



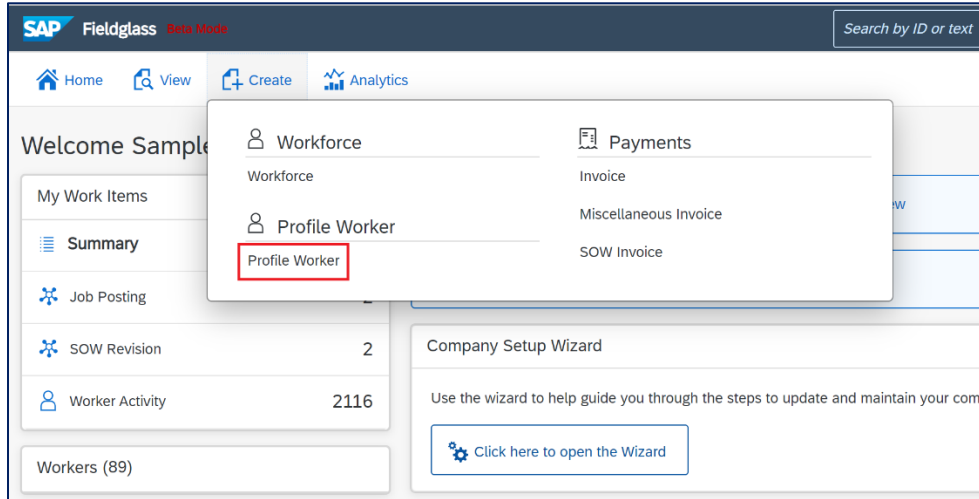
## How to create a profile worker in Fieldglass SAP Fieldglass

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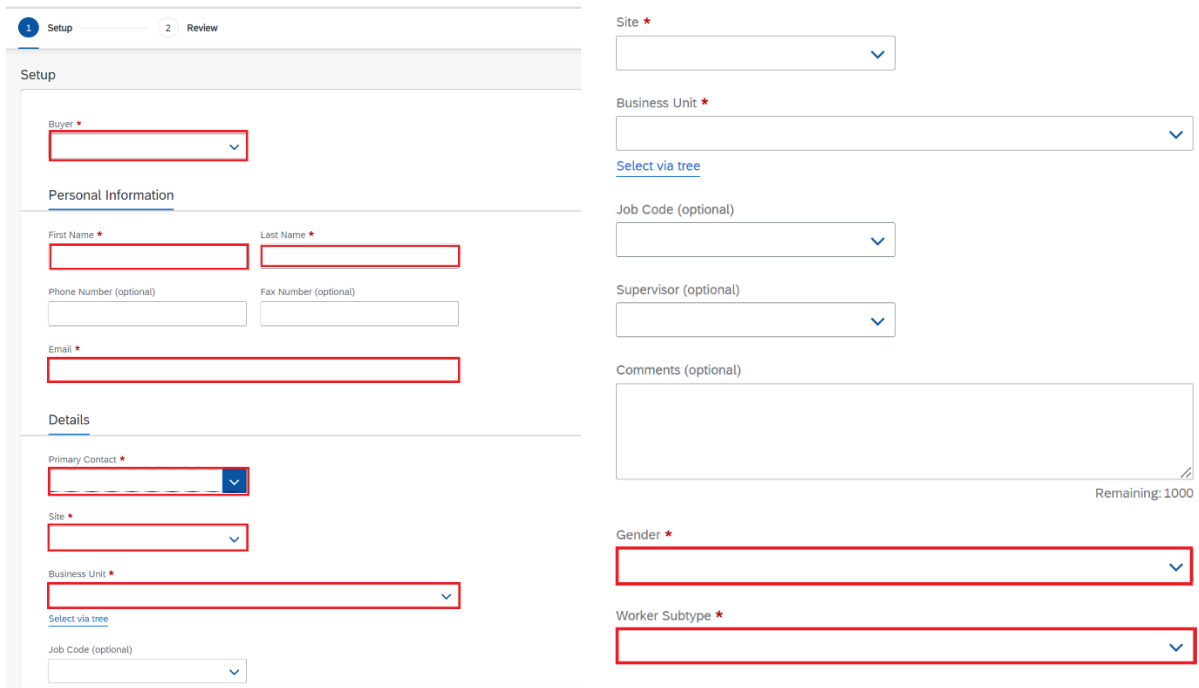
<b>Purpose</b>	The purpose of this Quick Reference Guide (QRG) is to provide guidance on who is considered a profile worker and how to create their worker record in Fieldglass.
<b>Intended user</b>	The intended user of this QRG are service providers.
<b>Additional resources</b>	Additional resources can be found in the Suncor Reference Library within Fieldglass.
<b>Introduction</b>	<p>A profile worker can be created by either a Suncor requestor or a service provider. Note: a profile worker can only be set up on Fieldglass if the service provider they work for is registered with Suncor on Fieldglass. If the service provider is not registered with Suncor on Fieldglass, contact your Suncor SCM or business requestor.</p> <p>This worker type is for individuals who do not need to bill Suncor for their time, who may still need to complete tasks prior to coming to the site, such as site orientation through the Contractor Learning portal. They are issued a personnel number and a badge, but they are not associated with any Statement of Work (SOW) or purchase orders and cannot invoice for their time.</p> <p>Examples include site visitors, third parties who need to cross Suncor property (e.g., telecom providers), or sales representatives who need to attend a meeting. Service providers are responsible for mobilizing their own workers.</p> <p>Workers can be assigned onboarding tasks to track required activities prior to commencement of work and prior to being activated by a Suncor onboarding coordinator.</p>

