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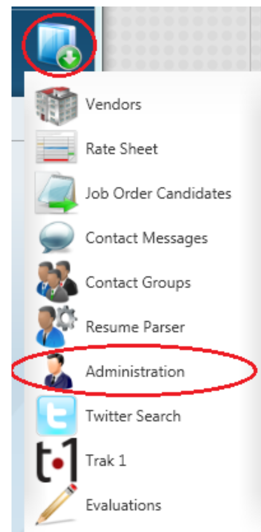
14R2 Enterprise
Vendor Management and 1099 Functionality

TempWorks Enterprise has the capabilities of vendor management, as well as processing both payment and invoicing to vendors and 1099 employees. These will both be covered in this help document. Additionally, throughout this document you will see many mentions of WebCenter. Please note that WebCenter is an ancillary product.

At this end of this document you will find a section pertaining specifically to the Vendor Portal of WebCenter. This will provide you more detail as to the functionality your Vendors will have when utilizing this.

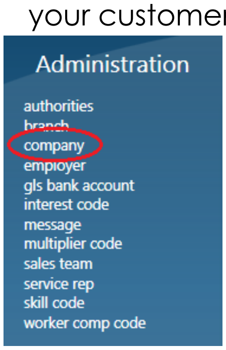


The process for utilizing the vendor management capabilities includes;

1. Setting up the Vendor Record.
2. Setting up the Vendor Contact.
3. Setting up the Vendor Employees.
4. Setting up the Customer and Order record.
5. How to process Pay/Bill.

1. Setting up the Vendor Record:

All staffing partner companies and 1099 employees will need to be set up in Enterprise as a Vendor. This allows for vendor employees and 1099 contractors to be listed under a different company than yours, as well as allows for not applying taxes to the employees and for seamless billing to your customers.

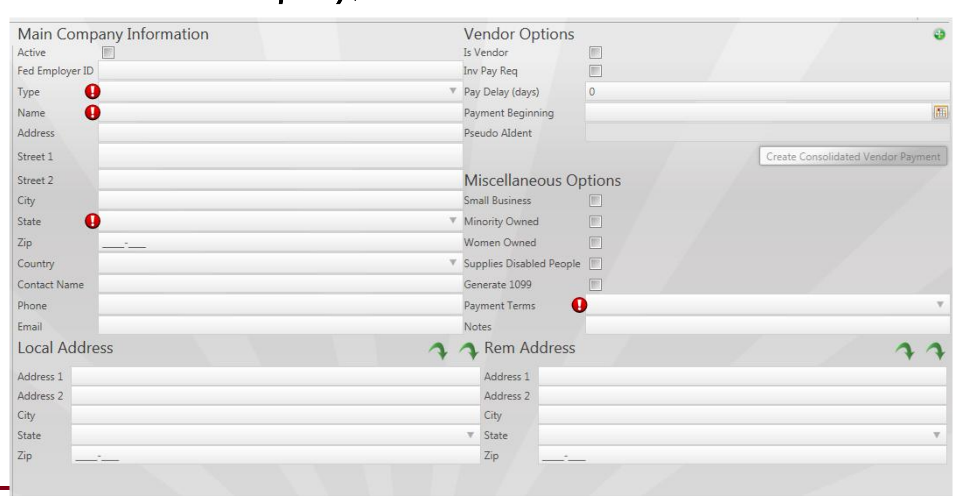


Note: To set up the vendor record you will need to have Administrator access.

From the Main Screen, click on the blue book in the upper right and from that dropdown select ***Administration***, as seen on the right.

From Administration select ***Company***, as seen on the left.

To add a new Vendor Company/Subcontractor click the button in the upper right corner of the form. This will open the **Main Company Information** Form as seen here.



Enter Vendor/Subcontractor information as appropriate:

Active box: Check this box if the vendor is active.
Fed Employer ID: This can either be the vendor companies federal ID number or if this is a 1099 employee you can either their Social Security Number in this field.
Type: Select Staffing Company if this is a Vendor Company
Select Vendor if this is a 1099 employee.
Name: Enter either the name of the staffing company, or the name of the employee if it's an individual (1099).
Address: Enter the address of either the company or vendor.
Local Address*:* Local Location if different that Main Company address.
Remittance Address: Address that payments should be remitted to if different than Main Company address.
Note: If the Local and/or Remittance address are the as the Main Company Address, instead of typing the address again, click on the to copy the information.

Vendor Options:

Is Vendor box: check this box to indicate this company is a Vendor.
Checking this box also allows users to edit the Vendor information, for example to add a vendor contact, without needing Administrator access.
Inv Pay Req box: Check this box if the Invoice should be paid prior to the Vendor/SubContractor being paid.
Pay Delay: If a delay in payment to the Vendor/Subcontractor is desired, key in the number of days to delay the payment. If this field is left blank, TempWorks will assume this Vendor/SubContractor will be paid weekly.
Payment Beginning: If payment should begin on a specific date, enter that date in the field.
Pseudo AIdent: Can be used to track an additional identifying number.

Miscellaneous Options:

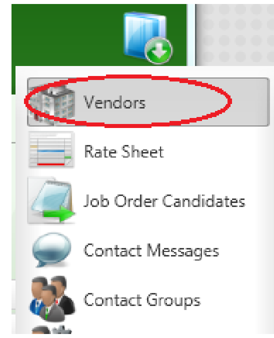
Click to indicate any of the options which apply to this Vendor.
Small Business, Minority Owned, Women Owned, Supplies Disabled People
Generate 1009: Checking this box for all 1099 persons.
Payment Terms: If payment terms apply to this Vendor/SubContractor, select the terms from the dropdown.

Once all information has been entered click Save.

