

## CA-1404461: Fieldglass Workflow

### Control Description

**CA-1404461:** Fieldglass workflow is configured to ensure payments to suppliers for services rendered are accurate based on approved fee requests workflow and approved budget established in the system.

### Additional Description

1) Fieldglass is a web-based application that helps facilitate the contingent worker engagement process from start to finish. Statement of Work is used for approved AIG projects and there is an approved maximum budget established in Fieldglass. The Work Orders are used for contract labor and there is an approved committed spend established in Fieldglass.

2) This test examines the configuration of Fieldglass that supports the creation and approval of Work Order, Timesheet, Invoice and Statement of Work

**Application:** Fieldglass

**Walk Through:** 12/12/2017 (pp. 2 -20)

**Attendees:** (Business) Timothy Goode (PWC) Michelle Sygulski (AARM) Matt Baronitis (FCU) Jasmin Mathew, Allen Lum, Padmaraj Gogi, Hoang Nguyen

**TS-A :** Determine the type of the system function: a) standard b) customized c) query (with ITGC) d) ad-hoc query (without ITGC) e) other

Pg. 2

**TS-B :** Determine that Fieldglass workflow is configured to ensure payments to suppliers for services rendered are accurate based on approved fee requests workflow and approved budget established in the system

Pg. 3

**TS-C :** Determine the controls designed to assess the reliability of the key report (i.e., accuracy, completeness and reliability)

Pg. 2

No relevant exceptions noted.

**TS-A** : Determine the type of the function/calculation: a) standard b) customized c) query (with ITGC) d) ad-hoc query (without ITGC) e) other ==> b) This is a standard interface

**TS-A.01**: FCU observed that Fieldglass is a vendor package from SAP.

**TS-A.02**: FCU observed that SAP at AIG is submitted to "Service Now" change management

**TS-A.03**: FCU concluded that SAP is subject to IT Change Management control

**TS-C** : Determine the controls designed to assess the reliability of the function/calculation (i.e., accuracy, completeness and reliability).

**TS-C.01**: Determine whether there is an initial user acceptance testing.

FCU was not able to obtain the initial user acceptance testing, since this function was built before 2017.

**TS-C.02**: Determine whether there is an ongoing user acceptance testing

Yes. Since the system is subject to IT change management (TS-A.03), all changes to the function must go through the user acceptance testing phase.

**TS-B :** Determine that Fieldglass workflow is configured to ensure payments to suppliers for services rendered are accurate based on approved fee requests workflow and approved budget established in the system

**TS-B.01:** (pg. 4) <JOB POSTING> FCU observed Business showing a recent job posting (F01). The details on the job description and pay rate were fetched directly from Budget

**TS-B.02:** (pg. 5) <JOB POSTING> FCU observed the previous posting with the posting status (vendor response). The linkage is the job posting ID (F01)

**TS-B.03:** (pg. 6, 7) <WORK ORDER> FCU observed that once the job was filled, a work order (F02) was created from the job posting with additional information: (a) worker (F03) details (b) actual spending on budget (c) job posting details

**TS-B.04:** (pg. 8) <APPROVAL> FCU observed that there is a defined approval flow for the work order (F02); (pg. 9, 10) Approver is defined with approval limit and supervisor

**TS-B.05:** (pg. 11) <TIME SHEET> FCU observed that for each worker (F03) there is a history of worksheets submission with reference to job posting (F01), work order (F02), time sheet (F04); In pg 12, a "good" time sheet can be approved (a time sheet that causes budget overrun will not be offered this function)

**TS-B.06:** (pg. 13) <INVOICE> FCU observed that an invoice (F06) is linked to a time sheet (F04), worker (F03), job posting (F01) with the invoiced amount (F05) calculated from the time sheet); that the invoice is approved and paid.

#### == FIELDGLASS RULES =====

**TS-B.07:** (pg. 14) <JOB POSTING RULE> FCU observed that this rule is part of the "Approval Rule" (pg. 15) there is no restriction on the job posting creator; that the supervisor be notified when created; (pg. 16) that the supervisor is determined from WDS. FCU verified that the supervisor of Marianne in Fieldglass (pg. 17) is the same as in AIG Contact (pg. 18).

**TS-B.08:** (pg. 19) <WORK ORDER APPROVAL RULE> FCU observed that (a) the creator of the job posting must be different from the creator of the work order; (b) the work order must be approved by the work order creator's supervisor; (c) the Ad-hoc approver is predefined in the Work Order Chain approval

**TS-B.09:** (pg. 20) <WORK ORDER REQUEST APPROVAL RULE> FCU observed that this rule is configured similarly to <WORK ORDER APPROVAL RULE>

**TS-B.10:** (pg. 21) <USD TIME SHEET APPROVAL> FCU observed that the time sheet can only be approved by the worker's supervisor

**TS-B.11:** (pg. 22) <USD EXPENSE SHEET APPROVAL> FCU observed that the expense can only be approved by the worker's supervisor

**TS-B.12:** (pg. 23) <USD CREDIT/DEBIT MEMO APPROVAL> FCU observed that the memo can only be approved by the worker's supervisor

FCU conclude that Fieldglass workflow is appropriately configured to ensure that a job posting must come from a budget; a work order is linked to a job posting; a defined approval flow for the work order; a time sheet is cross referenced with the job posting; an invoice is created from an approved timesheet

Go to List: Job Posting

Go to PMO List



Job Posting

CSPJP00033113

Job posting #CSPJP00033113

1



### (US)-Business Analyst (IT) Senior Lead

Period  
10/16/2017 to 10/01/2018

Status  
Closed

Service Type  
Temp

Actions

Job posting details fetched directly from approved budget

TS-B.01 <JOB POSTING>

Summary

Details

Job Seekers (14)

Rate Details

Rules

Distribution

Supplier Rates

Interviews

Approvals / Audit Trail

Related

Search across this Page

#### Accounting (USD)

Rates		Final (USD)
US-Business Analyst (IT) Senior Lead-US - Metro-ST-HR-USD-W2 Employee		
ST /Hr		
Pay Rate		1.00 - 111.19
Current lowest submitted Bill Rate		-
Bill Rate		1.35 - 150.11

#### Job Position Details

Buyer Reference	
Job Code	
Site	US - Metro
Location	80 Pine Street (1000280)
Work Location:	
80 Pine Street New York	