## Procedure steps

1. From the **Home Page**, click on **Create** then select **Profile Worker**



2. Fill in all the mandatory fields for the worker.



The screenshot shows the 'Setup' form for creating a worker. The form is divided into two main sections: 'Setup' and 'Details'. The 'Setup' section includes a 'Buyer' dropdown menu. The 'Personal Information' section includes 'First Name', 'Last Name', 'Phone Number (optional)', 'Fax Number (optional)', and 'Email'. The 'Details' section includes 'Primary Contact', 'Site', 'Business Unit', and 'Job Code (optional)'. The 'Review' section includes 'Site', 'Business Unit', 'Job Code (optional)', 'Job Code (optional)', 'Comments (optional)', 'Gender', and 'Worker Subtype'. All mandatory fields are highlighted with a red border. The 'Comments' field has a 'Remaining: 1000' indicator.



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Mandatory fields:

- Select the **Buyer** drop-down menu and select Suncor Energy.
- **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.*

- **Primary Contact** is the Suncor person responsible for approving this person coming to site.
- **Site** select the location the profile worker requires access to.
- **Business Unit** select the business purchasing organization.
- *(Optional)* **Supervisor** – could be the same as the primary contact or someone else from Suncor that will supervise the worker.
- **Gender** select the gender from the drop down.
- **Worker Subtype** select the worker subtype from the drop down (retail, site visit etc.)
- *(Optional)* **Contact Details** can be included, but not required.

3. Enter in the **Start Date** and **End Date** of the required site access.

Contact Details

No Address Defined  
[+ Add Address](#)

Duration

Start Date \*      End Date \*      or [Specify duration to calculate End Date](#)

March 2022

« Today »

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Confirm Unique ID (optional)

Confirm Security ID \*

4. Enter the workers **Security ID**.

- **If worker is returning to Suncor and already has credentials:** enter worker's **Suncor Worker ID** and a **Security ID** in the appropriate fields. Please refer to the QRG Worker lookup prior to new assignment located in the reference library in Fieldglass.



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Using the previously issued security ID will ensure the worker doesn't lose their previous badge and historical training.

- **If a worker is new to Suncor:** create **Security ID** based on naming convention shown in yellow.

### General Information

Suncor Worker ID (optional)

Unique ID (optional)      Confirm Unique ID (optional)

Security ID \*      Confirm Security ID \*

Worker is automatically registered  
Yes

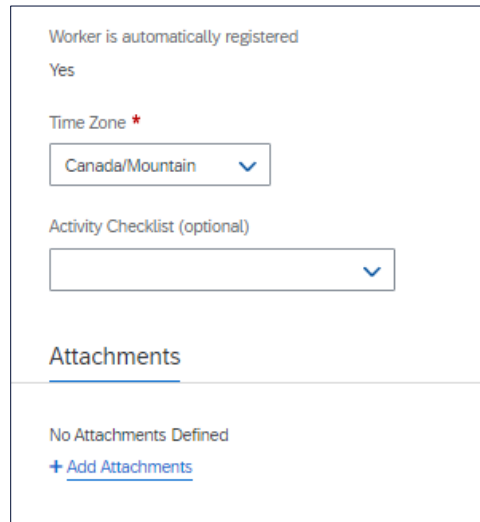
Time Zone \*

Activity Checklist (optional)

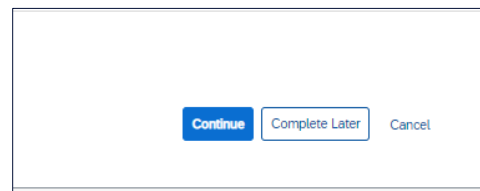
💡 Please use format: MMDDFFLLLCC

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.