If the vendor is a staffing company and you will to consolidate payments, for example if you have a number of employees from that vendor working and only want to remit one payment as opposed to one for each vendor employee click on after the record has been saved.

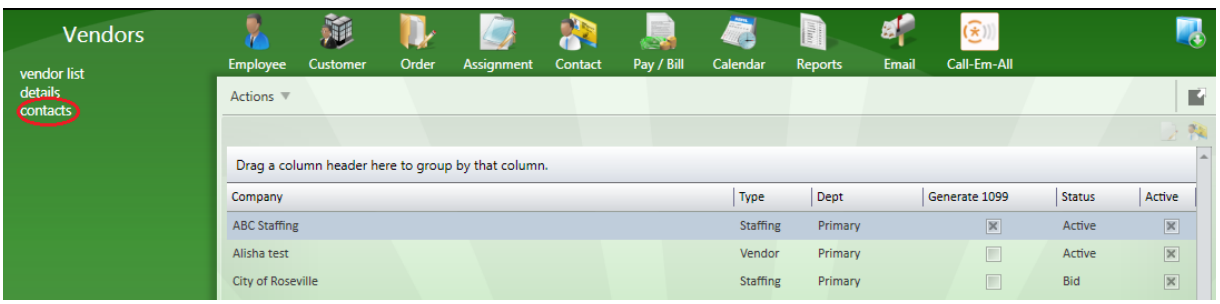
2. Setting up the Vendor Contact:

While adding a contact to the vendor record is not required, it is helpful. Additionally, if you are going to utilize the WebCenter with VMS you will need to enter a contact record.
To add a contact to the vendor record select from the blue book dropdown select vendor, as seen on the right circled in red.

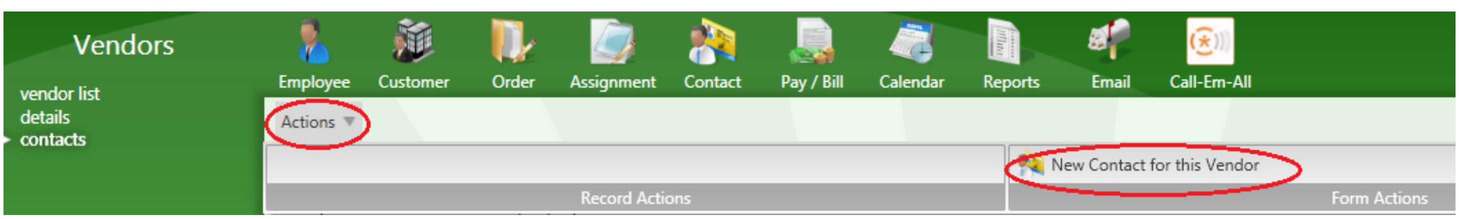


From here you can view all of the currently active vendors. Double clicking on a vendor from the list will open the vendor details screen. From here you can edit vendor information, such as an address, and add a contact.

To add a contact to a vendor, double click on the vendor record you wish to add the contact to, and then click on contacts, circled below in red.



Once the vendor contacts screen is open click on the Actions dropdown followed by clicking on New Contact for this Vendor, both circled in red in the picture below.



This will pull up a similar form as to adding a customer contact, except for the vendor and address will already be populated. Enter the contact name, title, and contact information as desired. Once information has been entered, click save on the bottom right of the contact form.

If utilizing WebCenter for VMS, to invite the vendor contact, double click on the contact record to pull up the contact details screen. From here, click on the Actions dropdown and select Invite to WebCenter.

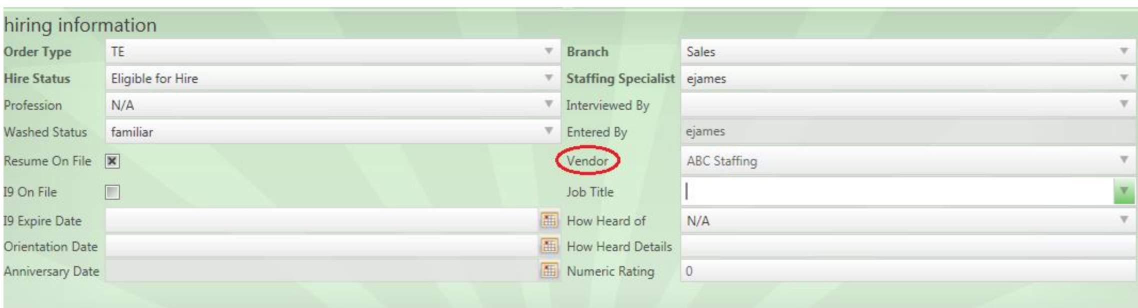
3. Setting up Vendor Employees:

For both 1099 contract employees and vendor employees you will need to create employee records to be able to place them on an assignment.

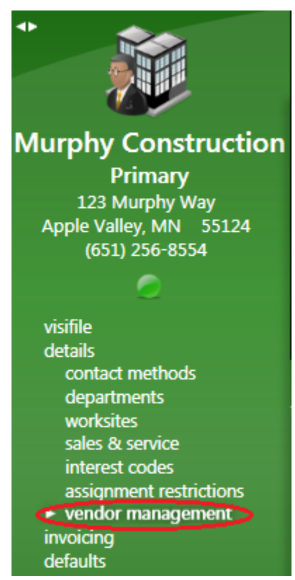
Add an employee record as normal. The only required information is the name; however, additional information may be beneficial. Once you have entered their employee record you will want to link the employee record to the vendor.

To link the employee to the Vendor, open the employee record, select details on the left hand side, and from the Vendor dropdown (as seen circled below) select the vendor in which the employee is associated with.

Selecting the Vendor here is what tells TempWorks who to pay when this employee is placed on an assignment. Additionally, this is what will ensure that taxes and W2's are not processed.



