Use this job aid to create a position for a Contingent Worker. Contingent Worker positions should only be created for the CSC or DCs.

1. Navigate to the search bar > type **Create Position**.



- 2. Select **Create Position** from the tasks.
- In the Supervisory Organization field, your supervisory organization displays. If you are creating a position for a supervisory organization that reports to you, select the correct supervisory organization from the dropdown menu.

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- 4. Click OK.
- 5. In the **Position Request Reason** field, select BJ's Temporary or Contingent. This is the only allowed selection for this field.
- 6. In the **Job Posting Title** field, enter the job title. This should include contractor/contingent.
- 7. In the Number of Positions field, this defaults as 1.



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

8. In the **Availability Date** field, enter the date the position is available. Future dates cannot be used, enter a date that is on or

Hiring Restrictions Qualifications

before today's

	date.	Availability Date	HM/DD/YYYY 💼
9.	The Earliest	Earliest Hire Date	MM/DD/YYYY
	Hire Date field	Job Profile *	
		Job Description Summary	-
	must be the	Job Description	Format V B I U A V H N K
	same as the		
	availability	Location *	
	date.	Time Type *	=
10	In the <b>.loh</b>	Worker Sub-Type	(empty)
10.		Critical Job	
	Profile field,	Difficulty to Fill	=
		Accellenter des Recordes	

Select Contractor as the job profile. Make sure you select the correct job profile.

- 11. In the **Location** field, enter the location of the position.
  - 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.
- 12. In the **Time Type** field, select Full time or Part time.
- 13. In the Worker Type field, select Contingent Worker.
- 14. In the **Worker Sub-Type** field, select Agency Temp or Contractor/Consultant.
- 15. Click **Submit**. The position request is sent to your manager for approval. Approvals vary depending on the request reason and by location.

