# IQN VMS System Status Definitions

This document provides definitions of the different statuses of an object (requisition, assignment, etc.) in the IQN VMS.

The Status Description column is color-coded to highlight differences between Status designations as seen by Supplier-side users compared to Buyer-side users as follows:

|  |  |
| --- | --- |
|  | No color indicates the Status is the same in both UIs. |
|  | Light blue indicates the Status uses different terminology in each UI. |
|  | Light yellow indicates the Status only exists for Supplier users. |

Job Opportunities / Requisitions

| Supplier Status | Status Description | Buyer Status |
| --- | --- | --- |
| Under Development | Requisition has not been submitted for approval yet | Create Requisition |
| Approval Status -Needs Approval | Requisition has not been submitted for approval yet | Create Requisition |
| Approval Status - Approval Pending | Waiting to be approved by the approvers in the designated approval workflow | Pending Approval |
| Active | Approved and actively being distributed to suppliers as configured | Open / Select Candidate |
| Approval Status – Approved | All approvals on the Buyer side are completed | Open / Select Candidate |
| Under Contract | A work order/offer has been created and submitted to the supplier for approval OR has been approved by the supplier side and a work order/assignment is AWAITING START DATE or EFFECTIVE | Open / Select Candidate |
| Closed |  | N/A |
| Closed to New Matches | Hiring Manager does not want any matches to be submitted so has closed the requisition to any matches | N/A |
| Cancelled | Requisition has been cancelled and will not be utilized for requesting temporary staffing | N/A |

Assignment

| Supplier Status | Status Description | Buyer Status |
| --- | --- | --- |
| Not Released | Approval Status may be NEEDS APPROVAL or APPROVAL PENDING – either way the Assignment has not yet been approved by buyer and supplier sides. | Filled |
| Needs Approval | Work Order/Assignment has not been submitted for approval yet OR is waiting to be approved. | Filled/Create Assignment |
| Position Offered | Work Order/Assignment have been created and submitted to supplier for their approval | Filled - Pending Supplier Organization Approval |
| Position Offered | Work Order/Assignment have been created and submitted to supplier for their approval | Pending Approval |
| Awaiting Start Date | Work Order/Assignment has been approved by the buyer and supplier sides and is waiting to become EFFECTIVE on the designated start date on the assignment | Awaiting Start Date |
| Effective | The start date has occurred and the Work Order/Assignment has become ready for the contractor to start logging time on their timecard for this assignment | Working |
| Effective – On Board | The contractor has shown up for their first day of work on this assignment and the On Boarding process has been completed | Working |
| Completed | The assignment has been ended and manually completed in the system |  |
| Terminated | The assignment has been terminated by the Hiring Manager and status has been manually changed for this assignment |  |
| Cancelled | The Work Order/Assignment has been manually cancelled and cannot be used |  |

Work Order

| Supplier Status | Status Description | Buyer Status |
| --- | --- | --- |
| Not Released | Approval Status may be NEEDS APPROVAL or APPROVAL PENDING – either way the Work Order has not yet been approved by buyer and supplier sides. | Filled |
| Not Released |  | Create Assignment |
| Approval Status – Needs Approval | The Work Order has not yet been submitted for approval | Filled/Create Assignment |
| Approval Status – Approval not required | No approvals are needed on the buyer side | Filled/Create Assignment |
| Approval Status – Approved | All approvals on the Buyer side are completed |  |
| Position Offered | Work Order/Assignment have been created and submitted to supplier for their approval | Filled - Pending Supplier Organization Approval |
| Awaiting Start Date | Work Order/Assignment has been approved by the buyer and supplier sides and is waiting to become EFFECTIVE on the designated start date on the assignment | Awaiting Start Date |
| Cancelled | The Work Order/Assignment has been manually cancelled and cannot be used | N/A |
| Effective | The start date has occurred and the Work Order/Assignment has become ready for the contractor to start logging time on their timecard for this assignment | Filled - Working |
| Effective – On Board | The contractor has shown up for their first day of work on this assignment and the On Boarding process has been completed | Filled - Working |

Resource/Candidate Status

| Status | Description |
| --- | --- |
| Draft | Resource is ready to submit. |
| Draft Removed | Resource was removed prior to being submitted. |
| Job Seeker Interested | Resource was submitted and is being evaluated by the customer. |
| Evaluating | Customer has indicated interest in the resource and is still evaluating the resource. |
| Job Seeker Not Interested | Resource statused as not being interested in filling the position. |
| Hiring Manager Not Interested | Customer has declined interest in the resource. |
| Awaiting Start Date | Resource has been assigned to a job opportunity and has a start date in the future. |
| Effective | Resource is assigned to a job opportunity that is currently active. |
| Complete/Terminate | Resource had an assignment to a job opportunity that is no longer active. |
| Auto-matched | The system identified a resource profile as a match for the job opportunity but the resource has not been submitted. |
| Each status reflects the state of the match (i.e. job opportunity) or the current state of the assignment. | |

Amendment

| Supplier Status | Status Description | Buyer Status |
| --- | --- | --- |
| Amendment in Process | The Amendment has been created and is pending approval on the buyer side | Filled / Amendment in Process |
| Amendment Offered | The Amendment has been created and submitted to supplier for their approval | Filled / Pending Supplier Org Approval |
| Amendment Cancelled | The Amendment has been manually cancelled and cannot be used | N/A |
| Approved | The Amendment has been approved by buyer and supplier sides and all changes are effective | Filled / Pending Supplier Org Approval |
| Rejected | The Amendment was not approved/rejected by either the buyer side or supplier side | Filled / Rejected |
| Reinstated | Revisions were made to the Amendment then it was sent to the supplier for approval again | Filled / Amendment Reinstated |
| Completed | The Work Order has been ended and manually completed in the system | N/A |
| Terminated | The Work Order has been manually terminated in the system | N/A |
| Effective | The Amendment has been approved by the buyer and supplier sides and all changes are in effect | Off Boarding |
| Effective – On Board | The contractor has shown up for their first day of work on this work order and the On Boarding process has been completed | Off Boarding |
| Off boarding is only applicable to Effective assignments with End Dates in the past. | | |

Timecards

| Supplier Status | Status Description | Buyer Status |
| --- | --- | --- |
| Approval Pending | The timecard has been created and is pending approval on the buyer side by the Timecard Approver | Approval Pending |
| Approved | The timecard has been approved by the Timecard Approver | Approved |
| Retracted | The contractor has retracted the request for approval for their timecard in order to make revisions prior to approval | Retracted |
| Rejected | The Timecard Approver has not approved/rejected the timecard and it has been returned to the contractor to make revisions | Rejected |
| Cancelled | The timecard has been cancelled and cannot be used | N/A |

Expense Reports

| Supplier Status | Status Description | Buyer Status |
| --- | --- | --- |
| Approval in Process | The expense report has been created and is pending approval on the buyer side by the Expense Approver | Approval in Process |
| Retracted | The contractor has retracted the request for approval for their expense report in order to make revisions prior to approval | N/A |
| Approved | The expense report has been approved by the Expense Approver and submitted for invoicing | Approved |
| Rejected | The expense report was not approved/rejected by the Expense Report and return to contractor for revisions and to resubmit | Rejected |
| Cancelled | The expense report has manually been cancelled and cannot be used | N/A |

Payment Requests

|  |  |  |
| --- | --- | --- |
| Supplier Status | Status Description | Buyer Status |
| Submitted for approval | The payment request has been submitted to the Payment Request Approver for approval | Approval Pending |
| Approved | The payment request has been approved and submitted for invoicing | Approved |
| Rejected | The payment request was not approved | Rejected |