

White paper on Contingent Worker Implementation in R 12.0.4 presented at

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Executive Summary

Contingent Worker functionality was introduced to the Oracle Human Resources application with HRMS Family Pack E (11i.HR_PF.E). A contingent worker is a worker who does not have a direct employment relationship with the organization. They are either self employed or provide their services through an external staffing or placement agency. Payment for their services is typically made to the agency that provides their services.

Contingent Labor functionalities in HR are integrated with Projects, Purchasing and OTL application. The system treats the Contingent Labor, almost the same way, as it does employees. They can be key members on the Project, enter time in Oracle Time and Labor, manage projects and perform all approval and other executive actions that an employee performs.

Contractual relationship, in the form of a purchase order, is created between the provider of services for such contingent labor and the recipient. The purchase order would spell out the terms and conditions on which the contingent labor's services are provided. Contingent labor would be setup in the HRMS system with the identification type of contingent labor. This ensures that the system tracks and stores these records, different from the identification type of Employee. In their assignment record, there would be a reference to the supplier's name and site that provides their services, and the PO number and line under which these services are provided. At any given point of time, this assignment reference can be to only one combination of PO Number and line.

Contingent Labor can enter their time in Oracle Time and Labor against specific projects and tasks. System validates the projects to which they can charge time, based on the projects referenced in the distribution of the PO. OTL Projects and Purchasing Layout provides for entering the PO number and line. When the time in OTL is approved, receipts can be auto created in Purchasing against the PO Line. This receipt facilitates three ways matching in Payables, when the agency that provides their services sends the invoice.

Contingent Labor's time can be costed using the PO line rate. Different configuration options are supported to interface their labor hours into Projects and cost it using the PO line rate or bring it from supplier invoices as supplier invoice costs.

Contingent workers can be converted to employees by terminating their placement and creating new action of hiring them as employee. System links this action to the same record and from the new effective date identifies the ex contingent labor as employee.

This paper covers some of the nuances around the setups, integration, etc of contingent labor and focuses in particular their use in the Projects application.

Contingent Worker with Purchase Order Integration:

Contingent worker is a Contract / Temporary staff that is not an employee of the organization. He renders services, along the lines of an employee, except his privity of contract is with the external agency. To ensure that the system supports all standard functionalities for the contingent labor, a new identification type "Contingent Labor" in HR is provided for. Contingent workers will be setup in Core HRMS using this identification. Contingent workers can enter time cards and expense reports against the Projects. For most of the Projects processes, the contingent worker is treated similar to that of an Employee. Functionalities supported cover the following business areas:

- Need to capture Contingent worker's time through OTL.
- Approval functionalities in OTL through approval style.
- Auto creating of receipts in Purchasing for approved time in OTL.
- Payment made through an AP Invoice, matched to receipts in Purchasing.
- Control options to Interface Contingent worker's Costs to Projects and later to General Ledger from Projects.
- Transaction processing for costs through supplier invoices.

Current functionalities do not support the assignment of multiple combinations of PO number and line to the contingent workers' primary assignment. Multiple secondary assignments can be created in HRMS for the contingent workers and in these secondary assignments, the new or different PO Number and Line could be entered. Using this workaround, in OTL the contingent worker can select the appropriate PO Number and Line and the system allows this reference. Further, the projects that the user can enter in OTL time entry is validated based on the projects referenced in the distribution window of the source PO Line.

System now fully supports approvals for contingent labor's time using the functionalities of approval style. Standard functionality that exists for supporting approvals by application and by Project Manager, Supervisor, etc for Projects, Purchasing applications are now available for approving contingent labor's time.

The following enhancements to the functionalities are required to support this and other related requirements.

- Support for multiple combination of PO number and Lines for the primary assignment record. (Without the workaround to create multiple secondary assignments).
- Validation for the First Name and Last Name field in the PO Line record when the contingent labor PO is being entered, in the Temp Lab tab region.
- Auto creation of contingent labor employees as suppliers

- Support for contingent Workers to enter their expenses and get paid through iexpense application.

While the functionalities that currently are available address many of the core business requirements, the above enhancements are certainly needed for the effective use of the system.

Setup in Projects:

To enable Contingent workers' time to be imported from Oracle Time and Labor into Oracle Projects, "Import Contingent Worker Timecards with Purchase Order Integration" check box has to be enabled in the Expenditure/ Costing tab of the Implementation Options window. This option enables the contingent workers to select a purchase order and line when they enter their time in OTL. Further, the system would automatically read the PO line's rate for labor costing when the approved timecard is imported to Projects through Transaction Import. When contingent labor's time is imported to Projects from OTL, the supplier invoice that is entered in Payables would not interface to Projects again and the system flags these records as not being eligible for transfer to Projects. The GL accounting and posting would happen through the supplier invoice transactions. It is very important to not switch the Implementation Option flag in the midst of transaction processing, as this would cause double accounting and potential data corruption errors.

Implementation Options

Operating Unit: Protege Software Services OU Find (Q)

System Currency Project Setup Staffing Expnd/Costing Billing Cross Charge Internal Billing

Expenditure Cycle Start Day: Monday Enable Overtime Calculations

Import Contingent Worker Timecards with Purchase Order Integration

Default Supplier Cost Credit Account

Interface Cost to GL

- Interface Employee Labor Costs
- Interface Contingent Worker Labor Costs
- Interface Usage, Inventory, WIP, Miscellaneous and Burden Costs

Expenditure/Event Organization

Organization Hierarchy: Protege Default Org Hierarchy

Version: 1

Start Organization: Protege Software Services BG

Typically, the Contingent Labor's costs would reside only in the Project Sub Ledger and not transferred to the GL. If this is required, Contingent Worker Labor for Labor Cost Clearing Auto Accounting Function Transaction has to be properly configured to ensure that the system handles the relieving of this clearing account, with that used when the supplier invoice was entered and posted in Payables. System supports the parameter of Person Type for the Labor Cost, Burden Cost and Total Burdened Cost Accounting Functions and this can be effectively used to create the proper accounting entries for labor costs for employees and contingent workers.

The screenshot shows the 'Assign AutoAccounting Rules' window. The 'Function' section is configured with the following details:

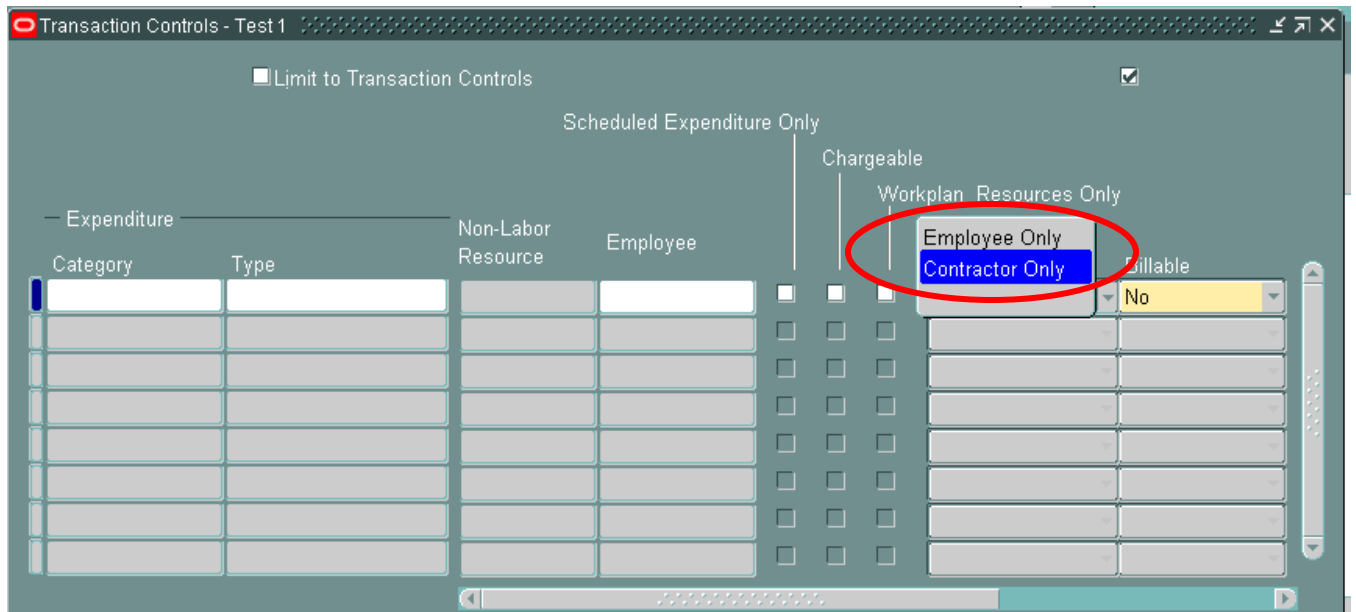
- Name:** Labor Cost Clearing Account
- Operating Unit:** Protege Software Services
- Description:** Determines clearing account for labor costs

The 'Function Transactions' section contains a table with the following data:

Name	Description	Enabled
All Labor	Clearing account for all labor costs	<input checked="" type="checkbox"/>
Contingent Worker Labor	Clearing account for contingent worker labor costs	<input type="checkbox"/>
Employee Labor	Clearing account for employee labor costs	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

The 'Segment Rule Pairings' section is currently empty, with columns for 'Number', 'Segment Name', and 'Rule Name'. A 'Rule' button is located at the bottom right of this section.

