

Contingent Workforce Solutions Global Business Process

Business Process Steps (User Actions)

User Action
Performed in CWS

User Action
Performed
Outside of CWS

Performed Either
in CWS and/or
Outside of CWS

Decision Points

Decision Made
by CWS

Decision Made
by User

Email Communication

Sent or
Received
In CWS

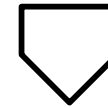
Sent or
Received
Outside of
CWS

Sent or
Received
In or
Outside of
CWS

System Actions

Performed
in CWS

Flow Connectors



Connects to a different sub process flow.



Connects process steps to either another page or step in the same sub process.
- Y = Page number
- Z = Connector number

For example, 4.1 connects to page 4 using connector number 1 on page 4.

Miscellaneous Symbols

Begin Process

End of Process

Swim Lanes

R
o
l
e

Defines the role who performs the business process actions.

Ownership/Roles

3M Contingent Workforce Solutions COE – Center of Expertise responsible for management of program and service delivery model

Local HR – individuals who partner with 3M client to facilitate demand planning, strategize talent options & encourage adoption of global business process

Sourcing – specialists who negotiate supplier contracts & payment terms, strategize talent options & encourage adoption of global business process

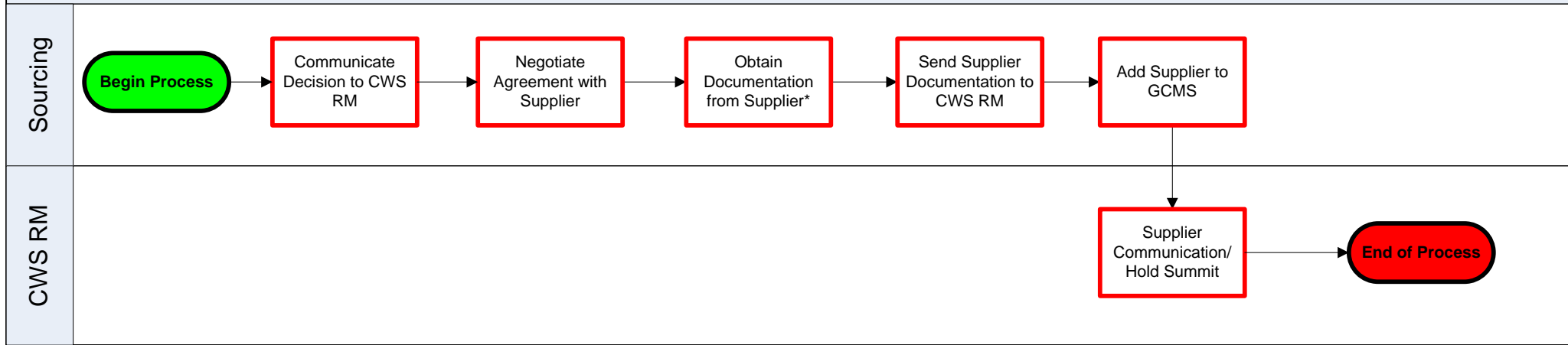
Contingent Workforce Solutions Relationship Managers (CWS RMs) – group responsible for providing day-to-day fulfillment and administration of the Contingent Workforce Solutions program to 3M

Business/3M Client – talent requestors and owners of human capital, budget & capacity planning

