



Contract Contingent Worker Business Process

Table of Contents

Contract Contingent Worker Business Process	2
Contract Contingent Worker.....	3
Review and Complete To Dos for Contingent Worker.....	8



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
 - o Position Number
 - o Contingent Worker Type (Unpaid Intern, Volunteer, Vendor, or Other Government Worker)
 - o Job Profile
 - o Time Type (Full Time/Part-Time)
 - o 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.

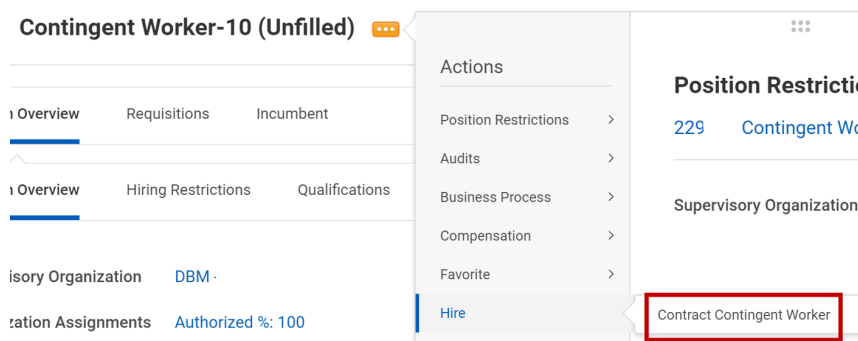
2. Click the Related Actions and Preview icon  next to the vacant position.



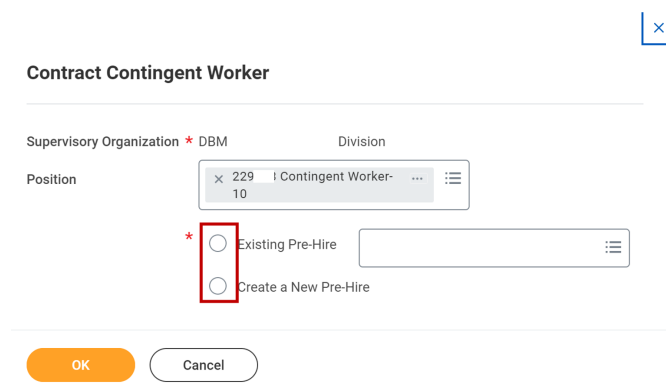
Information: If there's no available position, you will need to create a contingent worker position as authorized by your Agency budget office or personnel. See the **Create Position** job aid.

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...	<ul style="list-style-type: none"> - Click the Create a New Pre-Hire radio button. - Click the OK  button. - Go to step 5.
The contingent worker previously worked for the State as a contingent worker...	<ul style="list-style-type: none"> - 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.

Important note:

- Do not use an existing prehire ID from a State Regular or Contractual position to rehire an employee as a Contingent worker.
 - ❖ This scenarioshould be treated as New Contingent hires.
- Do not use an existing prehire ID from a previous Contingent worker position to "rehire" a person as a State Regular or Contractual State employee.
 - ❖ Both scenarios should be treated as new hires.

Contract Contingent Worker

Source

Referred by

Comment

Supervisory Organization DBM - Shared Services Division

Position 229833 Contingent Worker-10 (Unfilled)

Allow Duplicate Name

Legal Name Information Contact Information

Country *

Prefix

First Name *

Middle Name

Last Name *

Suffix

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** **Contact Information** tab.
Contract Contingent Worker

Contract Contingent Worker

Source

Referred by

Comment

Supervisory Organization DBM - Shared Services Division

Position 229833 Contingent Worker-10 (Unfilled)

Allow Duplicate Name

Legal Name Information **Contact Information**

Phone

Address

Email


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...	<ol style="list-style-type: none"> Click the Add Phone <input type="button" value="Add Phone"/> button. Enter the Area Code, Phone Number, Phone Devise, and Type.
You want to add an address...	<ol style="list-style-type: none"> Click the Add Address <input type="button" value="Add Address"/> button. Enter the address information the following fields: <ol style="list-style-type: none"> Address Line 1 Address Line 2 City State Postal Code Type
You want to add an email address...	<ol style="list-style-type: none"> Click the Add Email <input type="button" value="Add Email"/> button. Enter email information in the following fields: <ol style="list-style-type: none"> Email Address Type

8. Click the **OK** button.

Contract Contingent Worker

Contract Contingent Worker Hi There ... DBM - . Division ...

