



Worker lookup prior to new assignment SAP Fieldglass

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Purpose

The purpose of this Quick Reference Guide (QRG) is to provide instructions on how to look up a worker that was previously onboarded, either as an SOW, Profile or Contingent worker.

Intended user

The intended users of this QRG are for both internal Suncor and service providers who need to look up a worker and their details.

Additional resources

- [Run reports as a Suncor service provider SAP Fieldglass](#)
 - QRG Enable Security Visibility – located in the Fieldglass Reference Library
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Introduction

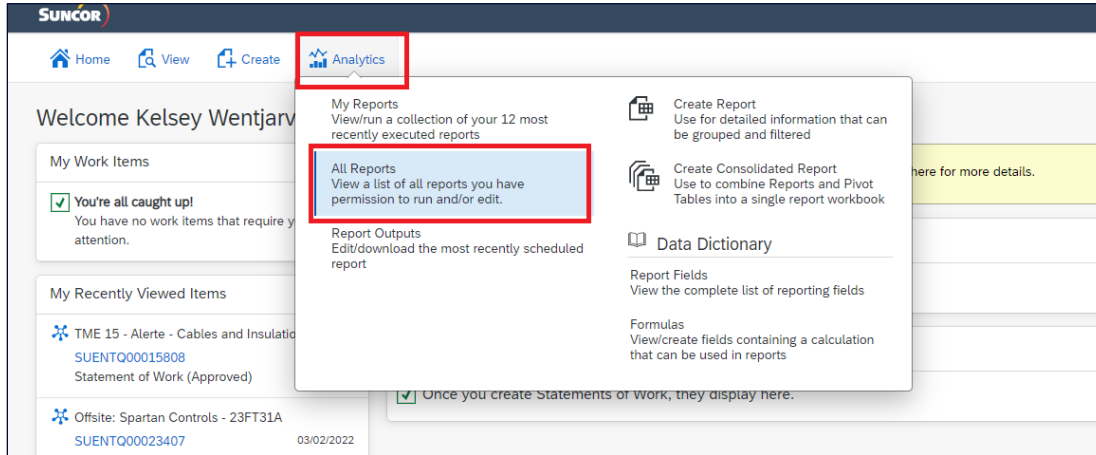
Before adding a worker, its recommended to look up a worker and find the **Security ID**, to ensure workers aren't duplicated in Fieldglass. To find workers that have been previously onboarded, either as an SOW, Profile or Contingent worker, you can look them up individually, or run a report to view multiple at one time.

If a worker is not found, please follow the QRG Add New Worker to Statement of Work as a Suncor Service Provider found in the Fieldglass Reference Library.

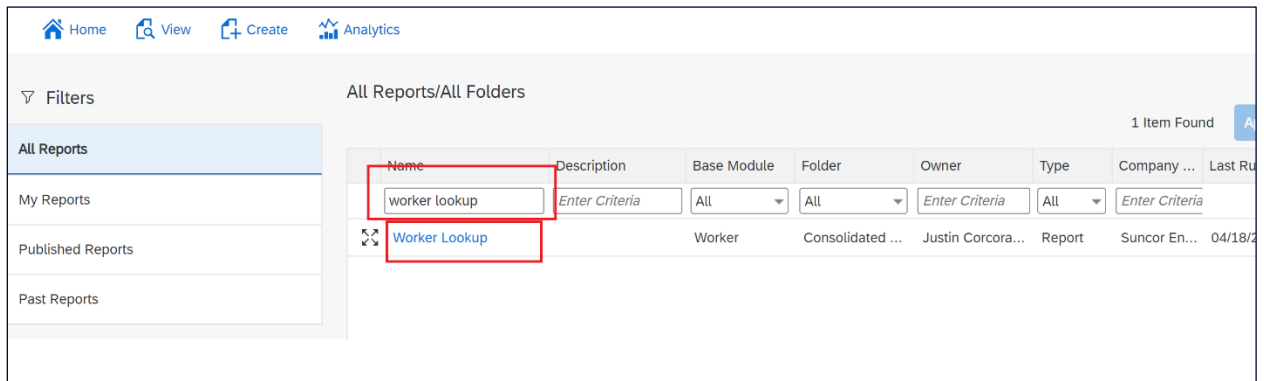
Procedure steps

Run a report to view multiple workers at one time:

1. Click **Analytics** > View **All Reports**



2. Search **“Worker Lookup”** in the **Name** field. Click on **Worker Lookup** report.





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- Adjust the **Worker Start/End Date** as needed, then click **Run**.

Worker Lookup

REPORT

Run Edit Actions ☆

Details Related Items Previous Runs

Filter Sets : Worker Lookup-DEFAULT Save

Filter Logic 1

1 Worker Start/End Date Between 03/23/2020 to 04/05/2099

Profile Worker Display Latest

Data Source Latest

Show Data For All My Group My Own

- The **Security ID** is a unique identifier tied to the badge number and must be used as shown in Fieldglass to ensure the worker does not lose their badge and historical training.

