Contract Contingent Worker Business Process

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Contract Contingent Worker Business Process

Business Process Overview

The Contract Contingent Worker business process is used to record general details about a contractor's work assignment and onboard the contingent worker. This process is only used for workers not paid via Central Payroll Bureau. All contracts for the contractor are administered and maintained outside of Workday. The business process steps are listed in the table below.

Process Steps	Role	Description
Initiate Process for a Contingent Worker	HR Coordinator	Enter general contract details for a contractor (e.g., start and end date)
To Dos for Contingent Worker **(NOTE:** Some To Do tasks may not be applicable for all contingent workers but will appear on the HR Coordinator Inbox. These must be submitted to be cleared from the inbox.)	HR Coordinator	IT Set Up tasks (set up e-mail, desktop, voicemail, etc.)
	HR Coordinator	Set up Workday account, if required. **NOTE:** If the worker type is a volunteer, determine if Workday account is needed.
Create Workday Account	Workday	An account is created for the contingent worker, if required (i.e., for interns, Vendors, or Other Government Workers)
Contingent Worker Onboarding	Contingent Worker	Contingent worker can complete onboarding tasks assigned in Workday, if applicable. This is not required.

Events and Reasons

You must select the appropriate reason code when you initiate the Contract Contingent Worker business process. The reasons are listed in the table below.

Event	Reason
Contract Contingent Worker	Existing Contingent Worker
	New Contingent Worker

Before you begin…

You will need the following information to complete the Contract Contingent Worker business process:

1. Supervisory Organization
2. Contractor name or employee ID (if previously employed with the State)
3. Job Details
    - Position Number
    - Contingent Worker Type (Unpaid Intern, Volunteer, Vendor, or Other Government Worker)
    - Job Profile
    - Time Type (Full Time/Part-Time)
    - Location

Contract Contingent Worker

Procedure:

1. Search for the contingent worker position that you want to fill.

   Tip: To find the position you want to fill….

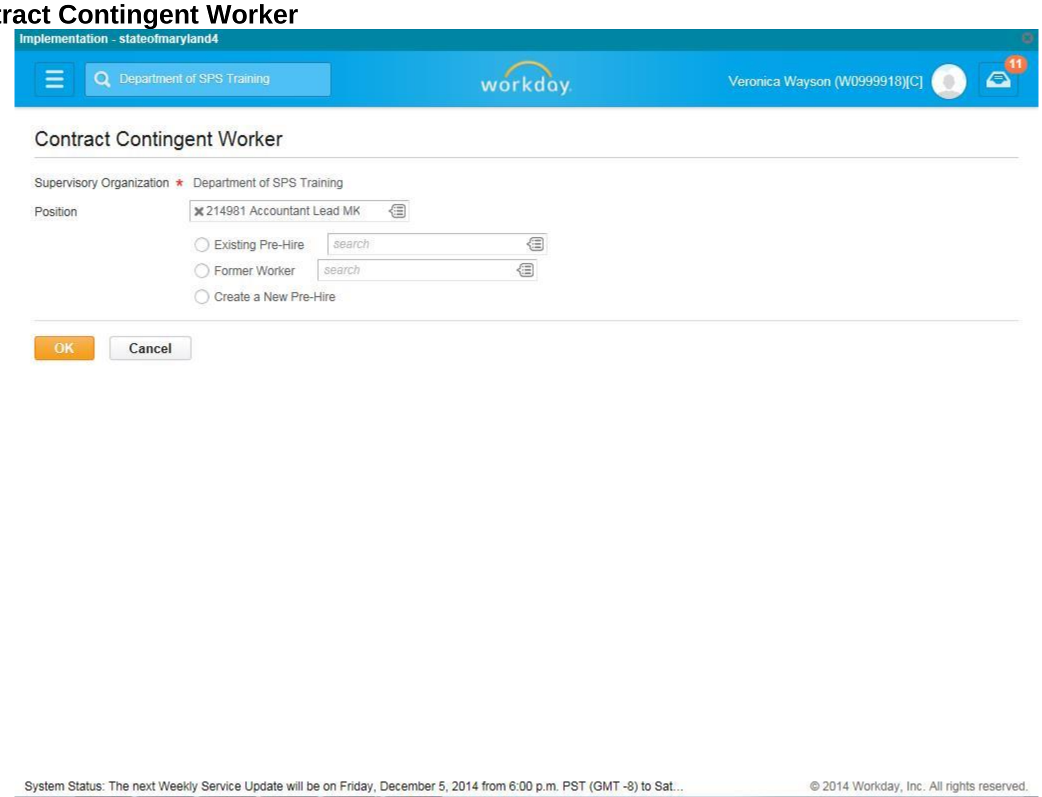
   - Type the position number in the search field (and click the All of Workday category on the left), OR
   - Find the position in the supervisory organization on the **Staffing** tab, OR
   - Find the position on the **SPMS View All Positions** report.

