

# A HIRING MANAGER'S GUIDE TO STAFF AUGMENTATION



## Inside this guide:

- Staff Aug Process Timeline
- Hiring Manager Responsibilities
- Staff Aug Request Form Instructions
- Quick Tips & Contact Information

# STAFF AUG

## PROCESS TIMELINE

### Submit Staff Aug Request to Allied Power

- Once a Justification is approved, the Hiring Manager will submit the Staff Aug Request Form (SARF) to Allied Power. The SARF notifies Allied Power of your Staff Aug needs and begins the process of Allied Power hiring on a Staff Aug resource.

### Exelon Onboarding

- Hiring Manager receives Rate Sheet and is responsible for setting up the contractor in the following Exelon systems (as needed):
  - PASSPORT
  - BEELINE
  - ILLUMINATE

### End Date

- Hiring Manager and employee are responsible for communicating to APR when the assignment is complete.
- Any absence of 30 days or more with expectation of returning should be supported by a Break in Service Form

6 months prior to start for Outage, 30+ days prior to start for all others

14+ days prior to start

Duration of assignment

Submit and receive approvals from Exelon

Within 7 days of receiving SARF

Start date

End date

### Exelon Contractor Justification

- Hiring Manager submits a contractor justification form for approval through Exelon's Fleetwide Contractor Review Process. Approval from CCB/CNO must be received prior to submission of a SARF.

### Filling SARF

- Resumes of qualified candidates will be provided when hiring manager does not have a preferred candidate in place
- Allied Power Resources (APR) will extend offer of employment
- Once candidate has accepted offer of employment, a Rate Sheet will be sent to their Exelon Hiring Manager

### Start Date

- APR hires employees based on the start date scheduled by the Hiring Manager
- NOTE: Let APR know if there are any changes to the start date or in-processing location ahead of time.

### Separation & Feedback

- When a Staff Aug assignment is complete, APR will send out the Resource Performance Feedback (RPF) to hiring manager and an End of Assignment Questionnaire (EOA) to the employee to complete electronically and receive feedback on the assignment

NOTE: Timeline listed above is based on SM-AA-4005 procedure.

# STAFF AUG PROCESS


## EXELON HIRING MANAGER RESPONSIBILITIES

The following steps provide Hiring Managers with a high level overview of their responsibilities in the process of bringing in a staff augmentation contractor. Please consult Exelon internal procedures for more detailed information.

### STEP 1 CONTRACTOR JUSTIFICATION

Exelon requires ALL Allied Power Staff Aug positions be approved through the Fleetwide Contractor Review Process (FCRP)

- Submit a justification form at <https://exelonjustifications.com/>
- Whenever possible, justifications should be submitted 30+ days in advance of the start date
- This approval process on average takes 7-14 days as it is routed through the site/department VP and on to the Contractor Control Board (CCB) for approval
- Each site/department has a FCRP Representative available to assist with questions on this process


 Website Assistance:  
[helpline@exelonjustifications.com](mailto:helpline@exelonjustifications.com)

**EXELON APPROVAL  
TO HIRE**

### STEP 2 STAFF AUG REQUEST

Notify Allied Power of your staffing needs by submitting a Staff Aug Request Form (SARF).  
Instructions on page 4.

- Once the justification is approved, send the Staff Aug Request Form (SARF) to Allied Power so they can begin staffing the position.
- SARFs can be named or unnamed (TBD). If you need Allied to recruit to fill the position, please put 'TBD' for the name and enter details about the position in the free cell sections
- A Rate Sheet will be sent to the Hiring Manager after the candidate has accepted the job offer from Allied Power


 (630) 657-4762  
[Staffaug@alliedpwr.com](mailto:Staffaug@alliedpwr.com)

**REQUEST TO  
ALLIED POWER**

### STEP 3 PASSPORT

Contract requests must be approved prior to the start date

- Job aids are located [here](#).
- Access [Passport](#)
- Go to Main Menu
- Select 'Contract Management'
- Select 'Contract Requisition'
- Fill out requisition
- Allied Power Resources vendor number: 700055781
- Attach Rate Sheet in the Comm Log
- Once all the information is included in the requisition, select Options, then 01

 Contact your Exelon Supply rep or click [here](#) for support

**CONTRACT  
REQUEST**

### STEP 4 BEELINE

Contractors must be entered into Exelon's HRIS system, [Beeline](#).

- Job aids are located [here](#).
- Exelon employees will use this [Beeline SSO](#) to log-on.
- Most information needed to fill out a request in Beeline is contained in the Rate Sheet
- IT requests begin by entering the contractor into Beeline first then pushing the request through in [AGS](#) and the [Service Portal](#).
- The contractor's start and end dates must kept up to date in this system to avoid the contractor losing Exelon access.


 HR Service Desk: (877) 739-3566  
[HRTransactions@exeloncorp.com](mailto:HRTransactions@exeloncorp.com)

**EXELON HR &  
IT ACCESS**

### STEP 5 ILLUMINATE

Illuminate is used to schedule in-processing for the contractor

- From the [Illuminate](#) home page select 'Submit an Access Request'
- Select 'Get Started'
- Follow the steps to complete the request
- If the in-processing date selected is different from the start date on the SARF, please inform the Staff Aug team

 Reference and job aid located [here](#)

**SECURITY ACCESS**

# SUBMITTING A SARF

## STAFF AUGMENTATION REQUEST FORM

With one click approved justifications can be pulled directly into a SARF following the directions below.