Go to List: Job Posting

Go to PMO List

Job Posting CSPJP00033113

Job posting #CSPJP00033113

1

## (US)-Business Analyst (IT) Senior Lead

Period: 10/16/2017 to 10/01/2018  
 Status: Closed  
 Service Type: Temp

Actions

TS-B.02 <JOB POSTING>

[Summary](#)
[Details](#)
[Job Seekers \(14\)](#)
[Rate Details](#)
[Rules](#)
[Distribution](#)
[Supplier Rates](#)
[Interviews](#)
[Approvals / Audit Trail](#)
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### Distribution

Current Distribution Level	1
Distribution Rule	Distributor selects Suppliers after final approval
Distribution List	Technical

Supplier List and Status

✓ Distributed: 10/12/2017 05:00 PM EDT

Supplier	Responded (EST)	Action	Comments
MITCHELL MARTIN INC.	10/13/2017 02:26 PM	Responded	
Modis, Inc.	10/17/2017 03:21 PM	Responded	
Open Systems Technologies	10/16/2017 05:16 PM	Responded	
Princeton Information	10/12/2017 05:20 PM	Responded	
Pyramid Consulting, Inc.	10/13/2017 05:24 PM	Responded	



Work Order CSPWO00043486 T Temp

Job posting #CSPJP00033113 becomes Work Order #CSPWO00043486

F02

Jacas, Sergio

Period  
11/06/2017 to 10/01/2018

Status  
Confirmed

Worker ID  
CSPWK00031657

Job Posting  
(US)-Business Analyst (IT) Senior Lead CSPJP00033113

Supplier  
MITCHELL MARTIN INC.

Actual Hire details

Actions

Worker ID CSPWK00031657

F03

Job posting #CSPJP00033113

F01

Summary

Details

Rate Details

Manage

Time & Expense

Approvals / Audit Trail

Background Check

Related

Approvals / Audit Trail

Search across this Page

## Accounting

Details from approved budget

Rates		Final (USD)
ST /Hr	US-Business Analyst (IT) Senior Lead-US - Metro-ST-HR-USD-W2 Employee	
Pay Rate		73.00
Bill Rate		98.55
OT /Hr	US-Business Analyst (IT) Senior Lead-US - Metro-OT-HR-USD-W2 Employee	
Pay Rate		109.50
Bill Rate		133.04
Spend Allocation		Final (USD)
Average Rate used to calculate Committed Spend		98.55 /Hr
Billable Per Diem		0.00
Committed Spend		204,668.64
Spend to Date		8,164.87
Cumulative Committed Spend		204,668.64
Cumulative Spend to Date		8,164.87
Maximum Expense		0.00
Cumulative Committed Spend of all Work Orders for Job Posting		204,668.64
Cost Allocation		% Amount (USD)
116106690558 - FinOps-GFOR eProcure (116106690558)		
7712100110 - Prof Service Fee-Actuarial Consulting Fees (7712100110)		100.000 204,668.64
Subtotal		100.000 204,668.64

## Work Order Details

TS-B.03 <WORK ORDER>

Buyer Reference	<a href="#">Edit</a>
Supplier Reference	
Original Period	11/06/2017 to 10/01/2018
Site	US - Metro
Location	80 Pine Street (1000280)
Business Unit	Global Sourcing & Procurement Services (08020100)
Email	<a href="mailto:sjacas@gmail.com">sjacas@gmail.com</a>
Hours per Day	8
Hours per Week	40
Total Hours	1,888.00
Estimated Additional Spend	10.000 %
Estimated Expenses	0.000 %
Adjustments applied to Spend	0.000 %
Flat Adjustments	0.00
Trial End Date	
Worker Pay Type	W2 Employee
Remit-to Address:	
307 W. 38th Street Suite 1305 New York NY USA 10018	
Comments To Supplier	

Actuals spending

Fieldglass: Work Order

Securehttps://www.fieldglass.net/work\_order\_detail.do?tabId=details&id=z1710202047504779606392e&ref=work\_order\_detail&parzpp=aes@cp/0/wbgUV9JC5Iwm2zzMT9fZPjMfjKDesZ7CKKzBgci2IGin4FCA-1404461-S01.7

Work OrderCSPWO00043486Temp

Jacas, Sergio

JCAS was Hired for the position

Actions

F02

Job posting #CSPJP00033113 becomes Work Order #CSPWO00043486

TS-B.03 <WORK ORDER>

SummaryDetailsRate DetailsManageTime & ExpenseApprovals / Audit TrailBackground CheckRelated

Details from approved budget

Rates		Final (USD)
ST /Hr	US-Business Analyst (IT) Senior Lead-US - Metro-ST-HR-USD-W2 Employee	
Pay Rate		73.00
Bill Rate		98.55
OT /Hr	US-Business Analyst (IT) Senior Lead-US - Metro-OT-HR-USD-W2 Employee	
Pay Rate		109.50
Bill Rate		133.04
Spend Allocation		Final (USD)
Average Rate used to calculate Committed Spend		98.55 /Hr
Billable Per Diem		0.00
Committed Spend		204,668.64
Spend to Date		8,164.87
Cumulative Committed Spend		204,668.64
Cumulative Spend to Date		8,164.87
Maximum Expense		0.00
Cumulative Committed Spend of all Work Orders for Job Posting		204,668.64
Cost Allocation	%	Amount (USD)
116106690558 - FinOps-GFOR eProcure (116106690558)		
7712100110 - Prof Service Fee-Actuarial Consulting Fees (7712100110)	100.000	204,668.64
Cost Center Subtotal	100.000	204,668.64
Total	100.000	204,668.64

Adjustment Group	Site Tax
------------------	----------

Posting Information

Work Order/Work Order Revision Owner	Goode, Timothy
Creator	Matthewsmason, Kye
Create Date	10/20/2017
Submit Date	10/25/2017 02:21 PM
Activation Date	10/27/2017
Time Sheet Start Date	11/06/2017

Details of Work Order

Buyer Reference

Supplier Reference

Original Period11/06/2017 to 10/01/2018

SiteUS - Metro

Location80 Pine Street (1000280)

Business UnitGlobal Sourcing & Procurement Services (08020100)

Emailsjacas@gmail.com

Hours per Day8

Hours per Week40

Total Hours1,888.00

Estimated Additional Spend10.000 %

Estimated Expenses0.000 %

Adjustments applied to Spend0.000 %

Flat Adjustments0.00

Trial End Date

Worker Pay TypeW2 Employee

Remit-to Address:  
307 W. 38th Street  
Suite 1305  
New York  
NY USA 10018

Comments To Supplier

Time / Expense / Invoicing Rules

Auto Invoice TypeBoth

Time Sheet TypeStandard

Time Sheet FrequencyWeekly

Issue warning if Hours per Day are exceeded on Time SheetYes

ELT ApproversDoney Largey

Level/Years of Experience RequiredSenior (6+ yrs)

Agreement Reference  
This Work Order, as the case may be, is made pursuant to and forms a part of the Professional Services Agreement between AIG Global Services, Inc. (Customer) and Vendor, an executed copy of which is currently on file with Customer.

