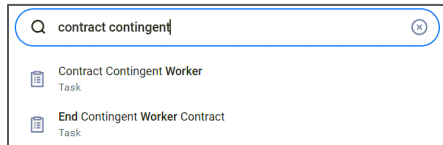


HCM: Contract Contingent Worker

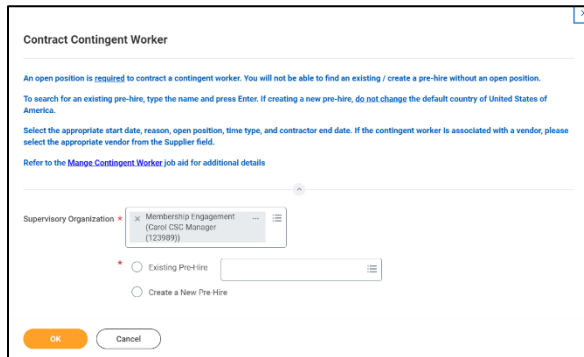
Use this job aid to start a contingent worker.


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.

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

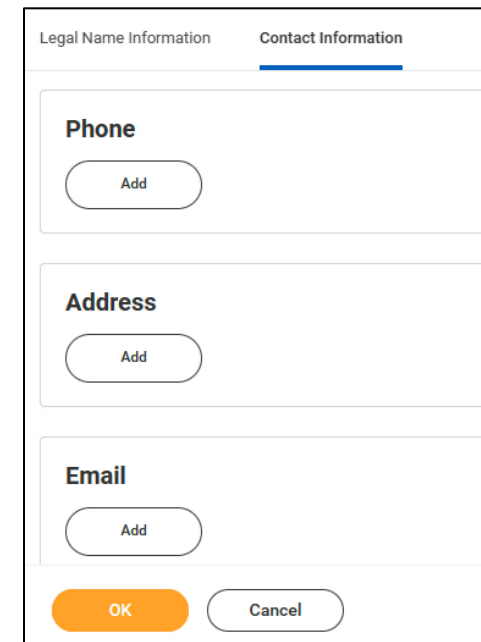
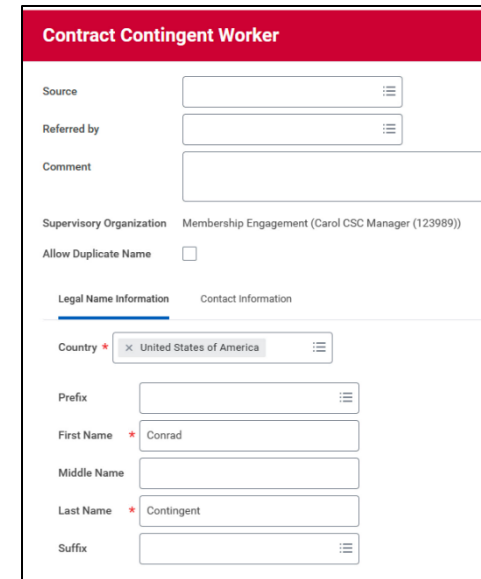


3. In the **Supervisory Organization** field, your supervisory organization displays. If you are contracting a contingent worker for a supervisory organization that is not your own, select the correct supervisory organization from the drop-down menu.
4. Search in the **Existing Pre-Hire** field using the contingent worker's name. If the contingent worker appears in the selection list, select their 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.

6. The country defaults to United States of America. **DO NOT CHANGE THIS.** Using a different country prevents access from being provisioned.
7. Use the contingent worker's name to fill in the **First Name** and **Last Name** fields.
8. Click the **Contact Information** tab in the middle of the page to continue entering required fields.
9. 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.



HCM: Contract Contingent Worker

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.

Contract Start Date * 09/25/2023

Reason * Contract Contingent Worker > Re-Engagement

Job Details

Position * P185212 Contingent Worker

Contingent Worker Type * Contractor/Consultant

Job Profile * Contractor

Time Type * Full time

Location * BJ's Club Support Center Marlborough, MA #5997

Contract Details

Independent Contingent Worker

Supplier

Default Payment Terms

Submit Save for Later Cancel