Note: If utilizing WebCenter and Vendors are creating their own Employee records, the Employee record will automatically be linked with the proper Vendor.



4. Setting up the Customer/Order Records:

Distribution of Orders in VMS situations can be set up on the Customer record at the Department level. If using WebCenter the order will be automatically distributed to the Vendor based on the set up of this. To set this up, from the Customer Record (be sure it is the correct Department record) click on Details, followed by Vendor Management (circled in red on the right).

To create a new distribution click on the button. This will open the ***add vendor to company box,*** as seen on the left. Select the Vendor from the ***Vendor Company*** dropdown. The distribution can also be based on specific job titles. If this is desired, select the appropriate ***skill code*** from the dropdown. This will only automatically distribute order with that Skill Code via the WebCenter to the Vendor.

Using the ***Order Delay*** field will enable the distribution to be delayed. Enter the number of hours the delay should be.
By entering the ***Max Candidates Per Req*** will limit the Vendor's number of candidates. Once this information has been entered click Save.

An unlimited number of Vendors can be added to a Customer, Department record.

If it is a Vendor neutral situation, the order Delay should be left at 0 for each Vendor.

The Vendors who are set up on the Customer record (department specific) will default into each Order placed for that Customer. The distribution can be changed at the Order level by going to the Order/Details Vendors. The same steps that are taken at the Customer level can be done at the Order level.

Vendors utilizing WebCenter will receive orders once the distribution time has lapsed. Vendors will also have the option to either refuse or accept the order.
If the Vendor accepts the order they are able to submit candidates directly via WebCenter to the Order. If this is done, the candidates will be linked to the Order record in TempWorks within the Candidacy area. From here, you can view the candidate, as well as a resume if it is attached, and either accept or refuse the candidate. If the status changes on the candidate or the order, it will flow through to WebCenter and the Vendor will be able to view this. Additionally, when a candidate is submitted from a Vendor, TempWorks will automatically create an Employee Record.

Vendors can be added, edited and deleted on the **Order.**

To edit a Vendor click on the button in the upper right corner of the Vendor form.
To delete a Vendor click on the button on the upper right corner of the Vendor form.

If the Employee has not been linked to a Vendor or if the Employee is shared between different Vendors, the Vendor can be selected on the **Assignment.**

Go to the Assignment/Details form, within the Financial Details area, select the appropriate Company.

NOTE: On Vendor Assignments the W2 box does not have a check mark.

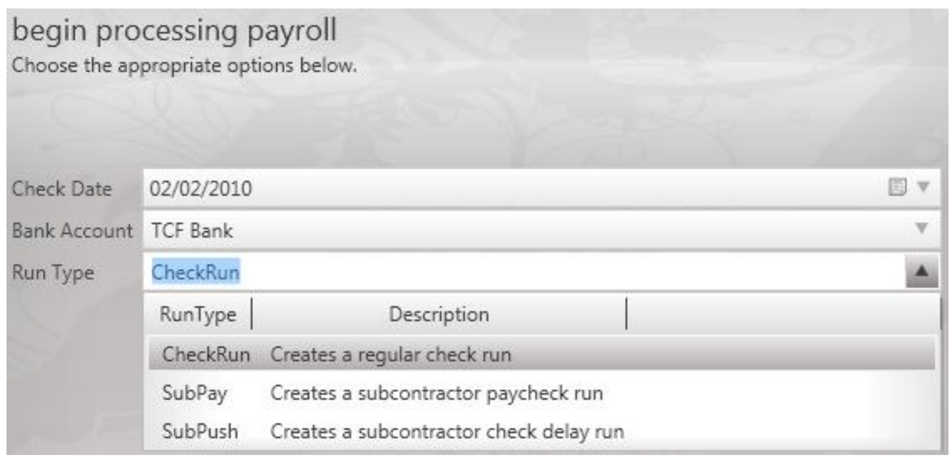
5. **Pay/Bill Process for Vendors:**

There are typically four steps to completing the Pay/Bill process (Time Entry, Proofing, Payroll, and Invoicing).
When paying vendors the first two steps of the process, Time Entry and Proofing, are completed the same way. Additionally, Invoicing is done the same.

In step three, Payroll, there are a few differences which will be addressed here:

1. When issuing a check to a 1099 employee the payroll ***run type*** must be **SubPay.** A **SubPay** payroll run type will not calculate any taxes for the Vendor/SubContractor.

When a SubPay run type has been selected, the system will not allow any W2 employees to be processed within that run.



Choose the transactions as usual and process the payroll. The address listed on the Vendor record will be the address that prints on the check. When gross profit is calculated, any transactions processed as SubPay will be listed in the Contractor Cost section.

2. **SubPush** payroll Run Type should be used any time there is a value in the ***Pay Delay in Days*** or there is a check in ***the Invoice Pay Required*** field, if the **Create Consolidated Vendor Payment** was selected, or if the Vendor/Subcontractor is not being paid weekly.

