## HCM: Contract Contingent Worker

Use this job aid to start a contingent worker.

Once a position is available, use the below steps to contract a contingent worker. If a position is not available, use the Create Position Contingent Worker job aid for instruction.

- Navigate to the search bar > type Contract Contingent Worker.
- 2. Select Contract Contingent Worker from the tasks.

| Q | contract contingent                    |
|---|----------------------------------------|
| Ē | Contract Contingent Worker<br>Task     |
|   | End Contingent Worker Contract<br>Task |

3. In the **Supervisory Organization** field, your supervisory organization displays. If you are contracting a contingent worker for a supervisory organization that is not your own, select the correct supervisory organization from the drop-down menu.

| 4. | Search in the      | ×                                                                                                                                                                                                                                                                                                                               |
|----|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | Existing Pre-      | Contract Contingent Worker                                                                                                                                                                                                                                                                                                      |
|    | Hire field using   | An open position is <u>required</u> to contract a contingent worker. You will not be able to find an existing / create a pre-hire without an open position.<br>To search for an existing pre-hire, type the name and press Enter. If creating a new pre-hire, do not change the default country of United States of<br>America. |
|    | the contingent     | Select the appropriate start date, reason, open position, time type, and contractor end date. If the contingent worker is associated with a vendor, please select the appropriate vendor from the Supplier field.                                                                                                               |
|    | worker's name. If  | Refer to the Mange Contingent Worker job aid for additional details                                                                                                                                                                                                                                                             |
|    | the contingent     | Supervisory Organization * X Membership Engagement =                                                                                                                                                                                                                                                                            |
|    | worker appears     | (123999)) * Obisting Pre-Hire III                                                                                                                                                                                                                                                                                               |
|    | in the selection   | Create a New Pre Hire                                                                                                                                                                                                                                                                                                           |
|    | list, select their | CK Cancel                                                                                                                                                                                                                                                                                                                       |
|    | name, and click    |                                                                                                                                                                                                                                                                                                                                 |

ok to continue. Skip to step 11.

5. If the contingent worker does not appear in the Existing Pre-Hire field, click on the **Create a New Pre-Hire** radio button, and click ok to create a Pre-Hire for the contingent worker.



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

- The country defaults to United States of America.
   DO NOT CHANGE THIS.
   Using a different country prevents access from being provisioned.
- Use the contingent worker's name to fill in the First Name and Last Name fields.
- Click the Contact Information tab in the middle of the page to continue entering required fields.
- Use the buttons to add Phone, Address, and Email information. You must add at least one method of contact information.
- 10. Click **OK** when you've added the contact information.

| Source                                     |                            |
|--------------------------------------------|----------------------------|
| Referred by                                | :=                         |
| Comment                                    |                            |
| Supervisory Organi:<br>Allow Duplicate Nar |                            |
| Legal Name Infor                           | mation Contact Information |
| Country * ×                                | United States of America   |
| Prefix                                     | :=                         |
| First Name 🔺                               | Conrad                     |
| Middle Name                                |                            |
| Last Name 🔺                                | Contingent                 |
| Suffix                                     |                            |

| Legal Name Information | Contact Information |
|------------------------|---------------------|
| Phone Add              |                     |
| Address<br>Add         |                     |
| Email Add              |                     |
| ок                     | Cancel              |

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- 11. Choose the first day of the contract as the **Contract Start Date.**
- 12. In the **Reason** field, choose Initial Engagement if it's the first

contract. Choose Re-Engagement if this contingent worker is returning.

- 13. Within the **Job Details** section, choose the **Position** this contingent worker will fill. Other fields will populate automatically. Adjust if needed.
- 14. Within the **Contract Details** section,
  - a. Independent Contingent Worker box will be checked by default.
  - b. If the contingent worker is associated with a vendor, select the vendor from the Supplier field drop down.
  - c. Enter a **Contract End Date.** This field is required.
- 15. Within the **Working Time** section, enter the scheduled weekly hours.
- 16. Click **Submit** to route this task for approval. A pop-up window will appear to show that the event was submitted.

| Reason                         | ✓ Contract Contingent Worker ><br>Re-Engagement        |
|--------------------------------|--------------------------------------------------------|
| Job Details                    |                                                        |
| Position                       | ★ × P185212 Contingent Worker … :=                     |
| Contingent Worker Ty           | rpe ★ Contractor/Consultant :=                         |
| Job Profile                    | ★ Contractor …                                         |
| Time Type                      | ★ $\times$ Full time $\equiv$                          |
| Location                       | ★ BJ's Club Support Center :=<br>Marlborough, MA #5997 |
| <ul> <li>Contract D</li> </ul> | etails                                                 |
| Independent Conting            | ent Worker 🔽                                           |
| Supplier                       |                                                        |
|                                |                                                        |

