

Supplier Time Collection Process

SAIC



Table of Contents

1. Overview
2. Supplier Time Collection Checklist
 1. Submit & Verify Requested New Account Information
 2. Begin & Complete SAIC's Identity Proofing (IDP) Process
 3. MFA and Activating Your Account
 4. Attend Timekeeping Training
 5. Access Granted to SAIC Systems and Tools
3. Important Links, Contact Information and Additional Resources



Overview

- ▶ Supplier Time Collection is the process in which SAIC suppliers and their employees go through to gain access to Cornerstone, SAIC's supplier time collection system, for time collection.
- ▶ This presentation includes materials to support the following:
 - Steps to gain access to SAIC systems and utilize Cornerstone for time collection.
 - Timekeeping training, instruction, and resources for this process



Supplier Time Collection Checklist

- ❑ **Step 1:** Submit or verify requested new account information so SAIC can setup your Cornerstone account.
- ❑ **Step 2:** Access the email sent from Cornerstone and begin SAIC's Identity Proofing (IDP) process.
 - ❑ Purchase your license key for Identity Proofing. Cost is \$24 per person.
- ❑ **Step 3:** Enroll in multi-factor authentication (MFA).
 - ❑ Verify a series of security questions to fully activate your SAIC account.
- ❑ **Step 4:** Attend timekeeping training designed for new Cornerstone users and tier I timecard approvers.
- ❑ **Step 5:** Non-Employees are granted access to SAIC systems and can submit time in Cornerstone.

Note: Each step will be explained in subsequent slides, but keep this list for reference



1

Submit & Verify Requested New Account Information

- ▶ If you have never ,or do not currently, have an active Partner Non-Employee (PNE) or Corporate Sponsored (CORP) account with SAIC an account must be must be sponsored and setup in Cornerstone, SAICs supplier time collection system. Before a new Cornerstone account can be setup, some basic information for each non-employee is required. The SCA will reach out to the suppliers and request the following for all non-employees that do not already have an SAIC account:
 - First Name & Last Name (As it shows on personal identification)
 - Email Address
 - Job Title
 - Phone Number
 - Legal Company Name, Point of Contact, POC Phone #, POC Email
 - Extension (if applicable)
 - 3 Security Questions:
 - What is your favorite animal?
 - What is a 4 digit # only you know?
 - What is your favorite color?

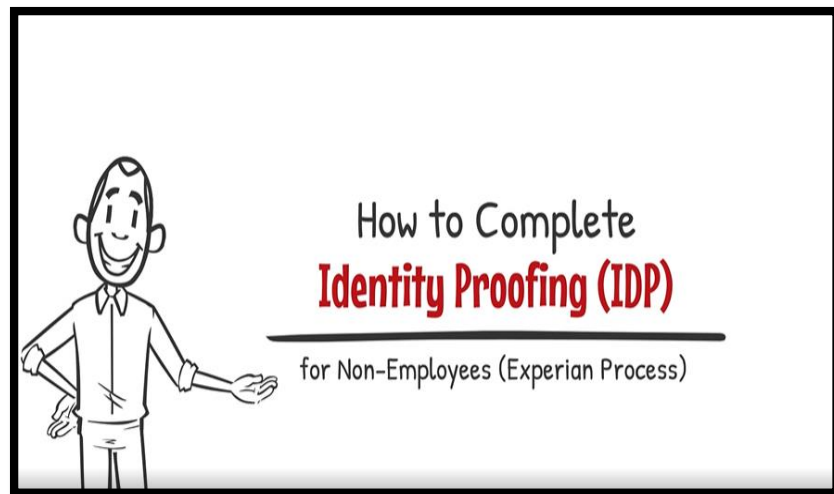


2

Begin & Complete SAIC's Identity Proofing (IDP) Process

- ▶ IDP is the process by which SAIC (through a 3rd party company, Exostar) verifies identities before activating and provisioning access to SAIC systems and tools.
- ▶ The process uses two proofing methods to verify identity. If you are located in the United States, you can complete identity proofing instantly by answering Experian credit bureau based questions, or by scheduling a live proofing via webcam.
- ▶ You will receive an invitation to begin SAIC's Identity Proofing process sent from Cornerstone, check your junk folder if you do not see it.