Contract Start Date * MM/DD/YYYY 

Reason

Job Details

Position *

Contingent Worker Type *

Job Profile *

Time Type *


Location *

Contract Details

Independent Contingent Worker

Supplier

Default Payment Terms


Contract End Date MM/DD/YYYY 

Contract Pay Rate

Currency

Frequency

Assignment Details

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

Working Time

Location Weekly Hours 40

Default Weekly Hours

Scheduled Weekly Hours

FTE 100%

Work Shift

Additional Information

enter your comment

Attachments

Drop files here

or

Select files

Submit Save for Later Cancel

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:

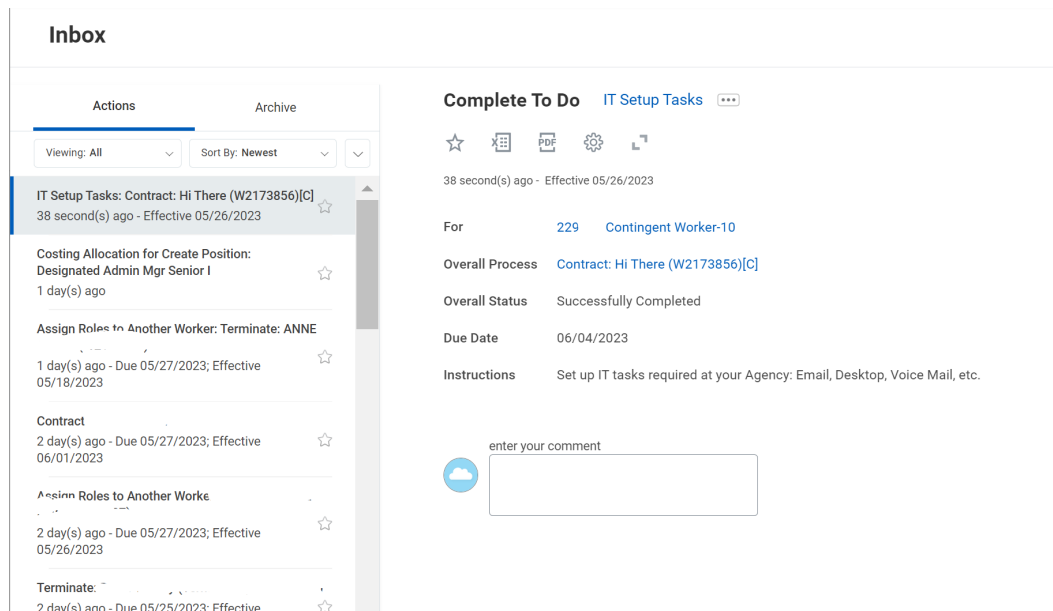
1. IT Set Up tasks (if applicable)
2. Set up Workday account (if applicable)

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**  hyperlink.

Inbox



The screenshot shows the 'Inbox' interface. On the left, there is a list of tasks under the 'Actions' tab. The first task is 'IT Setup Tasks: Contract: Hi There (W2173856)[C]' with a star icon and a timestamp of '38 second(s) ago - Effective 05/26/2023'. Other tasks include 'Costing Allocation for Create Position: Designated Admin Mgr Senior I', 'Assign Roles to Another Worker: Terminate: ANNE', 'Contract', and 'Assign Roles to Another Worker'. On the right, the 'Complete To Do' task is expanded, showing details for 'IT Setup Tasks'. It includes a star icon, a list of icons (calendar, PDF, settings, share), a timestamp '38 second(s) ago - Effective 05/26/2023', and the following information: 'For: 229 Contingent Worker-10', 'Overall Process: Contract: Hi There (W2173856)[C]', 'Overall Status: Successfully Completed', 'Due Date: 06/04/2023', and 'Instructions: Set up IT tasks required at your Agency: Email, Desktop, Voice Mail, etc.'. Below the instructions is a text input field with the placeholder 'enter your comment' and a blue cloud icon.

3. From the **Actions** list, click the To Do task.
4. Click the **Submit**  button.
5. The System Task is complete.