



Add SOW worker to statement of work as a Suncor service provider - SAP Fieldglass

Add a SOW worker to a statement of work

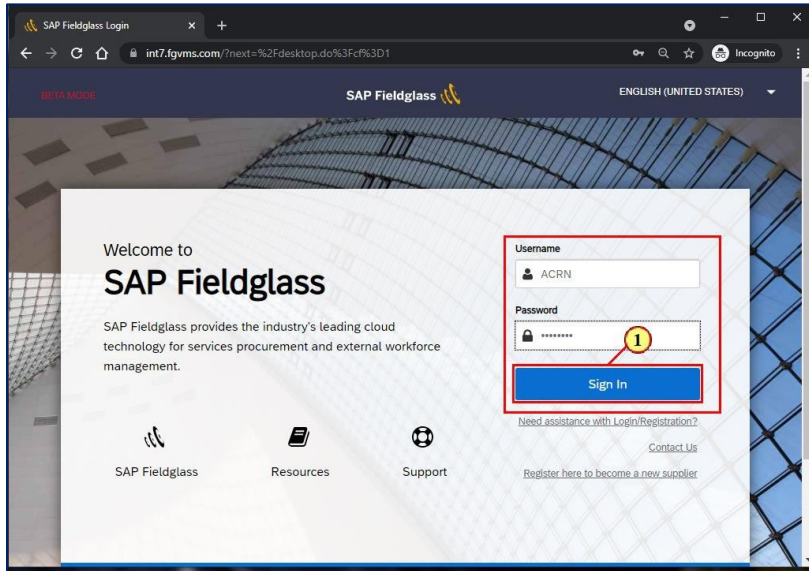
Purpose	The purpose of this Quick Reference Guide (QRG) is to provide the steps to add a worker to a Statement of Work (SOW).
Intended user	The intended users of this QRG are Suncor service providers managing SOW's and workers.
Additional resources	Additional resources can be found in the Reference Library located in Fieldglass.
Introduction	<p>Workers must be added to a SOW to be mobilized, activating their badge and access to site. A worker must be added to every SOW that they are performing work on to enable billing against contracted service master numbers and rates.</p> <p>Adding a SOW worker provides the worker a Suncor badge, or activates their existing badge, and provides access to training. The Suncor service requestor or if applicable, the Suncor onboarding coordinator, must request additional system access and provisions.</p> <p>Reminder: it is important that the workers' security ID is always used and not changed, as it is the unique identifier tied to the workers' badge. Creating a new security ID would trigger a new badge number.</p>



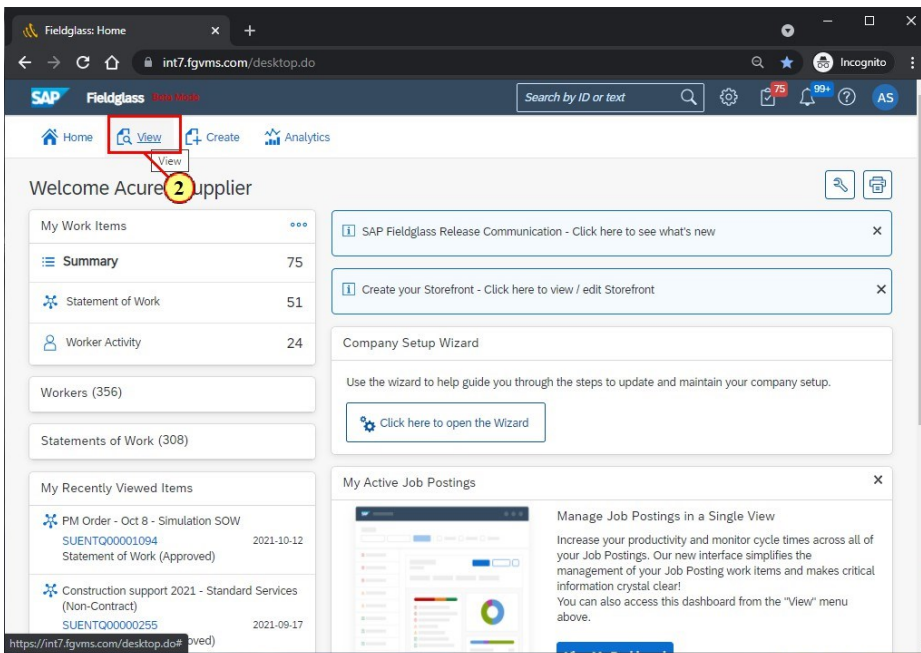
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Procedure steps

