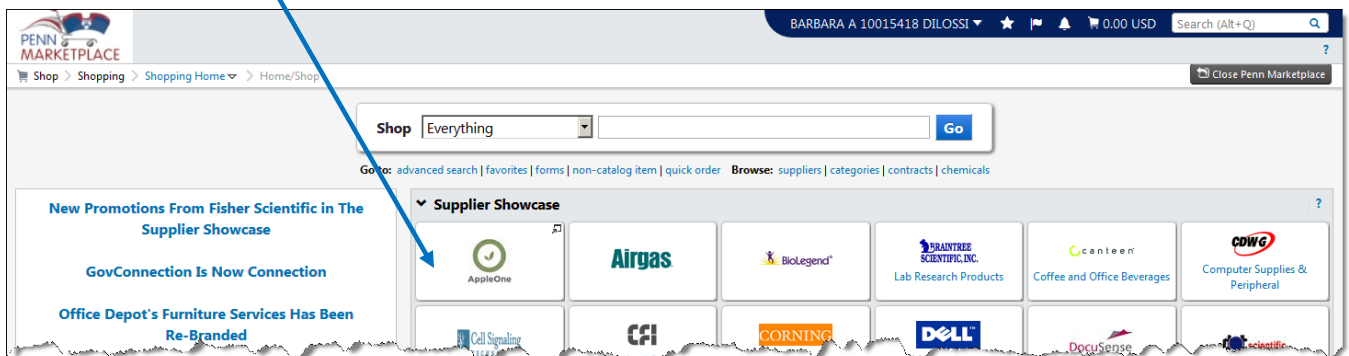


## Requisition for Temporary Employment

AppleOne, a University preferred contract Supplier for temporary staffing solutions, is in the Penn Marketplace as a Punchout.

- From BEN Requisitions Home Page select **Shop at Penn Marketplace**
- Click on the 'AppleOne' Punchout



- From the AppleOne Punchout, click on the UPENN Manager Reference Guide  
✦ *Note: In order to access this Reference Guide, you must be logged into the Penn Marketplace.*

This document will serve as a tool to guide you through the most common tasks in the process of engaging and managing a Temporary Worker during their assignment at UPENN utilizing AccelerationVMS.

Upon reviewing this guide, you should have a better understanding of the AccelerationVMS technology, and how to utilize its many functions in support of the contingent labor program.

### Highlights at a Glance

- Opening a new requisition
- Reviewing candidates
- Interviewing and selection process
- Purchase Orders
- Timecard and Expense approval
- Managing Assignments