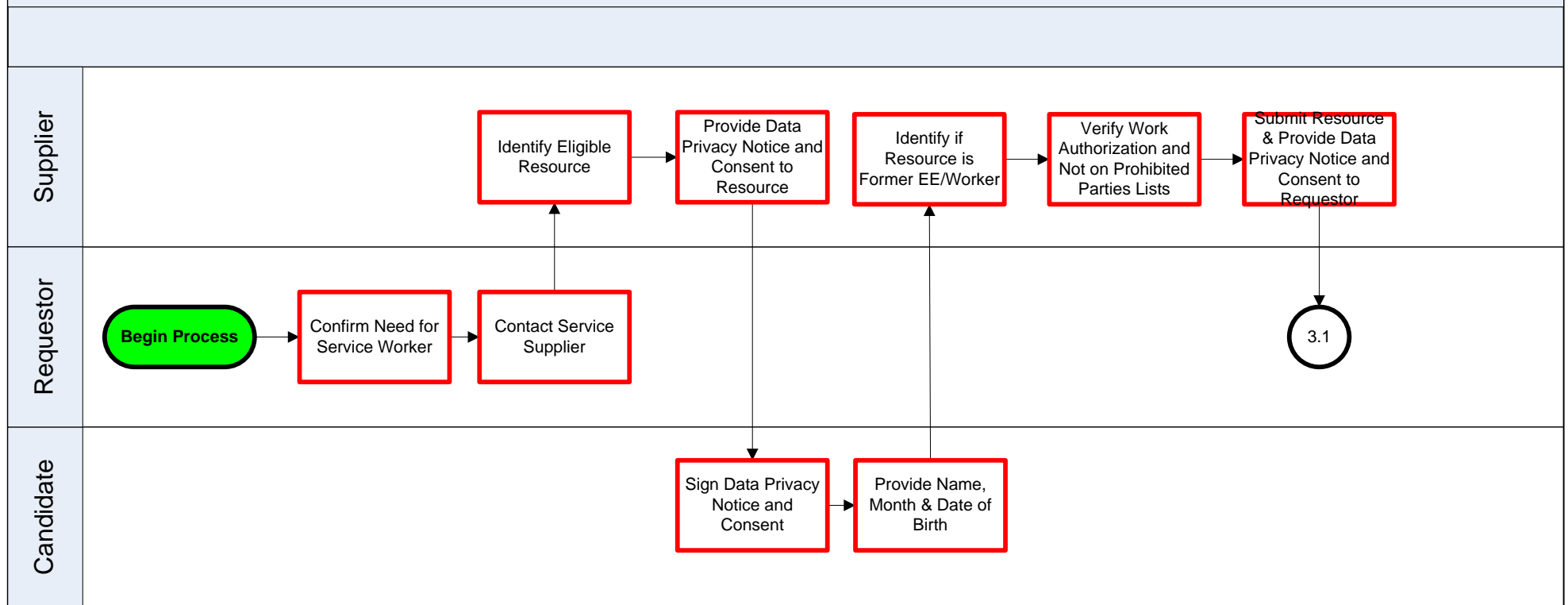
Supplier – a third party provider of talent contracted by 3M

Candidate – individual not employed by 3M who may be submitted to a 3M position by a supplier

