

# SAP Fieldglass Quick Reference Guide

## Respond to a Job Posting (R2.0)

**Supplier process**

*\*All screenshots provided are examples only*

### Overview

This process is conducted when responding to a Job Posting received from TMR, incorporating Rates 2.0 changes.

### Instructions

#### Step 1:

Log into SAP Fieldglass (EU).

Using the left side menu, select, '**Contingent Labour**', then '**Job Posting**', navigate through the list and select the '**ID link**' for the Job Posting you will respond to.



**Job Postings**

Period: 06/05/2024 to 03/09/2024 View: My Account Group By: None [Apply Filters](#)

Status	Buyer Reference	ID	Title	Buyer	Site
Submitted	Enter Criteria	TMRQJP00000238	Senior Test Analyst	Department of Transport and Main R...	Dept of TMR 61 M
Submitted	Enter Criteria	TMRQJP00000249	Administrative - A05 Communication...	Department of Transport and Main R...	Dept of TMR Barca
Submitted	Enter Criteria	TMRQJP00000261	TPP T#Q Support Pack Testing - Co...	Department of Transport and Main R...	Dept of TMR 61 M

During the staged approach to Rates 2.0, there will be a mixture of Rates 1.0 and Rates 2.0. Rates 2.0 Job Posting can easily be identified as they contain 'GGS0060' at the start of the Job Posting Title (example image below), you will also find the Accounting/Rates table varies.

Submitted	TMRQJP00000286	Senior Cloud Engineer	Department of Transport and Main R...
Submitted	TMRQJP00000290	GGS0060_ICT_ Superstar Java Dev...	Department of Transport and Main R...

## Step 2:

Commence the process to respond to the Job Posting by clicking on **‘Submit a Job Seeker’**.

Submit Job Seeker

## Step 3:

### Submit Job Seeker – Setup

### Details section

Complete the mandatory fields (\*).

Enter the '**First Name**' and '**Last Name**' of the Candidate you would like to submit,

First Name *	Last Name *
<input type="text" value="Sally"/>	<input type="text" value="Martella"/>

Enter the '**Security ID**':

**The Security ID must be created with the following naming convention:**

- First 3 initials of first name (capital),  
First 3 initials of last name (capital),  
2 digit day of birth; and  
2 digit month of birth.
- Please use CAPITALS. The Security ID field is case sensitive.
- Example John Smith, born Nov 3th. Security ID = JOHSMI0811.
- If there are situations where the first or last names only consist of two characters. Then pad out the name suffix with an 'X'.  
Example: Jo Smith born Jan 18<sup>th</sup> would have a Security ID of, JOXSMI1801.
- Ensure both fields match.

Security ID *
<input type="text" value="SALMAR0512"/>
Confirm Security ID *
<input type="text" value="SALMAR0512"/>

Using the calendar icon, enter the 'Available Date', when the candidate is available to commence.

*(This should be in line with the requested 'Start Date' as detailed on the Job Posting)*

Available Date\* Requested Date  
01/04/2024

Calendar view showing June 2024. The date 3 is highlighted.

Indicate using the radio buttons for the following questions:

- **‘Submitted to other Job Postings?’**
- **‘Display candidate’s Workforce record to the Buyer?’**