Category TypeIT

Actuals spending

Posting details

Fieldglass: Work Order

Securehttps://www.fieldglass.net/work\_order\_detail.do?tabId=lifeCycle&id=z1710202047504779606392e&ref=lifeCycle&parzpp=aes@95brEQMyzVEveFkex3AOzCFayTImE4F2Mo05zK0jV+Sc&E=1024461-S01.8

Work OrderCSPWO00043486Temp

Jacas, Sergio

Work Order #CSPWO00043486

Actions

F02

SummaryDetailsRate DetailsManageTime & ExpenseApprovals / Audit TrailBackground CheckRelated

TS-B.04 <APPROVAL>

Sequence 1: Approved

Submitted10/23/2017 03:54 PM

Matthewsmason, KyeKye.Matthewsmason@aig.comApproved10/23/2017 03:59 PM

Goode, TimothyTimothy.Goode@aig.comApproved10/23/2017 04:16 PM

Level skipped because variable conditions were not met.

KURIAN,BEENA (beena.kurian@aig.com)beena.kurian@aig.comApproved10/23/2017 04:25 PM

CSP Work Order Approval Chaining Process

CLEMENTS,MARIANNE (marianne.clements@aig.com)marianne.clements@aig.comApproved (Ad Hoc)10/25/2017 02:21 PM

ApprovedTotal Cycle Time: 1 Day, 22:27 Hours

Complete Later10/20/2017 04:45 PM

Matthewsmason, Kye (CRM, AIG)

Submit10/23/2017 03:54 PMMatthewsmason, Kye (CRM, AIG)

Approved10/23/2017 03:59 PMMatthewsmason, Kye (CRM, AIG)

Approved10/23/2017 04:16 PMGoode, Timothy (Administrator, AIG)

Approved10/23/2017 04:25 PMKURIAN,BEENA (beena.kurian@aig.com) (122301, AIG)

Approved10/25/2017 02:21 PMCLEMENTS,MARIANNE (marianne.clements@aig.com) (122401, AIG)

Accept10/27/2017 10:49 AMAIGJOBS (Administrator, MITCHELL MARTIN INC.)

Approval History

BEENA KURIAN is one of the approvers of this order

MARIANNE CLEMENTS is ad-hoc approver of this order

Approval Sequence



Fieldglass: User: Details

Secure | https://www.fieldglass.net/user\_detail.do?id=z10051213350636236467a19&from=globalSearch&sgjy=8da0913a-4d70-47a1-ae43-432bdb2f5899

CA-1404461-S01.9

Admin Configuration → User List → User → Details

Go to List: Global Search

BEENA KURIAN and Supervisors

User

Details

Business Units  
All

Cost Centers  
All

Reports and Charts  
0

Sites  
All

Proxies

Job Postings  
53

Workers  
30

Statement of Work  
5

eForm  
4

KURIAN,BEENA (beena.kurian@aig.com)

Edit

Reset Password

Close User

Copy

New

Details

Account Setup

Status	Active
Deactivation Date	
Prefix	
First Name	BEENA
Last Name	KURIAN
Display Name	KURIAN,BEENA (beena.kurian@aig.com)
Username	1075488_CSP
Email	beena.kurian@aig.com
Cc Email Addresses	
Profile Picture	No Picture Available
Employee ID	1075488
Title	
Job Code	
Role	122301
PMO User	No
Primary Business Unit	CSP
Default Cost Center	
Default Site	

Primary Supervisor

CLEMENTS,MARIANNE (marianne.clements@aig.com)

Supervisors	Title	Supervisor
	L-2 Manager	SANKARAN,SIDDHARTHA (sid.sankaran@aig.com)
	L-3 Manager	Largey,Tyler (doney.largey@aig.com)
	L-4 Manager	Coyle,Sean (sean.coyle@aig.com)
	L-5 Manager	CLEMENTS,MARIANNE (marianne.clements@aig.com)

Signature Authority

Currency	Amount
CAD	128,540.00
EUR	84,864.00
GBP	74,957.00
USD	100,000.00

User Access

Cost Centers	All
Business Units	All
Sites	All

This User can act as Coordinator/Distributor

No

Password authentication

Yes

Single Signon

Yes

TS-B.04 <APPROVAL>

On Kurian

Kurian's supervisors

Kurian's signing authority

Fieldglass: User: Details

Securehttps://www.fieldglass.net/user\_detail.do?id=z11112317561628593193a72&status=57&dataBaseType=sql&sgjy=8da0913a-4d70-47a1-ae43-432bdb2f5899

CA-1404461-S01.10

Details

Business UnitsAll

Cost CentersAll

Reports and Charts0

SitesAll

Proxies

Job Postings9

Workers4

Statement of Work5

eForm6

Details

Account Setup

StatusActive

Deactivation Date

Prefix

First NameMARIANNE

Last NameCLEMENTS

Display NameCLEMENTS, MARIANNE (marianne.clements@aig.com)

Username5045256\_CSP

Emailmarianne.clements@aig.com

Cc Email Addresses

Profile PictureNo Picture Available

Employee ID5045256

Title

Job Code

Role122401

PMO UserNo

Primary Business UnitCSP

Default Cost Center

Default Site

Primary SupervisorCoyle, Sean (sean.coyle@aig.com)

Supervisors

TitleSupervisor

L-2 ManagerSANKARAN, SIDDHARTHA (sid.sankaran@aig.com)

