

Vendor: Introduction to Workday VNDLY

Overview

This guide provides vendors an overview of the Workday VNDLY program as implemented by the Oklahoma Office of Management and Enterprise Services (OMES).

This guide covers:

- What is Workday VNDLY.
- Why Workday VNDLY.
- Key terms.
- General log-in information.
- MFA registering and log-in instructions.

What is Workday VNDLY

Workday VNDLY is a web-based workforce management application used for managing the following functions:

- Candidate/resume submittal.
- Review and selection process.
- Time and expense tracking and approval.

Why Workday VNDLY

Through the web-based application, hiring managers, contractors and vendors can all be connected within the same system. Vendors will be able to receive requests through VNDLY, match potential candidates to a request and submit the candidate for consideration to a hiring manager. If a candidate is selected for an engagement, they will also be invited to access VNDLY to submit timesheets for payroll. Invoices will be generated automatically from approved time/expense entries for payment by OMES or agency.

Key terms

User accounts – the username and password cannot be a group email and must be the named main point of contact for SW1025/SW1050 contract. Each username and email must be unique. Vendors are encouraged to provide/utilize an administrator that can make updates and manage user accounts for the vendor.

Access – the URL for access to Workday@OK’s instance of VNDLY is okgov.vndly.com.

Contractor access – vendors are responsible for training contractors on how to access the system. Vendors will also provide access to the contractor user guides.

Submitting candidates – hiring managers will submit their requests for candidates through the system. Vendors will provide/select the best suited candidates to the hiring manager once the vendor has verified the candidate information and documentation.

Interviews – the system will manage the interview process between the hiring manager, the vendor and the contractor.

Contracting off SW1025 IT staffing – once a candidate has been selected, and the pay rate/hours are negotiated in the system, the hiring manager will submit the agreement to OMES IS Legal for execution by the vendor and state CIO. The agreement is submitted into ePro workflow approval for the issuance of a purchase order. This finalized contract and PO information will be loaded into VNDLY to start the process to onboard the contractor.

Background checks – before a candidate can be onboarded, they must be cleared with the appropriate background check within the system. While the role is being built by the hiring manager, the security approver will be included to determine the correct background check required for the assignment.

Timesheets and timing of submission deadlines – timesheets will be submitted by contractors weekly for approval. Time for the contractors can be entered by the contractor or vendor.

Timesheet adjustments – can be done by the hiring manager.

Billing and payment – VNDLY will automatically create invoices for all timesheets and submit them for payment through the Oklahoma PeopleSoft API.

Change orders – any modifications to a release of SW1025 or SW1050 that change the name/rate or dates must be executed within Information Services Legal as an amendment to the agreement and a change order must be created to modify the existing PO before changes are made within the VNDLY system.

Contracting off SW1050 – Statement of Work (SOW) – SOWs are developed, signed and purchase order executed prior to being entered into VNDLY to start the resource management. The SOW documents must have a specific payment scenario provided for the hiring manager to enter into VNDLY so that payments are developed as expected. The following are the types of payment scenarios:

- Fixed payment – fixed payments that will be made at prescribed intervals to be invoiced and paid. Payment amount is not dependent on resources used or time spent.
- Unit payment – hourly payments that are applied to the roles on a project. Payment is determined by the quantity of service received. Roles can have tracked and non-tracked hours.
- Milestone payment – invoicing and payments made according to a prescribed milestone achievement being met. Payments are broken up and invoiced upon successful completion of each development milestone.
- Time and materials – payment is determined by the amount of time spent and materials used to deliver service.

Sign in as a first-time user

Step 1: Go to okgov.vndly.com

Step 2: Type in your username.

Step 2a: Your username will be your company email address.

Step 3: Click **Forgot Password**.

Step 4: Receive your password reset email and follow the link to reset the password.

Step 5: Once your password has been set, navigate back to the login screen and log in with your username and new password.

Step 6: Review the terms and conditions. If you agree, select **Accept** and then **Continue** to set up your MFA.

Multi-Factor Authentication (MFA).

VNDLY supports enhanced security for user accounts with multi-factor authentication (MFA). When enabled, users with a VNDLY login will be prompted to present a separate token that validates their identity. This provides additional security by preventing unauthorized access in the event a user's password is compromised.

Step 1: You will receive a prompt from within Workday VNDLY to set up multi-factor authentication.

Step 2: On the next page, a QR code will display. Use your authenticator app to scan the QR code. This will register your sign-in and device.

Step 2a: Common apps include: Google Authenticator, Duo Mobile, LastPass Authenticator, Authy or Microsoft Authenticator.

Step 3: The authenticator app will now provide one-time password for logins. This token will reset every thirty seconds. You will be prompted to enter this one-time password (OTP) to confirm the authenticator app has registered the token.

Login process after MFA setup.

Step 1: Log in with your normal credentials to start.

Step 2: Workday VNDLY will prompt you for a one-time password generated from your authenticator app. Enter this OTP.

Step 3: (Optional) Select the checkbox that says **Don't ask again on this device for 30 days** if you wish to not have to use the MFA for 30 days. Only do this if your device is secure.

Resetting your MFA token.

Step 1: Navigate to your profile icon/name in Workday VNDLY in the upper right-hand corner.

Step 2: At the bottom the drop-down menu, select the link that says **Reset MFA Token**.

Step 3: Select **Confirm** on the prompt Are you sure you want to reset your MFA token?

Step 4: You will be taken to the start of the MFA registering process for your new device.

Navigation

Scorecards are a way of keeping track of important information in Workday VNDLY. Scorecards are located below the global navigation bar at the top of the page.

Notifications related to your role and environment appear on the right side of the screen.

Messages are a way to communicate within Workday VNDLY. In-app messages from others will appear in your inbox which you can open by selecting **Inbox**.