System supports the definition and use of transaction controls for the contingent workers, along the lines of employees. The Person Type field has Employee Only, Contractor Only values that can be chosen to reference controls applicable for contingent workers.



Purchase Order Configurations:

Purchasing Application must be configured to ensure that the PO line could be properly created for the contingent workers. These are for the following setups.

- ✓ Setup Unit of Measure Class as Time
- ✓ Setup Unit of Measure Time

Unit of Measure Classes

	Name	Description	Base Unit	UOM	Inactive On	[]
<input type="checkbox"/>	Currency	Currency	Dollars	DOL		
<input type="checkbox"/>	Length	Length	Length	LEN		
<input type="checkbox"/>	Period	Period	Daily	DAY		
<input type="checkbox"/>	Quantity	Quantity	Quantity	QTY		
<input checked="" type="checkbox"/>	Time	Time	Time	TIM		
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Units of Measure - Time

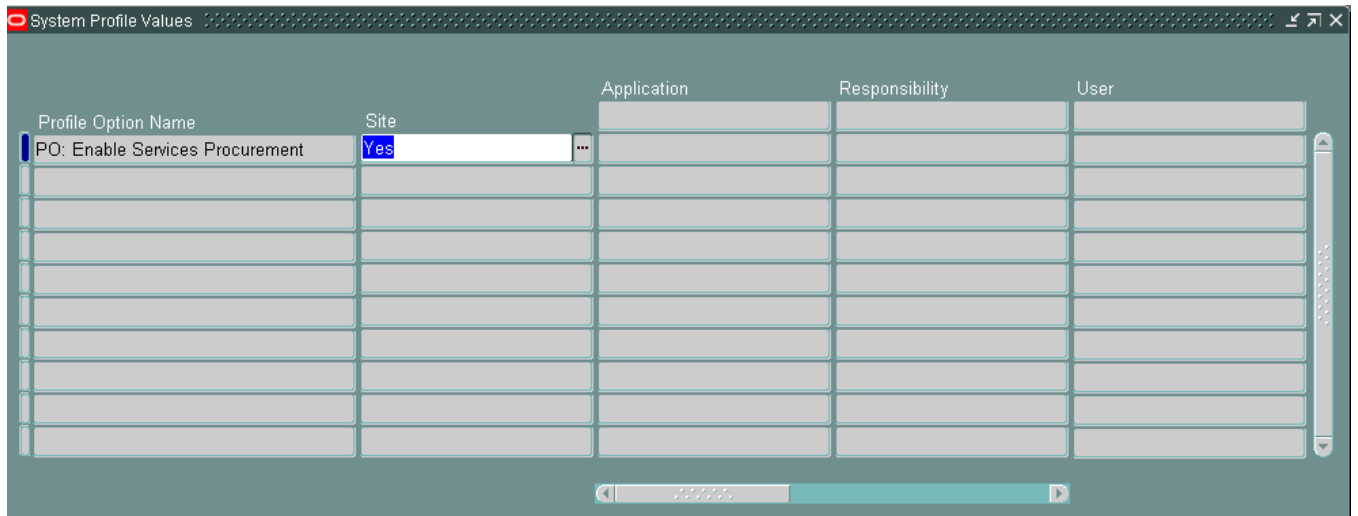
Name	UOM	Description	Base Unit	Inactive On	[]
Time	TIM	Time	<input checked="" type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

Purchasing Profile Options:

The following site level profiles need to be enabled to support the functionalities:

PO: Enable Services Procurement – Yes

PO: UOM Class for Temp Labor Services – Time



Profile Option Name	Site	Application	Responsibility	User
PO: Enable Services Procurement	Yes			

Profile Option Name	Site	Application	Responsibility	User
PO: UOM Class for Temp Labor Services	Time			

PO Line Type:

Contingent Labor PO should be created using the Line type 'Rate Based Temp Labor". This uses the purchase basis of Temp Labor.

ORACLE Purchasing

Update Line Type

* Indicates required field

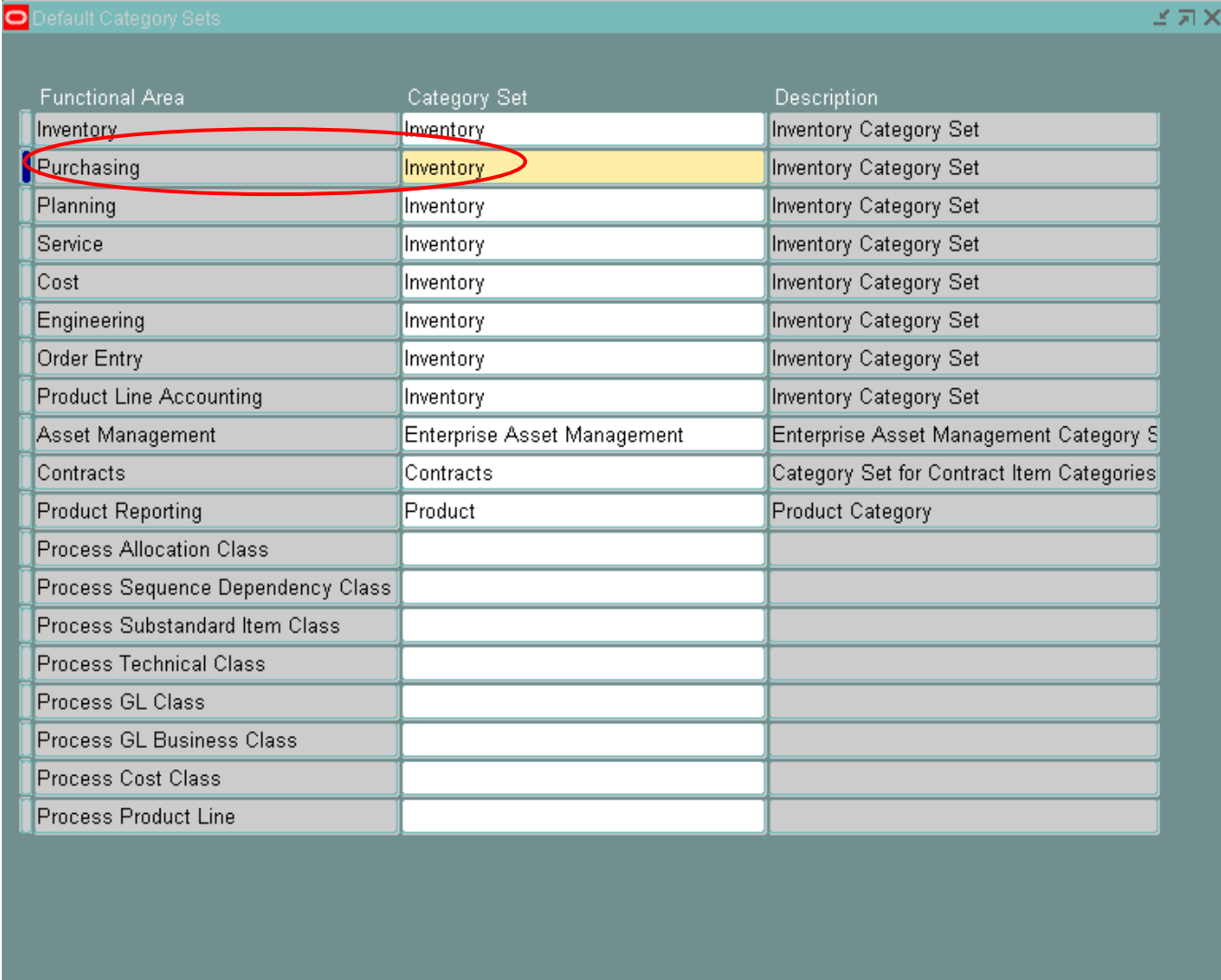
* Name	<input type="text" value="Rate Based Temp Labor"/>	Unit	<input type="text" value="Time"/>
* Description	<input type="text" value="Rate Based Temp Labor"/>	Price	<input type="text"/>
Value Basis	Rate	Receipt Required	<input type="button" value="v"/>
Purchase Basis	Temp Labor	Receipt Close	<input type="text"/>
End Date	<input type="text"/>		

(example: 02/23/2008)

Privacy Statement Preferences Close Window

Job Item Category Association:

To enter Purchase order Lines, we need either an item or item category and description. The item category used in PO is the category set referenced for the Purchasing functional area. Typically, based on the structure referenced for this category set, a combination of the structure is created and used for the PO line of the contingent labor. This category structure is then referenced to the Job created in HRMS that is referenced to the contingent labor's assignment. Optionally, a new Master Item for the Contingent Labor could be setup with the expense type attribute and associated with the category.