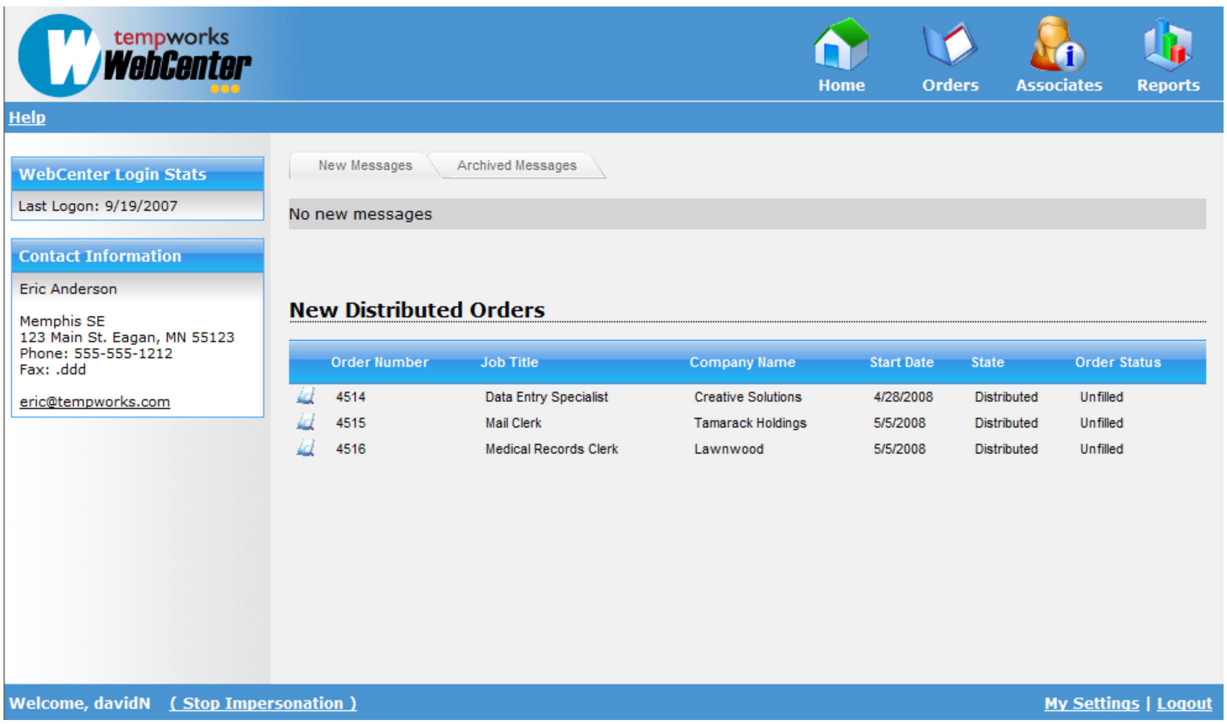
In a SubPush payroll run TempWorks will calculate the contractor cost, but does not issue a check. The SubPush payroll run type will mark the transactions as payroll complete and allow the user to invoice and post the transactions. TempWorks will store the "pushed" transactions until a time when the user wishes to issue a check.

When the invoice has been paid or the number of delayed days is reached, a consolidated check can be created. This consolidated check will include all pushed transactions (created from completing the SubPush) for the Vendor/Subcontractor. To generate a consolidated check the **SubPay** payroll run must be completed.

Using the SubPay and SubPush payroll run types will not allow any employee that is set up on a W2 assignment to be processed. Additionally, a regular Check Run payroll run type will not allow any employee that is set up on a non-W2 assignment to be processed.

WebCenter Vendor Portal

The following will give you an overview of how the different functions work within WebCenter Vendor Portal. This is specific as to what the Vendor Company will be able to view. You can also refer to the in-page help if you click on the *Help* link in the upper left corner on any page. Below is a picture of the **Home** page. This is the first page that you will see once you have logged into WebCenter.

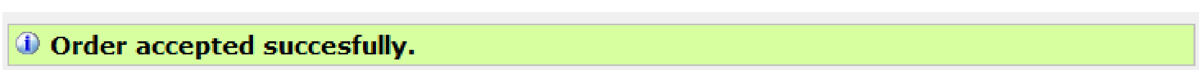


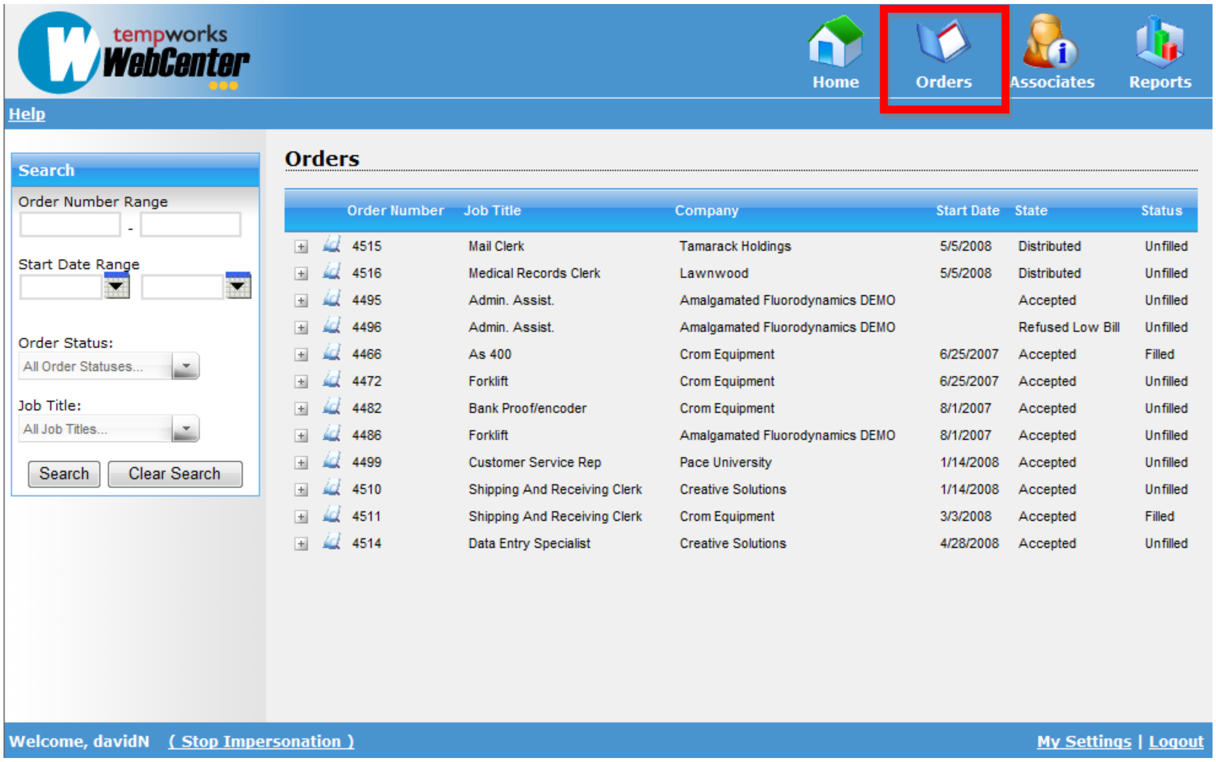
The **Home** page contains messages that have been added for you to view and you can open an email and reply to these messages by clicking on the *Reply* link on the right. You will also be able to see the last time you logged into WebCenter and the name and contact information for your vendor management company contact on the left of the screen.