*** Click on the video learn about SAIC's IDP Process!**



NOTE: Users located outside of United States must schedule the live proofing session method. Resources to support you with the IDP process are available on the [SAIC Partner Page](#).



Purchase Your License Key:

Within the invitation to begin SAIC's Identity Proofing, you will find a link to Exostar to purchase a license key and start the IDP process. This license key will be \$24. If your company would like to do a **bulk purchase of licenses** for all employees that need access to SAIC systems and tools, refer to the instructions in the [Exostar License Bulk Purchase](#).

Key Things to Know about Identity Proofing (IDP)

- You will receive an email from Cornerstone inviting you to begin the IDP process. Automated emails will be sent from Cornerstone and Exostar as part of the process so check your junk mail just in case they end up there.
- You have 30 days to begin the IDP process from the date of the invitation to engage in the process from Cornerstone. Otherwise, the license key will need to be renewed.
- Once you have started the IDP process you have 90 days to complete it.
- The cost of the license key to complete the IDP process is \$24 per non-employee for an Partner Non-Employee (PNE) account.
- Identity Proofing is valid for 10 years.



3

Enroll in MFA and Activate Your Account

- ▶ Once you have finished SAIC's Identity Proofing process, you must enroll in Multi-factor Authentication (MFA) and activate your account.
 - You will receive 2 emails from Cornerstone with instructions and your user ID & temporary password.
 - You will be required to verify your 3 security questions that you setup in Step 1.



Note: If you need help enrolling and activating your account, review this [QR Code](#) and / or the video above. **Just click on it!**



4

Attend Timekeeping Training

- ▶ You will be required to submit **weekly** time in Cornerstone.
 - ▶ Specialized training is available from SAIC for you. The program you work on will schedule timekeeping training for you.
 - The following training will be available:
 - **Supplier Non-Employee training** includes how to submit & correct timesheets in Cornerstone.
 - **Timecard Approver training** includes instructions on how to approve time in Cornerstone.
- Note:** All timecard approvers (both Supplier Tier I and SAIC Approvers) must attend the Timecard Approver training.



5

Access Granted to SAIC Systems and Tools



- ▶ Once all previous tasks are complete you will be provisioned access to SAIC systems and tools and you will be able to submit and approve time in [Cornerstone](#).
 - Use the below resources regarding submitting time in Cornerstone:
 - [Supplier Time Collection- Entering Time](#) (For Non-Employee)
 - [Supplier Time Collection- Proxy Entering Time](#)(For Non-Employee Proxy)
 - SAIC Tier I Approver Approves Time
 - [Supplier Time Collection-Approving Non-Employee Time](#)



Contacts and Resources

Resources and Contact Information

SAIC Important Links & Phone Numbers

Resource	What Is It	Important links & Phone Numbers
Partner Page	Non-Employee Resources & Training	https://partner.saic.com
Cornerstone	Supplier Time Collection System	https://cornerstone.saic.com/
SAIC Partner Line	Partner Help Desk	844-788-2121 (Mon. through Fri. 7 a.m. to 7 p.m. ET)



Resources

- ▶ **Cornerstone Account Resources**
 - [Time Collection Resources within Cornerstone](#)

- ▶ **IDP & MFA Resources**
 - [SAIC Partner Self-Service Page: \(Externally Facing\)](#)
 - [Identity Proofing- Experian Method](#)
 - [Identity Proofing Video](#)

- ▶ [Purchase Bulk Exostar IDP Licenses](#)

- ▶ **Frequently Asked Questions**
 - [IDP Frequently Asked Questions](#)