L-3 ManagerLargey, Tyler (doney.largey@aig.com)

L-4 ManagerCoyle, Sean (sean.coyle@aig.com)

L-5 ManagerCLEMENTS, MARIANNE (marianne.clements@aig.com)

Signature Authority

CurrencyAmount

CAD321,350.00

EUR212,160.00

GBP187,392.50

USD250,000.00

User Access

Cost CentersAll

Business UnitsAll

SitesAll

This User can act as Coordinator/DistributorNo

Password authenticationYes

Single SignonYes

Approver ID (enter N/A if you do not approve invoices)5045256

Invoice Approval Limit (enter N/A if you do not approve invoices)250,000

Preferences

Messaging

NotificationEmail, System

Work ItemEmail

AlertEmail

MARIANNE CLEMENTS and Supervisors

TS-B.04 <APPROVAL>

On MARIANNE

MARIANNE's supervisors

MARIANNE's signing authority

Fieldglass: Worker

Securehttps://www.fieldglass.net/worker.do?tabId=timeAndExpense&ref=worker\_time\_expense&id=z1710301312130392566492d&refreshStartDate=true&sgjy=8da0913a-4d70-47a1-ae43-432bdb2f5899

CA-1404461-S01.11

AIG

Goode, Timothy | CSP

40

Work ItemsMessages

Search by ID or text

HomeViewCreateAnalytics

Go to List: WorkerGo to PMO List

F03

Time Sheet submission history

TS-B.05 <TIME SHEET>

Worker CSPWK00031657Temp

Worker ID CSPWK00031657

Jacas, Sergio

Period11/06/2017 to 10/01/2018

StatusOpen

Work Order IDCSPWO00043486

Job Posting(US)-Business Analyst (IT) Senior LeadCSPJP00033113

SupplierMITCHELL MARTIN INC.

Actions

SummaryDetailsManageCost AllocationTime & ExpenseApprovals / Audit TrailRelated

Work Order #CSPWO00043486

Job posting #CSPJP00033113

F02

F01

Search across this Page

Period:11/28/2017to12/12/2017

Filter

Time Sheets

Work Order History from Nov 28 to Dec 12

Items Found: 3

Status	ID	Start	End	Approved	ST	OT	DT	Others	NB	Amount (USD)
All										
Invoiced	CSPTS01236994	11/27/2017	12/03/2017	12/04/2017 08:51 AM	39	1	0	0	0	3,976.49
Pending Approval	CSPTS01237828	12/04/2017	12/10/2017		40	1	0	0	0	4,075.04
Draft	CSPTS01238658	12/11/2017	12/17/2017		0	0	0	0	0	0.00

Time Sheet #CSPTS01237828 (pending approval)

F04

Expense Sheets

Items Found: 0

Status	ID	Submitted	Approved	Amount (USD)
All				
No items found				

Credit/Debit Memo

Items Found: 0

Status	ID	Code	Submitted	Approved	Amount (USD)
All					



Fieldglass: Work Items

Securehttps://www.fieldglass.net/workflow\_manager.do?moduleId=70&activityId=1040&sgjy=8da0913a-4d70-47a1-ae43-432bdb2f5899CA-1404461-S01.12

Received

ID

Worker

Time Sheet

Site

End

Mon

Tue

Wed

Thu

Fri

Sat

Sun

Total

Amount

Approve

Reject

0 selected items

12/08/2017 0 CSPTS01237828

Jacas, Sergio

US - Metro

12/10/2017

8

8

8

8

9

0

0

41

4,075.04 USD

Time Sheet

CSPTS01237828

Time Sheet #CSPTS01237828

F04

Period  
12/04/2017 to 12/10/2017

Status  
Pending Approval

Next Step  
Approve

Worker  
Jacas, Sergio CSPWK00031657

Job Posting  
(US)-Business Analyst (IT) Senior Lead CSPJP00033113

Supplier  
MITCHELL MARTIN INC.

Approve

Reject

View Budget

Worker ID CSPWK00031657

F03

Job posting #CSPJP00033113

F01

Time Worked

Options for a "Good" time sheet: approve, reject, view budget

Day	12/04 Mon	12/05 Tue	12/06 Wed	12/07 Thu	12/08 Fri	12/09 Sat	12/10 Sun	Total
Billable								
116106690558 - FinOps-GFOR eProcure (116106690558) - Billable - 7712100110 - Prof Service Fee-Actuarial Consulting Fees (7712100110)								
ST /Hr	8.00	8.00	8.00	8.00	8.00	-	-	40.00
OT /Hr	-	-	-	-	1.00	-	-	1.00
Total	8.00	8.00	8.00	8.00	9.00	0.00	0.00	41.00

Accounting (USD)

Rates	Pay Rate	Paid to Supplier	Rate	Quantity	Days	Amount (USD)
ST /Hr	73.00	98.55	98.55	40.00	-	3,942.00
OT /Hr	109.50	133.04	133.04	1.00	-	133.04
Subtotal				41.00	-	4,075.04
Committed Spend						204,668.64
Actual Spend						12,239.91

Cost Allocation

	Subtotal	Quantity	Days	Amount (USD)
116106690558 - FinOps-GFOR eProcure (116106690558)				
7712100110 - Prof Service Fee-Actuarial Consulting Fees (7712100110)	4,075.04	41.00	5.00	4,075.04
Cost Center Subtotal	4,075.04	41.00	5.00	4,075.04
Total	4,075.04	41.00	5.00	4,075.04

Posting Information

Submit Date12/08/2017 06:11 PM

F05

Invoicing Amount = 4,075.04



Fieldglass: Invoice

Securehttps://www.fieldglass.net/invoice\_detail\_form.do?tabId=details&ref=invoice\_detail&id=z171212161815368714849108&sgjy=8da0913a-4d70-47a1-ae43-432bdb2f5899

CA-1404461-S01.18

AIG

HomeViewCreateAnalytics

30

Work ItemsMessages

Search by ID or text

Go to List: InvoiceGo to PMO List

TS-B.06 <INVOICE>

InvoiceCSPIN00583065

Submit Date12/12/2017 11:18 AM

StatusApproved

Next StepMark as Paid

WorkerJacas, Sergio CSPWK00031657

Job Posting(US)-Business Analyst (IT) Senior Lead CSPJP00033113

SupplierMITCHELL MARTIN INC.