Functional Area	Category Set	Description
Inventory	Inventory	Inventory Category Set
Purchasing	Inventory	Inventory Category Set
Planning	Inventory	Inventory Category Set
Service	Inventory	Inventory Category Set
Cost	Inventory	Inventory Category Set
Engineering	Inventory	Inventory Category Set
Order Entry	Inventory	Inventory Category Set
Product Line Accounting	Inventory	Inventory Category Set
Asset Management	Enterprise Asset Management	Enterprise Asset Management Category S
Contracts	Contracts	Category Set for Contract Item Categories
Product Reporting	Product	Product Category
Process Allocation Class		
Process Sequence Dependency Class		
Process Substandard Item Class		
Process Technical Class		
Process GL Class		
Process GL Business Class		
Process Cost Class		
Process Product Line		

Category Sets

Name

Description

Flex Structure

Controlled At

Default Category

Allow Multiple Item Category Assignments

Enforce List of Valid Categories

Category

<input checked="" type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Job

Job Group: HR_81

Name: Contractor

Dates: 09/17/2000 -

Approval Authority:

Additional Employment Rights

Benchmark Job

Benchmark Job Name:



Further Information: []

Evaluation Requirements Valid Grades

Work Preferences Extra Information Map Surveys

Update Job and Category Association

* Indicates required field

Job	Contractor
* Category	<input type="text" value="CONTRACTOR"/> 
* Job Description	<input type="text" value="CONTRACTOR"/>
Job Details	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>
Inactive On	<input type="text"/> 

Preferences Close Window

Privacy Statement

The above screen shots explain the following:

- ✓ Using the Inventory Category Set for Purchasing Functional Area
- ✓ Using Item Categories Flexfield Structure for Inventory Category Set
- ✓ Using a Structure combination of Contractor for this structure
- ✓ Using seeded Job Group of HR_81 (to group a range of jobs)
- ✓ Using HR Job of Contractor under this job group
- ✓ Associating HR Job Contractor with the Contractor Structure value of Contractor

Setting up Contingent Worker in HRMS:

The following screen shots explain the setups for this. As mentioned above, contingent workers need to be setup with the identification type of contingent worker and their assignment referenced with the PO number and Line for the supplier that is providing their services:

The screenshot displays the 'People' form in HRMS, specifically the 'Personal' tab. The form is titled 'People' and includes a search bar. The 'Name' section contains fields for Last (Test), First (First), Title, Prefix, Suffix, and Middle. The 'Gender' is set to 'Female' and 'Action' is a dropdown menu. The 'Person Type for Action' is also a dropdown menu. The 'Person Types' section shows 'Contingent Worker' selected. The 'Identification' section shows 'Contingent Worker' selected and '5' entered. The 'Social Security' field contains '123-45-6789'. Below the 'Personal' tab are tabs for 'Employment', 'Office Details', 'Applicant', 'Further Name', and 'Other'. The 'Personal' tab is active and shows fields for Birth Date (10/02/1957), Age (50), Town of Birth, Region of Birth, Country of Birth, Status, Nationality, and Registered Disabled. The 'Effective Dates' section shows 'From' as 01/28/2007 and 'To' as empty. The 'Latest Start Date' is 01/28/2007 with a value of 80 in brackets. At the bottom are buttons for 'Address', 'Picture', 'Assignment', 'Special Info', and 'Others...'.

Field	Value
Last Name	Test
First Name	First
Title	
Prefix	
Suffix	
Middle	
Gender	Female
Action	
Person Type for Action	
Person Types	Contingent Worker
Identification	Contingent Worker
Identification Value	5
Social Security	123-45-6789
Birth Date	10/02/1957
Age	50
Town of Birth	
Region of Birth	
Country of Birth	
Status	
Nationality	
Registered Disabled	
Effective Dates From	01/28/2007
Effective Dates To	
Latest Start Date	01/28/2007 [80]

Assignment(Test, First)

Organization	100-Consultants-01	Group	.
Job	Contractor	Position	
Grade		Payroll	
Location	Protege Corporate	Status	Active Contingent Assignment

Assignment Number	5	Collective Agreement	
Assignment Category		Employee Category	

Supplier Supervisor Standard Conditions Statutory Information Miscellaneous Project Information

Internal Address		<input checked="" type="checkbox"/> Primary
Reason		<input type="checkbox"/> Manager
Projected Assignment End		

Effective Dates

From	01/28/2007	To	
------	------------	----	--

Salary Entries Others...

Assignment(Test, First)

Organization	100-Consultants-01	Group	.
Job	Contractor	Position	
Grade		Payroll	
Location	Protege Corporate	Status	Active Contingent Assignment

Assignment Number	5	Collective Agreement	
Assignment Category		Employee Category	

Supplier | Supervisor | Standard Conditions | Statutory Information | Miscellaneous | Project Information

Purchase Order Number		Purchase Order Line	
Supplier Name		Supplier Site	PAY
Supplier ID for Worker		Supplier ID for Assignment	

Effective Dates

From	01/28/2007	To	
------	------------	----	--

Salary | Entries | Others...

Assignment(Test, First)

Organization	100-Consultants-01	Group	.
Job	Contractor	Position	
Grade		Payroll	
Location	Protege Corporate	Status	Active Contingent Assignment

Assignment Number	5-2	Collective Agreement	
Assignment Category		Employee Category	

Supplier Supervisor Standard Conditions **Statutory Information** Miscellaneous Project Information

Purchase Order Number	1008	Purchase Order Line	1
Supplier Name	Windsor Systems, Inc	Supplier Site	PAY
Supplier ID for Worker		Supplier ID for Assignment	

Effective Dates

From	01/23/2008	To	
------	------------	----	--

Salary Entries Others...

Assignment(Test, First)

Organization	100-Consultants-01	Group	.
Job	Contractor	Position	
Grade		Payroll	
Location	Protege Corporate	Status	Active Contingent Assignment

Assignment Number	5-3	Collective Agreement	
Assignment Category		Employee Category	

Supplier | Supervisor | Standard Conditions | Statutory Information | Miscellaneous | Project Information

Purchase Order Number	1007	Purchase Order Line	1
Supplier Name	Boston Red Sox	Supplier Site	PAY
Supplier ID for Worker		Supplier ID for Assignment	

Effective Dates

From	01/23/2008	To	
------	------------	----	--

Salary | Entries | Others...

Assignment(Test, First)

Organization: 100-Consultants-01

Job: Contractor

Grade: [Empty]

Location: Protege Corporate

Group: [Empty]

Position: [Empty]

Payroll: [Empty]

Status: Active Contingent Assignment

Assignment Number: 5-3

Assignment Category: [Empty]

Collective Agreement: [Empty]

Employee Category: [Empty]

Supplier | Supervisor | Standard Conditions | Statutory Information | Miscellaneous | Project Information

Name: Gonsalo, Yvonne

Worker Number: 57

Assignment Number: [Empty]

Effective Dates: From 01/23/2008 To [Empty]

Salary | Entries | Others...

There are 3 assignments for the contingent worker, out of which only the first assignment (assignment number 5) is Primary. In the secondary assignments (assignment numbers 5-2 and 5-3, respectively), different supplier name, PO Number and Line references are used and the system supports this when the worker enters time in OTL.

Creating the PO in Purchasing:

Based on the setups and features mentioned above, PO Number 1007 and 1008 were created for the contingent worker services. These PO are issued to 2 different suppliers (to demonstrate the functionality that the system supports different suppliers, so long as the contingent worker first and last name is same in HRMS)

System requires the entry of price and the amount field for the PO Line. Quantity field entry is disabled for the PO line and shipment. Distribution window uses the amount as per the Line.