Submitted to other Job Postings?\*  
☐ Yes ☒ No

Worker Pay Type  
 PAYG

Display candidate’s Workforce record to the Buyer?\*   
☐ Yes ☒ No

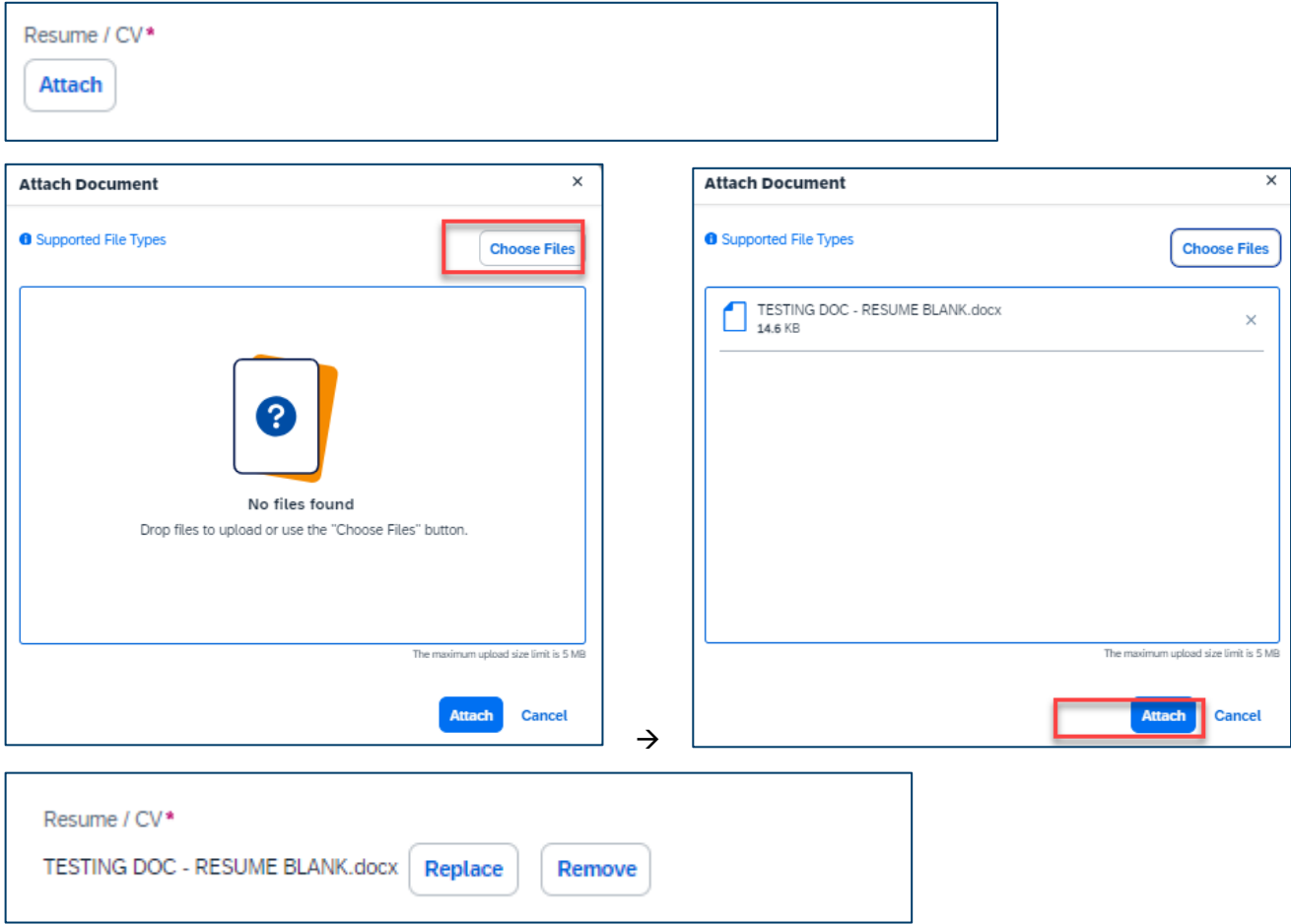
The **‘Worker Pay Type’** is defaulted, this is the only Worker Pay Type for TMR.

Note: To identify if this Job Posting is for a ‘Referred Worker’ – please navigate to the Job Posting, it contains the question ‘Is this a referred worker?’.

**‘Resume / CV’**, example images of the steps are below.

Select ‘Attach’, select ‘Choose Files’, navigate and select your file/s, ensure the correct documents are added in the supported document format/types. Click ‘Attach’.