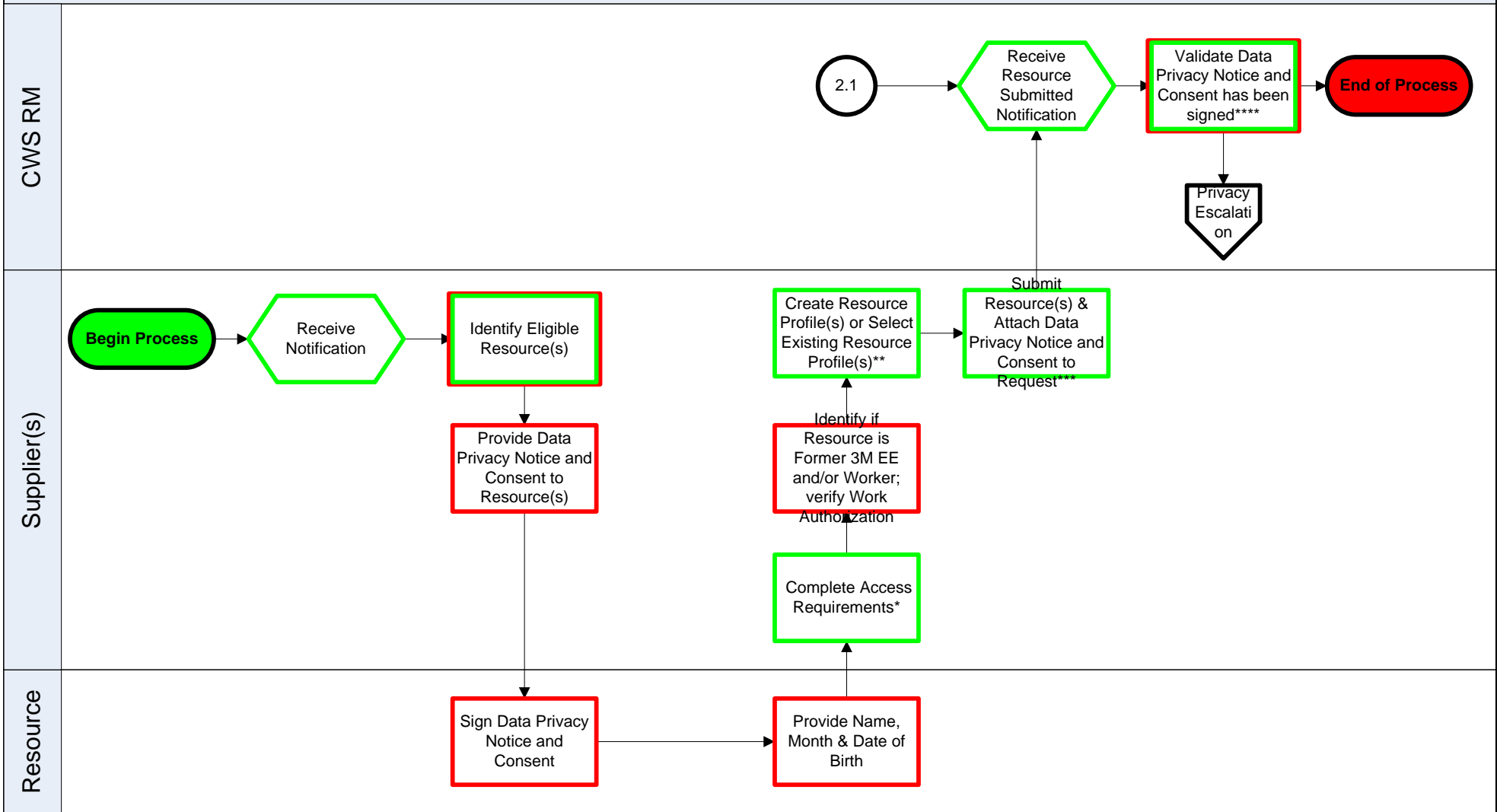
Resource/Worker – individual not employed by 3M who is on temporary assignment at 3M through a supplier



*Documentation includes: Beeline VMS Access Agreement, Network Access Agreement, Supplier Profile Form, and 3M Agreement.



NOTE: Requestor may be a 3M employee or 3M contingent worker; 3M contingent worker must be assigned a UPIN to access the VMS tool. If resource is a former 3M EE and/or Worker, supplier will indicate when submitting worker to requestor.