The screenshot displays the 'Purchase Orders - 1007' window. The header section includes the following details:

- Operating Unit: Protege Software Servic
- Created: 02/23/2008 06:40:07
- PO, Rev: 1007 1
- Type: Standard Purchase Order
- Supplier: Boston Red Sox
- Site: PAY
- Ship-To: Protege Corporate
- Bill-To: Protege Corporate
- Buyer: Ravishankar, Anuradha
- Status: Approved
- Contact: [Empty]
- Currency: USD
- Total: 12200.00

The 'Lines' section contains a table with the following columns: Num, Type, Item, Rev, Job, Category, Description, UOM, Quantity, Price. The first line is highlighted with a red oval:

Num	Type	Item	Rev	Job	Category	Description	UOM	Quantity	Price
1	Rate Based Ti			Contractor	CONTRACTOR	CONTRACTOR	Time		122

At the bottom of the window, there is an 'Item' field containing 'CONTRACTOR' and several buttons: 'Catalog...', 'Currency...', 'Terms', 'Shipments', and 'Approve...'.

Purchase Orders - 1007

Operating Unit: Protege Software Servic Created: 02/23/2008 06:40:07

PO, Rev: 1007 1 Type: Standard Purchase Order

Supplier: Boston Red Sox Site: PAY Contact: []

Ship-To: Protege Corporate Bill-To: Protege Corporate Currency: USD

Buyer: Ravishankar, Anuradha Status: Approved Total: 12200.00 []

Description: []

Lines Price Reference Reference Documents More Agreement Temporary Labor

-Contract-

Num	First Name	Last Name	Start Date	End Date
1	First	Test	01/23/2008	

Item: [] CONTRACTOR

Buttons: Catalog... Currency... Terms Shipments Approve...

Distributions - 1007

Destination More Project

Expenditure

Num	Project	Task	Award	Type	Org	Da []
1	Test 1	Billable TME&EXI		Contingent	Protege Consultir	01/

PO Account Descriptions

Charge Protege Software Services.Consultants Ex
 Accrual Protege Software Services.No Cost Center
 Budget
 Variance Protege Software Services.Consultants Ex

Destination Account Descriptions

Charge
 Variance

Lines And Shipment Details

Line Num 1 Shipment Num 1 Org PSS Ship-To Protege Corporate
 Job Contractor CONTRACTOR

Outside Services

Purchase Orders - 1008

Operating Unit: Protege Software Servic Created: 02/23/2008 07:09:24

PO, Rev: 1008 0 Type: Standard Purchase Order

Supplier: Windsor Systems, Inc. Site: PAY Contact: []

Ship-To: Woburn Bill-To: Woburn Currency: USD

Buyer: Ravishankar, Anuradha Status: Approved Total: 11000.00 []

Description: []

Lines Price Reference Reference Documents More Agreement Temporary Labor

Num	Type	Item	Rev	Job	Category	Description	UOM	Quantity	Price	[]
1	Rate Based T			Contractor	CONTRACTOR	CONTRACTOR	Time		110	[]

Job: Contractor CONTRACTOR

Buttons: Catalog... Currency... Terms Shipments Approve...

Purchase Orders - 1008

Operating Unit	Protege Software Servic	Created	02/23/2008 07:09:24
PO, Rev	1008 0	Type	Standard Purchase Order
Supplier	Windsor Systems, Inc.	Site	PAY
Ship-To	Woburn	Bill-To	Woburn
Buyer	Ravishankar, Anuradha	Status	Approved
Description			

Contact:
 Currency: USD
 Total: 11000.00

Lines | Price Reference | Reference Documents | More | Agreement | Temporary Labor

—Contractor—

Num	First Name	Last Name	Start Date	End Date
1	First	Test	01/23/2008	

Job: Contractor CONTRACTOR

Buttons: Catalog... | Currency... | Terms | Shipments | Approve...

Distributions - 1008

Destination More Project

Expenditure

Num	Project	Task	Award	Type	Org	Da	[]
1	Test 2	Bill T&E		Contingent	Protege Consultr	01/	

PO Account Descriptions

Charge Protege Software Services.Consultants Ex

Accrual Protege Software Services.No Cost Center

Budget

Variance Protege Software Services.Consultants Ex

Destination Account Descriptions

Charge

Variance

Lines And Shipment Details

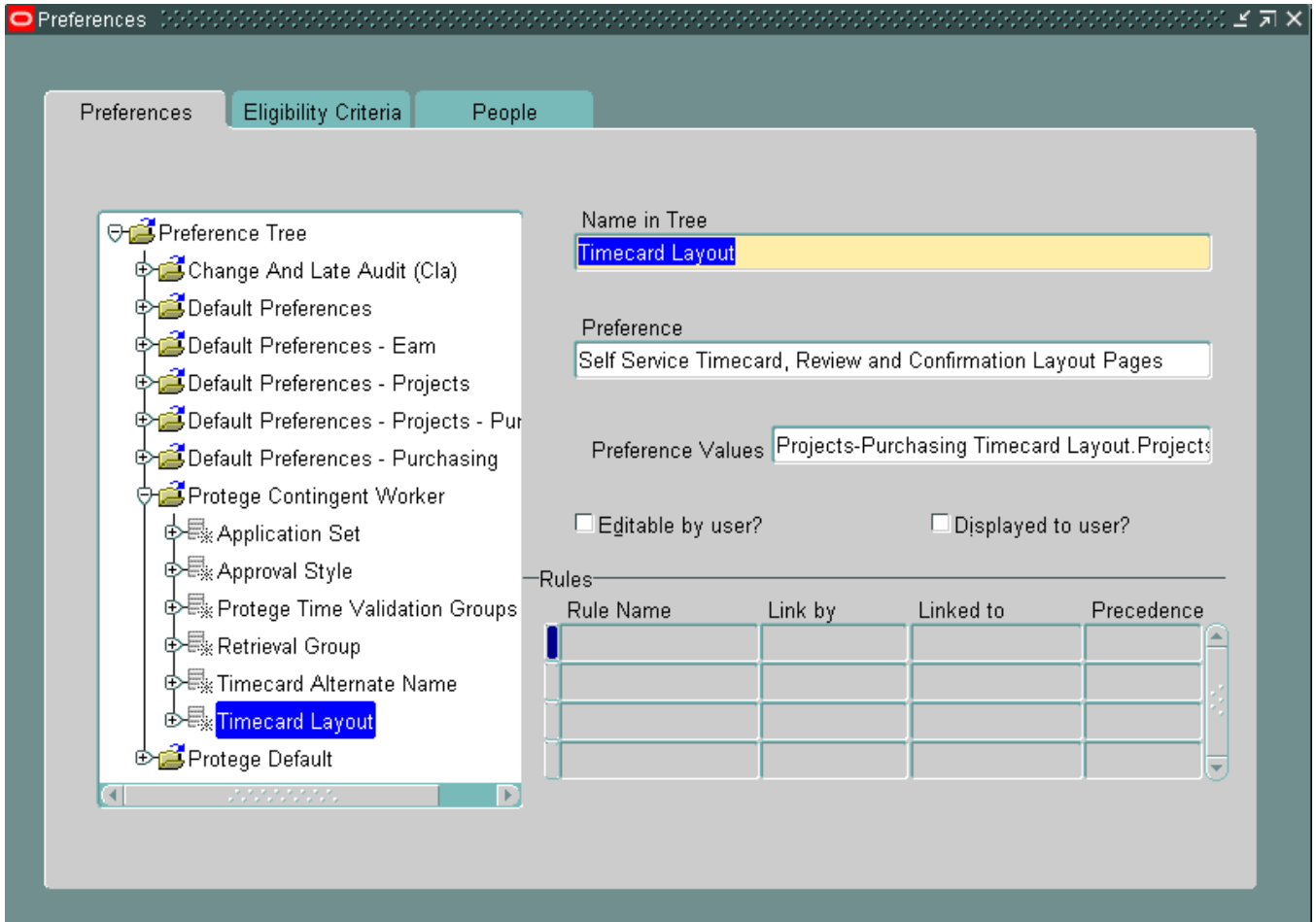
Line Num 1 Shipment Num 1 Org PSS Ship-To Woburn