The window will revert back to the Submit Job Seeker page, with the field ‘Resume/CV’ now populated with the document/s attached.



Insert the **‘Relevant Industrial Instrument’**.

Each worker should have a Work Order (contract) aligned to an Industrial Instrument as identified by you as the Supplier. Please refrain from inputting "Not applicable", if there is no award to be aligned, insert "Award free".

Insert the ‘**Overtime and Allowances**’.

Detail the overtime and allowances permitted under the Worker’s assigned Industrial Instrument. You will be asked to specify the Overtime rates in the next section.

If there are *NO* overtime and allowances according to the Industrial Instrument, populate this field with ‘*There are NO Overtime and Allowances according to the Industrial Instrument*’.

Populate the candidates ‘**Preferred Name**’.

Relevant Industrial Instrument\*

Overtime and Allowances\*

Remaining: 4000

Preferred Name\*

## Example Text Only:

Relevant Industrial Instrument \*

Public Sector IR 12345

Overtime and Allowances \*

OT Saturday, @ 1.5 standard hourly rate. Minimum 1 hour working period is paid. Maximum 4 hours @ 1.5, then Standard hourly rate thereafter.  
OT Sunday, @ 2.0 standard hourly rate. Minimum 2 hours working period is paid.  
Public Holidays, @ 3.0 standard hourly rate. Minimum 2 hours working period is paid.

Remaining: 3692

Preferred Name \*

Sunny

Relevant Industrial Instrument \*

Public Sector IR 12345

Overtime and Allowances \*

OT Saturday, @ 1.5 standard hourly rate. Minimum 1 hour working period is paid. Maximum 4 hours @ 1.5, then Standard hourly rate thereafter.  
OT Sunday, @ 2.0 standard hourly rate. Minimum 2 hours working period is paid.  
Public Holidays, @ 3.0 standard hourly rate. Minimum 2 hours working period is paid.  
Travel allowances as per the TMR Travel Directive.

Remaining: 3639

Preferred Name \*

Sunny

Supplier to insert details of how Overtime, and/or Allowances apply under the Workers Industrial Instrument. Where there is no Industrial Instrument insert Nil

## Payroll Tax - Confirm the Payroll Tax value including Mental Health Levy (MRBO ONLY)

This question will not display on a TMR Corporate (Main Roads Corporate Operations, MRCO) Job Seeker submission page.

Company Code explanation; MRBO is RoadTek, MRCO is TMR Corporate (all of TMR except RoadTek)  
Select your answer via the dropdown and proceed.

Please confirm the Payroll Tax value including Mental Health Levy \*

4.95

5.2

5.7

Please note, - The Payroll Tax rate depends on annual taxable wages of your Supplier Company. If you are unsure of the company payroll tax rate, please check internally and confirm- The Payroll Tax on the next page (Rates) may not be correct. The correct value will be reflected on the Work Order.

The payroll tax value selected in this field will not automatically update the default payroll tax value in the next step on the 'Rates' tab. However, this value will be the final one used by TMR for the final bill rate calculation when the Work Order is created (TMR will manually override the default value with the confirmed value from this field). Please ensure it is accurate.

## Attachments section

You are unable to add the same attachments as what as been added in the ‘Resume / CV’ field.

Add any other attachments by completing the following steps, select ‘+Add Attachments’ link, them following the step, click ‘Choose Files’, navigate and select your file/s, ensure the correct documents are added in the supported document format/types. Click ‘Attach’.

Please **refrain from attaching any CHC Clearance documentation** and or providing a copy to TMR unless otherwise instructed due to Disclosable Results.


The window will revert back to the Submit Job Seeker page, with the field ‘Attachments’ now populated with the document/s attached.

Note – you can change the visibility of the ‘Attachment’.