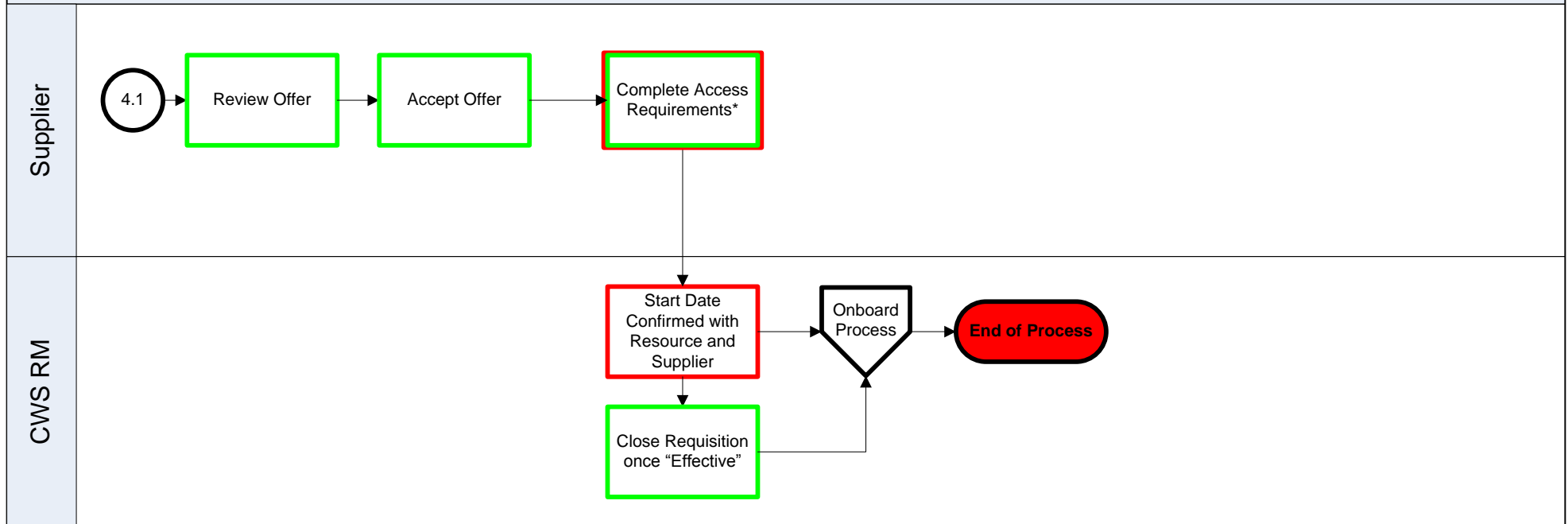


***Access Requirements:** See Supplier Portal for applicable local access requirements. Ensure requirements are selected based upon where the worker will be physically located.

**Resource profile includes resource's name and Unique ID. Unique ID will be masked from all users.

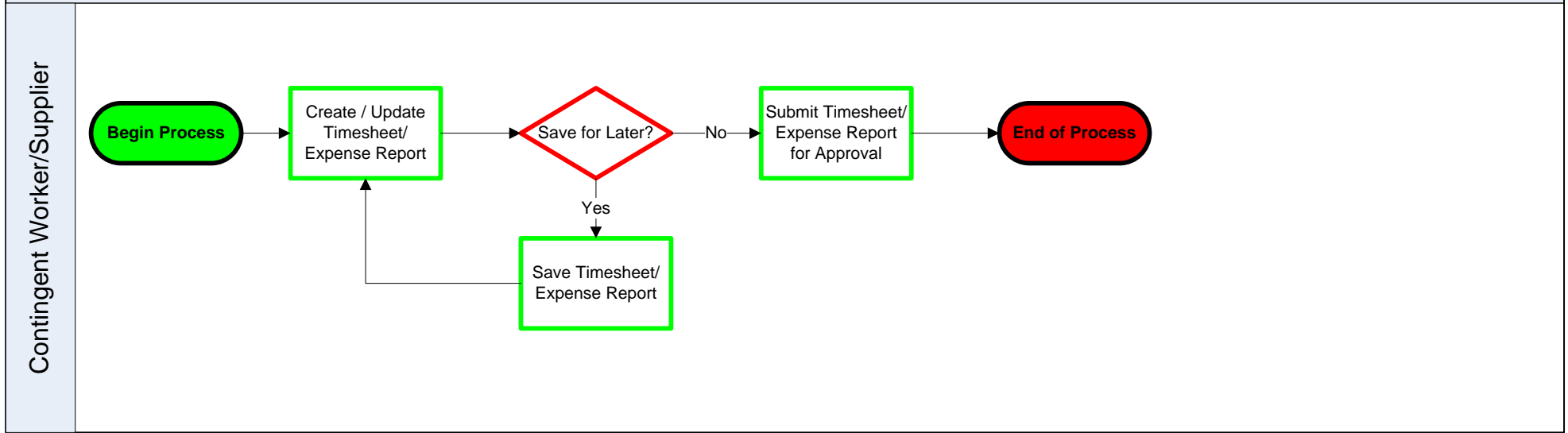
***Resource cannot be submitted without Exhibit 1 Data Privacy Notice and Consent attached and Date Signed field populated. Exhibit 1 Data Privacy Notice and Consent must be signed within 30 days of resource being submitted to request. Supplier to retain original Exhibit 1 Data Privacy Notice and Consent signed by resource. If resource is a former 3M EE and/or Worker, supplier will indicate when submitting resource to request.

****CWS RM opens request, reviews attached Exhibit 1 Data Privacy Notice and Consent to validate 1) form was not altered or edited, resource's signature and date signed is included and date signed on Exhibit 1 Data Privacy Notice and Consent matches date populated in Date Signed field on the request.

