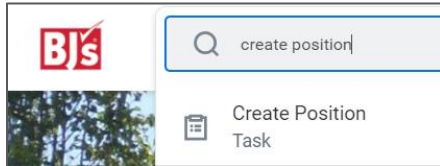


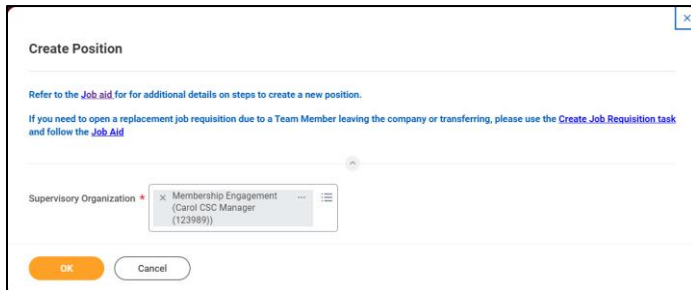
HCM: Create a Position Contingent Worker

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.
3. 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.



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 * 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 before today's date.
9. The **Earliest Hire Date** field must be the same as the availability date.
10. In the **Job Profile** field, 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.