2. Click the Related Actions and Preview icon next to the vacant position.

   Information: If there's no available position, you will need to create a contingent worker position as authorized by your Agency budget office or personnel. See the **Create Position** job aid.

3. In the menu, hover over Hire and click Contract Contingent Worker.

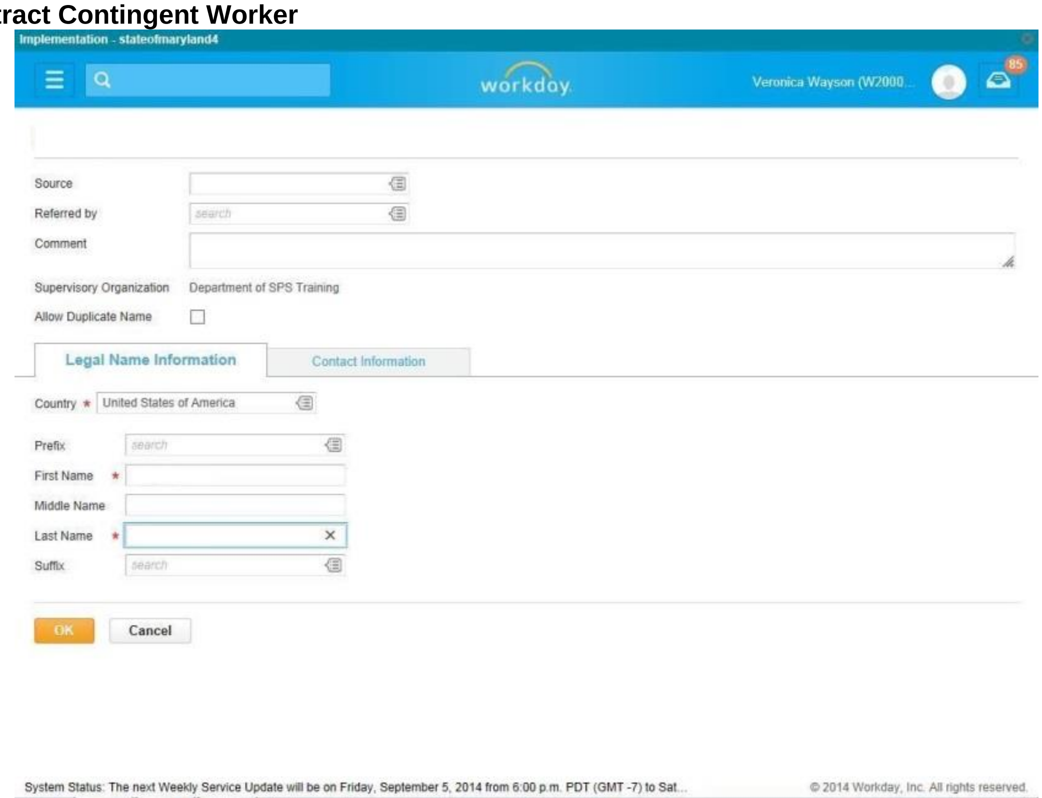
Contract Contingent Worker



4. Select one of the following options:

If	Then
The contingent worker is a new hire...	– Click the **Create a New Pre-Hire** radio button. – Click the **OK**  button. – Go to step 5.
The contingent worker previously workerd for the State...	– Click the **Existing Prehire** radio button. – Search for the worker's name (first and last name) or enter the applicant ID in the **Existing Prehire** field. For example, enter "AW1234567". – Click the **OK**  button. – Go to Step 9.

