

Contractor: 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.

This guide covers:

- What is Workday VNDLY
- Why Workday VNDLY
- Key terms
- General log-in information

All Vendors should review and understand the contents and policies associated with the VNDLY program and how it relates directly to the Master Service Agreement contract each qualified vendor has with the state.

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.

VNDLY is web-based and can be accessed by any computer with an internet connection.

Why Workday VNDLY

Through the web-based application, hiring managers, contractors and vendors can all be connected within the same system. A selection of vendors will be able to receive requests through VNDLY and match potential candidates to the 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

OMES – the Office of Management and Enterprise Services manages the relationship with vendors, contractors and VNDLY.

Approver – the person that approves requests, background checks, assignments, invoices and timesheets.

Hiring manager – person responsible for requesting and managing contractors.

Contractor – the person hired by a hiring entity to provide services to a labor category. This person is an employee of the vendor.

Agency – any Oklahoma executive agency, board or commission.

VNDLY – “the system” where the vendor can respond to requirements for temporary workers.

General log-in information

Step 1: To access the VNDLY homepage, navigate to: okgov.vndly.com

User Accounts – username and password cannot be a group email and must be the named main point of contact for the SW1025 or SW1050 contract. Each username must be unique, and vendors are encouraged to also provide an administrator with a unique username and password so they can make updates and manage user accounts for the vendor.

Contractor Access – vendors are responsible for training contractors on how to access the system and completing timesheets. Please refer to: Entering Time User Guide and First Time Sign-In and Basic Navigation User Guide.