



Deloitte

Contractor User Guide – Engagement Assignments

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Introduction

Accessing Flextrack

Username and passwords are provided to you by your supplier at time of onboarding. To access the VMS:

1. Please go to the following URL and enter your username and password.

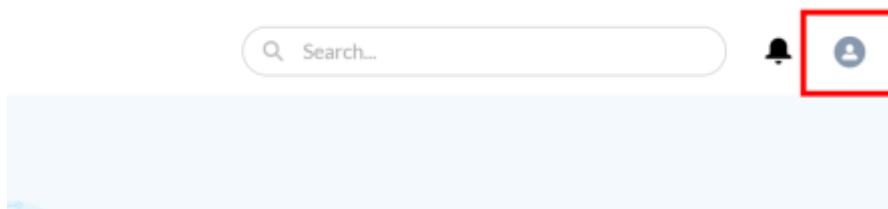
<https://flextrack-deloitte.my.site.com/contractors/s/>

The image shows the Flextrack login interface. At the top is the Flextrack logo. Below it is a login form with two input fields: 'Username' with a person icon and 'Password' with a lock icon. Below the fields is a blue 'Log in' button. At the bottom of the form is a link that says 'Forgot your password?'.

2. Enter the login credentials provided and click '**Login**'.

Updating Profile Settings

1. To change profile settings, click the profile icon in the top right-hand corner and select '**My Settings**'.



2. On "**Details**" tab, click '**Edit**' and update contact information as needed.

DETAILS MY SETTINGS



Ariane Wenger
Customer

1234

Name	Ariane Wenger	Manager	
Title		Company Role	
Email	arianewenger@gmail.com	Phone	
Address		Mobile	
About Me			

- On **'My Settings'** tab, change password and language preferences as needed.
 - For English, please change Language to **'English'** and locale to **'English (Canada)'**.
 - For French, please change Language to **'French'** and locale to **'French (Canada)'**.

DETAILS MY SETTINGS

Cancel Save

Account

Username
arianewenger@gmail.com

Email Address
arianewenger@gmail.com

Password
Change Password

Location

Language
English

Locale
English (Canada)

Time Zone
(GMT-0400) Eastern Daylight Time (America/New_York)

Cancel Save

Engagement Assignments

Accessing Engagement-Assignments

- Select **'Assignments'** from top navigation bar
- Click the blue hyperlink in the **'Assignments'** column

FLEXTRACK Home Unit Sheets Expense Reports **Assignments** Cases Support


Assignments Engagement Assignments - Active

1 Item • Sorted by Assignment • Filtered by: All assignments • Status: Assignment, Record Type • Updated 2 hours ago

Search this list...

Assignment	Status	Start Date	End Date	Primary	Account	Hiring Manager	Assign	Expense Approver 1
10000011 - 10000011 - 10000011 - 10000011 - 10000011	Active	2023-12-01	2024-04-30	\$77.00	Consulting	Hiring Manager	Create	Project Time & Expense Approver

- An Assignment will open where you can access details such as start date, end date and job description.


Assignment
E0000052 - A00131 - Eduardo Edwardson OLD (before UAT)

[+ Follow](#)
[Add/Create Charge Code](#)

Engagement
[E0000052 - DELoitTE INC. PwC CHB](#)

Job Title
Agile Coach - Jankar

Status
Active

Start Date
2023-12-01

End Date
2024-04-30

DETAILS
RELATED

Engagement
[E0000052 - DELoitTE INC. PwC CHB](#)

Status
Active

Assignment
E0000052 - A00131 - Eduardo Edwardson OLD (before UAT)

Assignment #
A00131

Account
Consulting

Start Date
2023-12-01

End Date
2024-04-30

Preferred Language
English

Adding Charge Codes to Engagement-Assignments

It is the Contractor's responsibility to add charge codes to your Engagement-Assignment.

If no charge codes are added, you will not be able to submit any unit sheets or expense reports for approval. At least one charge code must be added prior to submission of unit sheets/expense reports.


If you are unsure which charge code to use, please contact your Deloitte Hiring Manager.

There are 2 types of charge codes

- a) WBS Codes
 - a. Typical format: 18RE0002 – MCK1-0001-8
 - b. The VMS will validate your entry and ensure the code is correctly formatted
- b) GL Codes
 - a. Typical format: 123467
 - b. The VMS does not validate GL codes and you must ensure the code is correctly formatted

To add a charge code to your Engagement Assignment, please:

1. Click '**Assignments**' in top navigation bar
2. Select the blue hyperlink for the Assignment name

Assignments
Engagement Assignments - Active ▼ 

3 items • Sorted by Assignment • Filtered by All assignments - Status, Assignment, Record Type • Updated a few seconds ago

	Assignment ↑ ▼	Status ▼	Start Date ▼	End Date ▼
1	E0000005 - A00003 - Johnny Braveman	Active	2023-08-01	2023-10-24
2	E0000018 - A00027 - Johnny Braveman	Active	2023-08-01	2023-10-31
3	E0000037 - A00043 - Jack Smith	Active	2023-06-01	2023-09-30

3. Select '**Add/Create Charge Code**' in the top right hand corner.

Add/Create Charge Code ▼

4. Search for the charge code – you must enter the charge code exactly as the manager provided to you.

Add/Create Charge Code

Enter an exact match of the Charge Code you want to use to filter the Charge Code pick list.

* Charge Code

ESD00110-01-01-01-NB10

Next

5. Select the appropriate charge code from the charge code list and click '**Next**'.

Add/Create Charge Code

Charge Codes Available for Selection





Showing 1 of 1 item • 1 item selected

Charge Code Number	Cost Center	Description
ESD00110-01-01-01-NB10	220001291	Deloitte Inc.

Add Another Charge Code ☐ No

[< Previous](#)
[Next >](#)

6. Repeat this process until all appropriate codes are added to the Engagement-Assignment.
7. All charge codes are stored under the 'related tab' of the Engagement-Assignment. You can remove a charge code by selecting the down arrow next to the code and choosing 'delete' from the menu options.

DETAILS RELATED				
<div>  Engagement Charge Codes (3) </div>				
Charge Code Record ID	Charge Code Number	Description	Charge Code Status	
CCID0000187	ESD00110-01-01-01-NB10	Deloitte Inc.	Active	<div></div>
CCID0000055	DEL21739-01-01-CA-CA10	Deloitte Inc.	Active	<div></div>
CCID0000056	60000000-123456		Active	<div></div>
View All				

Support

To access reference guides or for technical support, please click **“Support”** in the top navigation bar. Select **“Help Center”** to access the Quick Reference Guides or select **“Contact Us”** for further questions.

