



Contract Contingent Worker

Initiated by: HR Analyst

1. In Workday, search
“**Contract Contingent Worker**”

2. Select your desired
supervisory organization.**
(If you run into an **error** here, please go to the last page of this guide for further information)

Search for your pre-hire’s name in the **Existing Pre-Hire** box.

If they *DO NOT* have a Workday profile, select “**Create a New Pre-Hire**”.

If they *DO* have a Workday Profile in Existing Pre-Hire, continue to *Step 7*.

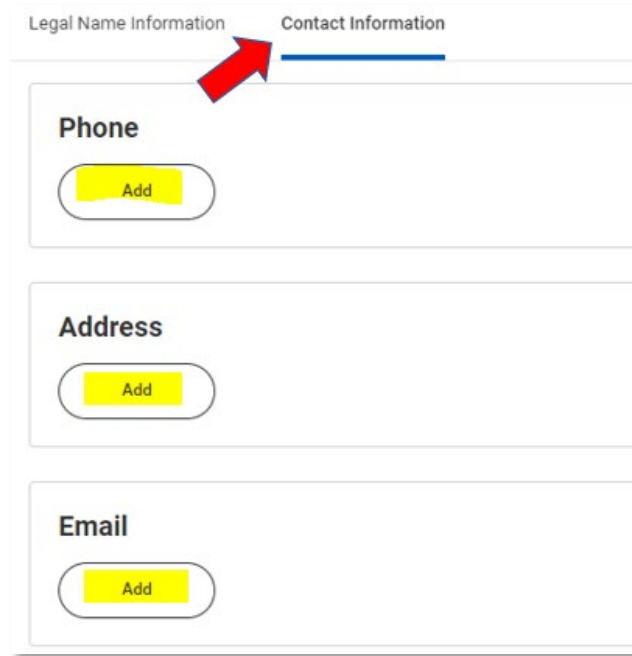
Click **OK**

3. Under “Legal Name Information” add the new hire’s **First Name** and **Last Name**.

4. Go to **Contact Information**.
Add Phone Number, Address, and Email.

*Note: Be sure the **Type** is listed as **Home****

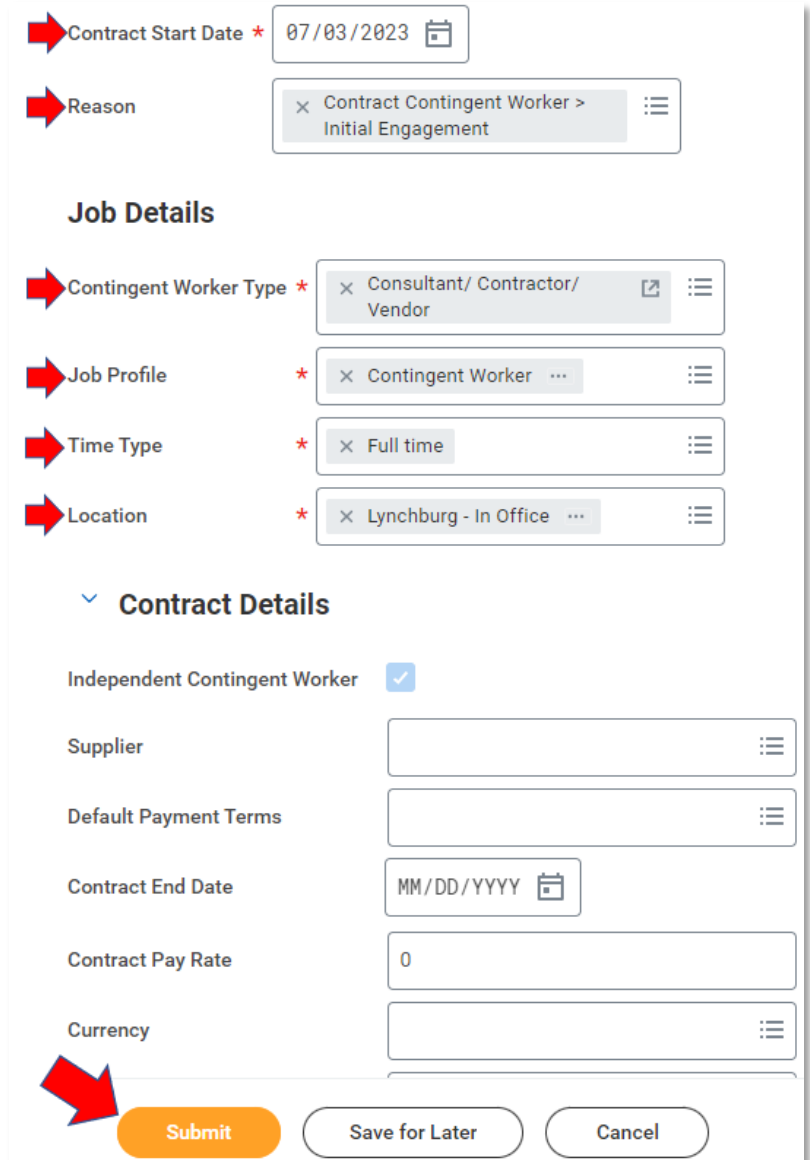
The email can be **Home or **Work** if they use a work email.*



