



dotStaff™ Glossary

- **Bid / Submission** – This is the act of submitting a candidate against a posting. Also known as a submission. A bid in dotStaff™ is made up of submission of a resume, an associated rate, and any comments you'd like to offer.
- **Position Category** – Position Category is a new feature that groups all of the rate differentials into one grid that governs the payment plan for every resource hired on the basis of that category. By creating Position Categories, it allows you to organize shifts and recognize rate differentials, such as overtime, overnight, weekends, and Holidays.
- **Posting** – This is used to notify vendors of an open position or labor request. Also known as: job requisition, job posting.
- **Project** – This is used to associate labor worked with an appropriate account number. Hiring managers *must* attach all temp labor to a Project at their site in order for the resource to enter time on dotStaff™. One resource can be assigned to many projects.
- **Time Entry** – This is equivalent of a time sheet.
- **Resource** – This term refers to individuals that are billing time to clients. Also known as contractors, candidates, temps.
- **User** – This is a term that refers to an individual that will be working in the dotStaff system, but is not billing time. Users could be recruiters, procurement, accounts payable and receivable personnel, etc.
- **Vendor** – This term refers to providers of labor, both perm and temp. Also known as staffing agencies, providers, and Suppliers.