PSR – Quick Reference Guide

Log in to Fieldglass?

- Go to www.Fieldglass.eu
- Enter your Username and Password.
- Click Sign In.
- Forgotten your password? Click Need help signing in?
- With the correct answer to your Secret Question, they'll email you a temporary password.

Create a requisition?

- Log into Fieldglass
- Click on **Create** in the tool bar
- Click on Requirement for Temporary Worker
- Select the Requirement Template and complete all mandatory fields
- Upload IR35 assessment and offline approvals , mark as Private
- Review the details and click **Submit**.

Approve a Timesheet or Expenses?

- Log into Fieldglass
- From the your Home screen, click **Work Items**
- Click Approve under either Time Sheets or Expenses
- Click on the **item ID** in the list.
- Approve or Reject the item.

Need Help?

Query Type	Email Address	Telephone
Recruitment Queries	Please contact the helpdesk	0203 862 2487
Onboarding Queries	onboarding@publicsectorresourcing.co.uk	0203 862 1954
Extension Queries	extensions@publicsectorresourcing.co.uk	0203 862 1952
Admin & Clerical Queries	Please contact your local Brook Street branch	-
General Helpdesk Queries	helpdesk@publicsectorresourcing.co.uk	0203 862 2487



PUBLIC SECTOR RESOURCING PSR – Quick Reference Guide The Hiring Manager Journey HM will receive an email notification • that CVs are ready to be reviewed online in Fieldglass HM accesses Fieldglass or contacts PSR to • PSR create attraction elements . HM views a ranked shortlist and is create new requisition/assignment PSR Recruiter calls HM to discuss role. PSR Sourcers engage with potential ٠ able to review details, reject or HM uses IR35 assessment tool to check if validate service and check all details candidates in the PSR talent pipeline • provide feedback and advises PSR IR35 rules apply PSR Recruiter reviews all Routes to PSR Sourcers build the pipeline of ٠ Recruiter of desire to interview HM ensures required approvals in place Talent and advises on most appropriate new potential candidates SHORTLIST LIVE REQUISITION **ROLE VALIDATION** SOURCING 3 1 PSR Team manages the Worker vetting and onboarding • PSR Team makes the offer with the HM PSR Recruiter sets up the interview ٠ HM contacted once vetting is complete ٠ PSR Recruiter guides the HM on the for the HM and briefs the candidates • The start date is confirmed final rate HM interviews the selected • PSR Team prompt HM to action any on boarding tasks PSR Recruiter raises the offer (Work ٠ candidates and makes a selection Order) in Fieldglass and follows the Worker registration sent to the candidate following PSR Recruiter contacts HM after the • completion of onboarding activity approval route defined last interview to gain feedback START CONFIRMATION OFFER INTERVIEW 5 7 6 Worker time and expenses recorded in Fieldglass ٠ PSR Team monitor approaching assignment end dates PSR Team completes Worker vetting and compliance Timesheet Approver receives an email notification • documentation top ups to cover the new assignment at 10, 5 and 2 weeks of request for approval HM receives email notification of approaching end PSR Team confirms assignment with HM and Worker Timesheet s can be approved in email or in date once all completed Fieldglass (via link) If extending, HM amends the Work Order in If not extending, HM emails • Timesheet Approver reviews and actions Fieldglass and follows the approval route defined workorders@publicsectorresourcing.co.uk to confirm timesheets/expenses natural finish **TIMESHEET APPROVAL** EXTENSIONS 9