

SIA Business Process VectorVMS Staff Augmentation

The frequency of process activities listed is **CONTINUOUS**

Preconditions:

- Access to <https://login.peoplefluent.com/>
- Analyst informed of request

Process Activity – Processing Staff Augmentation requests

Step 1:

- I. SIA analyst receives New Requisition Approval Request from VectorVMS via email advising that a staff augmentation posting needs review and approval.
- II. Log into VectorVMS either by utilizing the direct Dashboard URL (above), the VectorVMS Application Tile in OHID, or the short cut URL within the email notification.
 - a) If utilizing the Dashboard URL, choose 'Requisitions to Approve' within My Tasks.
 - b) Process only the postings that correspond with the job number presented in the email notification from VectorVMS.
 - c) Do not process any other job postings that are listed on the Requisition Summary page.
 - d) There is a standard turnaround time of 8 business hours.

Step 2:

- I. Review the Requisition Description on the Details tab of the staffing augmentation request

Step 3:

Is this request in alignment with Enterprise Strategic Direction?

- I. If the SIA analyst determines that the request is an Agency Specific request (i.e.: Project Management, Application Developer, Business Analyst, Business Intelligence, etc.) and requires a 'SIA Only' review; the SIA analyst will approve the request.
 - a) Navigate to the Approval/History tab of the requisition
 - b) Click on the Approve option
 - c) Choose Submit to finalize approval
- II. If the SIA analyst determines that the request requires a 'SME' review; the analyst will:
 - a) Update the Internal Comments section of the requisition informing the team it is on HOLD pending SME review.
 - 1) Choose the Reference tab of the requisition
 - 2) Click Edit in the lower right-hand corner of the page
 - 3) A pop-up will be generated asking 'Are you editing this req in effort to re-submit this for approval?' Choose and click No
 - 4) Click the Add Comment button within the Internal Comments section.
 - 5) Within the popup window, provide details around the OIT SME review and save
 - 6) Internal Comments can be seen by the approvers, the requisition owner, and the MSP team.

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❖ Comments within the Requisition Comments section can be seen by the staffing vendor network and this section should not be utilized for internal review purposes.

- b) Send an email correspondence to the appropriate Service Area SME(s) that the posting needs review.
- c) Include all information from the Requisition Description section on the Details tab within the email
- d) Once SME(s) approval is obtained
 - 1) Navigate to the Approval/History tab of the requisition
 - 2) Upon receiving SME approval add the appropriate SIA comments
 - 3) Check the Approve option
 - 4) Choose Submit to finalize approval

NOTE: Turnaround time of 8 business hours does not apply when under SME review

- III. If the SME determines the request is rejected, communicate with the VectorVMS contact and Agency contacts (whomever you work closely with for each agency) the reason why the job posting is rejected.
 - a) Based on the feedback from VectorVMS, proceed as directed.