Peopleclick® VMS

Streamline your staffing process with a vendor management system that fits your business

Peopleclick VMS is web-based, enterprise-wide vendor management software that automates, tracks and reports on contractor and consultant engagements. From leveraging preferred vendor relationships and negotiating lower rates to reducing spend, managing compliance and controlling headcount, VMS helps you minimize the cost and increase the quality of contract and consultant labor.

Job Requirements and Services Procurement
Peopleclick VMS applies accepted best practices to the process of sourcing, procuring and managing individual workers and large projects. Through requirement creation and sourcing, VMS encourages active oversight of the labor procurement process and controlled spending.

Representative Functionality for Job and Project Requirements

- Create new requirements using templates
- Define the necessary skills, abilities and experience needed to complete a project
- Indicate required or desired skills and certifications, and add mandatory questions about proposed candidates
- Configure the requirement workflow and approval processes
- Manage structured rate cards and not-to-exceed rates during requirement creation
- Define milestones and deliverables to use for project billing purposes
- Include comments and file attachments for clarification
- Search a list of cost centers or GL codes to assign the requirement
- Designate tiers of vendors and automatically distribute requirements to each vendor based on client-defined time intervals
- Designate specialty suppliers for specific positions outside of the tier structure
- Define minority or diverse vendors within the tiers to achieve corporate goals for minority spend
- Post, edit, delete or close position requirements; hold or reactivate requirements and specify the reason
Approvals and Notifications

Peopleclick VMS offers a flexible and configurable approval engine. There are unlimited levels of approval for requirements and engagements. You can choose who should approve a requirement, you can configure business rules to determine approvals based on dollar amount or you can import approval structures. Each user in the approval chain can make individual comments while approving or rejecting the requirement — and Peopleclick VMS keeps a historical log and complete audit trail.

Peopleclick VMS also supports a full range of email notifications and actions based on configurable events in the process. Users receive informative notices of actions and directions on what to do next. Secure hot links within the notifications bring the user directly to the page requiring action.

Representative Functionality for Approvals and Email Notifications

- Configure the requirement workflow and approval process based on level or number of approvals required — or users can manually define an approval chain that fits their unique process
- Limit approvals according to budget considerations or by organizational structure
- Select an alternate approver (delegate) for workflows and for time/expense approvals
- Set up engagement approvals during requirement creation or candidate placement
- Choose from over 130 notification trigger points
- Select from over 40 roles for receipt of notifications
- Conduct onboarding and offboarding through notifications or integration points with other systems
- Send a user directly to an action from a secure hotlink contained in an email notification
Rates and Billing Rules

Peopleclick VMS includes a flexible and robust billing rules engine. You can set rates for specific job descriptions, either as guidelines or to limit the rate submitted by the vendor. Job requirements help communicate to suppliers the rate range you are willing to consider, a maximum submittal rate, or the beginning of a reverse auction process. Rate cards can also enforce pre-negotiated rates with your vendor community. Similarly, rate structures or billing rules define base rates and their exceptions.

Representative Functionality for Rates and Billing Rules

• Configure the rate uplift percentage, fixed uplift or fixed amount, by engagement and by region
• Automatically associate time to billing rules or manually configure it for each engagement
• Enforce contractual rates or establish a threshold to limit vendor bill rates
• Set a tolerance percentage for variance from the rate card, and designate approvers for overages
• Configure multiple rates for an individual candidate
• Use a budget calculator to help define dollar-based budgets versus hours times rate
• Schedule rate increases for a contractor
• Use either per-unit or hourly billing
• Structure rates for positions with variable pay, such as shift differentials
• Enforce labor law overtime rules such as hours worked per day or hours worked per week
• Support reverse auctions where vendors can see the lowest rate
Candidates and Engagements

Vendors submit candidates or proposals that match your requirements with a simple, yet detailed process. Vendors specify if the candidates they submit match the skills and certifications you’ve required. Candidates are viewed and ranked based on a scale that you define. With services procurement, vendors submit proposals or RFP responses that you view and rank, and then accept or reject. Once you’ve determined that a candidate is suitable, you simply engage the candidate.

With Peopleclick VMS you can manage and track the contractual and logistical details of each individual staffing or project engagement. Onboarding and offboarding tasks generate customer-specific notifications for stakeholders with actions to be completed. Pre-engagement requirements and company assets are tracked and monitored. Engagement features ensure that you don’t miss important extension or termination dates.

Representative Functionality for Candidates and Engagements

- View a candidate summary with options to see more or less detail
- Sort candidates by specific data columns and rank candidates by skill match
- Forward the candidate to another hiring manager
- Review employment status of candidates
- Reject a candidate and specify the reason
- Include comments or file attachments for clarification
- Avoid redundancy and verify history with configurable duplicate checking
- Enable duplicate adjudication with time and date stamping on candidate submission
- Designate a candidate as ineligible to return (do not rehire)
- Engage the candidate or request a candidate engagement if an MSP or shared services group handles onboarding
- Track and edit multiple dates for an engagement
- Extend or shorten an engagement duration
- Comply with Sarbanes-Oxley audit requirements with visible history tracking and engagement controls
- Associate contractors with specific projects to ensure correct billing
- Configure cost center and GL lists to match ERP chart of account structures
- Trigger email notifications and require approvals on both new and changed engagements
- Set an engagement length limit to avoid co-employment issues
Timesheets and Expenses
Contractors and consultants enter their timesheets and expenses online, where they are automatically routed for review by a designated approver. Rejected timesheets or expense reports are available electronically for the contractor or consultant to correct and resubmit. Approved timesheets can be sent to your payables system for electronic payment to the vendor. Peopleclick can also provide consolidated billing services for electronic payment to the vendor.