1. Enter login details and click **Sign In**.



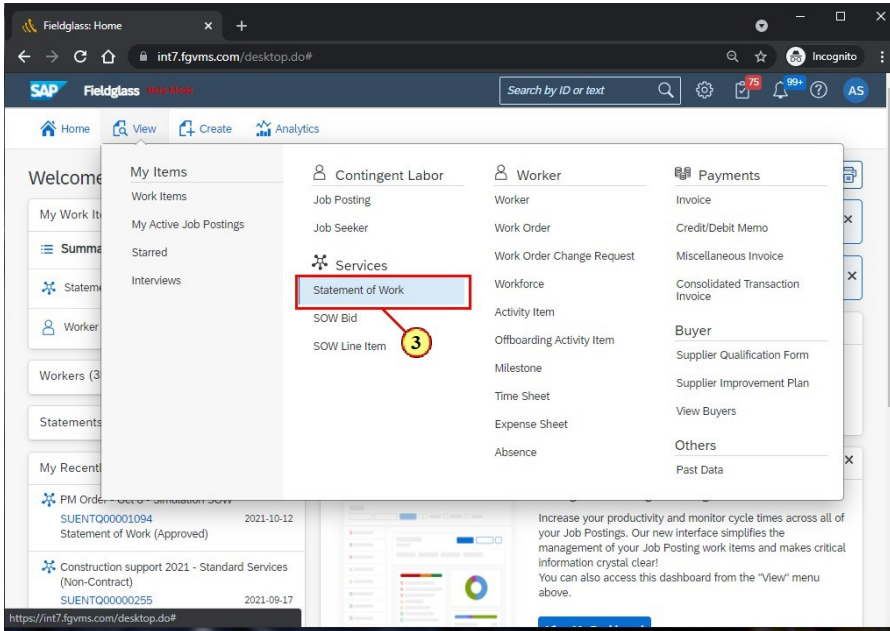
2. Click **View** to view the available options.





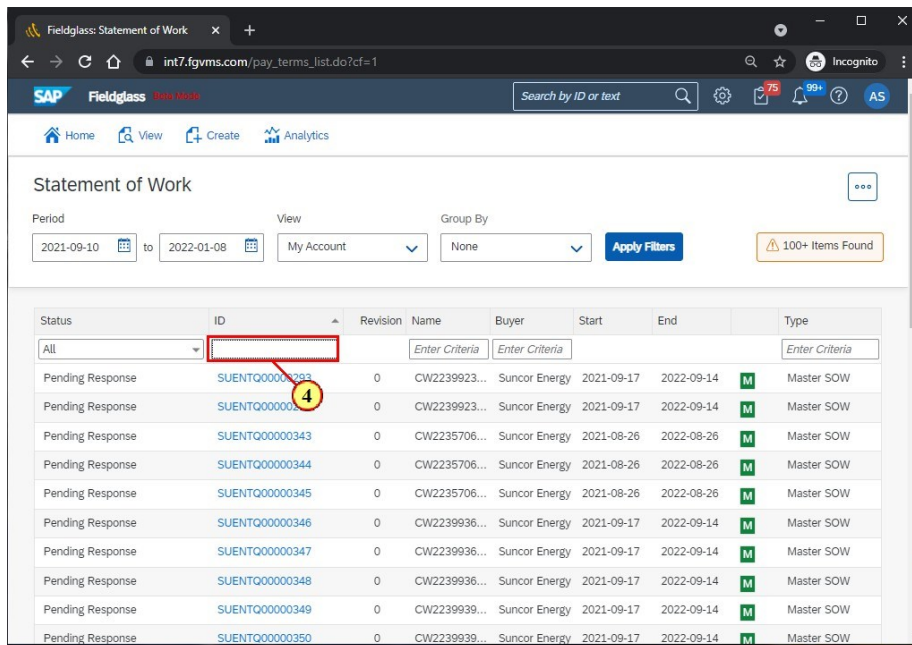
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3. Click the **Statement of Work** option.