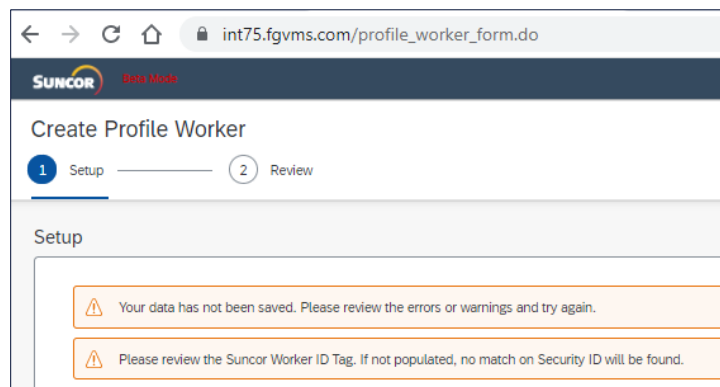
5. (Optional) Add an **Activity Checklist** noting any activities the worker must perform before coming to site. Add **Attachments** to include any forms and/or reference documents required.



6. Click **Continue** once data entry is complete.

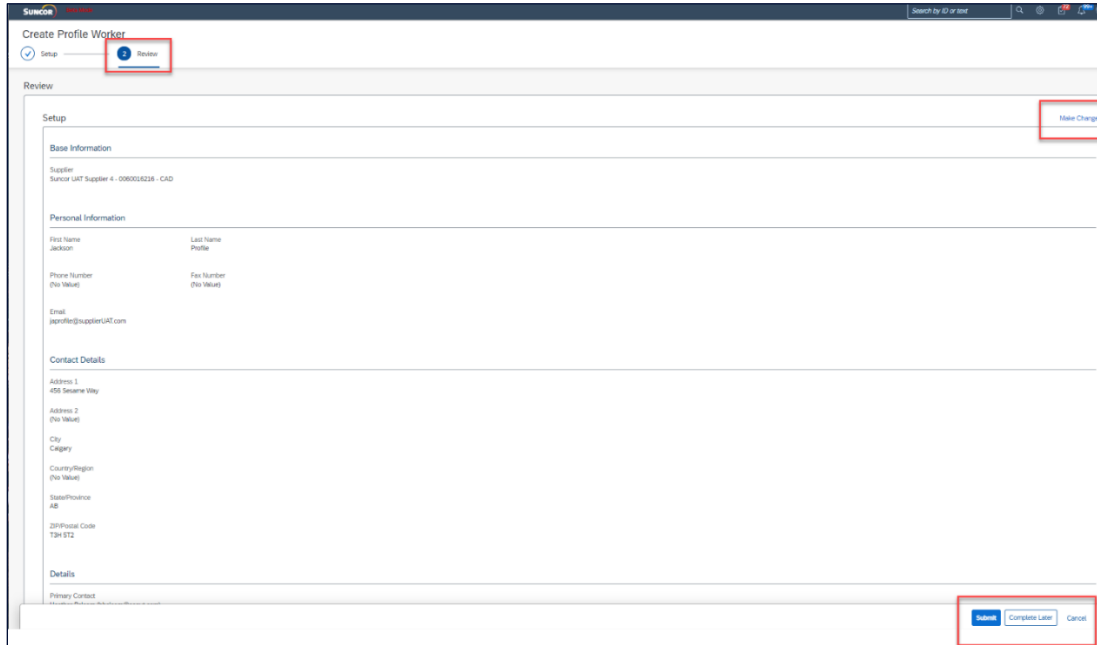


7. You may see this message:



This is a soft stop and can be returned through.

- Once setup is complete, you will be taken to a **Review** page to confirm the data entered is correct. Select **Make Changes** to edit any of the data. Click **Submit** to create the worker file or click **Complete Later** to leave in Draft status and complete later.



- Once you click **Submit**, a Profile Worker file will display and show it is pending approval with Suncor.
- Once approved the status changes to **Open** and the worker will have a **Suncor Worker ID** number generated for access and badging purposes.