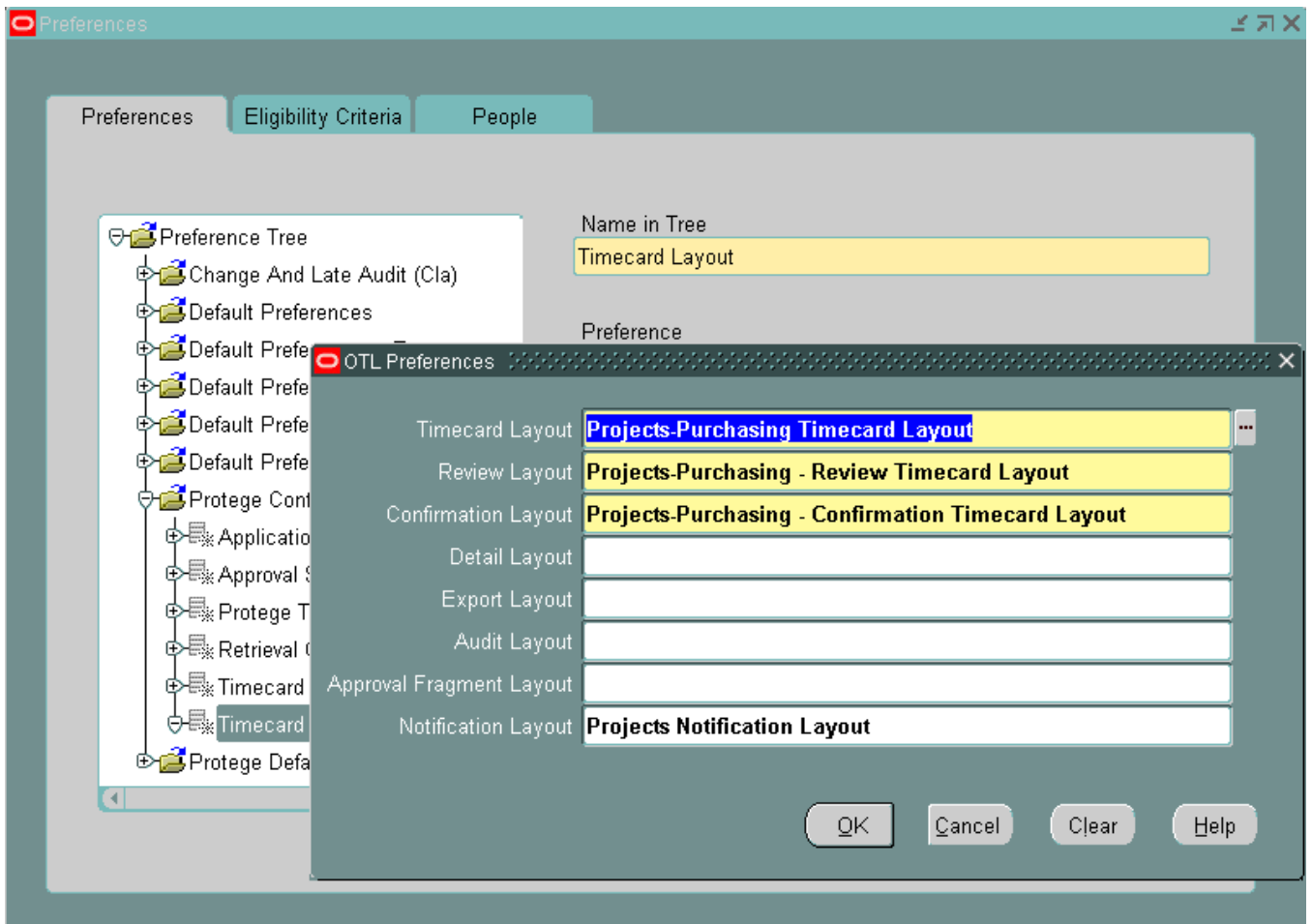
Job Contractor CONTRACTOR

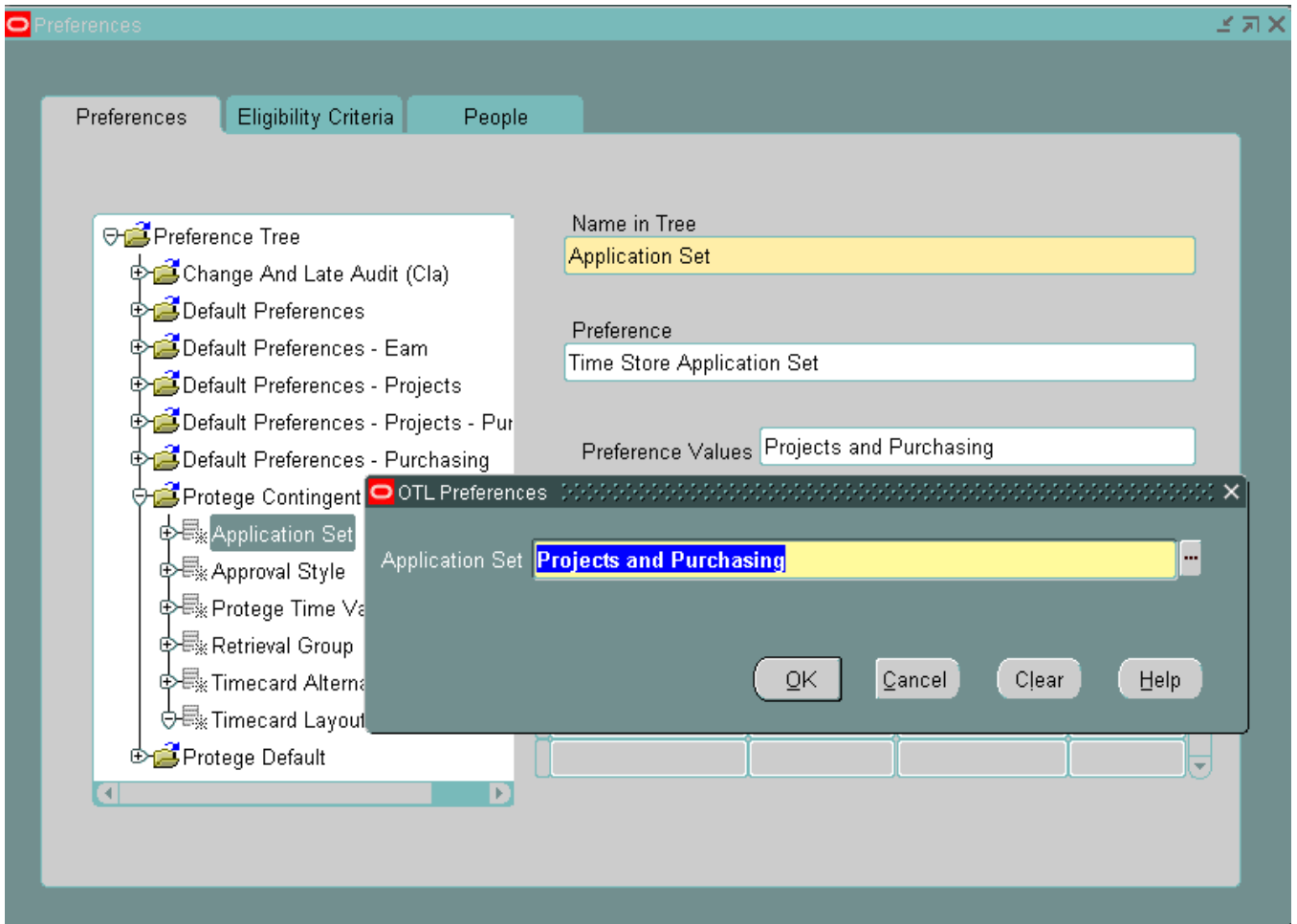
Outside Services

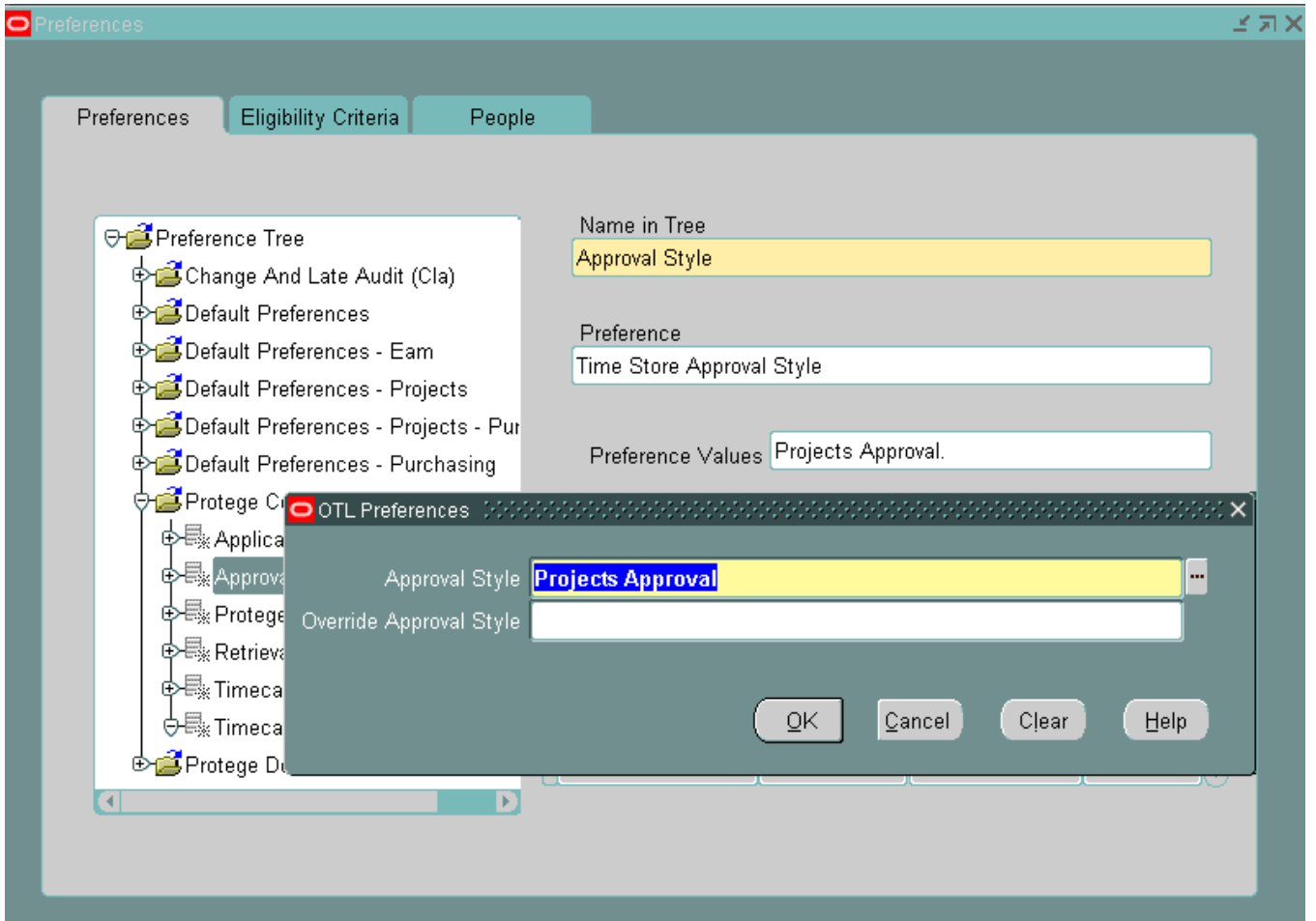
Setting up OTL Preferences:

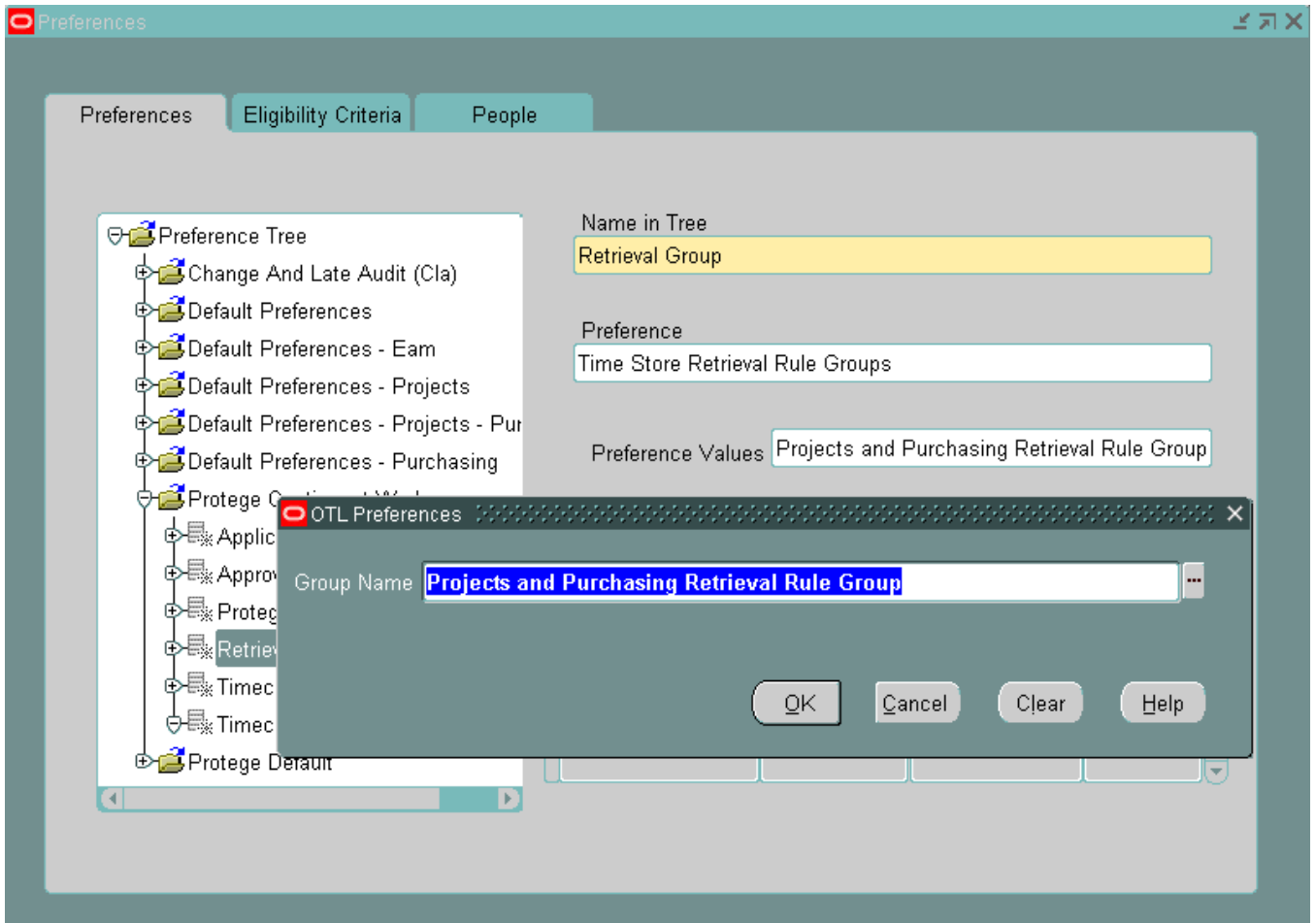
Preference setups have to be properly configured in OTL Preference for the contingent labor features. This includes the Timecard Layout, Approval Styles, alternate names (for associating expenditure types with aliases), etc. (Alternate name functionality is supported only for Projects and Purchasing layout and not for Projects Layout).The following screen shots explains these setups:











Preference Tree

- Change And Late Audit (Cle)
- Default
- Default
- Default
- Default
- Default
- Protected
 - Application
 - Application
 - Protection
 - Release
 - Time
 - Time
- Protected

Name in Tree
Timecard Alternate Name

OTL Preferences

Timecard Alternate Name 1	Expenditure Type and Price Type
Timecard Alternate Name 2	
Timecard Alternate Name 3	
Timecard Alternate Name 4	
Timecard Alternate Name 5	
Timecard Alternate Name 6	
Timecard Alternate Name 7	
Timecard Alternate Name 8	
Timecard Alternate Name 9	
Timecard Alternate Name 10	

OK Cancel Clear Help

Approval Styles **Other Attributes**

Name

Description

Enable client extension

Approval Rules

Rule	Application
Projects Data Approval Rule	Projects

Approval Style Components

Application	Type	Identifier	Sequence
Projects	Project Manager		1
Purchasing	HR Supervisor		1

[Entry Level Approval Components](#)

Alternate Names

Alternate Name Definition

Alternate Name Definition: Expenditure Type and Price Type

Description: Linking Expenditure Type and Price Type for Projects and Purchasing

OTL Alternate Name DFF Context

Type Name: Expenditure Type and Price Type Alternate Name

Prompt: Expenditure Type - Price Type

Dates

Alternate Name	From	To	Values	Enabled
Contractor Time	01/01/2007		Contingent Sub Cont Costs.S	<input checked="" type="checkbox"/>

OTL Alternate Names

Expenditure Type: **Contingent Sub Cont Costs**

Expenditure Type Class: **ST** Straight Time

Price Type: **Standard Rate**

OK Cancel Clear Help

Time entry in OTL:

Based on the above setups that are complete, the following screen shots show the time entry and approval process in OTL:

ORACLE Time

Time | Expenses

Time Entry | Timecard Search | Templates | Create Timecard

Time Entry: Test, First, 5

Confirmation
The timecard has been saved successfully.

Period: February 25, 2008 - March 02, 2008~ [v] [i] Comments []

Template: [] [v] Apply Template

Project	Task	PO	Line	Type	Mon, Feb 25	Tue, Feb 26	Wed, Feb 27	Th
Test 1	Billable TME&EX	1007	1	Contract	8			
Test 2	Bill T&E	1008	1	Contract		8		
Add Another Row Recalculate					8	8	0	

Template Name: [] Save as a Template

Review: Test, First, 5

Week Starting **Monday, February 25 2008**

Timecard Period (days) **7**

Comments

Project	Task	PO	Line	Type	Mon, Feb 25	Tue, Feb 26	Wed, Feb 27
Test 1	Billable TME&EXP	1007	1	Contractor Time	8		
Test 2	Bill T&E	1008	1	Contractor Time		8	
					8	8	0

 Confirmation

Time entries for the given timecard period have been submitted successfully.