4. Enter the required **SOW ID number** to find the required SOW.

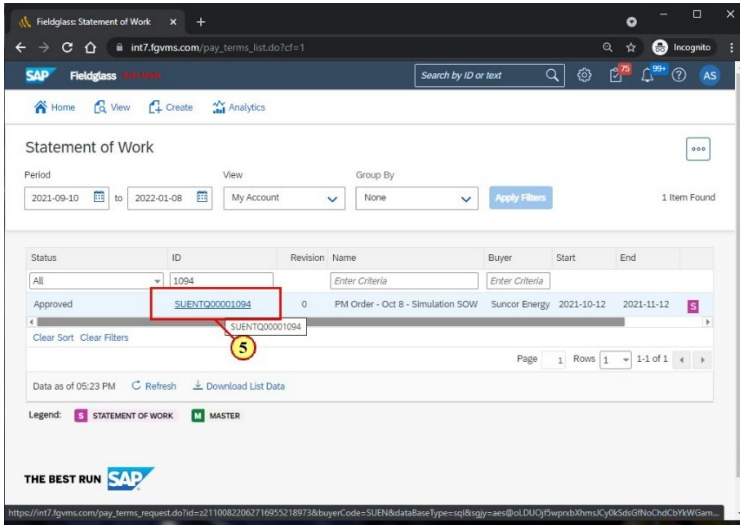
- a. Workers can be added to a SOW with an **Approved** status. To find a SOW, the list can be filtered in a variety of ways including, Period, View, Group By or in the individual column, by entering in data directly and selecting **Apply Filter**.
- b. To open a SOW, click on the **ID number**.



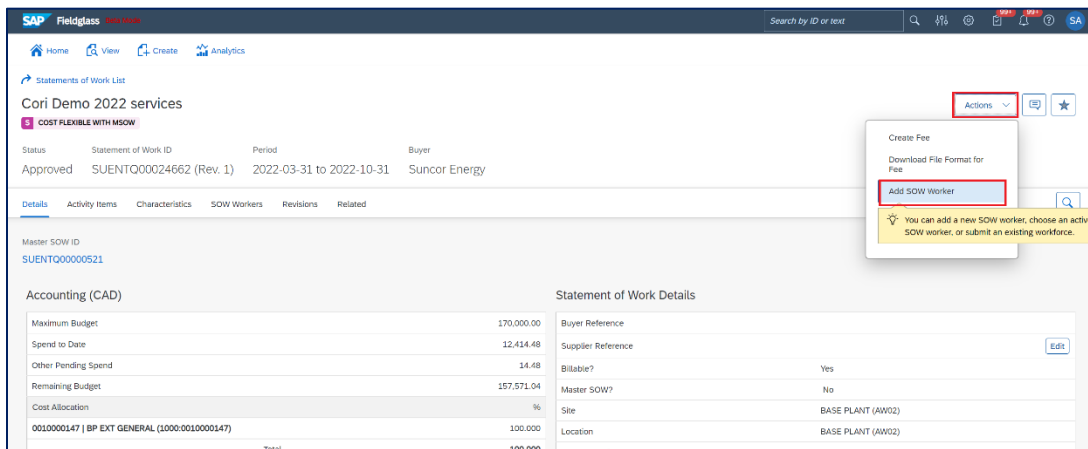


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5. Click the **SUENTQ* ID**.