At the bottom of the **Home** page the recently distributed orders will be displayed. Click on the icon in front of any order to view the Order Details.

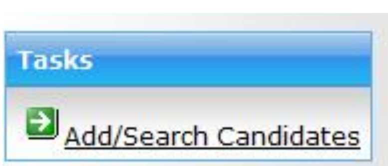
If you would like to accept the order, click on the link in the Tasks area to *Accept Order*. To decline the order choose the *Refused Reason* from the drop down menu, you can enter in a *Refused Reason Comment* and then click on the link to *Refuse Order*. Once the order has been refused or accepted it will be removed from the list on the **Home** page and will be displayed in the **Orders** page.

A prompt similar to the one below will appear at the top of the page to indicate the action that has been taken on the order:

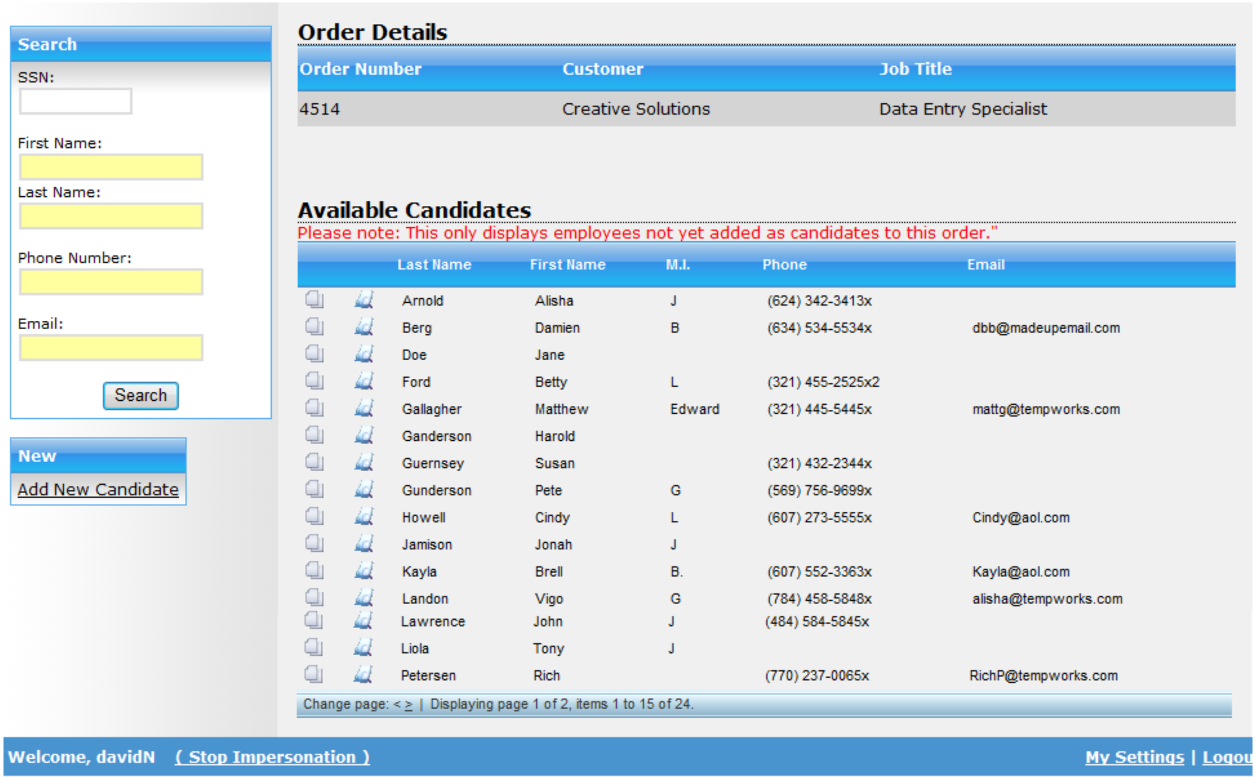




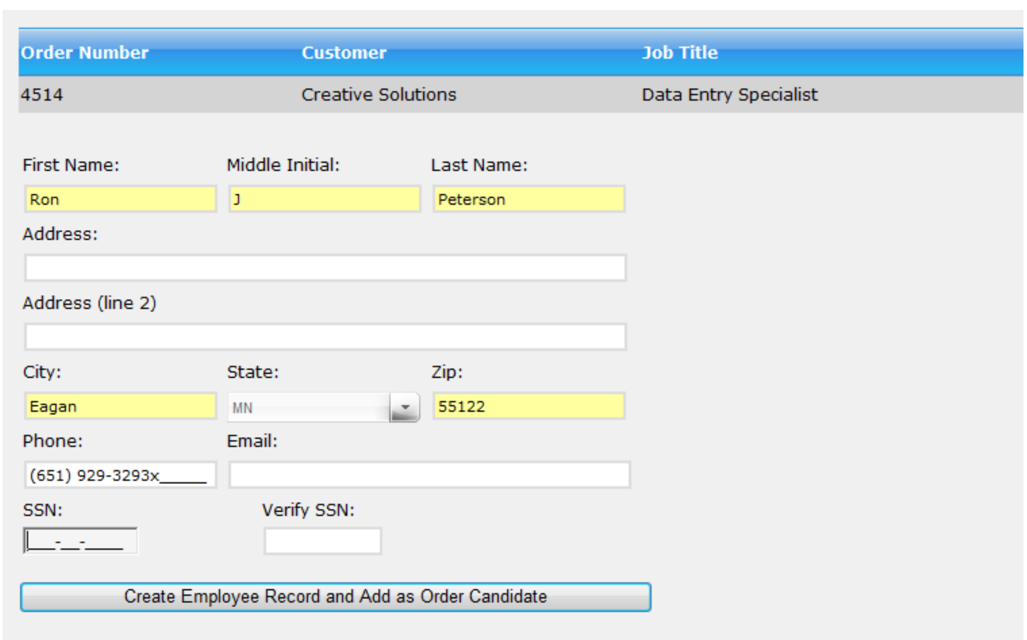
The **Orders** page allows you to view all distributed orders. The *State* column will indicate if the order was accepted or refused. The *Status* column will indicate the current order status (i.e. Unfilled, Filled, Cancelled, etc.). On the left of the screen you can look up orders in the Search area. To