



## Fieldglass Contractor Process

Contingent Labour are temporary workers who are engaged to join UQ teams to work under the direction of UQ supervisors, on a short-term or temporary basis. The workers are engaged through an agency under a labour hire agreement.

### Instructions for NEW ICT Contingent Labour Engagement:

#### 1. Endorsement and approval via electric signature

- Complete the [ICT Contingent Labour Hire Procurement Plan](#) confirming daily or hourly rate and contract term
- Obtain necessary endorsement and [approvals](#) from ITS SMG Member and CIO
- TARC [approval](#) is required should the request be 6 months or more in duration and \$100k excluding GST or more.

#### 2. Send to Talent Acquisition (TA) for action

- Send the approved form to [recruitment@uq.edu.au](mailto:recruitment@uq.edu.au) to action
- Attach a copy of the position description

#### 3. Selection

- Once the job posting closes, TA will forward the Hiring Manager candidates to review, interview and select.
- TA will assist with scheduling interviews.

#### 4. Engagement details

- Provide TA with the submission report noting the preferred candidate (incl. start date details, where to go and who to ask for on arrival) and provide feedback for the unsuccessful candidates to pass on.
- TA will raise the Work Order in Fieldglass – this requires CIO online approval.
- Confirm to TA who will approve contractor's timesheets. The timesheet approver will be required to log into Fieldglass to approve timesheets weekly.
- Once Work Order is fully approved TA will forward the Hiring Manager a copy of the Work Order so that you may raise a PO requisition.

### For the EXTENSION of ICT Contingent Labour Contract please find more information here:

<https://staff.uq.edu.au/information-and-services/finance/procurement/ict-procurement-and-purchasing/ict-contingent-labour-resource/extending-ict-contingent-labour-resource>

### PO Creation - Finance

Once a Work Order has been approved and the supplier has accepted, the Hiring Manager is to action the PO immediately by sending a request to Finance [central-finance-transactions@uq.edu.au](mailto:central-finance-transactions@uq.edu.au) (Attention Sue Taylor).

- Attach a copy of the Approved Procurement Plan and Work Order
- Provide the Purchase Order total amount, Position title, Contractor's name and Contract dates addressed to Allegis Global Solutions - vendor #22487,  
Email address: [QGov-ResourceManager@allegisglobalsolutions.com](mailto:QGov-ResourceManager@allegisglobalsolutions.com)

**Supplier:** 0000022487  
Allegis Global Solutions Australia Pty  
Level 19  
99 Walker St  
North Sydney NSW 2060  
Australia



## IT Access and Computer Hardware

To request a new staff associate (casual/contractor) account please email the contractor and ask them to complete and return to you for approval/action an application form for UQ Staff access:

<https://staff.uq.edu.au/files/92260/staff-access-application.pdf> .

For more information, please call the ITS Service Desk on 336 56000

Contact the ITS Project Officer to request assistance with computer hardware allocation for the contractor.

## Onboarding Tasks / Training / Building Access. Inductions

Overview: <https://staff.uq.edu.au/casual-professional-onboarding>

The [Staff Induction Policy \[5.30.03\]](#) outlines the responsibilities of heads of organisational units, supervisors, induction officers and HR staff.

Complete these checklists:

- [Managers and supervisors induction checklist \(DOCX, 213.5 KB\)](#)
- [Induction officers induction checklist \(DOC, 63.5 KB\)](#)

In their first week, new contractors should complete local inductions by:

- Contacting their supervisor or local induction officer for building and safety inductions
- complete the [Staff ID card forms](#) and collect your staff ID.
- complete your [Health and Safety Induction](#)
- ask any questions about any organisational unit-specific processes and resources that will facilitate your employment e.g., building access.

As this process can vary depending on area, position, and role responsibilities, if you have a HR question, you can contact our friendly AskHR team who will assist you or be able to direct you to someone who can. AskHR are available from 9:00am to 5:00pm Monday to Friday, excluding public holidays.

Phone: +61 7 3365 2623 or ext. 52623 or [Submit an enquiry](#)

Ongoing Management

- Ensure you complete regular contract ad performance reviews as the timesheet approved/manager is prompted through RMS / Fieldglass
- A written report than evaluates the Contractor's performance which should be completed before final payment to the Contractor to ensure that all elements of the specification have been met. This Report can be used when considering the Contractor for future work or for similar projects.
- This is mandatory for engagements of Contractors/Consultants with procurement values of \$50,000 or greater

## Procurement

Any procurement related queries please contact [procurement@uq.edu.au](mailto:procurement@uq.edu.au) .



## Reference Guide:

For full details on the ICT Contingent Labour Resource please visit:

<https://staff.uq.edu.au/information-and-services/finance/procurement/ict-procurement-and-purchasing/ict-contingent-labour-resource?p=1#1>