Confirmation: Test, First, 5

Week Starting **Monday, February 25 2008**
 Timecard Period (days) **7**
 Comments

Summary

Project	Task	PO	Line	Type	Mon, Feb 25	Tue, Feb 26	Wed, Feb 27	Thu, Feb 28
Test 1	Billable TME&EXP	1007	1	Contractor Time	8			
Test 2	Bill T&E	1008	1	Contractor Time		8		
					8	8	0	0

[Return to Recent Timecards](#)

ORACLE

Home | Status Monitor | Notifications

Worklist

View: To Do Notifications [v] [Go]

Select Notifications: [Open] [Reassign]

[Select All](#) | [Select None](#)

Select From	Type	Subject
<input type="checkbox"/> Test, First	OTL Workflows for Employees	Timecard (02/25/2008 to 03/02/2008) for Test, First (16 hours) requires approval

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.
[TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

Home | Status Monitor | Notifications | Preferences | Help | Close Window

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The above notification is for the Project Manager approver for the Projects Application referenced in the Approval Style.

Worklist

View

Select Notifications:

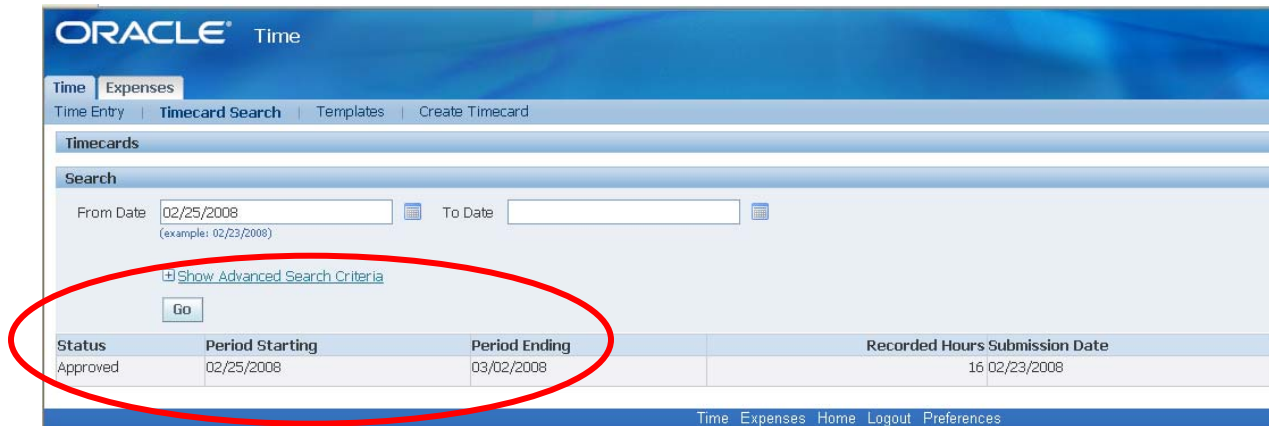
[Select All](#) | [Select None](#)

Select From ▲	Type	Subject
<input type="checkbox"/> Test, First	OTL Workflows for Employees	Timecard (02/25/2008 to 03/02/2008) for Test, First (16 hours) requires approval

- ✔ [TIP Vacation Rules](#) - Redirect or auto-respond to notifications.
- ✔ [TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

The above notification is for the Supervisor of the Contingent Labor for the Purchasing Application referenced in the Approval Style.

After this approval, the time card status for the Contingent Labor is now changed to Approved.



Creating Receipts in Purchasing:

To facilitate 3 way matching for the contingent labor's time (time hours entered and approved equals the quantity received in Purchasing and validated against the supplier invoice entry in Payables), system supports functionality and provides for a process that needs to be run to auto create the approved hours as receipt in Purchasing. This process is Retrieve Time from OTL. This process also spawns off the Receiving Transaction Processor called by Retrieve Time from OTL (Receiving Transaction Processor) and creates receipts in Purchasing Application. Errors and exceptions, if any, should be resolved by running the Receiving Interface Errors Report.

Open related periods in PO & INV

For this report to work correct, the Inventory Accounting (Cost) Period in Inventory and Control Purchasing Period and Open and Close Period in Purchasing applications have to be open.

Run this Request... Copy...

Name

Operating Unit

Parameters

Language

At these Times... Run the Job

Upon Completion... Save all Output Files

Layout

Notify

Print to Options...

Purchase Orders - 1007

Operating Unit	Protege Software Servic	Created	02/23/2008 06:40:07
PO, Rev	1007 1	Type	Standard Purchase Order
Supplier	Boston Red Sox	Site	PAY
Ship-To	Protege Corporate	Bill-To	Protege Corporate
Buyer	Ravishankar, Anuradha	Status	Approved
Description			

Lines Price Reference Reference Documents More Agreement Temporary Labor

Shipments - 1007

Shipments More Status

Amount						
Num	Status	Ordered	Received	Cancelled	Billed	[]
1		12200.00	3660.00			

Line Num 1 Job Contractor CONTRACTOR

Receiving Controls Distributions

The above receipt is created for the OTL approved hours * times the Rate used for the PO Line (\$122 * 30 hours entered in OTL)

Purchase Orders - 1008

Operating Unit	Protege Software Servic	Created	02/23/2008 07:09:24
PO, Rev	1008 0	Type	Standard Purchase Order
Supplier	Windsor Systems, Inc.	Site	PAY
Ship-To	Woburn	Bill-To	Woburn
Buyer	Ravishankar, Anuradha	Status	Approved
Description			
Contact			
Currency	USD	Total	11000.00

Lines: Price Reference | Reference Documents | More | Agreement | Temporary Labor

Num	Type	Item	Rev	Job	Category	Description	UOM	Quantity
1	Rate Based Tr			Contractor	CONTRACTOR	CONTRACTOR	Time	

Shipments - 1008

Shipments | More | Status

—Amount—

Num	Status	Ordered	Received	Cancelled	Billed	[]
1		11000.00	1100.00			

Buttons: Catalog... | Currency... | Terms | Shipments

The above receipt is created for the OTL approved hours * times the Rate used for the PO Line (\$110 * 10 hours entered in OTL)

Transaction Import & Projects Costing:

Approved timecards from OTL can be interfaced and costed in Projects application based on the Implementation Options setup. System uses the Rate used in the PO Line for this. Optionally, specific costing rate can be defined and used in the Labor Cost Override window. Timecard interfaced to Projects and costed (with the optional interface of transfer to GL or not) will not interface again from the Payables module when the supplier invoice is entered. Standard process and functionalities for transaction import, distribute cost process, expenditure inquiry, etc all apply for the contingent workers, along the lines of employees.

Find Expenditure Items

Operating Unit **Protege Software Services**

Project Number

Task Number

Trans Id

Expend Typ Class

Item Dates -

Project Name

Task Name

Expenditure Org

Expenditure Type

Expenditure Billing Resource Supplier Cross Charge Provider/Receiver Capital

Labor

Employee Number

Employee Name

Job

Assignment

Other

Resource Org

Non-Labor Resource

WIP Resource

Inventory Item

Exclude Net Zero Items

Mass Adjust Clear Find

Trans Id	Project	Task	Expnd Type	Item Date	Employee/Supplier	Quantity	UOM	Proj Func Burde	Project Burdene
6911	Test 1	Billable TME	Contingent Sub	02/18/2008	Test, First	10	Hours	1220.00	1220.00
6912	Test 2	Bill T&E	Contingent Sub	02/19/2008	Test, First	10	Hours	1100.00	1100.00
6932	Test 1	Billable TME	Contingent Sub	02/11/2008	Test, First	10	Hours	1220.00	1220.00
6933	Test 1	Billable TME	Contingent Sub	02/04/2008	Test, First	10	Hours	1220.00	1220.00
								4760.00	4760.00

The above screenshot from Expenditure Inquiry All Window shows the time that is interfaced to Projects for the 2 projects to which the Contingent worker charged in OTL under 2 PO Numbers 1007 and 1008, respectively for the expenditure item dates 2/18/08 through 2/24/08. This aggregates 30 hours and \$3,660 (30 * \$122/Hr) for PO 1007 and 10 hours and \$1,110 (10*\$110/Hr) for PO 1008, respectively.

Payables Interface to Projects:

System does not interface supplier invoices to Projects when the associated contingent worker's time is interfaced from OTL to Projects. If PO is entered for the contingent worker and the Import Contingent Worker with Purchase Order Integration Flag in Projects is not enabled, the system will interface the costs from Payables. The following screen shots explain that the invoice for PO 1012 is interfaced to Projects while the invoice for PO 1007 was not, as the corresponding time was interfaced to Projects through the implementation Option configuration.