Attachments

No Attachments Defined

+ Add Attachments

File Type	File Name	Attached By	Visibility
	QRGs SIT.docx File Size: 12.2 KB <div>Description</div>	Brown, Bob 03/06/2024 04:44 PM	Public

Select ‘Continue’ to proceed.

## Step 4:

### Rates 2.0 Information:

The Rates available within the Rates 2.0 functionality are identified in the **Rates table** below.

TMR Rate Options			Applicable to:	Further information
Code	Name	Category		
ST Hr AUD	Standard Time	ST	TMR & RoadTek	Includes superannuation and supplier margin
OT1.5 Hr AUD	Overtime1.5 Hour AUD	Overtime 1.5/HR (Factor of ST/HR)	TMR & RoadTek	Does <u>not</u> include superannuation and supplier margin
OT2.0 Hr AUD	Overtime2.0 Hour AUD	Overtime 2.0/HR (Factor of ST/HR)	TMR & RoadTek	
OT2.5 Hr AUD	Overtime2.5 Hour AUD	Overtime 2.5/HR (Factor of ST/HR)	TMR & RoadTek	
OT3.0 Hr AUD	Overtime3.0 Hour AUD	Overtime 3.0/HR (Factor of ST/HR)	RoadTek only	
OT4.0 Hr AUD	Overtime4.0 Hour AUD	Overtime 4.0/HR (Factor of ST/HR)	RoadTek only	
NightWorks150 Hour AUD	NightWorks150 Hour AUD	NightWorks150	RoadTek only	Includes superannuation and supplier margin
NightWorks200 Hour AUD	NightWorks200 Hour AUD	NightWorks200	RoadTek only	

TMR estimates the Overtime Rate Options which would likely be utilised when creating the Job Postings.

Usage of the overtime rates will be dependent on the role and Industrial Instrument assigned to the Worker/Work Order, which is determined by the Supplier.

It is expected that the Supplier has the required knowledge of the applied Industrial Instrument, including what rates would apply and when, enabling the Supplier to conduct an accurate review of the Worker's Timesheet prior to submission.

The Rate Options listed on a Job Posting can only be edited by TMR. If the supplier identifies that different Rate Options need to be added / removed from the Job Posting – they should contact the Hiring Manager and or respond by the Chat function.

To view the Rate Components, refer to below 'View Rate Components' – Image 4c.

# Submit Job Seeker – Rates

## Rates section

This page details the Rate Categories which TMR selected as being required for this Job Posting.  
An example screenshot is below.

✓ Setup

2 Rates

3 Review and Submit

Rates

Job Posting (ID)  
GGS0060\_ICT\_ Superstar Java Developer (TMRQJP00000290)

Respond by Date  
01/04/2024

Buyer  
Department of Transport and Main Roads

Remit-to Address  
TestRemit - 123 Fake st Fakesville Faketown ABW

Rate Category / UOM	Rates	Requested (AUD)	Presented (AUD)
ST /Hr	Pay Rate *		0.00
	Component Effect		
	↑ Markup *	15.000000 %	15.000000 %
	Final Bill Rate		
Overtime 1.5 /Hr(Factor of ST /Hr)	Factor *		x 1.500
	Pay Rate *		0.00
	Component Effect		
	↑ Markup *	0.000000 %	0.000000 %
Overtime 2.0 /Hr(Factor of ST /Hr)	Factor *		x 2.000
	Pay Rate *		0.00
	Component Effect		
	↑ Markup *	0.000000 %	0.000000 %
	Final Bill Rate		

Calculate

View Rate Components

Continue

Cancel

**Enter a value for the Rate Category – Standard Hourly, Pay Rate (ST/HR)**, as indicated in Image 4a.

Note: A minimum pay rate will be enforced based on the Role Classification level selected. The relevant pay rate ranges can be located in the Fieldglass reference library.

Select 'Calculate', as indicated in Image 4a.