Mark as Paid

DetailsApprovals / Audit TrailRelated

Job posting #CSPJP00033113

Worker ID CSPWK00031657

Approved Invoice #CSPIN00583065

Paid

Search across this Page

Accounting (USD)

	Amount
Invoice	4,075.04
Adjustment	0.00
Total Amount Due	4,075.04

Cost Allocation	Detail	Adjustment	Amount
116106690558 - FinOps-GFOR eProcure (116106690558)			
7712100110 - Prof Service Fee-Actuarial Consulting Fees (7712100110)	4,075.04	0.00	4,075.04
Cost Center Subtotal	4,075.04	0.00	4,075.04
Total	4,075.04	0.00	4,075.04

Posting Information

Submitted ByMankes, Dan (dmankes@itmmi.com)

Invoice Details

Invoice Code	CSPIN00583065
End Date	12/10/2017
Site	US - Metro
Business Unit	Global Sourcing & Procurement Services (08020100)
Invoice Type	Worker based
Invoice Billing Schedule	
Adjustment Group	Site Tax
Remit-to Address:	
MRTA 307 W. 38th Street Suite 1305 New York NY 10018 USA	
SAP Document Number	(No Value)
Category Type	IT
Discount Amount	(No Value)

Time Sheets

Time Sheet ID	Period	Billable Days	ST	OT	DT	Others	NB	Holiday Weekend	Amount (USD)
CSPTS01237828	12/04/2017 to 12/10/2017	5	40.00	1.00	0.00	0.00	0.00	0.00	4,075.04

Time Sheet #CSPTS01237828

Invoicing Amount = 4,075.04

Subtotal4,075.04

Adjustment

Level	Name	Description	Module	Taxable?	Discount	Adjustable Amount (USD)	Adjustment	Unit	Amount (USD)
-------	------	-------------	--------	----------	----------	-------------------------	------------	------	--------------

"USD Job Posting Approval" workflow in "Approval Group"

Fieldglass: Approval Gro x American International G x

Secure | [https://www.fieldglass.net/approval\\_group\\_list.do?sgiy=8da0913a-4d70-47a1-ae43-432bdb2f5899](https://www.fieldglass.net/approval_group_list.do?sgiy=8da0913a-4d70-47a1-ae43-432bdb2f5899)