1

Request #	Justification Status	Source	Name	Classification
CJR-2641	APPV	Dresden	Keranen, Paul	Staff Augmentation

Date Received: 04-20-2020

Former Employee: Yes

Non-Replacement Reason:  
Strictly for D3R26 Outage support (short term work scope)

Other Approval:

Hiring Manager Location: Dresden

Requested Site or Corp Functional Area: Dresden

Supplier Managed Request:

Site VP Location: Dresden

Other Non-Replacement Reason:

Status Log:  
Bulk Approval [04-20-2020 09:05 pm:] Request #CJR-2641 Approved by CCB Anthony Coppa  
Bulk Approval [04-20-2020 09:05 pm:] Request #CJR-2641 Approved by CCB Anthony Coppa  
[04-20-2020 02:50 pm:] Request #CJR-2641 Approved by Site VP Pete Karaba

Action: [View Request](#) [Create SARF](#) [Cancel Request](#)

Action: [View Request](#) [SARF Created - 04-21-2020](#) [Cancel Request](#)

1 Once the justification is Approved, click the + button to expand the justification. And select 'Create SARF' at the bottom.

2

### Transfer CJR to SARF

#### Contractor Justification

If you haven't submitted a justification, [click here](#).

Fleetwide Contractor Justification Approval  
Justification Approved

CJR #  
CJR-2642

Start Date  
04/18/2020

End Date  
05/30/2020

Comments  
Admin approved per T Coppa Approved per T Coppa

#### Hiring Manager Information

Hiring Manager First Name:  
John

Hiring Manager Last Name:  
DiBiase

2 Review the CJR to SARF form for correctness. There will be several sections notated with an asterisk (\*) that will need completed. Please complete the remaining fields and press submit.

3

Request #	Justification Status	Source	Name	Classification
CJR-2641	APPV	Dresden	Keranen, Paul	Staff Augmentation

Date Received: 04-20-2020

Former Employee: Yes

Non-Replacement Reason:  
Strictly for D3R26 Outage support (short term work scope)

Other Approval:

Hiring Manager Location: Dresden

Requested Site or Corp Functional Area: Dresden

Supplier Managed Request:

Site VP Location: Dresden

Other Non-Replacement Reason:

Status Log:  
Bulk Approval [04-20-2020 09:05 pm:] Request #CJR-2641 Approved by CCB Anthony Coppa  
Bulk Approval [04-20-2020 09:05 pm:] Request #CJR-2641 Approved by CCB Anthony Coppa  
[04-20-2020 02:50 pm:] Request #CJR-2641 Approved by Site VP Pete Karaba  
[04-20-2020 02:48 pm:] Request #CJR-2641 added by Rob Korneta

Action: [View Request](#) [SARF Created - 04-21-2020](#) [Cancel Request](#)

3 Once the SARF has been submitted, the Create SARF button will be grayed out with a time-stamp.

# QUICK TIPS

## Overrides

1. Hiring Manager to complete Override form & obtain three signed approvals from the Category Manager, Site or business Unit VP, and Senior VP (in that order)
2. Once complete insert into the Passport Comm Log associated with the applicable release
3. Send copy of Override to APR and Category Manager for their records.

[Reference: SM-AA-4005](#)

## Break in Service

For non-annuitants, Staff Aug personnel are required to take 90 days break every 2 years. Breaks can be broken up, but must be a minimum of 30 days.

If more than two weeks go by without hours worked or a BIS in place, Allied is required to process the separation. In order to bring them back to work, Hiring Manager must complete a new SARF.

[Reference: HR-AC-70](#)

## Emergent Requests

An emergent request is when a SARF is submitted less than 30 days from a targeted start date and should only occur for truly emergent situations. While we will do our best to fill this for you immediately, please know it typically takes at least 7 days to hire on a named candidate and 14 days for us to recruit, set up interviews, and onboard a 'TBD' or unnamed Staff Aug request.

## Annuitants

Annuitants are limited to 1,000 working hours per calendar year. Allied Power Resources tracks these hours and will send an alert when 800, 900, and 1,000 hours are reached.

[Reference: HR-AC-71](#)

## Performance Feedback

At the end of a Staff Aug assignment a Resource Performance Feedback (RPF) form will be sent to the Hiring Manager to complete. This will assist us in providing quality Staff Aug personnel to Exelon.

## TBD vs Named

TBD = a request where a named candidate is not provided. APR will go out and recruit candidates for you to fill this slot.

Named = a request where the Hiring Manager lists a referred candidate to fill a position

# CONTACT US

### Stein Nelson

Email: [snelson@alliedpwr.com](mailto:snelson@alliedpwr.com)

Cantera: 630-657-4750

STC: 815-458-7530

Cell: 864-999-0421

### Cayce Baierski

Email: [cbaierski@alliedpwr.com](mailto:cbaierski@alliedpwr.com)

Cantera: 630-657-4762

Cell: 559-301-9223

### Oliver Carroll

Email: [ocarroll@alliedpwr.com](mailto:ocarroll@alliedpwr.com)

Cantera: 630-657-4746