5. Once Contact Information is added, click **OK**.

OK

6. Enter the **Contract Start Date**, **Reason**, **Contingent Worker Type**, **Job Profile**, **Time Type**, and **Location**.



Contract Start Date * 07/03/2023

Reason × Contract Contingent Worker > Initial Engagement

Job Details

Contingent Worker Type * × Consultant/ Contractor/ Vendor

Job Profile * × Contingent Worker

Time Type * × Full time

Location * × Lynchburg - In Office

Contract Details

Independent Contingent Worker ☒

Supplier

Default Payment Terms

Contract End Date MM/DD/YYYY

Contract Pay Rate 0

Currency

Submit Save for Later Cancel

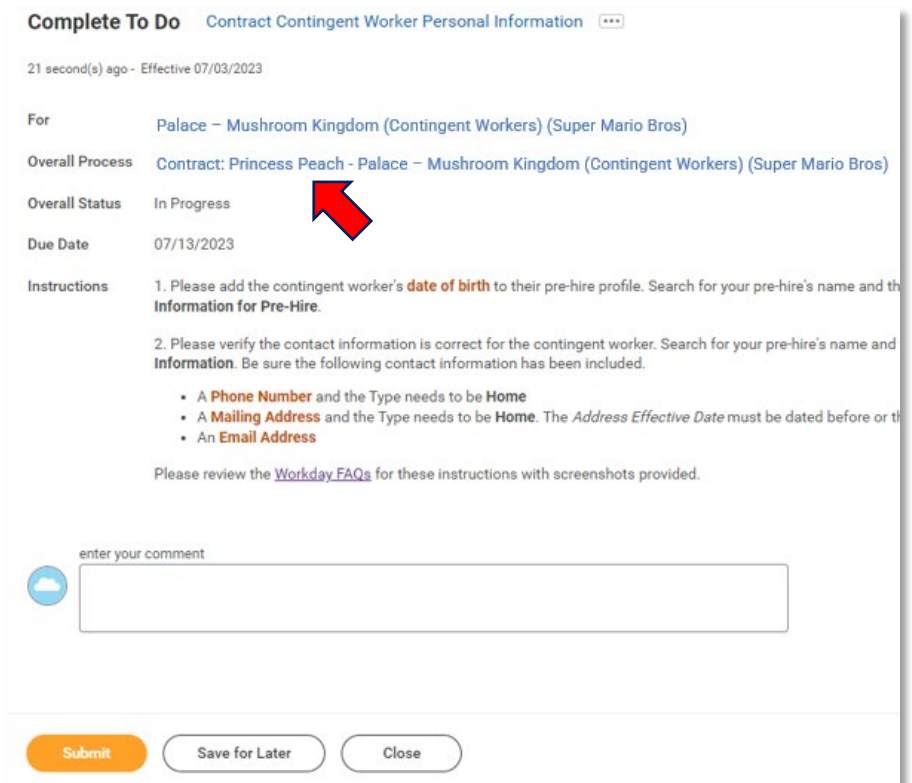
7. **Submit**

8. Click on your Workday **Inbox** (top right corner)



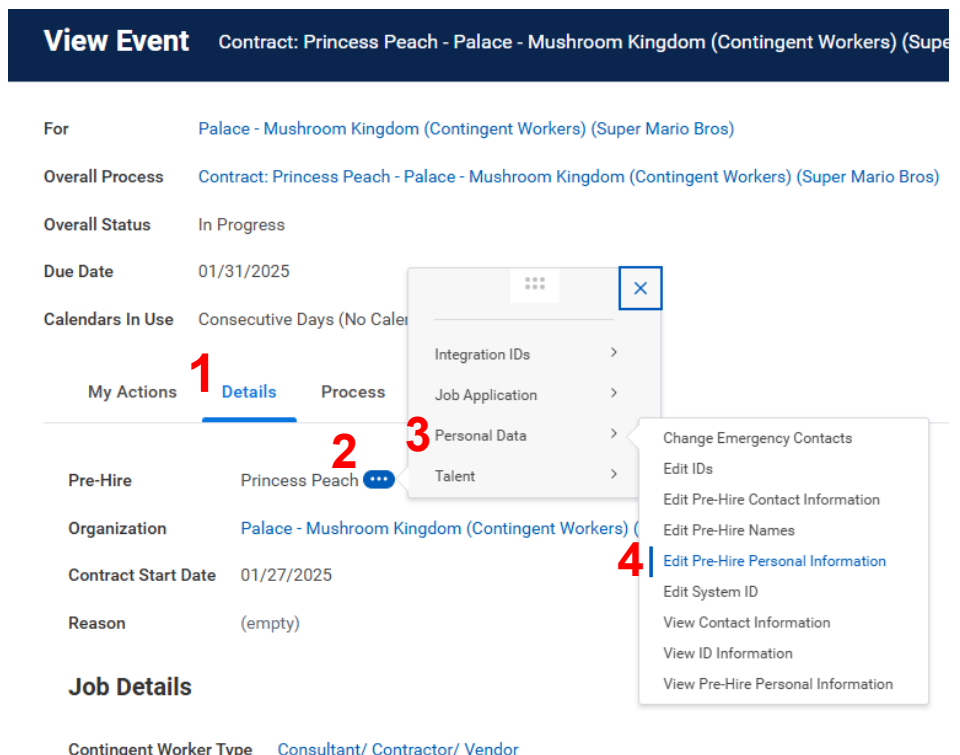
9. Open the task **Contract Contingent Worker Personal Information**. This should be at the top of your inbox.

Click on the **overall process** to begin checking their personal information.



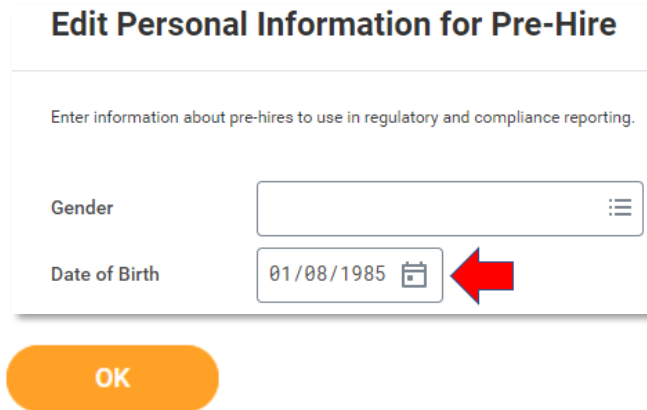
10. Click **Details**.

Hover over the pre-hire's name > click the three dots that appear > hover over Personal Data > click on **Edit Pre-Hire Personal Information**.