expand on an order and view the number of candidates submitted versus the number of employees' assigned click on the button in front of the order. To view the order details as shown earlier in this document click on the icon. In the upper left of the screen it will display the following link instead of accepting or refusing the order:



Click on the *Add/Search Candidates* link to open the form where current employees can be selected or new employees can be added.

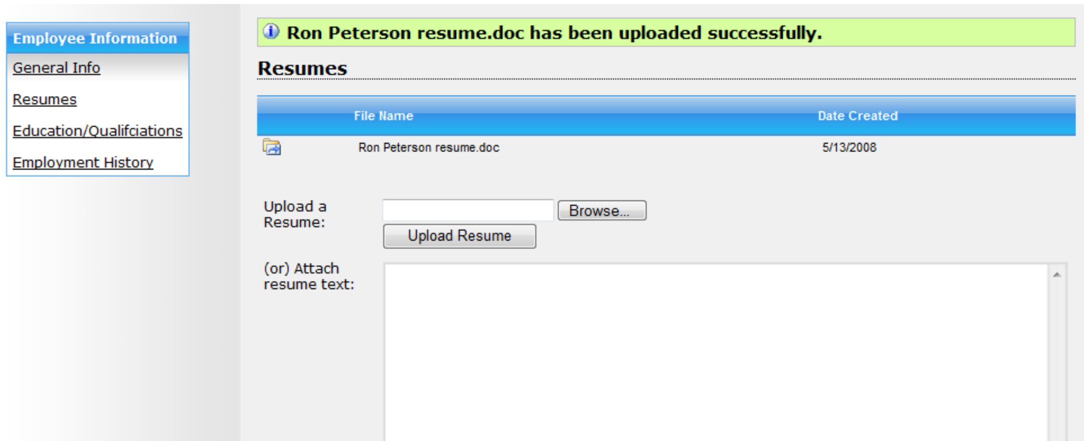


You can use the Search functionality to look up employee records or scroll through the list of available employees. To submit an employee to the order, click on the icon in front of their name. Clicking on the icon will display the details for the employee. Click on the *Add New Candidate* link to open the form to enter a new employee.

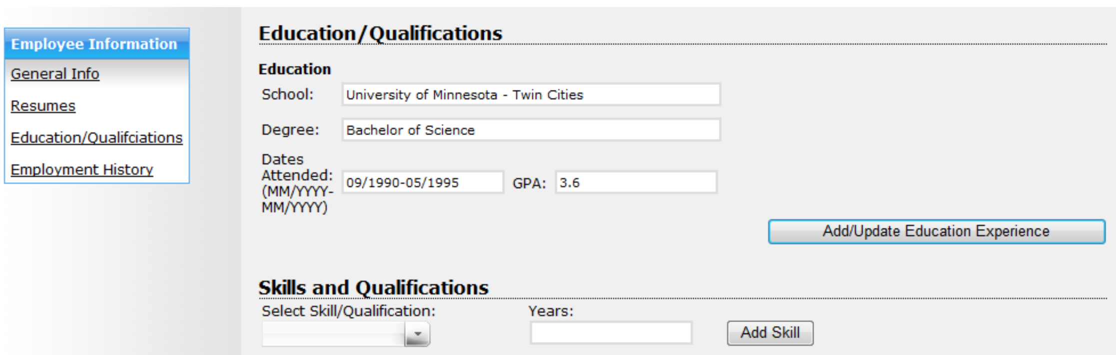


Enter in the *First Name*, *Middle Initial*, *Last Name*, *City*, and *Zip* for the employee (or any other basic information that you choose) and then click on the button to *Create Employee Record and Add as Order Candidate*.