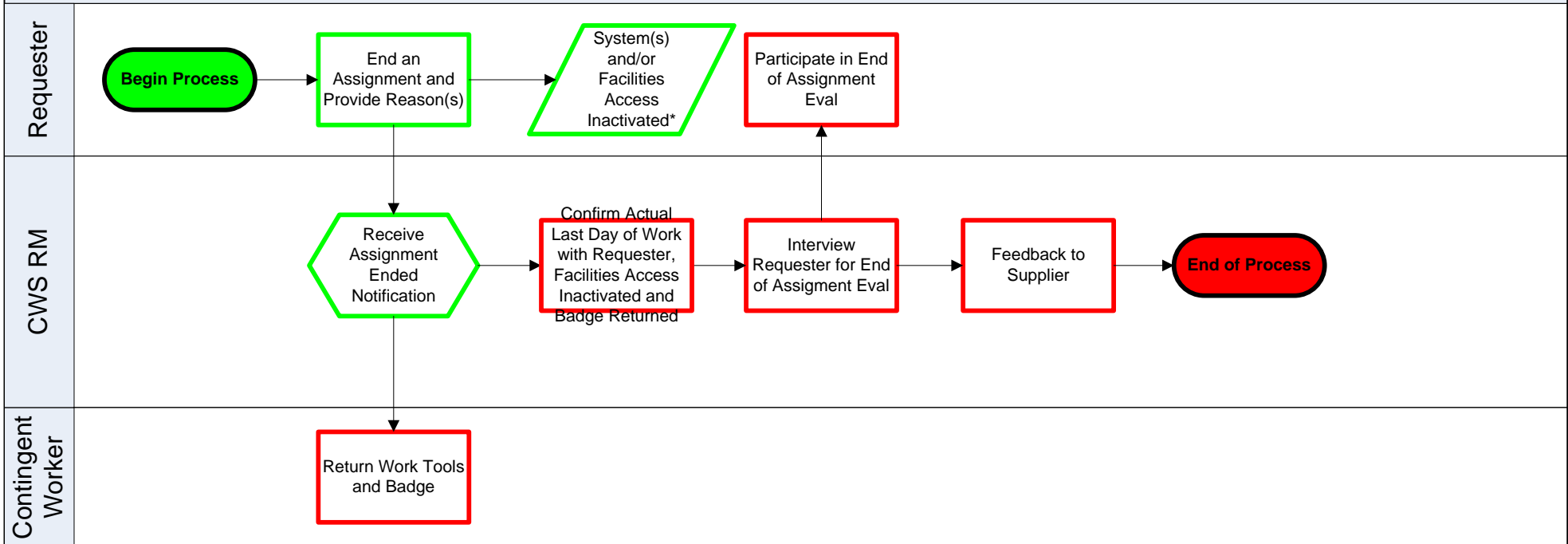


***Access Requirements:** See Supplier Portal for applicable access requirements. Ensure requirements are selected based upon where worker will be physically located.