The system uses the combination of following setups in deciding if the supplier invoice should be interfaced to Projects from Payables:

- ✓ Import Contingent Worker with Purchase Order Integration Flag in Expenditure/Costing tab of Implementation Options window in Projects.
- ✓ Line type of Rate Based Temp Labor for PO Line.

Invoice Workbench (Protege Payables Setup User)

Batch Control Total Batch Actual Total

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount
Protege Software Se		Standard	1007	Boston Re	1020	PAY	02/23/2008	PO 1007	USD	3660.00

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Total
Gross Retained Net

Num	Type	Amount	PO Number	PO Release	PO Line	PO Shipment	Match Basis	PO Distribution	Receipt Number	Receipt Line	Quantity Invoiced
1	Item	3660.00	1007		1	1	Amount	1			

Discard 1 Distributions Allocations

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Invoice Workbench (Protege Payables Setup User)

Batch Control Total Batch Actual Total

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount
Protege Software Se		Standard	1012	Boston Re	1020	PAY	02/23/2008	PO 1012	USD	12200.00

1 General | 2 Lines | 3 Holds | 4 View Payments | 5 Scheduled Payments | 6 View Prepayment Applications

Summary

Items	12200.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	12200.00
Tax	
Freight	
Miscellaneous	
Total	12200.00

Amount Paid

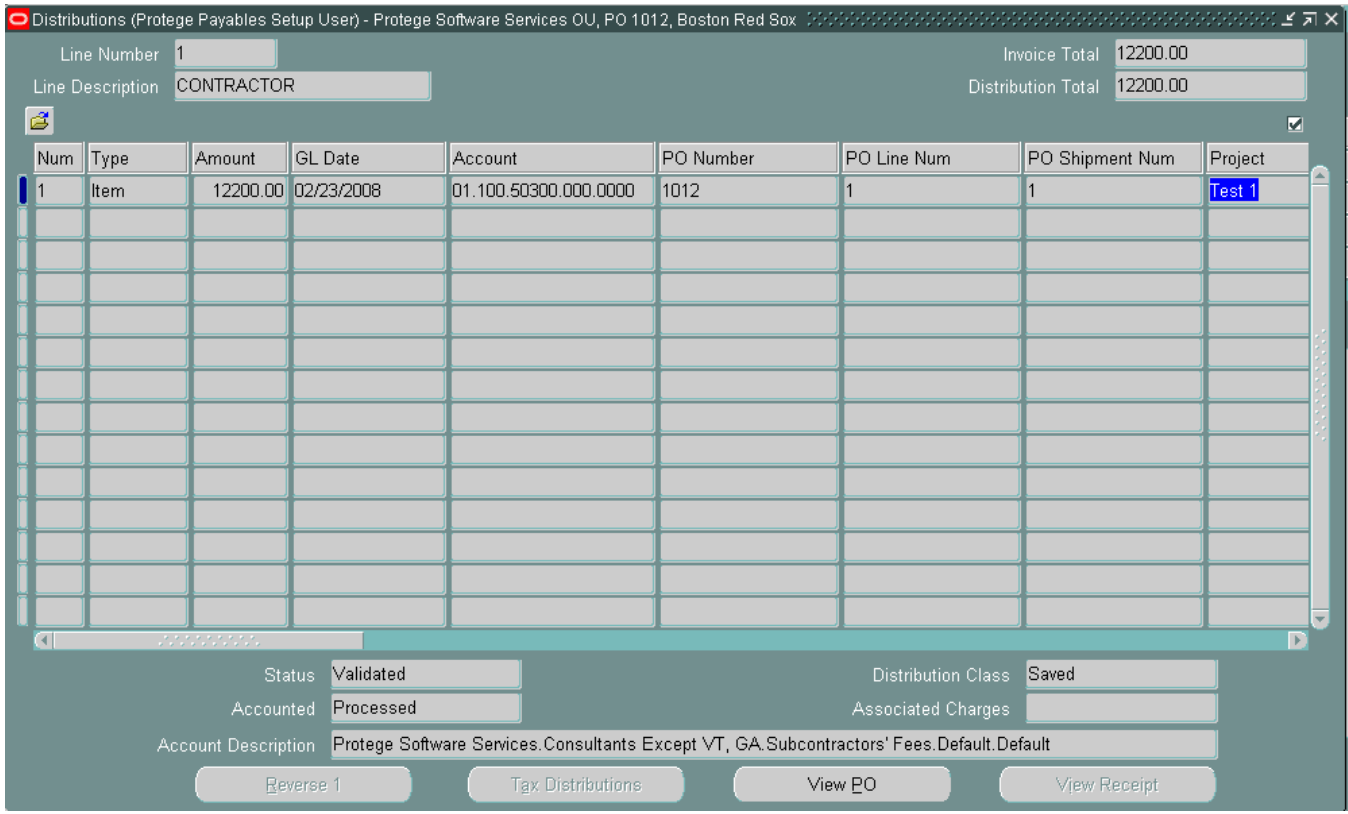
USD	0.00
-----	------

Status

Status	Validated
Accounted	Yes
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

Description

Actions... 1 | Calculate Tax | Tax Details | Corrections | Quick Match | Match | All Distributions



The above invoice was entered in Payables with the flag Import Contingent Worker with Purchase Order Integration not checked. System interfaced the costs to Projects normally.

The following screen shot from Expenditure Inquiry window in Projects shows the costs for PO 1007 and 1012. Transaction source field indicates the source of cost capture.

Project Expenditure Items

PO Number	Transaction Source	Project	Task	Expnd Type	Proj Func Burde	Item Date	Employee/Supplier	Quantity	Project Burdene
1007	Oracle Time and Labor	Test 1	Billable TME	Contingent Sub Cont Costs	1220.00	02/18/2008	Test, First	10	1220.00
1007	Oracle Time and Labor	Test 1	Billable TME	Contingent Sub Cont Costs	1220.00	01/28/2008	Test, First	10	1220.00
1007	Oracle Time and Labor	Test 1	Billable TME	Contingent Sub Cont Costs	1220.00	02/11/2008	Test, First	10	1220.00
1007	Oracle Time and Labor	Test 1	Billable TME	Contingent Sub Cont Costs	1220.00	02/04/2008	Test, First	10	1220.00
1007	Oracle Time and Labor	Test 1	Billable TME	Contingent Sub Cont Costs	976.00	02/25/2008	Test, First	8	976.00
		Test 1	Billable TME	Contingent Sub Cont Costs	2000.00	02/10/2008	TEST LAST, TEST	40	2000.00
1009	Oracle Time and Labor	Test 1	Billable TME	Contingent Sub Cont Costs	1160.00	02/06/2008	TEST LAST, TEST	10	1160.00
1012	Oracle Payables Supplier	Test 1	Billable TME	Contingent	12200.00	01/23/2008	Boston Red Sox	12200	12200.00

Run Request... Totals Item Details

Other key information:

- Contingent workers time can now be entered in Pre Approved Batches in Projects, as well as in Time Keeper Windows in OTL, in addition to Self Serve Pages by the worker himself.
- Contingent worker can enter their expenses in iExpense Application. However, the invoice is created for the supplier associated with their Assignment record in HR.
- If Cost Rate Override window is used to define the cost rate for the contingent worker, system uses this to cost in Projects when time is entered through Pre Approved Batches. Otherwise, the rate associated with the PO Line is used.
- Contingent worker's Effectivity date for the placement and assignment should be after the start date of the corresponding supplier record.
- WebADI Transaction Import does not distinguish between person types, and hence does not recognize contingent workers. If you are planning on uploading a larger volume of contingent worker expenses into Projects (e.g. data conversions) using the Web ADI may not be the ideal solution.

Lessons Learnt:

Contingent workers functionality has evolved in the recent past and has been significantly enhanced since the earlier releases. For all practical purposes, the system extends the Employee related functionalities to Contingent Worker. This includes being a key member on Projects, approving documents, entering time and expense, etc. This white paper's content is based on the authors' experience of implementing the functionalities in prior releases and in particular from the implementation of R 12 for the internal use of Protégé Software Services, Inc.

About the Author(s):

Anu has specialized in the functional architecture of Oracle Projects and Financials Suite of products. She holds a professional Accounting degree and has eighteen years' experience in the different business domains of finance, accounting, commercial operations and human resources. She has implemented Projects Suite in R 11i and R 12.

Ravi has specialized in project management and functional architecture of Oracle Projects, Financials, HRMS and supply chain Suite of products. He holds a professional Accounting degree, and the coveted PMP and PgMP designations. He has twenty four years' experience in the different business domains of finance, accounting, commercial operations and human resources and has extensively implemented and project managed Oracle Applications.