



Program Introduction and Business Processes Guide

YAHOO!

Contingent Workforce Management Program for Staffing Agency Contactors

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PROGRAM CONTACT INFORMATION

Things you should know

Your supplier (employer) is the main point of contact for any questions you have about the program or IQNavigator. The TAPFIN Program team contact information is listed in case you cannot reach your supplier (employer).

Program Team Contacts

Program Email:

tapfin@yahoo-inc.com

Program Phone:

408-349-7410

IQNAVIGATOR ACCESS

IQNavigator is the tool utilized by Yahoo to support the Contingent Workforce Management program. IQNavigator is accessed from any internet connection.

<https://augustus.iqnavigator.com/>



You can also access IQNavigator via a mobile phone. Download the IQNavigator app for android operating system (time entry only) or Apple operating system (time entry and expense entry).

These applications are available for download from the Android Marketplace (<https://market.android.com>) and iTunes (<http://itunes.apple.com>).

TRAINING AND REFERENCE MATERIAL OVERVIEW

Things you should know

This **Program Introduction and Business Processes Guide** is specific to your program’s processes and system configuration. Specific details on performing tasks within IQNavigator are found in the job aids. All job aids are accessed from Help in IQNavigator.



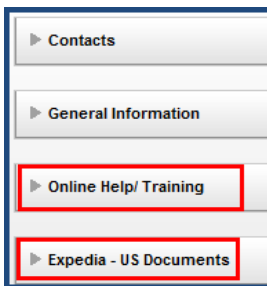
Terminology

IQNavigator has a certain set of default terminology which is used in reference and training materials. Your specific program or supplier (employer) may use slightly different terminology for some items.

| IQNavigator Term | Yahoo! Term | Definition |
|--------------------|---|---|
| Supplier | Supplier / Vendor / 3 rd party | Staffing agency that employees the worker |
| Worker / Candidate | Staffing Agency Contractor | A temporary worker recruited by an outside staffing agency and employed by that agency in an employer-worker relationship |

Questions and support

- Contact your supplier (employer) or the IQNavigator Help Desk.
- Job aids and process guides are found in the **Online Help** and **Documents** area of the **Help** section.



TIME AND EXPENSE BUSINESS RULES

Key IQNavigator timelines and deadlines

Weekly Time Entry Period:

Time and Expense Submittal Deadline:

Monday to Sunday

Monday by 12:00 pm local time


(For time worked the previous week)

Additional Time Entry Information

- A new timecard is automatically generated in IQNavigator at the beginning of each new time entry period and is available to you when you log in.
- If you enter in hours, put them in regular, overtime and double time applicable sections. See first screenshot below.
- If you enter in specific times, put them in the specific section for each day. You can add a break time, if needed. See second screenshot below.
- You can enter your time daily, or you can enter it all at once prior to the submittal deadline.
- Submitted timecards are routed to your manager for approval.
- A submitted timecard can be edited. Open the timecard, click **See all Actions > Retract Request > Error correction required** and make the necessary changes.
- If your timecard is rejected, you receive an email notification and must correct the item and resubmit for approval.

The screenshot shows a web-based time entry form. At the top right are 'Save Draft' and 'Submit' buttons. The form header includes 'Resource, Test', 'Administrative Assistant (3058963)', and 'Status: Under Development'. There is a 'Comments' text area and a 'Document Attachments' section with 'Browse...' and 'Attach' buttons. The main data entry area is a table with columns for days (Sat 24/08/13 to Fri 30/08/13) and a 'Total' column. Rows include 'Regular Hours', 'Overtime Hours', and 'Double Time Hours'. To the right of the table is a 'Cost Allocation Code 1' dropdown menu set to '83629 Global Procurement 9901.14250' and another 'Comments' text area. An 'Add New' button is located below the table. At the bottom of the form is a summary row with the same day and total columns, showing all zeros. 'Save Draft' and 'Submit' buttons are also present at the bottom right.

| | Sat 24/08/13 | Sun 25/08/13 | Mon 26/08/13 | Tue 27/08/13 | Wed 28/08/13 | Thu 29/08/13 | Fri 30/08/13 | Total |
|-------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------|
| Regular Hours | | | | | | | | 0 |
| Overtime Hours | | | | | | | | 0 |
| Double Time Hours | | | | | | | | 0 |
| | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Doe, John
Procurement Strategic Sourcing Manager (3157949) 
Status: Under Development

Comments:

Document Attachments:

| Mon 9/9/13 | Tue 9/10/13 | Wed 9/11/13 | Thu 9/12/13 | Fri 9/13/13 | Sat 9/14/13 | Sun 9/15/13 | Total Hours |
|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| 0 Hours 0 Breaks | 0 Hours 0 Breaks | 0 Hours 0 Breaks | 0 Hours 0 Breaks | 0 Hours 0 Breaks | 0 Hours 0 Breaks | 0 Hours 0 Breaks | 0 Hours 0 Breaks |

Time In: : AM Hours: 0

Time Out: : PM

Cost Allocation Code 1:

Cost Allocation Code 2:

Comments:

Mon 9/9/13 - Total Hours Time: 0

Additional Expense Information

- When you have expenses, enter expenses into the IQNavigator tool on a weekly basis (regardless of where you enter your time).
- IQNavigator has an expense report application for contractors using mobile devices the Apple iPhone operating system. At this time, this application is **only** available for the iPhone mobile device for download from iTunes (<http://itunes.apple.com>).
- You must attach receipts for all expenses in IQNavigator.
- If your expense report is rejected, you receive an email notification and must correct the item and resubmit for approval.
- Refer to the Yahoo Travel & Expense Policy for a listing of what items are covered and what items are not reimbursable.