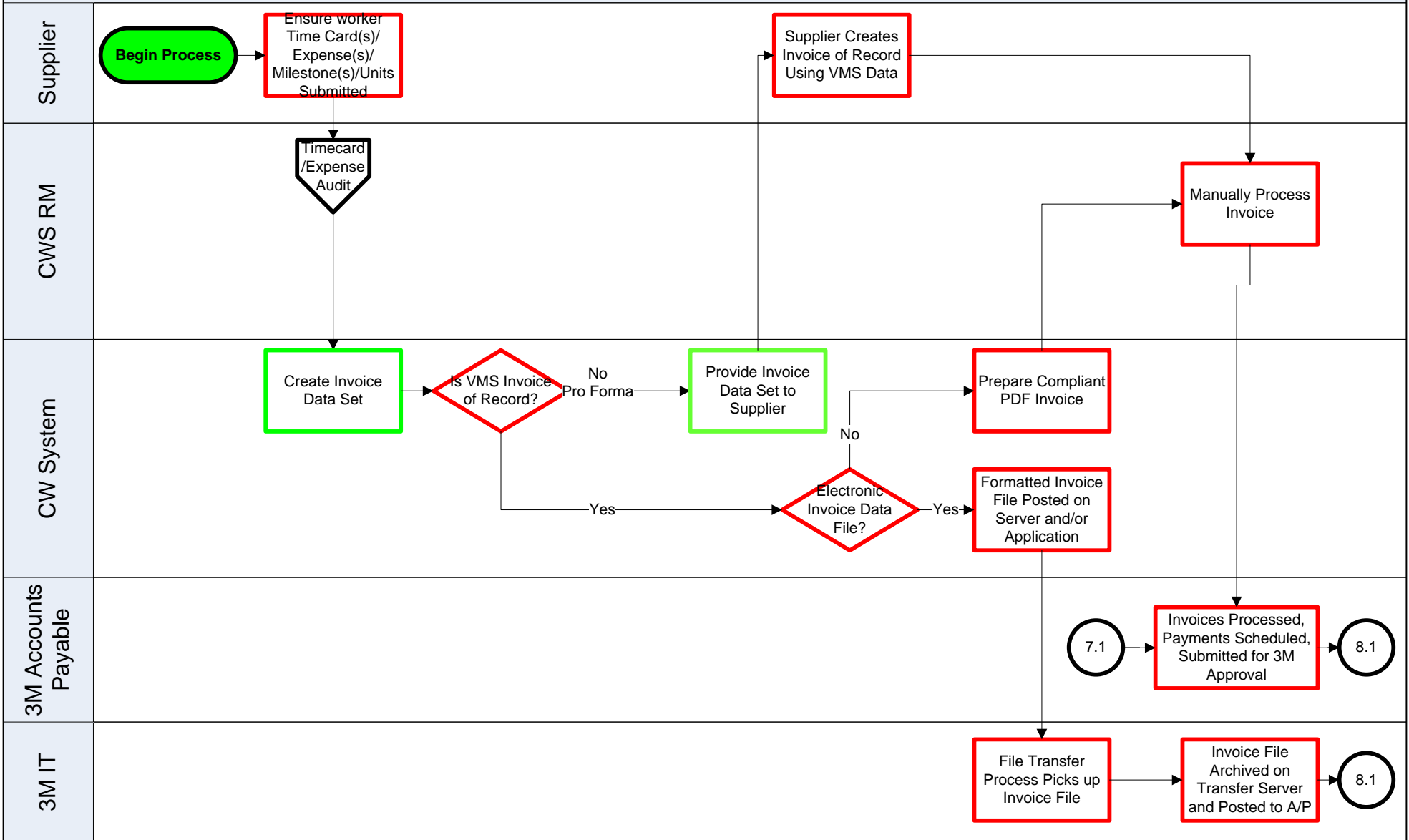
Note: Supplier audits conducted periodically.