Contract Contingent Worker

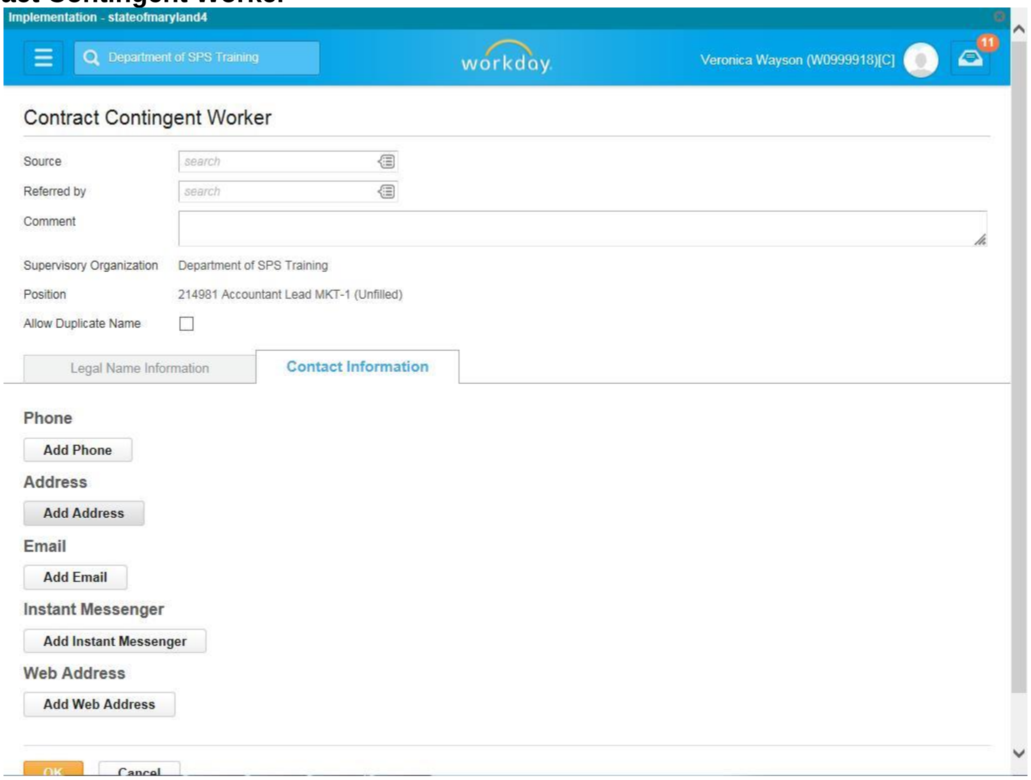


5. On the **Contract Contingent Worker** page, complete the following fields on the **Legal Name Information** tab:

Field Name	Description	Values
First Name	First name of the worker.	Enter value in **First Name**. **Example: John**
Last Name	Last name of the worker.	Enter value in **Last Name**. **Example: Amos**

