FLEXTRACK™

Deloitte

Contractor User Guide – Engagement Assignments

Contents

Introduction

Accessing Flextrack

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

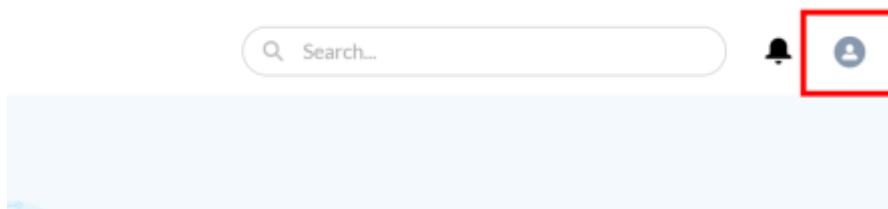1. Please go to the following URL and enter your username and password.

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

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.

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

Engagement Assignments

Accessing Engagement-Assignments

1. Select **'Assignments'** from top navigation bar
2. Click the blue hyperlink in the **'Assignments'** column

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

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

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

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

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

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.