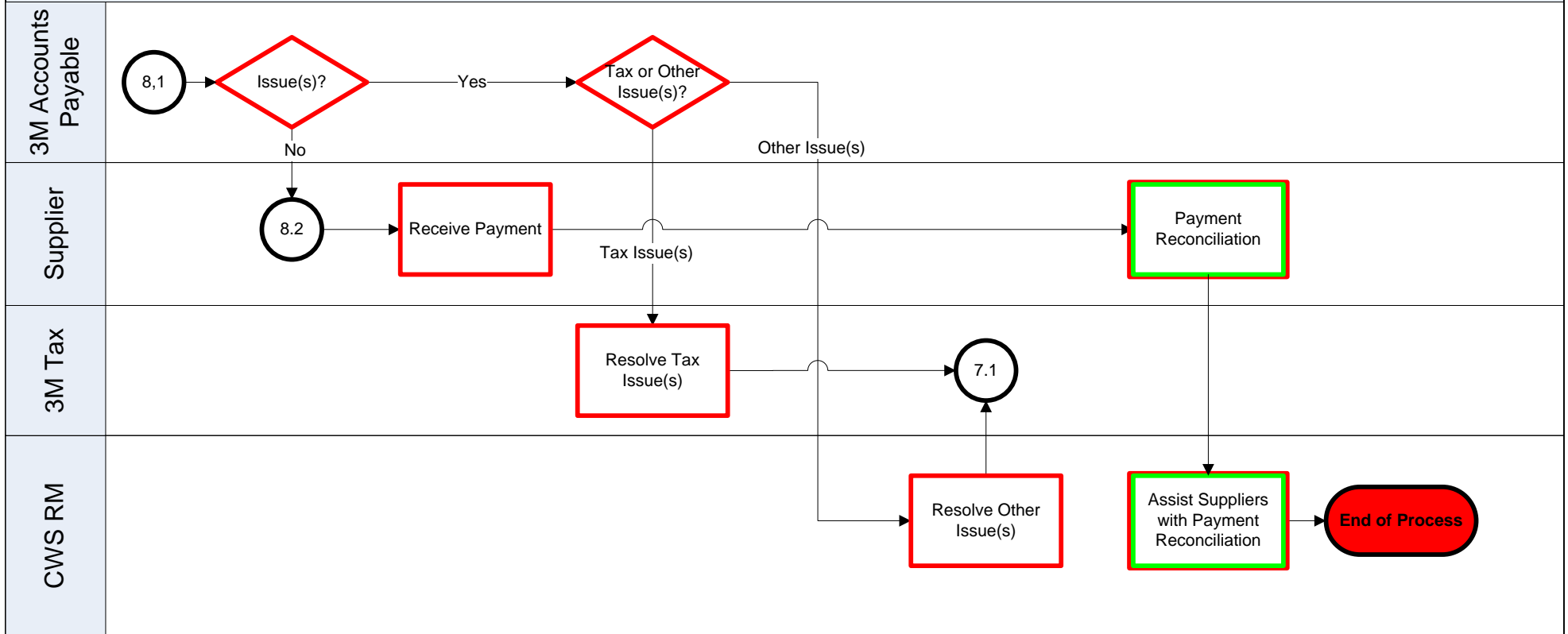


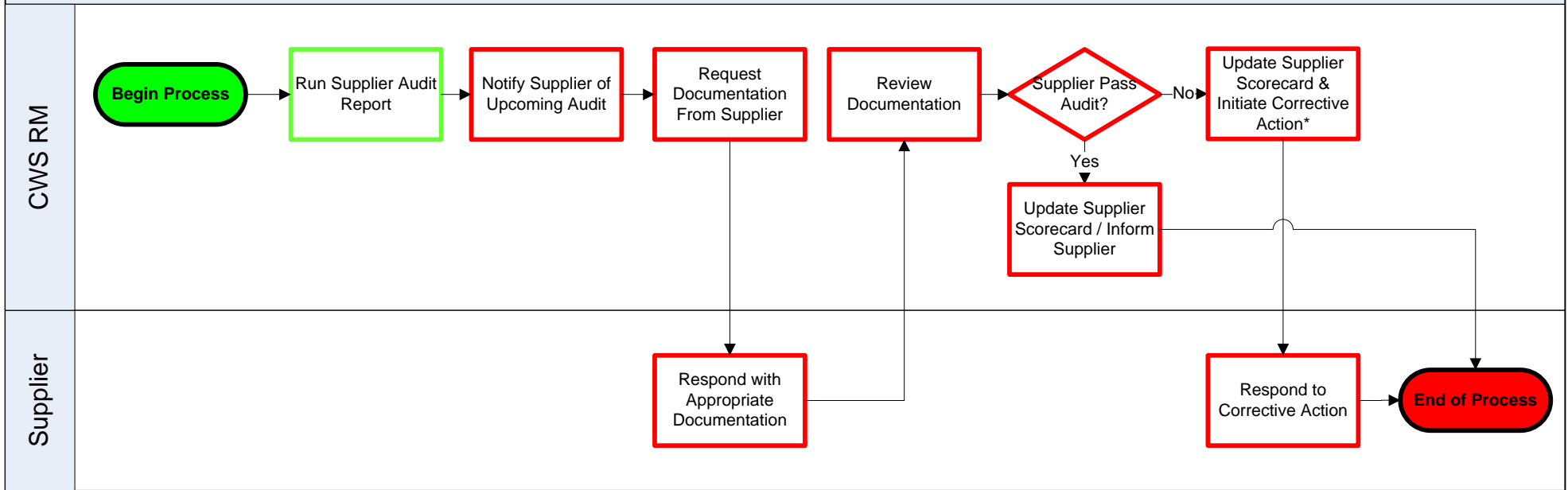
Best Practice: Timesheets must be submitted promptly on a weekly basis by either the worker or supplier. Supplier manages missing timesheets and/or expense reports.



*If not using AREQ for facilities access, CWS RM to verify facilities access has been inactivated and badge has been returned.







Access requirements are defined as compliance, process and documentation requirements outlined on the Supplier Portal.

*See Supplier Audit plan for audit specifics including corrective action steps.