11. Add their **Date of Birth**

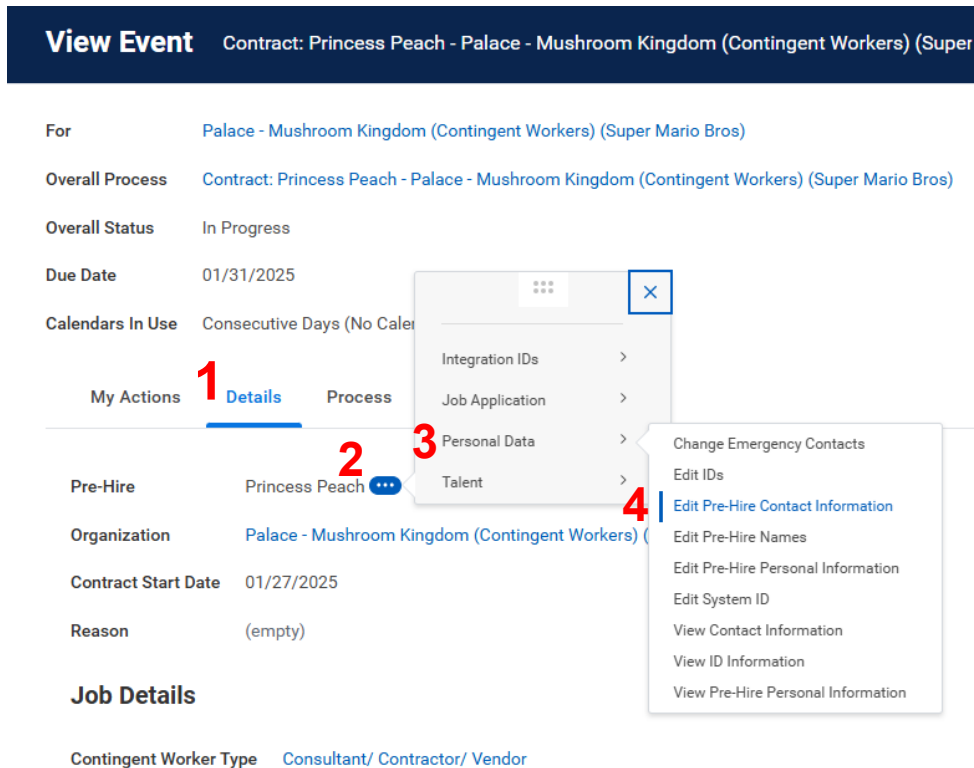
Click **OK**, then **Done**.



12. Hover over their name again > click the three dots > hover over Personal Data > **Edit Pre-Hire Contact Information**.

Ensure their phone number, address, and email is correct.

Click **OK**, then **Done**.



13. Go back to your **Workday inbox** and **Submit** the Contract Contingent Worker Personal Information task.

Complete To Do

Contract Contingent Worker Personal Information

21 second(s) ago - Effective 07/03/2023

For

Palace – Mushroom Kingdom (Contingent Workers) (Super Mario Bros)

Overall Process

Contract: Princess Peach - Palace – Mushroom Kingdom (Contingent Workers) (Super Mario Bros)

Overall Status

In Progress

Due Date

07/13/2023

Instructions

1. Please add the contingent worker's **date of birth** to their pre-hire profile. Search for your pre-hire's name and the **Information for Pre-Hire**.

2. Please verify the contact information is correct for the contingent worker. Search for your pre-hire's name and **Information**. Be sure the following contact information has been included.

- A **Phone Number** and the Type needs to be **Home**
- A **Mailing Address** and the Type needs to be **Home**. The *Address Effective Date* must be dated before or t
- An **Email Address**

Please review the [Workday FAQs](#) for these instructions with screenshots provided.

enter your comment

Submit

Save for Later

Close

14. A new inbox task will populate called **Change Organization Assignments**.

Change Organization Assignments

Assign Organizations: Contract: Princess Peach

13 second(s) ago - Due 07/08/2023; Effective 07/03/2023

Start

Details

Effective Date *

07/03/2023

15. Update the Company (if empty) and **Supplier***. The cost Center should have auto-populated. If it did not, add the Cost Center too. **Submit.**

*If the Supplier of your Contingent Worker is not an option, please submit a ServiceNow ticket requesting the Supplier be added. Steps are below. If the Supplier is there, skip down to step 17.

Organizations

Company

Company *

Super Mario Bros

Cost Center

Cost Center *

U-1A1010 Mario Party

Other

Supplier

Princess Staffing Agency

Submit

- a) Go to ServiceNow > Select Human Resources > Request and Change Workday Process

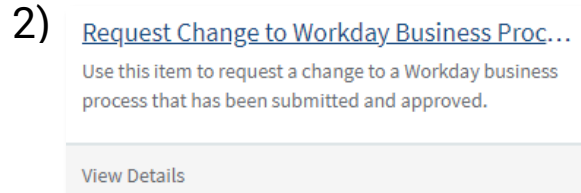
1)



Human Resources Services

Services for Human Resources including permissions to HR technologies, changes to job postings, etc.

b) Wait for the Supplier to be added (typically within 24-48 hours), then go back to the beginning of step 16 and complete the task.



16. Finally, the Workday inbox task **Edit Government IDs** will populate. Click “+” > add Country > National ID Type > add the ID number. No issued or expiration date needed.