Note: Margin and oncost values are defaulted for each supplier based on supplier and category. Supplier's are unable to increase any Markup fields however can offer a reduced margin though (as per the SOA GGS0060 terms and conditions).

Troubleshooting: If you enter the Standard Hour Pay Rate value and hit 'Enter' or select 'Continue', this will proceed to the next page. To return to the 'Rates' page, use the navigation line at the top of the page and select 'Rates', refer to the example image below.

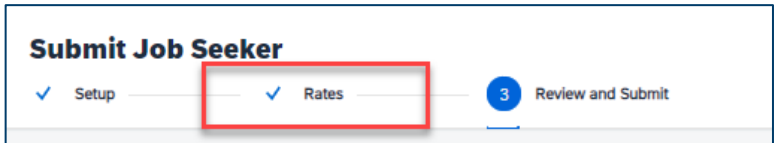


Image 4a

Rate Category / UOM	Rates	Requested (AUD)	Presented (AUD)
ST /Hr	Pay Rate *		0.00
	Component Effect		0.00
	Markup *	15.000000 %	15.000000 %
	Final Bill Rate		0.00
Overtime 1.5 /Hr(Factor of ST /Hr)	Factor *		x 1.500
	Pay Rate *		0.00
	Component Effect		0.00
	Markup *	0.000000 %	0.000000 %
Overtime 2.0 /Hr(Factor of ST /Hr)	Factor *		x 2.000
	Pay Rate *		0.00
	Component Effect		0.00
	Markup *	0.000000 %	0.000000 %
	Final Bill Rate		0.00

Calculate

View Rate Components







Continue

Cancel

The Rate Options values will then populate – refer to the below Image 4b.

The image identifies the new Pay Rates and Final Bill Rates for each Rate Category listed on the Job Posting Response.

**Image 4b**

Rate Category / UOM	Rates	Requested (AUD)	Presented (AUD)
ST /Hr	Pay Rate *		<input type="text" value="100"/>
	Component Effect		31.87
	↑ Markup *	15.000000 %	<input type="text" value="15.00"/> %
	Final Bill Rate		<b>131.87</b>
Overtime 1.5 /Hr(Factor of ST /Hr)	Factor *		x 1.500
	Pay Rate *		150.00
	Component Effect		7.94
	↑ Markup *	0.000000 %	<input type="text" value="0.000000"/> %
	Final Bill Rate		<b>157.94</b>
Overtime 2.0 /Hr(Factor of ST /Hr)	Factor *		x 2.000
	Pay Rate *		200.00
	Component Effect		10.58
	↑ Markup *	0.000000 %	<input type="text" value="0"/> %
	Final Bill Rate		<b>210.58</b>

[Calculate](#)  
[View Rate Components](#)

To view one or all Rate Options makeup, select the '**View Rate Components**' link, at the bottom of the rates table, Image 4c.

Image 4c

Setup

**Rates**

Review and Submit

Job Posting (ID)  
GGS0060\_ICT\_ Superstar Java Developer (TMRQJP00000290)

Respond by Date  
01/04/2024

Buyer  
Department of Transport and Main Roads

Remit-to Address  
TestRemit - 123 Fake st Fakesville Faketown ABW

Rate Category / UOM	Rates	Requested (AUD)	Presented (AUD)
ST /Hr	Play Rate *		0.00
	Component Effect		
	↑ Markup *	15.000000 %	15.000000 %
	Final Bill Rate		
Overtime 1.5 /Hr(Factor of ST /Hr)	Factor *		x 1.500
	Play Rate *		0.00
	Component Effect		
	↑ Markup *	0.000000 %	0.000000 %
	Final Bill Rate		
Overtime 2.0 /Hr(Factor of ST /Hr)	Factor *		x 2.000
	Play Rate *		0.00
	Component Effect		
	↑ Markup *	0.000000 %	0.000000 %
	Final Bill Rate		

Calculate

View Rate Components

Continue

Cancel

Image 4d identifies how the ‘View Rate Components’ is broken up identifying the 3 different rates available on this Job Posting. Each Job Posting may differ, you may only see one Rate section or multiple.