AIG

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Work Items 4 Messages 0

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Admin Configuration

Approval Group List

TS-B.07 <JOB POSTING>

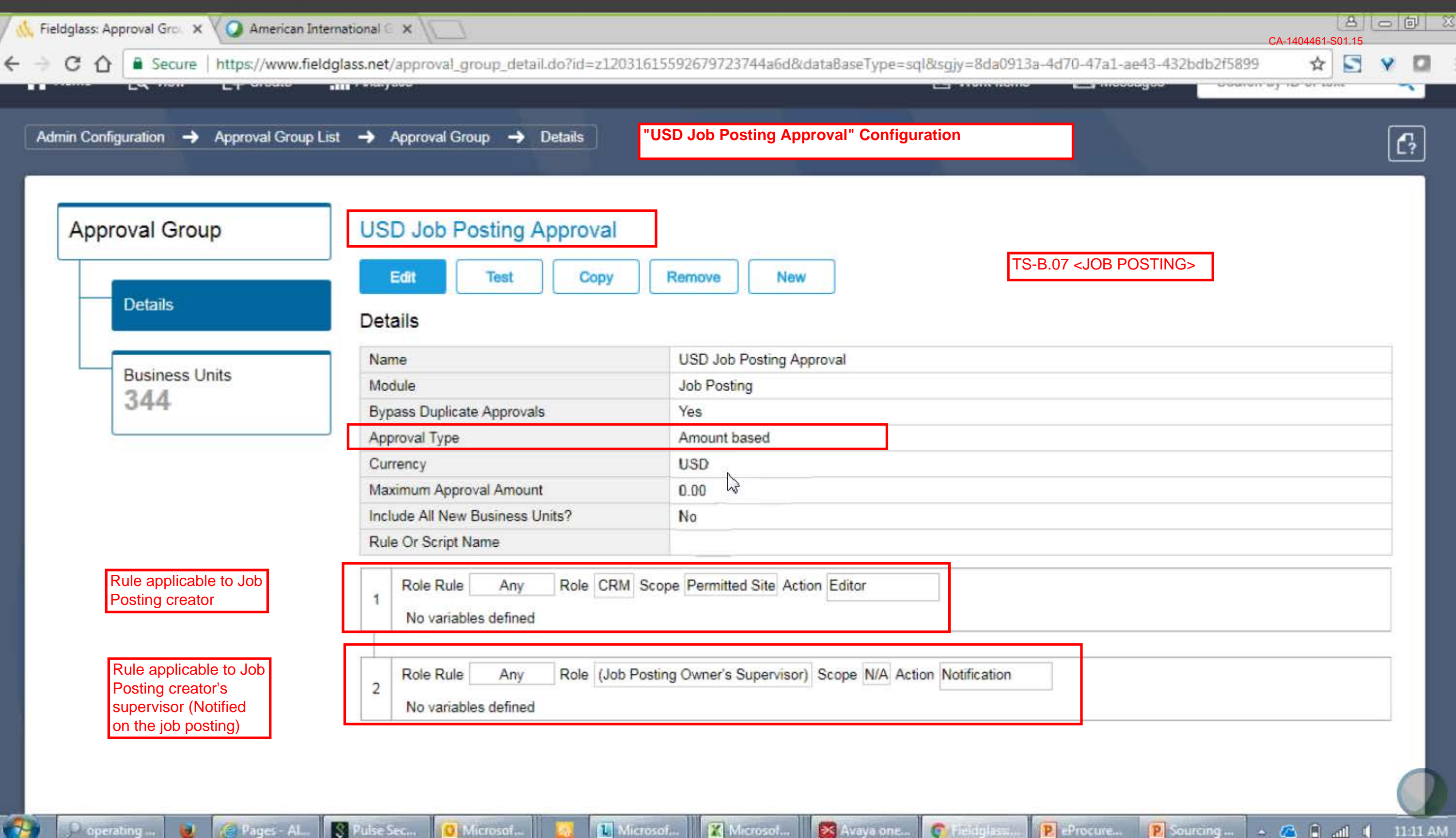
New

Items Found: 34 Filter

Name	Module	Type	Business U...	Maximum Approval A...	Currency
USD	All	All			All
<a href="#">USD Default Job Posting</a>	Job Posting	Amount	1533	0.00 USD	
<a href="#">USD Job Posting Approval</a>	Job Posting	Amount	344	0.00 USD	
<a href="#">USD Advisor Group Time Sheet Approval</a>	Time Sheet	Amount	6	0.00 USD	
<a href="#">USD Time Sheet Approval</a>	Time Sheet	Amount	344	0.00 USD	
<a href="#">USD Time Sheet Default</a>	Time Sheet	Amount	1528	0.00 USD	
<a href="#">USD WO Approval</a>	Work Order	Amount	339	0.00 USD	
<a href="#">USD WO Default</a>	Work Order	Amount	1537	0.00 USD	
<a href="#">USD WOR Approval</a>	Work Order Revision	Amount	339	0.00 USD	
<a href="#">USD WOR Default</a>	Work Order Revision	Amount	1536	0.00 USD	

operating ... Pages - Al... Pulse Sec... Microsof... Microsof... Microsof... Avaya one... Fieldglass... eProcure... Sourcing ... 11:10 AM





## Approval Group

Details

Business Units  
344

## USD Job Posting Approval

Edit

Test

Copy

Remove

New

TS-B.07 &lt;JOB POSTING&gt;

## Details

Name	USD Job Posting Approval
Module	Job Posting
Bypass Duplicate Approvals	Yes
Approval Type	Amount based
Currency	USD
Maximum Approval Amount	0.00
Include All New Business Units?	No
Rule Or Script Name	

Rule applicable to Job  
Posting creator

1	Role Rule	Any	Role	CRM	Scope	Permitted Site	Action	Editor
	No variables defined							

Rule applicable to Job  
Posting creator's  
supervisor (Notified  
on the job posting)

2	Role Rule	Any	Role	(Job Posting Owner's Supervisor)	Scope	N/A	Action	Notification
	No variables defined							

Details

Module  
Job Posting

Approval Type  
Amount based

Name \*

Bypass Duplicate Approvals  
☒ Yes ☐ No

Currency  
USD

Maximum Approval Amount (optional)  
0.00

Include All New Business Units? (optional)  
☐ Yes ☒ No

Rule Or Script Name (optional)

Further configuration options for "Job Posting Approval"

TS-B.07 <JOB POSTING>

Configuration

1	<input checked="" type="checkbox"/>	<div><div>Any Any All</div><div>CRM</div></div>	<div>Permitted Site</div>	<div>Editor</div>	
			Condition	Greater Than	Value
<a href="#">+ Add Role</a>					
2	<input checked="" type="checkbox"/>	<div><div>Any</div><div>(Job Posting Owner's Supervise</div></div>	<div>Notification</div>		
			Condition	Greater Than	Value
<a href="#">+ Add Role</a> <a href="#">+ Add Level</a>					

Supervisor role is determined by HR information from WDS (uploaded regularly to Fieldglass)



Fieldglass: User: Details

Securehttps://www.fieldglass.net/user\_detail.do?id=z11112317561628593193a72&from=globalSearch&sgjy=8da0913a-4d70-47a1-ae43-432bdb2f5899CA-1404461-S01.17

Details

Business UnitsAll

Cost CentersAll

Reports and Charts0

SitesAll

Proxies

Job Postings9

Workers4

Statement of Work5

eForm6

Details

Account Setup

Status	Active										
Deactivation Date											
Prefix											
First Name	MARIANNE										
Last Name	CLEMENTS										
Display Name	CLEMENTS, MARIANNE (marianne.clements@aig.com)										
Username	5045256_CSP										
Email	marianne.clements@aig.com										
Cc Email Addresses											
Profile Picture	No Picture Available										
Employee ID	5045256										
Title											
Job Code											
Role	122401										
PMO User	No										
Primary Business Unit	CSP										
Default Cost Center											
Default Site											
Primary Supervisor	Coyle, Sean (sean.coyle@aig.com)										
Supervisors	<table><tr><td>Title</td><td>Supervisor</td></tr><tr><td>L-2 Manager</td><td>SANKARAN, SIDDHARTHA (sid.sankaran@aig.com)</td></tr><tr><td>L-3 Manager</td><td>Largey, Tyler (doney.largey@aig.com)</td></tr><tr><td>L-4 Manager</td><td>Coyle, Sean (sean.coyle@aig.com)</td></tr><tr><td>L-5 Manager</td><td>CLEMENTS, MARIANNE (marianne.clements@aig.com)</td></tr></table>	Title	Supervisor	L-2 Manager	SANKARAN, SIDDHARTHA (sid.sankaran@aig.com)	L-3 Manager	Largey, Tyler (doney.largey@aig.com)	L-4 Manager	Coyle, Sean (sean.coyle@aig.com)	L-5 Manager	CLEMENTS, MARIANNE (marianne.clements@aig.com)
Title	Supervisor										
L-2 Manager	SANKARAN, SIDDHARTHA (sid.sankaran@aig.com)										
L-3 Manager	Largey, Tyler (doney.largey@aig.com)										
L-4 Manager	Coyle, Sean (sean.coyle@aig.com)										
L-5 Manager	CLEMENTS, MARIANNE (marianne.clements@aig.com)										
Signature Authority	<table><tr><td>Currency</td><td>Amount</td></tr><tr><td>CAD</td><td>321,350.00</td></tr><tr><td>EUR</td><td>212,160.00</td></tr><tr><td>GBP</td><td>187,392.50</td></tr><tr><td>USD</td><td>250,000.00</td></tr></table>	Currency	Amount	CAD	321,350.00	EUR	212,160.00	GBP	187,392.50	USD	250,000.00
Currency	Amount										
CAD	321,350.00										
EUR	212,160.00										
GBP	187,392.50										
USD	250,000.00										
User Access	<table><tr><td>Cost Centers</td><td>All</td></tr><tr><td>Business Units</td><td>All</td></tr><tr><td>Sites</td><td>All</td></tr></table>	Cost Centers	All	Business Units	All	Sites	All				
Cost Centers	All										
Business Units	All										
Sites	All										
This User can act as Coordinator/Distributor	No										
Password authentication	Yes										
Single Signon	Yes										
Approver ID (enter N/A if you do not approve invoices)	5045256										
Invoice Approval Limit (enter N/A if you do not approve invoices)	250,000										

Preferences

Messaging	Notification	Email, System
	Work Item	Email
	Alert	Email

TS-B.07 <JOB POSTING>

Supervisor role is determined by HR information from WDS (uploaded regularly to Fieldglass). This is verified in AIG Contact.



