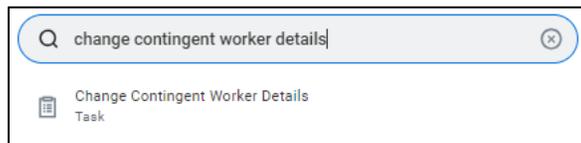


HCM: Change Contingent Worker Details

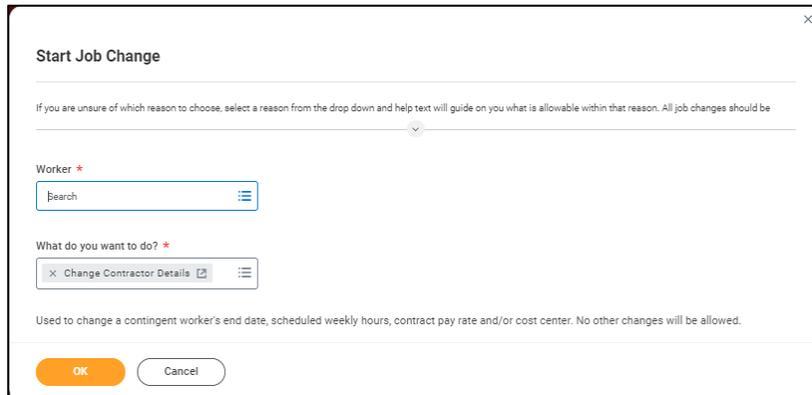
Use this job aid to update details regarding the contingent worker including manager, contract end date, scheduled weekly hours, contract pay rate or cost center.

No other changes can be processed with this change.

1. Navigate to the search bar > type **Change Contingent Worker Details**. Select **Change Contingent Worker Details** from Tasks.

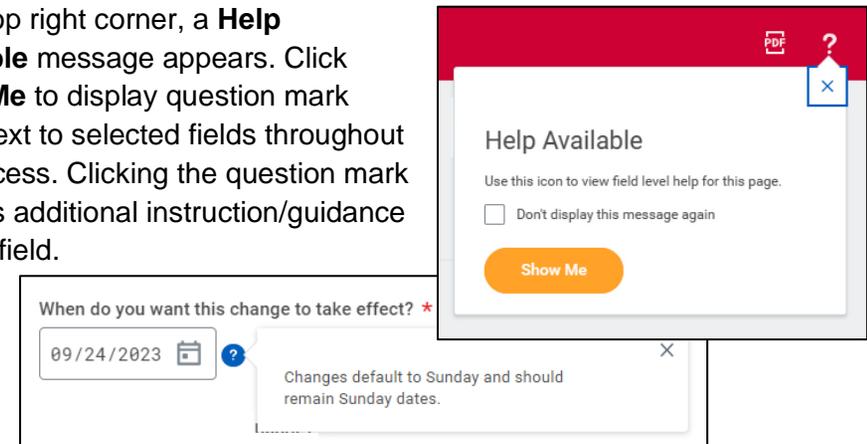


2. This will open the **Start Job Change** page. In the **Worker** field enter the **Contingent Worker's** name. The **What do you want to do** will default as Change Contingent Worker Details. Click the **OK** button. This will move to the **Start** page.



 NOTE: A red asterisk * indicates the field must be completed.

In the top right corner, a **Help Available** message appears. Click **Show Me** to display question mark icons next to selected fields throughout the process. Clicking the question mark displays additional instruction/guidance for that field.



3. In the **Start Details** section, the questions will be pre-populated with the below. Click the pencil icon  to edit information.
 - a. **When do you want the change to take effect** when the Change Contractor Details will take effect. All job changes are required to start on a Sunday. Choose the appropriate Sunday date.
 - b. **Why are you making this change** defaults to **Change Contractor Details** from the previous page.
 - c. **Who will be the manager after this change?** This is the contractor's new manager after the change. This will default once the team is selected in the next field.
 - d. **Which team will this person be on after this change?** For CSC, enter the manager's name to select the team. For teams with a vacant manager, the team will display with 'inherited' at the end. Ensure the correct team is selected.

HCM: Change Contingent Worker Details

e. **Where will this person be located after this change?**

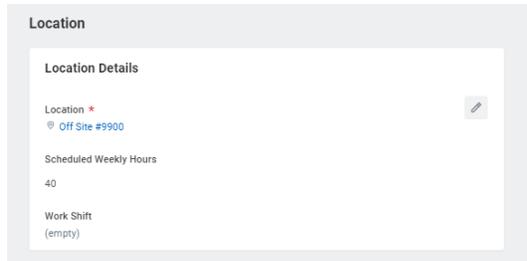
If the team member is changing locations, ensure the correct location is entered.

- For contingent workers working in the CSC, enter #5997
- The most common locations are #9900 Off Site and #9906 Onshore
- Additional contingent worker locations begin with #99xx.

4. **Click the Start button to continue. Note:** The Job Change screen will refresh.

5. In the **Location** section, the hours the team member will be working are selected.

a. **Scheduled Weekly Hours** are the hours the contractor is scheduled to work each week.



Location

Location Details

Location *
Off Site #9900

Scheduled Weekly Hours
40

Work Shift
(empty)

b. Work Shift is not required for contingent workers. Leave blank.

6. The **Contract Details** section populates based on the information entered when the contingent was contracted.

- Supplier** cannot be changed with this transaction.
- Contract End Date** – if the contract end date has changed, enter the updated end date.
- Contract Pay Rate** – If the contract pay rate has changed, enter the updated pay rate.
- Do not change the **Currency or Frequency**.

7. The **Administrative Details** section populates based on the position.

a. **Contingent Worker Type** - can only be Contractor/Consultant or Agency Temp. This usually does not change once contracted.

b. **Time Type**

Choose Full-Time or Part-Time

c. **Default Weekly Hours** - The Default Weekly

hours should be equal to the scheduled weekly hours if the contingent worker is Full Time (36 hours or more per week), or the Default Weekly Hours should be 40 if the contingent worker is Part Time.



Details

Administrative

Employee Type *
Regular

Time Type *
Full Time

Default Weekly Hours
40

8. **Cost Center** populates based on the position details.

a. **Cost Center** – Defaults from the supervisory organization. Ensure the correct cost center is entered.

9. **Click the Submit (current manager) or Approve (receiving manager) button.** This submits the transaction to the next approver. The review and approval process varies.