

SAP Fieldglass

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SAP Fieldglass Contingent Workforce Management Feature Scope Description

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1 SAP Fieldglass Contingent Workforce Management

SAP Fieldglass Contingent Workforce Management allows companies to bring on high quality contingent workers quickly while also improving collaboration with suppliers. Our software tracks and manages every stage of contingent workforce management.

Find, engage, manage, and pay all your contingent workers with one cloud-based solution, from requisition all the way through invoice and evaluation. Automate and holistically manage your non-payroll workforce so you can effectively streamline processes, enhance security, improve worker productivity, and build resilience into your business.

2 About This Document

This document shows you which features are provided with SAP Fieldglass Contingent Workforce Management. These are legally binding.

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3 Key Features

These are the key features of the SAP Fieldglass Contingent Workforce Management module.

The following key features are available with the SAP Fieldglass Contingent Workforce Management module:

Key Feature	Description
Intuitive and Efficient UI/UX	The Contingent Workforce Management module supports a simplified form page in multiple languages. With minimal training and effort, buyer and supplier users can manage contingent workers, while worker users can maintain their own profiles and complete onboarding tasks. Admin users directly manage many actions – configurations, permissions, rules, etc. – relevant and useful for enabling good usage of the Contingent Workforce Management module.
Configurable Approvals	The configurable approval workflow supports both collaborative and sequential processes, with automated notifications and SAP Fieldglass work items to guide users. Approval groups can be applied to most workflow steps, enabling users to approve or reject actions to support visibility into external workforce tracking.
On- and Offboarding Action Tracking	Admins can configure onboarding and offboarding actions to support contingent worker management, including certification tracking, ongoing maintenance, and separation processes.
Job Title Tracking	Supports the configuration of unique job titles, which can then be assigned to contingent workers for effective skill tracking.
Permissions	SAP Fieldglass enables granular permissions, allowing administrators to control which users can manage, approve, or view contingent workers.
Unique Individual Tracking	Supports matching of contingent workers to past and current assignments across suppliers by configuring a pattern of numbers and/or letters to uniquely identify an individual. This feature can consolidate historical and active external workforce records into a single consolidated record.
Integration Support	Ability to build, run, schedule, and monitor simple integrations. Predefined templates are available.

Key Feature	Description
Worker Management	A platform for managing contingent workers that supports tenure tracking, handles invitations and worker-specific actions, and monitors availability through absence notifications and visibility rules. It also enables building and maintaining talent pools, including supplier workforce creation, to simplify workforce management and support resource planning.
Configurable Data Elements	The Contingent Workforce Management module supports configurable data elements supporting the capability to capture specific points of data that may not be captured via SAP Fieldglass' native fields.
Attachment Management	Ability for users to add documents as attachments to the contingent worker record in addition to documents that can be captured and maintained via on- and offboarding actions.
Analytics	SAP Fieldglass standard analytics provide the ability to view contingent worker data in both aggregated and detail form.
Requisition Management	Tools for creating, managing, and distributing job postings through configurable workflows with templates and administrative rules. The system can be tailored for automated or manual supplier selection, while advanced features are designed to reduce manual effort and support streamlined processes from candidate submission to onboarding.
Qualification/Skills Assessment	Enables capturing, validating, and assessing worker qualifications and skills against job requirements. Integrated tools support skill matching, credential verification, and compliance tracking to support workforce readiness and alignment with organizational needs.
Supplier & Distribution Management	Manage supplier relationships and control job distribution using configurable rules and workflows. The platform supports automated or manual supplier selection, performance tracking, compliance tracking, and diversity, equity, and inclusion (DEI) reporting to support efficient engagement and distribution strategies.
Rate & Cost Management	Provides control over labor costs through rate card compliance to support cost efficiency and compliance efforts.

Key Feature	Description
Time & Expense Management	Enables tracking and validating worker time and expenses through supplier submission workflows and administrative approval rules to support accuracy and compliance. Automation features support reporting and approvals, reducing manual effort and improving visibility across the organization.
Billing & Invoicing	Facilitates invoice creation enabling a streamlined workflow that supports payment processing for suppliers for approved work.
Advanced Sourcing & Recruiter Tools	Strategic sourcing capabilities for comparing supplier data to support candidate quality assessment. Includes capabilities to manage talent pools and enhance engagement, designed to support hiring processes.

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