Initiated by: HR Analyst

Important

Q Contract Contingent Worker

Contract Contingent Worker

1. In Workday, search "Contract Contingent Worker"

workday

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*.

Supervisory Organization *	X	Palace – Mushroom Kingdom (Super Mario Bros)	:=	
*	0 0	Existing Pre-Hire Create a New Pre-Hire		
ОК Са	ncel	\supset		

Before contracting a contingent worker make sure your pre-hire record includes an email address. You birth to complete the process. If you need assistance, please reach out to your <u>departmental SME</u>.

Click OK

3. Under "Legal Name Information" add the new hire's **First Name** and **Last Name**.

Legal Name I	nformation Contact Information
Country *	\times United States of America [2]
Prefix	:=
First Name	* Princess
Middle Nam	e
Last Name	* Peach
Suffix	:=



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.

Legal Name Information	
Phone Add	
Address Add	
Email Add	

5. Once Contact Information is added, click **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	e * Consultant/ Contractor/ 🗵 🔃 Vendor	
Job Profile	★ Contingent Worker … :=	
Time Type	★ × Full time :=	
Location	★ × Lynchburg - In Office … :=	
✓ Contract Det	tails	
Independent Contingen	it Worker	
Supplier		∷
Default Payment Terms	3	∷
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.

workday

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

Complete To	DO Contract Contingent Worker Personal Information
21 second(s) ago - I	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 th 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 the An Email Address
	Please review the Workday FAQs for these instructions with screenshots provided.
enter your	comment

Close

10. Click Details.

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

View Event	Contract: Princess Peach - Palace - Mushroom Kingdom (Contingent Workers) (Supe
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	01/31/2025 ×
Calendars In Use	Consecutive Days (No Cale
	Integration IDs >
My Actions	Details Process Job Application >
	2 3 Personal Data > Change Emergency Contacts
Pre-Hire	Princess Peach ···· Talent > Edit IDs
	Edit Pre-Hire Contact Information
Organization	Palace - Mushroom Kingdom (Contingent Workers) (Edit Pre-Hire Names
Contract Start D	ate 01/27/2025
	Edit System ID
Reason	(empty) View Contact Information
	View ID Information
Job Details	View Pre-Hire Personal Information

Contingent Worker Type Consultant/ Contractor/ Vendor

Save for Later

View Event

11. Add their Date of Birth

workday

Click OK, then Done.

Edit Personal Information for Pre-Hire

Gender	
Date of Birth	01/08/1985 🛱 🗲

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.

For	Palace - Mushroom Kingdom	n (Contingent Workers)	(Super	Mario Bros)
Overall Process	Contract: Princess Peach - P	alace - Mushroom King	gdom (C	ontingent Workers) (Super Mario Bros)
Overall Status	In Progress			
Due Date	01/31/2025		×	1
Calendars In Use	Consecutive Days (No Cale			
	1	Integration IDs	>	
My Actions	Details Process	Job Application	>	
	2	Personal Data	-> <	Change Emergency Contacts
Pre-Hire	Princess Peach	Talent	>	Edit IDs
	- <u> </u>		-4	Edit Pre-Hire Contact Information
Organization	Palace - Mushroom Kir	ngdom (Contingent Wo	rkers) (Edit Pre-Hire Names
Contract Start	Date 01/27/2025			Edit Pre-Hire Personal Information
				Edit System ID
Reason	(empty)			View Contact Information
				View ID Information
Job Details	6			View Pre-Hire Personal Information

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

Contingent Worker Type Consultant/ Contractor/ Vendor



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

workday

Complete To	DO Contract Contingent Worker Personal Information
21 second(s) ago - I	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.
	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
\bigcirc	
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



Organizations

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.

workday.

*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.

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



Human Resources Services

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



1)

b) Wait for the Supplier to
be added (typically within 2448 hours), then go back to the
beginning of step 16 and
complete the task.

2) <u>Request Change to Workday Business Proc</u>... Use this item to request a change to a Workday business process that has been submitted and approved.

View Details

Submit

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.



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).





- 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 t
	For more instructions on the type of access your contingent worker will need, please review the <u>Process for Non-Employee/Contrac</u> 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.

E ME	NU W		Q Palace - Mushroom Kingdom
	Saved Categories	~	Organizations
	People	3	3 Palace – Mushroom Kingdom (Super Mario Bros)
	Tasks and Reports	0	Supervisory Organization
	Staffing	3	
	Processes	0	
	Reporting	0	
	Integrations	0	
:=	More Categories	~	
2	Organizations	0	
	Recruiting	0	

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.

Туре	Supervisory	Superior Organization	n CERE (Ri	ichard Diddams)
Organization ID	SUP-ORG-907			
Members	Details 4 Staffing	Roles Securi	ty Groups	Organization Assignments
Staffing Mode	I Job Management			
Availability Dat	te			Earliest Hire Date
01/01/1900				01/01/1900