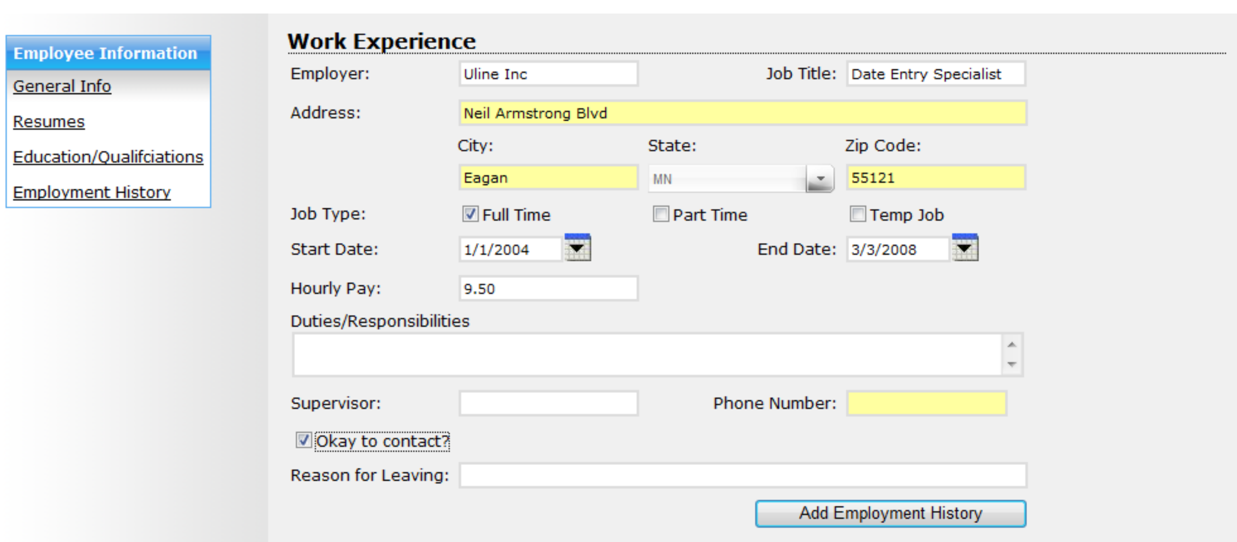
Once the employee has been added to the order the prompt will be displayed at the top of the screen and you will have links on the left to add additional information to the employee's record.



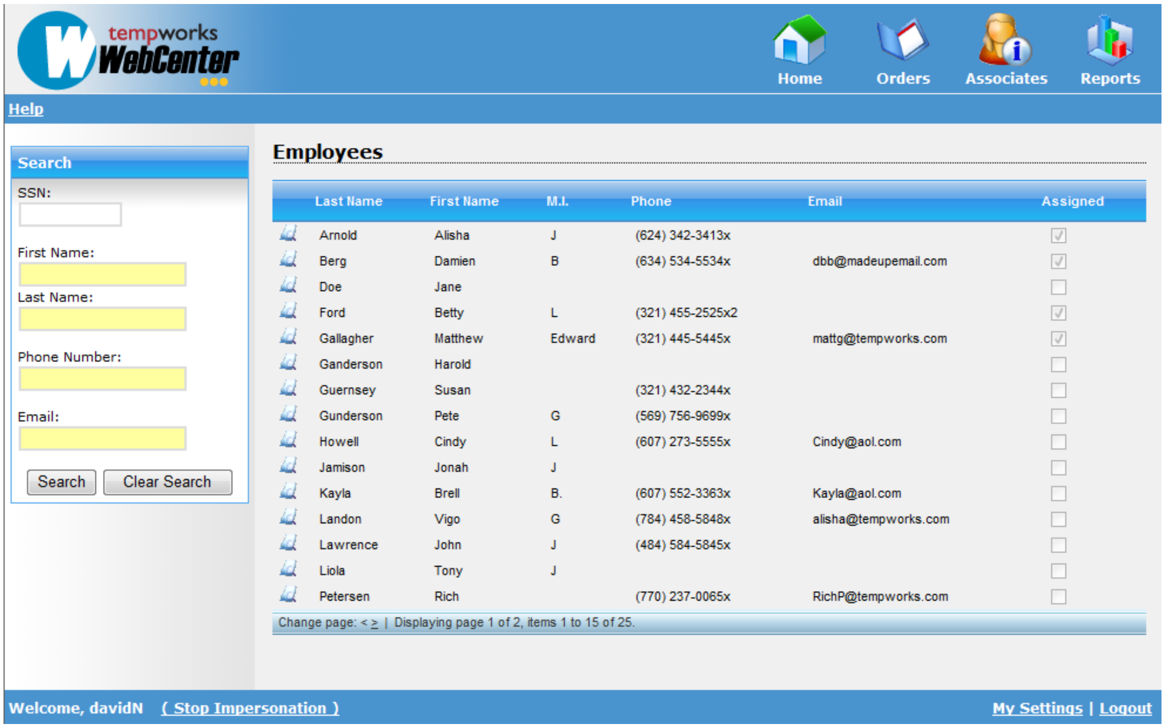
You can attach resumes by clicking on the <u>*Resumes*</u> link on the left and then either use the copy and paste in *Attach resume text* or use the *Browse* button to locate a resume in a file folder and attach it to the record by clicking on the *Upload Resume* button.



Enter education and skills by selecting the <u>*Education/Qualifications*</u> link. Enter in education information and click on *Add/Update Education Experience*. Select a *Skill/Qualification* form the drop down menu and enter the number of *Years* then click on *Add Skill* to update the employee's record.