6. Select **Action**, then **Add SOW Worker**.



7. Select the appropriate **Role** for the worker.

SOW ID	Name	Period	Buyer
SUENTO00001094	PM Order - Oct 8 - Simulation SOW	2021-10-12 - 2021-11-12	Suncor Energy

Setup

Worker Primary Contact
Heather Balsom (HBALSOM@SUNCOR.COM)

Site: Fort Hills (FW01) Location: Fort Hills (FW01)

Details

Role / Site / Unit of Measure *

ELECTRICIAN

8. Click on **Existing Workforce** to search for workers and add them directly if they exist within the Fieldglass. This is an important step to ensure a worker is added with the existing security ID and badge number.

Details

Search Existing Workforce
Search all workforce records to determine if an individual has been previously submitted before adding an SOW Worker.

Existing Workforce

a. To search for a worker that is currently active on another SOW, ensure the radio button is **Yes**, and select **Continue**.

Search Existing Workforce

Determine if the existing worker record is active and currently on a Statement of Work.

Is the existing worker record active?

Yes No



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- b. Search for the worker by name, or other search fields. Select the worker and click **Select**.

Search Existing Workforce

Preview a profile by selecting the information icon, then select an individual to populate their information.

26 Items Found [Apply Filters](#)

Name	SOW Title	Worker Site	Role
<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>
<input type="radio"/> Last, First	Test on May17	BASE PLANT	Worker
<input checked="" type="radio"/> DRIVER, CAR	FG upgrade test - ITS3003644 - Outline	BASE PLANT	Worker
<input type="radio"/> TEST, JANITOR	FG upgrade test - ITS3003644 - Outline	BASE PLANT	Worker
<input type="radio"/> Test1, Mark	Standard Services (Non-Contract)	BASE PLANT	Worker
<input type="radio"/> Wilson, Sylvia	FG Upgrade ITS3003644 - Outline	BASE PLANT	Worker
<input type="radio"/> WorkerTest, SOW	Cori Demo 2022 services	BASE PLANT	Worker
<input type="radio"/> Winter, Jamie	Service Test	BASE PLANT	Worker
<input type="radio"/> Test3, Justin	Cori Demo 2022 services	BASE PLANT	Worker
<input type="radio"/> Apriltwentyfive,	Cori Demo 2022 services	BASE PLANT	Worker

- c. If the worker isn't active on a SOW, select the **No** radio button, and select **Continue**.

Search Existing Workforce

Determine if the existing worker record is active and currently on a Statement of Work.

Is the existing worker record active?

Yes No



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- d. Enter a first or last name of a worker in the **Search By** field.

Search Existing Workforce

Search all workforce records to determine if an individual has been previously submitted before adding an SOW Worker.

Search By

driver

Search Within

Only In Kilometers Miles

City

Select City

- e. Select the name and click **Select**.

1 Item Found Apply Filters

Name	City	Workforce ID
<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>
<input checked="" type="checkbox"/> DRIVER, CAR		WRLYWF00001006

Select Cancel



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- f. The workers details will auto-populate. Review to ensure the details are accurate and select a **Start Date** and **End Date**.

