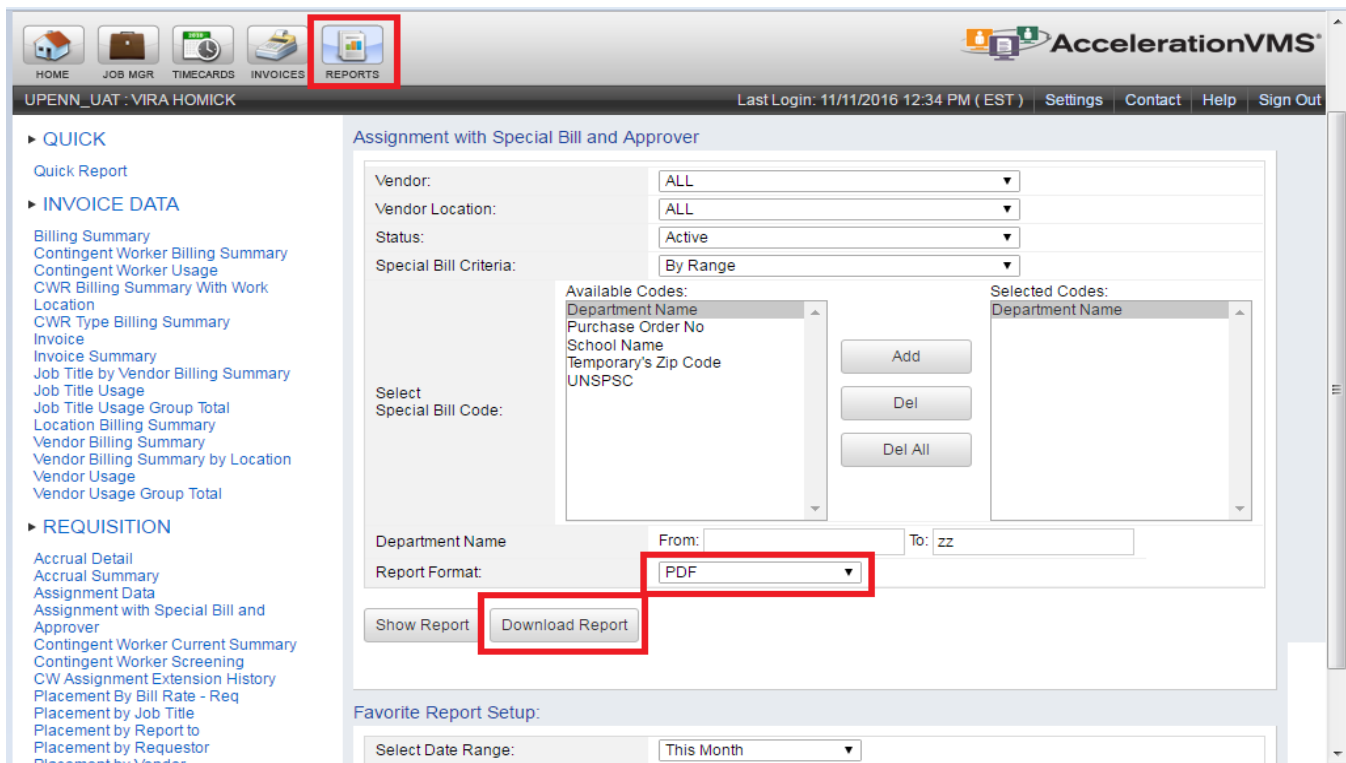
All rate changes require a new requisition and a new PO Punch Out. You will submit as you did previously under the **“Create New Requisition”** section of this user guide.

# Reporting

## General Information

There are a variety of reporting options and capabilities available within AccelerationVMS. Within the reporting module, you will notice many Standard reports listed on the left side of your screen. There are five main sections, with detailed reports listed under each heading: Quick, Invoice Data, Requisition, Timecards, and Custom Reports.

**Tip:** If there is specific information that you would like to report on, please reach out to AppleOne at [upennrequisitions@appleone.com](mailto:upennrequisitions@appleone.com). The AppleOne team can help you determine the best report for your needs, and walk you through running it for the first time and saving it as a favorite report for the future.



Once you have selected your report from the left side of your screen, a variety of options will be displayed. You can run each report with various criteria; including Vendor, location, Date, etc.

**Note:** If your selected report contains the “**Special Bill Code**” section, you must choose at least 1 Special Bill Code, such as Department Name, to run the report.

You have the ability to report against specific values, or against all. To see all “Cost Centers” for example, leave the “zz” in the **To:** Field. Select **PLAIN EXCEL** as Report Format – this allows you to edit the results most easily to suit your needs. Click on **Download Report**.

To report against a specific value, such as Department Number, Project Code, or Purchase Order, you can accomplish this by entering your requested value in the “**From** and **To**” field. For example, if I wanted my report to only show information related to Department **12345**, in the **From** field, I would enter **12345**, and in the **To** field I would enter **12345**.