RoadTek (MRBO) users will have an additional Rate Component for Payroll Tax as indicated in Image 4d variance.

A reminder for Suppliers responding to RoadTek (MRBO) Job Posting/s, if the Payroll Tax value is incorrect on this screen, don’t be concerned. Provided it has been completed correctly in the Setup tab, TMR will manually correct it when the Work Order is generated.

Image 4d

View Rate Components

X

Rate Components

ST/ Hour	Level	Exclude from Invoice Adjustments marked as Taxable	Type	Requested	Presented
Pay Rate					0.00
Margin 2.0	1	No	Markup	15.000000 %	15.000000 %
Superannuation 2.0	1	No	COS	11.000000 %	11.000000 %
Insurance 2.0	2	No	COS	1.640000 %	1.640000 %
Work Cover 2.0	2	No	COS	3.650000 %	3.650000 %
Bill Rate					0.00

Overtime 1.5/ Hour	Level	Exclude from Invoice Adjustments marked as Taxable	Type	Requested	Presented
Pay Rate					0.00
Superannuation 2.0	1	No	COS	0.000000 %	0.000000 %
Margin 2.0	1	No	Markup	0.000000 %	0.000000 %
Insurance 2.0	2	No	COS	1.640000 %	1.640000 %
Work Cover 2.0	2	No	COS	3.650000 %	3.650000 %
Bill Rate					0.00

Overtime 2.0/ Hour	Level	Exclude from Invoice Adjustments marked as Taxable	Type	Requested	Presented
Pay Rate					0.00
Margin 2.0	1	No	Markup	0.000000 %	0.000000 %
Superannuation 2.0	1	No	COS	0.000000 %	0.000000 %
Insurance 2.0	2	No	COS	1.640000 %	1.640000 %
Work Cover 2.0	2	No	COS	3.650000 %	3.650000 %
Bill Rate					0.00

OK

## Image 4d variance – for RoadTek (MRBO) users only

View Rate Components					
Rate Components					
ST/ Hour	Level	Exclude from Invoice Adjustments marked as Taxable	Type	Requested	Presented
Pay Rate					0.00
Margin 2.0	1	No	Markup	9.710000 %	9.710000 %
Superannuation 2.0	1	No	COS	11.000000 %	11.000000 %
Payroll Tax 2.0	2	No	COS	5.200000 %	5.200000 %
Work Cover 2.0	2	No	COS	3.650000 %	3.650000 %
Insurance 2.0	2	No	COS	0.640000 %	0.640000 %
Bill Rate					0.00
Overtime 1.5/ Hour	Level	Exclude from Invoice Adjustments marked as Taxable	Type	Requested	Presented
Pay Rate					0.00
Margin 2.0	1	No	Markup	0.000000 %	0.000000 %
Superannuation 2.0	1	No	COS	0.000000 %	0.000000 %
Insurance 2.0	2	No	COS	0.640000 %	0.640000 %
Work Cover 2.0	2	No	COS	3.650000 %	3.650000 %
Payroll Tax 2.0	2	No	COS	5.200000 %	5.200000 %
Bill Rate					0.00

Image 4e identifies a populated 'View Rate Components' table, with the Standard Hour, Pay Rate as \$100.00. You'll note the varying Pay Rate and Final Bill Rates vary due to the makeup of the individual Rate.