First Name	Last Name
<input type="text" value="CAR"/>	<input type="text" value="DRIVER"/>
Worker's Personal Email	
<input type="text" value="fg_qatest8@sap.com"/>	
Registration email will be sent to this address. Also used for Worker to recover username and password	
Unique ID (optional)	
<input type="text"/>	
Confirm Unique ID (optional)	
<input type="text"/>	
Security ID *	
<input type="text" value="1111CARDRICK"/>	
Confirm Security ID *	
<input type="text" value="1111CARDRICK"/>	
Username (optional)	
<input type="text" value="SUENWK00007357"/>	
Start Date *	End Date *
<input type="text" value="YYYY-MM-DD"/>	<input type="text" value="YYYY-MM-DD"/>
Display candidate's Workforce record to the Buyer? *	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
Resume / CV (optional)	
<input type="button" value="Attach"/>	
Gender *	
<input type="text" value="X (non-binary/prefer not to specify)"/>	
Service Master Number *	
<input type="text" value="3116905 BOILERMAKER,APPRENTICE,YR 1"/>	



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- If the worker is not found in the existing workforce search, the worker information will need to be added.

The screenshot shows a web form for adding a worker. Fields include: First Name, Last Name, Worker's Personal Email, Unique ID (optional), Confirm Unique ID (optional), Security ID, Confirm Security ID, Username (optional), Start Date, End Date, Display candidate's Workforce record to the Buyer?, Resume / CV (optional), Gender, and Service Master Number. Red boxes highlight error messages: 'First Name cannot be blank. Last Name cannot be blank.', 'Email Address is required.', 'Security ID cannot be blank.', 'Confirm Security ID cannot be blank.', 'Start Date must be entered. End Date must be entered.', 'Gender is required.', and 'Service Master Number is required.'

Please use format: MMDDFFFLLLCC

- MM = month of birth (numeric)
- DD = date of birth
- FFF = first 3 characters of first name. If name does not have 3 characters fill in 3rd spot with an X
- LLL = first 3 characters of last name. If name does not have 3 characters fill in 3rd spot with an X
- CC = first 2 letters of city/town of birth.

Mandatory fields:

- First Name** and **Last Name** of the worker.
- Valid **Email** for the worker.

Note: The personal email may be needed for the worker to access other applications such as the Contractor Portal for orientation and awareness training. A valid email is required, and it can be a specific email to the worker or a generic email for the service provider.

- (optional) **Unique ID** leave blank.
- Security ID** must be entered in the format **MMDDFFFLLLCC** (MM= month, DD = day, FFF= first 3 letters of first name, LLL= first 3 letters of last name, CC= first 2 letters of the city the worker was born). This security ID will be tied to the workers badge with Suncor.



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- **Start** and **End Date** of the duration the worker requires access and will be working on the SOW.
- For **Gender** select the appropriate option from the drop down.
- **Service Master Number** select the service master number the worker will be charging on the SOW.

10. Click **Add Attachments**, if required. Click **Add**.

Allow Worker to submit SOW Line Items *

Yes No

Auto Register SOW Worker *

Yes No

Time Zone * ▼

Canada/Mountain ▼

Auto Invoice all Characteristics, Time Sheets and Expense Sheets *

Yes No

Remit-to Address (optional)

▼

Attachments

No Attachments Defined

[+ Add Attachments](#)

Add Cancel

Note: A warning may display that this worker is a potential match for a worker on another SOW.

a. Click **Potential Matches found** to view the details.

Home View Create Analytics

Add SOW Worker

Your data has not been saved. Please review the errors or warnings and try again.

Warning [Potential Matches found.](#)

SOW ID	Name	Period	Buyer
SUENTO00001094	PM Ordk - Simulation SOW	2021-10-12 - 2021-11-12	Suncor Energy

Setup

Worker Primary Contact
Heather Balsom (HBALSOM@SUNCOR.COM)