6. Click the **Contact Information** tab.

Contract Contingent Worker

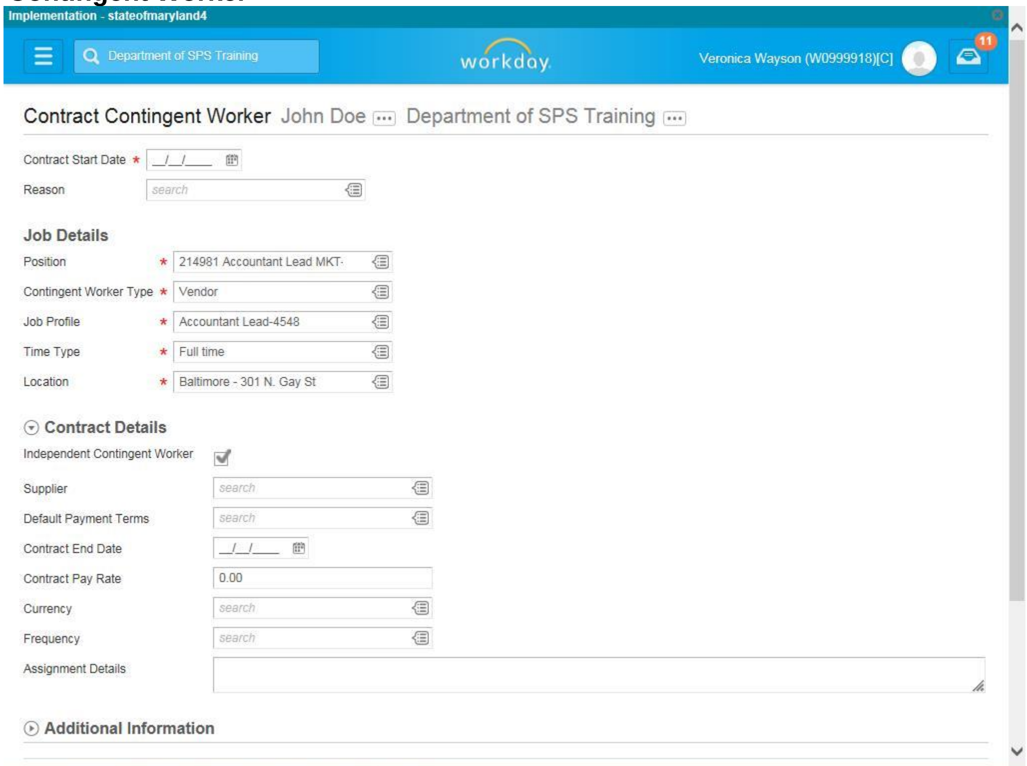


7. You must enter at least one piece of contact info. Select one of the following options:

If	Then
You want to add a phone number...	1. Click the **Add Phone** button. 2. Enter the **Area Code**, **Phone Number**, **Phone Devise**, and **Type**.
You want to add an address...	1. Click the **Add Adddress** button. 2. Enter the address information the following fields: a. Address Line 1 b. Address Line 2 c. City d. State e. Postal Code f. Type
You want to add an email address...	1. Click the **Add Email** button. 2. Enter email information in the following fields: a. Email Address b. Type