A	B	C	D	E	F
Worker Lookup (Worker Start/End Date Between 03/23/2020 and 04/05/2099)					
Worker Type	Status	Worker	Security ID	Suncor Worker ID	Worker ID
Profile Worker	Open	Worker1, Example	0101HYDXXXXX	123456	SUENPW00030249

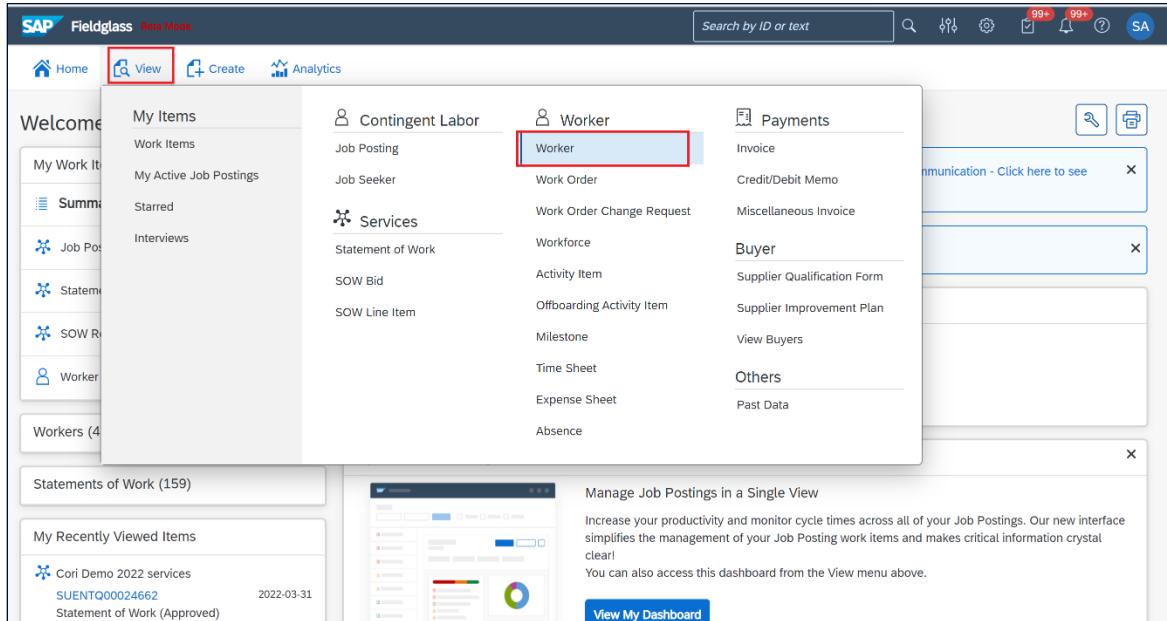
- If the **Security ID** field is blank, the security ID visibility may need to be enabled. Please refer to the **QRG Enable Security ID Visibility**, located in the Fieldglass Reference Library.



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Look up workers individually to view security ID:

1. Select **View > Worker**, under the **Worker** section.



2. Select the **ID** for the applicable worker.

The screenshot shows the 'Workers' table in SAP Fieldglass. The table has columns for Status, ID, Name, Site, Buyer, Start, and End. The ID 'SUENW00003381' is highlighted with a red box. The table is filtered to show 'Type: SOW Worker (99)'.

Status	ID	Name	Site	Buyer	Start	End
Open	SUENW00003381	TRUCK, WATER JET	BASE PLANT	Suncor Energy	2022-03-01	2022-04-30
Open	SUENW00004081	Parakkal-Manuval, Listan	BASE PLANT	Suncor Energy	2021-01-01	2022-04-30
Open	SUENW00004092	Finli, Robert	BASE PLANT	Suncor Energy	2021-01-01	2022-04-30
Open	SUENW00004093	Sturjki, Alfred	BASE PLANT	Suncor Energy	2021-01-01	2022-04-30
Open	SUENW00004084	McLaughlin, Robert	BASE PLANT	Suncor Energy	2021-01-01	2022-04-30
Open	SUENW00004095	Sharma, Sarvesh	BASE PLANT	Suncor Energy	2021-01-01	2022-04-30
Open	SUENW00004096	Besulieu, Roch	BASE PLANT	Suncor Energy	2021-01-01	2022-04-30
Open	SUENW00004097	Atly, Jwadi	BASE PLANT	Suncor Energy	2021-01-01	2022-04-30
Open	SUENW00004098	Campbell, Derek	BASE PLANT	Suncor Energy	2021-01-01	2022-04-30



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3. The security ID can be found by scrolling down and in the **Security ID** field.

Dennehy, Nathan WORLEY EXTRACTION STAGED PO 2021(DIRECT)		Actions
WORKER		
Address 1	Allow Worker to submit SOW Line Items	No
Address 2	Auto Invoice all Characteristics, Time Sheets and Expense Sheets	Yes
City	Remit-to Address:	(No Value)
State/Province	Gender	Male
Country/Region	Service Master Number	3117126 PIPEFITTER,FOREMAN
ZIP/Postal Code	Current Work Order Details	
	Work Order ID	SUNWOO0002953
	Work Order Buyer Reference	343457
	Work Order Supplier Reference	
	Start Date	2021-01-01
	End Date	2022-04-30
	Worker Primary Contact	Luie Raczynski (LRACZYNSKI@suncor.com)
	Site	BASE PLANT (AW02)
	Location	BASE PLANT (AW02)
	Business Unit	Suncor Energy OS LP (1000)
	Security ID	0903NATDENXX

Note: During conversion of worker data from previous Suncor systems, if the city was unknown, "XX" was used. **This should not be changed to ensure no duplicate badging occurs.**