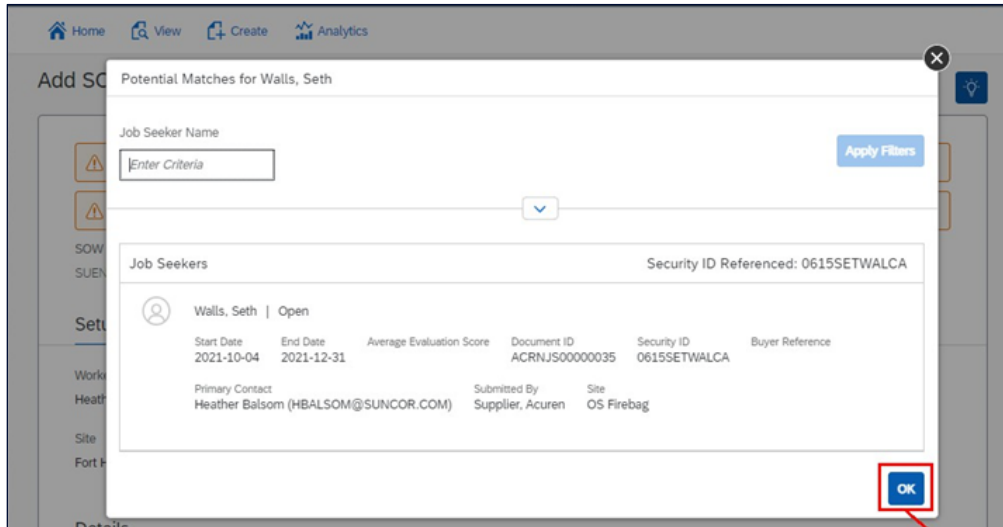
Site: Fort Hills (FW01) Location: Fort Hills (FW01)

Details

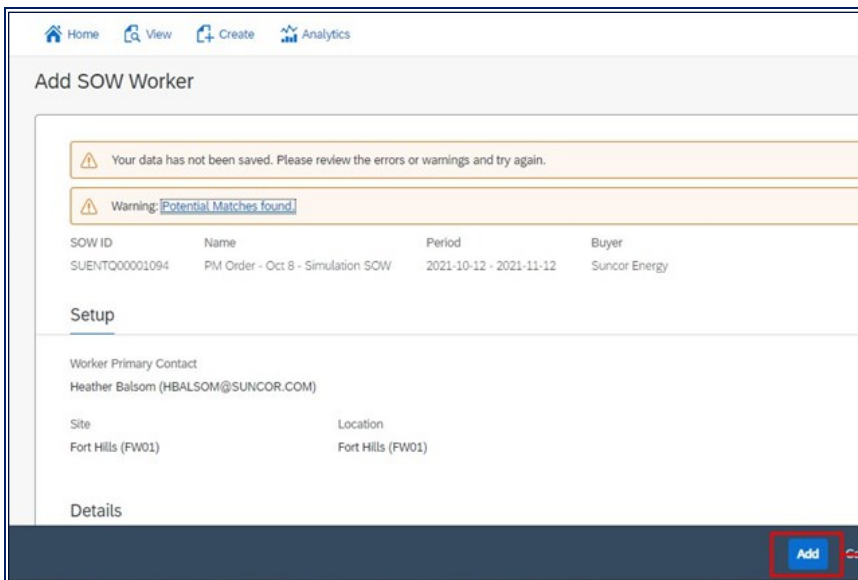


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b. Click **OK** after reviewing the details.



11. Click **Add**.





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12. A success message will appear that the worker was successfully added.

The screenshot shows the SAP Fieldglass interface for a Statement of Work (SOW) item. At the top, the breadcrumb is "Statements of Work List" and the item is "S2021_ervice Item". A tag indicates "COST FLEXIBLE WITH MSOW". The status is "Approved", the Statement of Work ID is "SUENTO00006508", the period is "2021-01-01 to 2022-04-30", and the buyer is "Suncor Energy". A green success message box states: "Success! Your SOW Worker has been successfully added." Below this, the "SOW Workers" tab is selected, showing a table with 3 items found and 1000 rows. The interface includes navigation tabs (Details, Activity Items, Characteristics, SOW Workers, Related), a search icon, and a filter button.

Note: Once the worker has been added, the badge will be created or activated. Once Suncor has activated the worker, the status will change to “confirmed”. The worker status must be in confirmed status for the service provider to submit fees for the worker.