## Image 4e

View Rate Components					
Rate Components					
ST/ Hour	Level	Exclude from Invoice Adjustments marked as Taxable	Type	Requested	Presented
<b>Pay Rate</b>					<b>100.00</b>
Superannuation 2.0	1	No	COS	11.000000 %	11.000000 %
Margin 2.0	1	No	Markup	15.000000 %	15.000000 %
Insurance 2.0	2	No	COS	1.640000 %	1.640000 %
Work Cover 2.0	2	No	COS	3.650000 %	3.650000 %
<b>Bill Rate</b>					<b>131.87</b>
Overtime 1.5/ Hour	Level	Exclude from Invoice Adjustments marked as Taxable	Type	Requested	Presented
<b>Pay Rate</b>					<b>150.00</b>
Margin 2.0	1	No	Markup	0.000000 %	0.000000 %
Superannuation 2.0	1	No	COS	0.000000 %	0.000000 %
Insurance 2.0	2	No	COS	1.640000 %	1.640000 %
Work Cover 2.0	2	No	COS	3.650000 %	3.650000 %
<b>Bill Rate</b>					<b>157.94</b>
Overtime 2.0/ Hour	Level	Exclude from Invoice Adjustments marked as Taxable	Type	Requested	Presented
<b>Pay Rate</b>					<b>200.00</b>
Superannuation 2.0	1	No	COS	0.000000 %	0.000000 %
Margin 2.0	1	No	Markup	0.000000 %	0.000000 %
Insurance 2.0	2	No	COS	1.640000 %	1.640000 %
Work Cover 2.0	2	No	COS	3.650000 %	3.650000 %
<b>Bill Rate</b>					<b>210.58</b>

Select **Ok** to close out of the View Rate Components window.

Once you have completed the Rates table response, select **Continue** to proceed.

Step 5:

Submit Job Seeker – Review and Submit

Undertake a final review of your Job Seeker Submission.

If you wish to edit any parts utilise either the 'Make Changes' link in the relevant section, or the navigation line at the top of the page to return to the Setup or Rates page.

The screenshot shows the 'Submit Job Seeker' interface. At the top, there is a navigation bar with three steps: 'Setup' (checked), 'Rates' (checked), and 'Review and Submit' (active). Below the navigation bar, the 'Review and Submit' section is displayed. It contains a table with the following information:

Job Posting (ID)	Respond by Date	Buyer
GG50060_ICT_ Superstar Java Developer (TMRQJP00000290)	01/04/2024	Department of Transport and Main Roads

Below the table, there is a 'Setup' section with a 'Details' link. The 'Details' section contains the following information:

Code (No Value)	First Name	Last Name
	Sunshine	Clouds

On the right side of the 'Setup' section, there is a 'Make Changes' link.

To finalise your submission, select **Submit**.

The screenshot shows three buttons: 'Submit', 'Complete Later', and 'Cancel'. The 'Submit' button is highlighted with a red box.

SAP Fieldglass will advise of the successful submission via the green text box.

**GG50060\_ICT\_ Superstar Java Developer**

Job Posting

Status	Next Step	Job Posting ID	Period	Buyer
Submitted	Need to respond	TMRQJP00000290	01/04/2024 to 28/06/2024	Departm

**Success!**  
Your job seeker has been submitted successfully and a new workforce record has been created for them.

Details

Job Seekers (1)

Interviews

Related

## Need further assistance?

For SAP Ariba enquiries please contact the Ariba Support team on [Ariba\\_Support@tmr.qld.gov.au](mailto:Ariba_Support@tmr.qld.gov.au)

For SAP Fieldglass enquiries please contact the Fieldglass Central PMO team on [Fieldglass\\_CentralPMO@tmr.qld.gov.au](mailto:Fieldglass_CentralPMO@tmr.qld.gov.au)

## Document control

Version	Date	Additions/Amendments	Author / Reviewer	Peer review / Approver
1.1	21/05/2024	Full review	Xanthe Nightingale	Shane Ravenswood
2.0	19/06/24	Full review	Xanthe Nightingale	Shane Ravenswood
3.1	16/08/24	Rates 2.0	Xanthe Nightingale	Shane Ravenswood
3.2	06/08/25	Qld Govt branding, Document control	Xanthe Nightingale	Kevin Shires