Edit Government IDs Princess Peach

12 second(s) ago - Due 07/08/2023

Proposed IDs

National IDs 0 items

+		*Country
---	--	----------

17. **Submit**



18. The new Contingent Worker is **automatically assigned an LUID** through integration. Shortly after this process takes place (within an hour typically), the **HR Partner** will receive a Workday inbox task to approve the Contract Contingent Worker process (if the HR Partner was not the initiator).



Contract Contingent Worker

19. Finally, this goes to the **Compensation HR Partner (internal LU HR)** for approval. This typically takes 24-48 hours.

20. Once approved, you will have one final task in your Workday inbox asking that you help the new Contingent Worker **claim their Liberty account**. **Submit** this task once the Contingent Worker has claimed their account.

Complete To Do Contract Contingent Worker - New Hire

For Collaborative Health Specialty Services

Overall Process Contract: Joshua Selby [C]

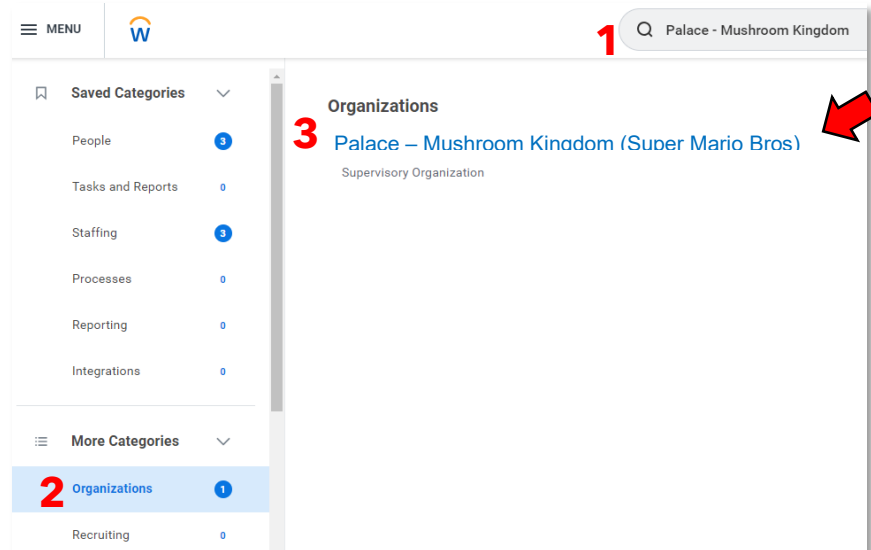
Overall Status Successfully Completed

Due Date 07/18/2024

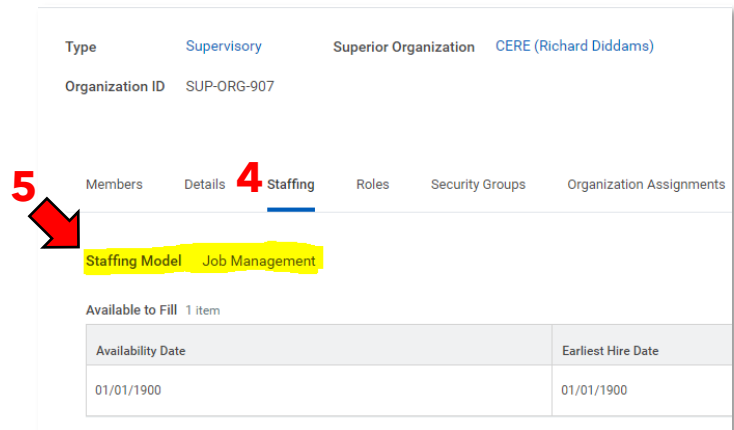
Instructions The Contract Contingent Worker business process has been completed for "Worker". Please assist them in [claiming their account](#) to complete the process. For more instructions on the type of access your contingent worker will need, please review the [Process for Non-Employee/Contractor](#) article. You must be signed into ServiceNow in order to view the article.

Submit

****Note:** The supervisory organization you hire your Contingent Worker in **MUST** be Job Management, not Position Management. To double check if your supervisory organization is Job Management, search the name of the supervisory organization in the Workday search bar > Select your org > click Staffing > find Staffing Model.



If the sup org is Position Management, you will need to create a Job Management organization to use. For assistance with this, please refer to the *Create Job Management Sup Org guide*.



Note: You will need to wait for your new sup org to be approved before moving on to Step 3 of this guide.