You can create projects and tasks that correspond to cost centers or to specific milestones to track engaged contractors’ time and expenses. You can arrange those projects and tasks in a hierarchical order, making it easy to navigate through the project structure. You can also use Peopleclick VMS as a historical system of record, since it provides an audit trail of timesheets submitted, amended and resubmitted.

Representative Functionality for Timesheets and Expenses
- Designate contractor or vendor proxies for time entry
- Notify contractors to enter time when the system indicates a timesheet is missing
- Track contractor time and expenses by cost center or by project
- Use a summary view of timesheets to quickly approve multiple timesheets
- Amend timesheets while maintaining a full audit trail
- Allow candidates to see pay rates (optional)
- Configure timesheets to reflect hourly, daily or per-unit elements
- Configure timesheet periods for weekly, semi-monthly and monthly time entry
User Levels & System Administration

User roles within Peopleclick VMS have varying degrees of functionality and data access. VMS also permits you to configure user regions within the system, for divisions, departments or geographic region segmentation. Regions can use different approval processes, business terminology and local preferences. Requirements can belong to different predefined position classifications, making it easy to compare metrics within position types for process and cost optimization. Your vendors are only able to view job requirements that they have been configured to see, access candidate records they have submitted and view data for engaged candidates that work for them.

Representative Functionality for User Levels and System Administration

- Permit different divisions or geographic regions to use separate approval processes and business terminology according to local preference
- Configure access levels for workflow and approvals
- Assign users to roles
- Create new users, reset passwords and change application configuration
- Customize instructions throughout the user interface
- Configure user access to predefined reporting portals for controlled access to business intelligence
- Manage domain lists
- Allow vendor self administration
- Manage rate cards
- Configure vendor access by location and position
- Create billing rules to match unique business processes
- Set billing rules to automatically calculate rates
- Manage localization settings including employment questions and currencies
- Control e-mail notification text and delivery options

Assignment Evaluations

Peopleclick VMS provides the opportunity to gather feedback on the vendor and candidate once an engagement is complete. You can configure evaluations with an objective rating section or with a subjective comment area. You can also select which parts of the evaluation can be viewed by the vendor. Peopleclick VMS has an optional feature where a hiring manager can indicate that a candidate is not eligible to return at the end of the engagement.

The ability to compare the performance of contractors from different vendors helps you determine which of your suppliers are the most effective at providing the best resources at the most competitive prices.
**Business Intelligence and Reporting**

Peopleclick VMS provides over 90 comprehensive standard reports, giving you immediate access to critical information. The Business Intelligence Platform™ provides a simple ad hoc web reporting tool that allows you to define your own reports using over 800 data elements. Data relationships and joins are pre-defined to create a simple, yet powerful report writing experience. Mouse-over element descriptions and a comprehensive data dictionary both serve as a quick reference while you are creating reports. You can create custom reports, graphs and portals to support your unique reporting requirements, while changing and saving your reports as needed. You can control sensitive data with multiple levels of user access.

Your data resides in a data warehouse that is refreshed on a real-time basis. All historical and trending data is current and at your fingertips for impactful analysis and actionable insight.

**Localization**

Localization settings within Peopleclick VMS allow you to adapt certain system features to local usage in the United States or other English-speaking countries. You can select values for currency symbols, addresses, dates and workflow settings or edit the standard values to meet your specific needs. VMS supports unique country-based employment questions and the calculation of PAYE (pay as you earn) tax payments for clients in the United Kingdom. You can also choose not to capture and store certain reference information, depending on location.

These local variations allow your distributed enterprise to use the same standardized processes and share the same information, extending savings across the company.
The Peopleclick Difference

Peopleclick is passionate about our clients’ success. We deliver talent acquisition solutions using a Software-as-a-Service model that is focused on our clients’ ability to build their workforce into a competitive advantage. Our offering is built on a web services-based, multi-tenant architecture. You access your unique application configuration and data over a secure, high-speed connection using a familiar web-based interface. Multi-tenant architecture allows you to configure the application to support your business processes, while still sharing common elements and receiving regular upgrades. You can focus on strategic human capital management functions without worrying about managing a software application and its infrastructure.

Peopleclick is the leading global talent acquisition provider for salaried, high-volume and contingent workers. We deliver solutions that help companies find, attract and hire a diverse and productive workforce. Peopleclick empowers clients to radically simplify, improve and measure their talent acquisition lifecycle, while integrating affirmative action and diversity goals into their hiring processes.

To find out more about putting Peopleclick VMS to work at your organization, visit www.peopleclick.com.