8. Click the **OK** button.

Contract Contingent Worker

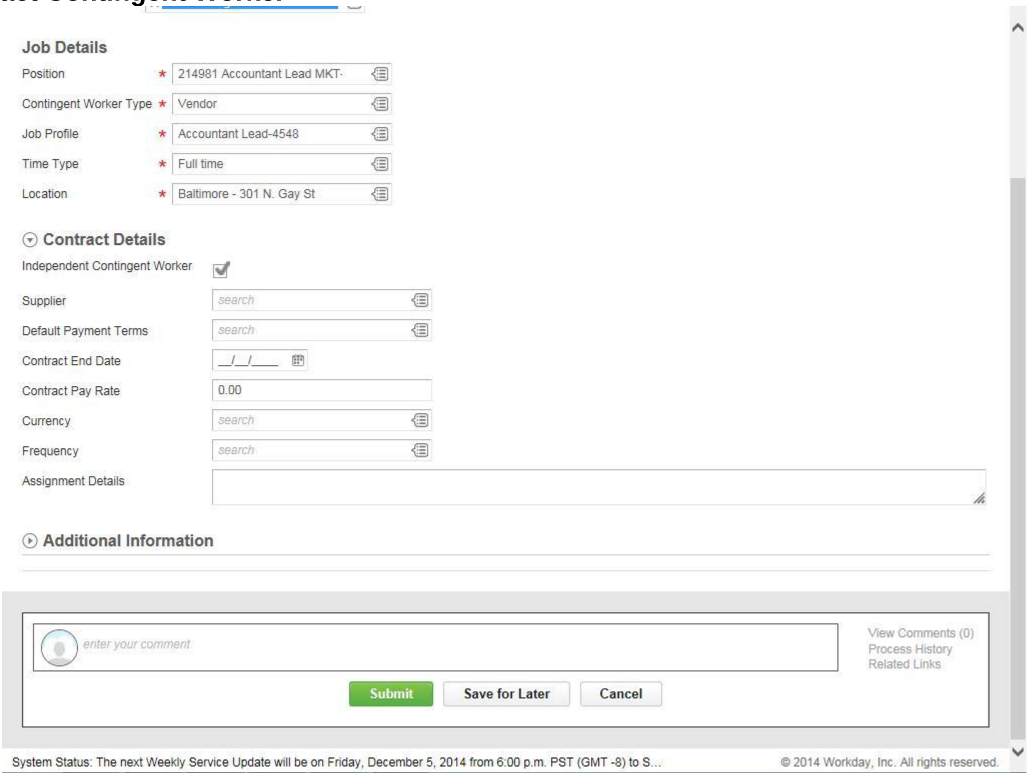


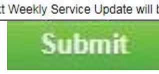
9. Click the Calendar icon to select the Contract Start Date.
10. Type or use the prompt to select the Reason.
11. Review the fields in the **Job Details** section.

Information: The fields in the **Job Details** section will automatically populate from the position that you selected.

You will not need to complete the fields under the **Contract Details** section.

Contract Contingent Worker



12. Click the **Submit**  button.

Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit. Retrieve the task from the **Actions** tab of your inbox.
- Click **Cancel** to cancel the process and start at another time. Retrieve the task from the **Actions** tab of your inbox.

13. The next tasks are to complete “To Dos” for the Contingent Worker. Click the **To Do** button to review the task or click the **Done** button to complete it later.

14. The System Task is complete.

Review and Complete To Dos for Contingent Worker

After submitting the job details for the contingent worker, the HR Coordinator receives “To Dos” in their inbox. These tasks are completed outside of the system and include:

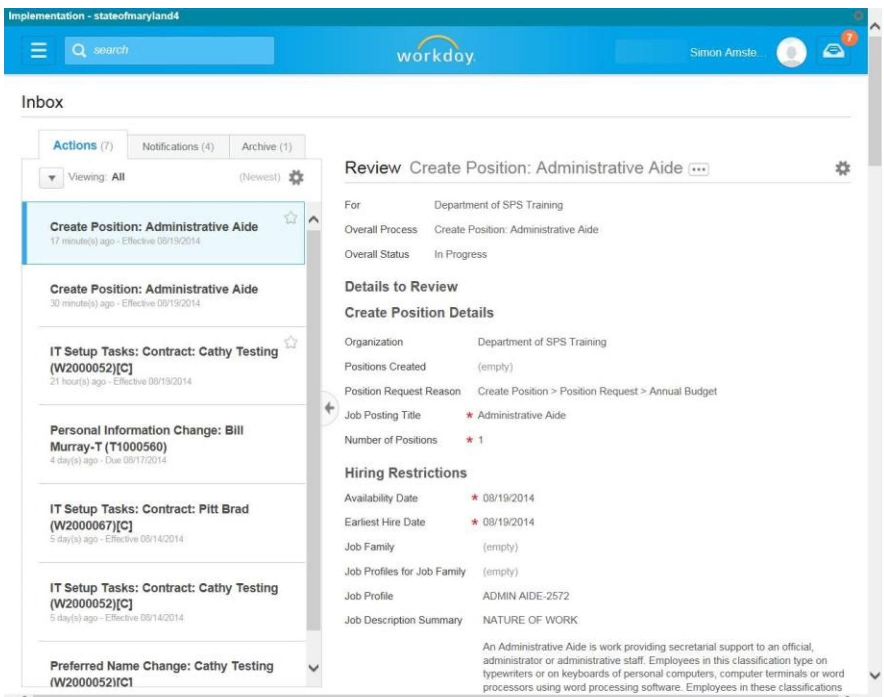
1. IT Set Up tasks (if applicable)
2. Set up Workday account (if applicable)

Once completed, you must “mark” the To Do as completed by submitting the task. Note that the “To Dos” may not be applicable for all contingent workers but will still appear in the HR Coordinator’s inbox. These must also be submitted to be cleared from the inbox.

Procedure:

1. Click the **Inbox** icon.
2. Click the **View Inbox** View Inbox hyperlink.

Inbox



3. From the **Actions** list, click the To Do task.
4. Click the **Submit** Submit button.

Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Cancel** to cancel the process and start at another time.

Caution: Complete all tasks defined for the To Do before clicking the submit button.

5. The System Task is complete.