Contact



Search People

TS-B.07 <JOB POSTING>

Hoang Vinh Nguyen ▾

## About MARIANNE THERESA CLEMENTS

### About Me

Name: **MARIANNE THERESA CLEMENTS**

Business Title: VP - Global Accounts Payable/Finance

Department : FinOps- GFOR Global AP

Line of Business: Finance

Office Address: **100 Connell Drive, Berkeley Heights, New Jersey, UNITED STATES, 07922**

Floor: **01 West**

Additional Contact Information: -

Work Phone #: +1 2016314779

Assistant(s) Details: -

Alternate Contact(s) Details: -

Manager: [Sean Francis Coyle;](#)

Company/Branch/Department (charge code): 1161 - 0669 - 0350

Shell Code: 08020100

Region: Americas

VP - Global Accounts Payable/Finance  
FinOps- GFOR Global AP  
Email [marianne.clements@aig.com](mailto:marianne.clements@aig.com)  
Phone +1 2016314779

### Directory Tools

- Download my Contact Information to Outlook
- Notify person of any errors/omissions.

### Organization Chart

- ↑ [SIDDHARTHA SANKARAN](#)
- ↑ [Tyler Earl Baxter Largey](#)
- ↑ [Sean Francis Coyle](#)
- ↑ **MARIANNE THERESA CLEMENTS**
  - [Anjali Satish Rao](#)
  - [BEENA E KURIAN](#)
  - [Corey Adam Rollner](#)
  - [DONNA M BEYER](#)
  - [FRANK COLUCCI](#)
  - [JENNIFER A BROSANAN](#)
  - [MEI-WAH C SUN](#)
  - [PAUL J ROCHESTER](#)
  - [Robert Joseph Wassum](#)
  - [Vladimir Jaksic](#)

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Marianne's Supervisor

This profile was last updated on December 09, 2017 09:37 AM

Fieldglass: Approval Gro

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CA-1404461-S01.19

HomeViewCreateAnalytics

30

Work ItemsMessages

Search by ID or text

Admin Configuration → Approval Group List → Approval Group → Details

Approval Group

Details

Business Units  
339

USD WO Approval

EditTestCopyRemoveNew

Details

Name	USD WO Approval
Module	Work Order
Bypass Duplicate Approvals	No
Approval Type	Amount based
Currency	USD
Maximum Approval Amount	0.00
Include All New Business Units?	No
Rule Or Script Name	

1

Role RuleAnyRoleCRMScopePermitted SiteActionEditor

No variables defined

2

Role RuleAnyRole(Work Order/Work Order Revision Owner)ScopeN/AActionApproval

VariablesJP Owner Not Equal WO Creator

3

Role RuleAnyRole(Primary Cost Center Owner)ScopeN/AActionEditor

VariablesWO\_Bypass Dummy User

4

Role RuleAnyRole(Work Order Owner's Supervisor)ScopeN/AActionApproval

No variables defined

5

Role RuleAllRole(Ad Hoc Approver)ScopeN/AActionApproval

VariablesCSP Work Order Approval Chaining ProcessValueCSP Work Order Approval Chaining Process

TS-B.08 <WORK ORDER APPROVAL>

Work Order Approval Segregation of Duty

Job posting owner must be different from Work Order Creator

WDS logic ensures that Work Order owner and her supervisor cannot be the same person

Ad Hoc Approver is pre-defined in Work Order Chain Approval

Fieldglass: Approval Group X

Secure

https://www.fieldglass.net/approval\_group\_detail.do?id=z150306210800436755809108&dataBaseType=sql&sgjy=8da0913a-4d70-47a1-ae43-432bdb2f5899

CA-1404461-S01.20

Home

View

Create

Analytics

3Work Items

0Messages

Search by ID or text

Admin Configuration

Approval Group List

Approval Group

Details

Approval Group

Details

Business Units339

USD WOR Approval

EditTestCopyRemoveNew

Details

TS-B.09 <WORK ORDER REQUEST APPROVAL>

Name	USD WOR Approval
Module	Work Order Revision
Bypass Duplicate Approvals	No
Approval Type	Amount based
Currency	USD
Maximum Approval Amount	0.00
Include All New Business Units?	No
Rule Or Script Name	

1

Role RuleAnyRoleCRMScopePermitted SiteActionEditor

No variables defined

2

Role RuleAnyRole(Work Order/Work Order Revision Owner)ScopeN/AActionApproval

VariablesJP Owner Not Equal WOR Creator

Work Order Request Approval Segregation of Duty

Job posting owner must be different from Work Order Creator

3

Role RuleAnyRole(Primary Cost Center Owner)ScopeN/AActionEditor

VariablesWOR\_Bypass Dummy User

WDS logic ensures that Work Order owner and her supervisor cannot be the same person

4

Role RuleAnyRole(Work Order Owner's Supervisor)ScopeN/AActionApproval

No variables defined

Ad Hoc Approver is pre-defined in Work Order Chain Approval

5

Role RuleAllRole(Ad Hoc Approver)ScopeN/AActionApproval

VariablesCSP Work Order Revision Approval Chaining Process

ValueCSP Work Order Revision Approval Chaining Process



Fieldglass: Approval Gro

CA-1404461-S01.21

AIG

Home

View

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3

Work Items

0

Messages

Search by ID or text

Admin Configuration

Approval Group List

Approval Group

Details

Approval Group

Details

Business Units  
344

USD Time Sheet Approval

Edit

Test

Copy

Remove

New

Details

Name	USD Time Sheet Approval
Module	Time Sheet
Bypass Duplicate Approvals	Yes
Approval Type	Amount based
Currency	USD
Maximum Approval Amount	0.00
Include All New Business Units?	No
Rule Or Script Name	