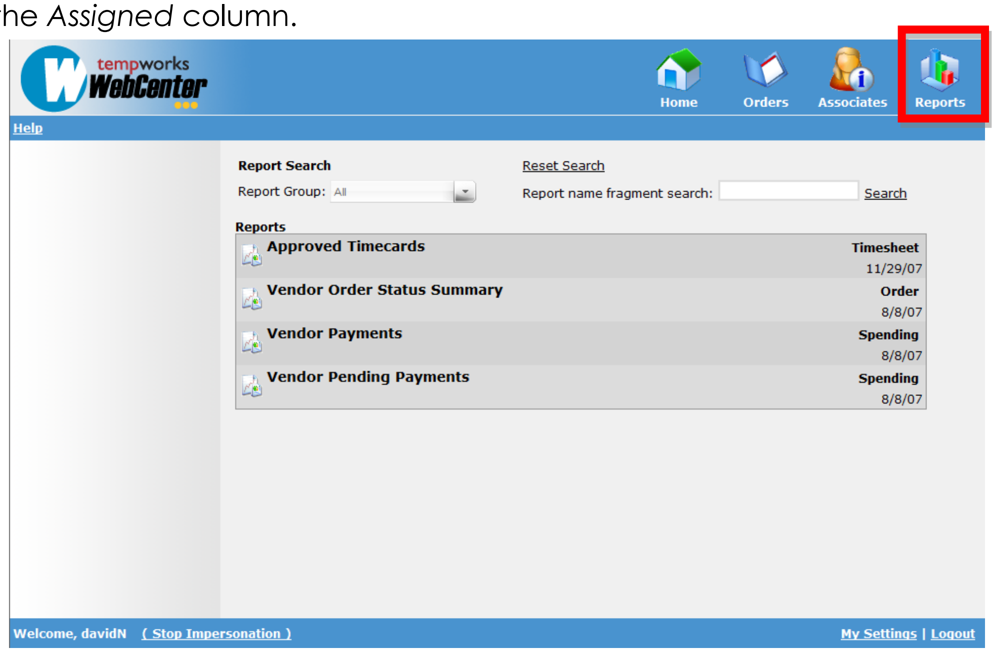


Add work experience by selecting the <u>*Employment History*</u> link and then entering in the work history information. When a record has been completed click on *Add Employment History* to update the employee's record.

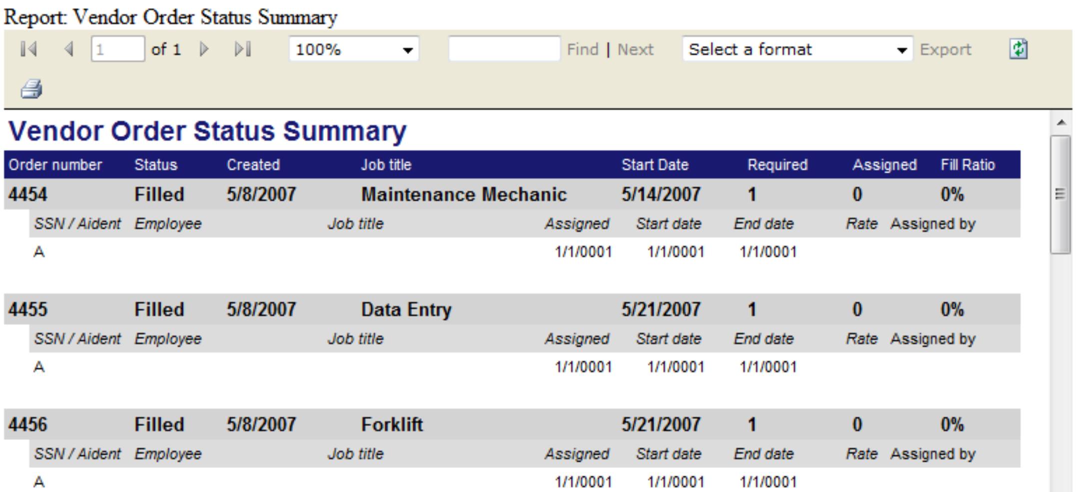


The **Employee/Associates** page displays all employees that you have entered into the WebCenter v. 5 Vendor Portal. You can look up employees by using the Search information on the left of the screen. To view or update the employee's record, click on the  icon in front of their name. If the employee is currently on assignment they will have a check mark in the *Assigned* column.

In the **Reports** page you can view, print and export your own reports with real-time data so you can be proactive about making sure that your employees' time has been submitted and orders are being filled in a timely manner.



Select a report by clicking on the icon in front of the report name. When the report opens enter any report parameters required (i.e. date range, department name, etc.) and then click on the button to *View Report*. You can also select to export the report. Choose the format that the report should be exported into and then click on the *Export* link.



Vendor Order Status Summary

Order number	Status	Created	Job title	Start Date	Required	Assigned	Fill Ratio
4454	**Filled**	**5/8/2007**	**Maintenance Mechanic**	**5/14/2007**	**1**	**0**	**0%**
SSN / Aident	*Employee*	*Job title*	*Assigned*	*Start date*	*End date*	*Rate*	*Assigned by*
A			1/1/0001	1/1/0001	1/1/0001		
4455	**Filled**	**5/8/2007**	**Data Entry**	**5/21/2007**	**1**	**0**	**0%**
SSN / Aident	*Employee*	*Job title*	*Assigned*	*Start date*	*End date*	*Rate*	*Assigned by*
A			1/1/0001	1/1/0001	1/1/0001		
4456	**Filled**	**5/8/2007**	**Forklift**	**5/21/2007**	**1**	**0**	**0%**
SSN / Aident	*Employee*	*Job title*	*Assigned*	*Start date*	*End date*	*Rate*	*Assigned by*
A			1/1/0001	1/1/0001	1/1/0001		

Still Have Questions?

For more functionality information about Enterprise Vendor Management or WebCenter contact our customer support group at 651.452.0366 or by sending an email to support@tempworks.com.

To schedule training on VMS or submit suggestions on how to improve this document, or to request documentation on other Enterprise functionality, please contact the training department at trainers@tempworks.com.

For pricing quotes on WebCenter please contact your TempWorks sales representative directly, or send an email to sales@tempworks.com.