1

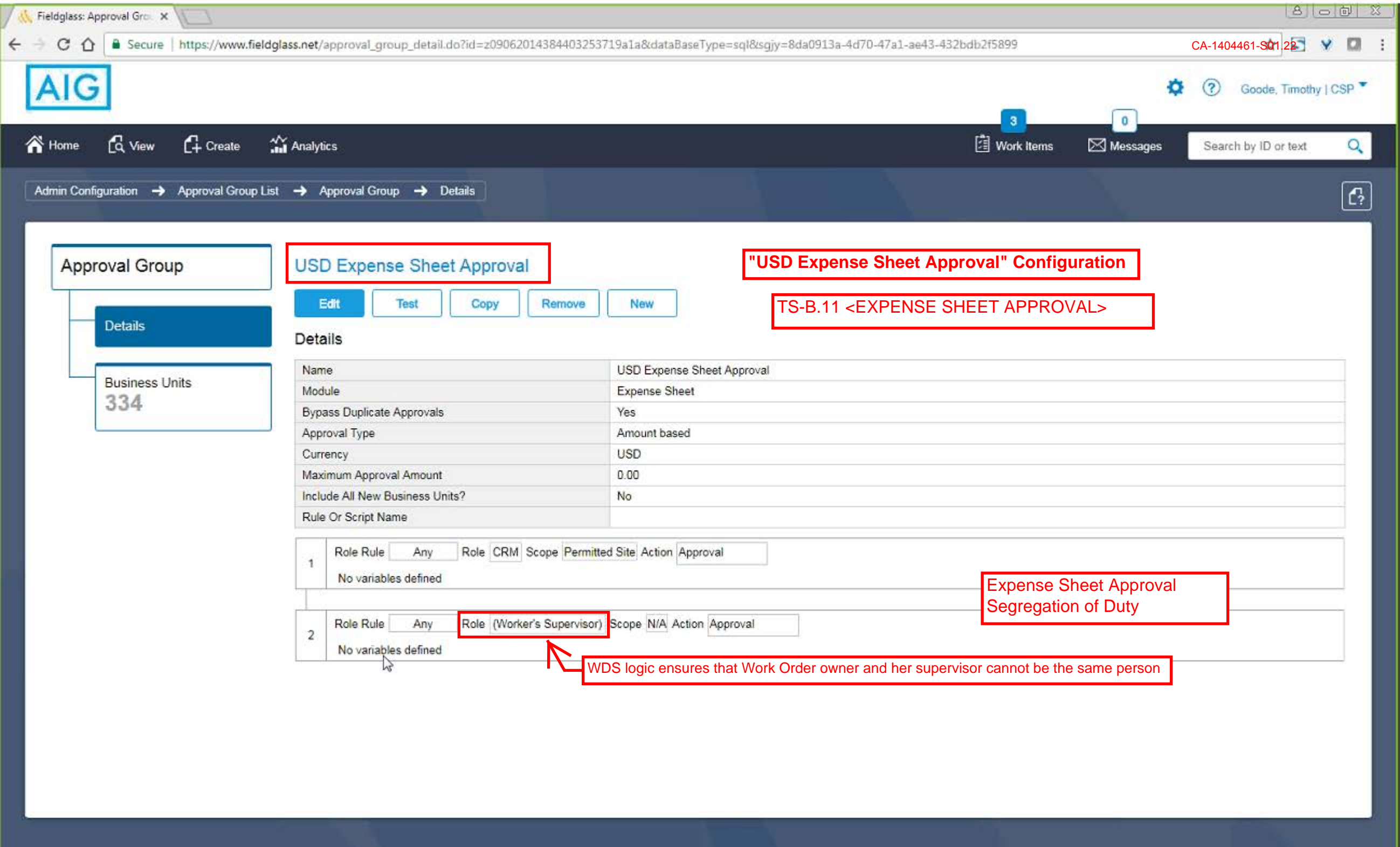
Role Rule	Any	Role (Worker's Supervisor)	Scope	N/A	Action	Approval
Variables	Time Sheet Amount	Condition	Greater Than	0.00		

"USD Time Sheet Approval" Configuration

TS-B.10 <TIME SHEET APPROVAL>

Timesheet Approval Segregation of Duty

WDS logic ensures that Worker and her supervisor cannot be the same person



## Approval Group

Details

Business Units  
334

## USD Expense Sheet Approval

Edit

Test

Copy

Remove

New

### Details

Name	USD Expense Sheet Approval
Module	Expense Sheet
Bypass Duplicate Approvals	Yes
Approval Type	Amount based
Currency	USD
Maximum Approval Amount	0.00
Include All New Business Units?	No
Rule Or Script Name	

1	Role Rule	Any	Role	CRM	Scope	Permitted Site	Action	Approval
	No variables defined							
2	Role Rule	Any	Role	(Worker's Supervisor)	Scope	N/A	Action	Approval
	No variables defined							

"USD Expense Sheet Approval" Configuration

TS-B.11 <EXPENSE SHEET APPROVAL>

Expense Sheet Approval  
Segregation of Duty

WDS logic ensures that Work Order owner and her supervisor cannot be the same person

Fieldglass: Approval Group

Secure | https://www.fieldglass.net/approval\_group\_detail.do?id=z12031820410217494945a77&dataBaseType=sql&sgjy=8da0913a-4d70-47a1-ae43-432bdb2f5899

CA-1404461-S01.23

AIG

Goode, Timothy | CSP

3

0

Work Items

Messages

Search by ID or text

Home

View

Create

Analytics

Admin Configuration → Approval Group List → Approval Group → Details

Approval Group

Details

Business Units  
334

USD Credit/Debit Memo Approval

EditTestCopyRemoveNew

Details

TS-B.12 <MEMO APPROVAL>

Name	USD Credit/Debit Memo Approval
Module	Credit/Debit Memo
Bypass Duplicate Approvals	Yes
Approval Type	Amount based
Currency	USD
Maximum Approval Amount	0.00
Include All New Business Units?	No
Rule Or Script Name	

1	Role Rule	Any	Role (Worker's Supervisor)	Scope	N/A	Action	Approval
No variables defined							

"USD Credit/Debit Memo Approval" Segregation of Duty

WDS logic ensures that the Worker and her supervisor cannot be the same person