

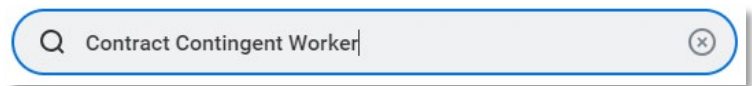


Contract Contingent Worker

Initiated by: HR Analyst

1. **Search your contingent worker in Workday** to see if they have a pre-hire profile. Keep a mental note of whether or not you already see their pre-hire profile in Workday for Step 3.

2. In Workday, search **“Contract Contingent Worker”**



3. Select your desired **supervisory organization.****
(If you run into an **error** here, please go to the last page of this guide for further information)

If they *DO NOT* have a Workday profile, select **“Create a New Pre-Hire”**.

If they *DO* have a Workday profile, select **“Existing Pre-Hire”** and continue to *Step 7*.

Contract Contingent Worker

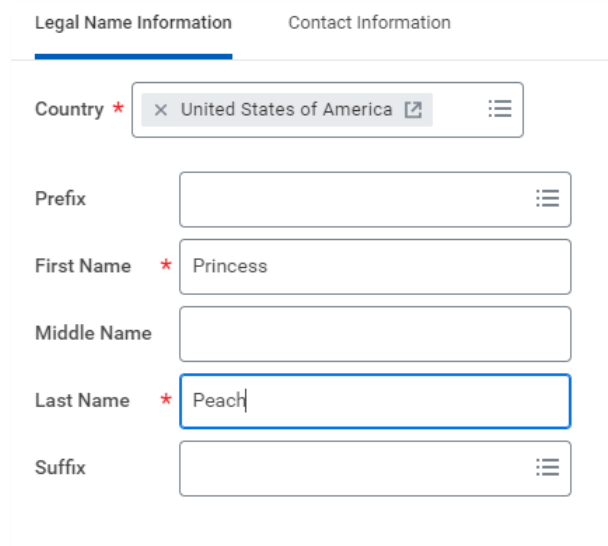
Important
Before contracting a contingent worker make sure your pre-hire record includes an email address. You must have a birth date to complete the process. If you need assistance, please reach out to your [departmental SME](#).

Supervisory Organization *

* Existing Pre-Hire Create a New Pre-Hire

Click **OK**

- Under “Legal Name Information” add the new hire’s **First Name** and **Last Name**.



Legal Name Information Contact Information

Country *

Prefix

First Name *

Middle Name

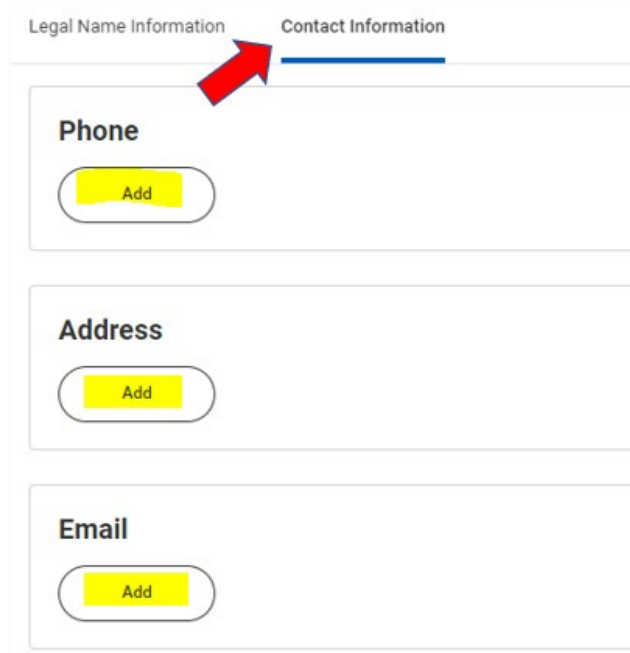
Last Name *

Suffix

- Go to **Contact Information**. Add Phone Number, Address, and Email.

*Note: Be sure the **Type** is listed as **Home****

The email can be **Home or **Work** if they use a work email.*



Legal Name Information **Contact Information**

Phone

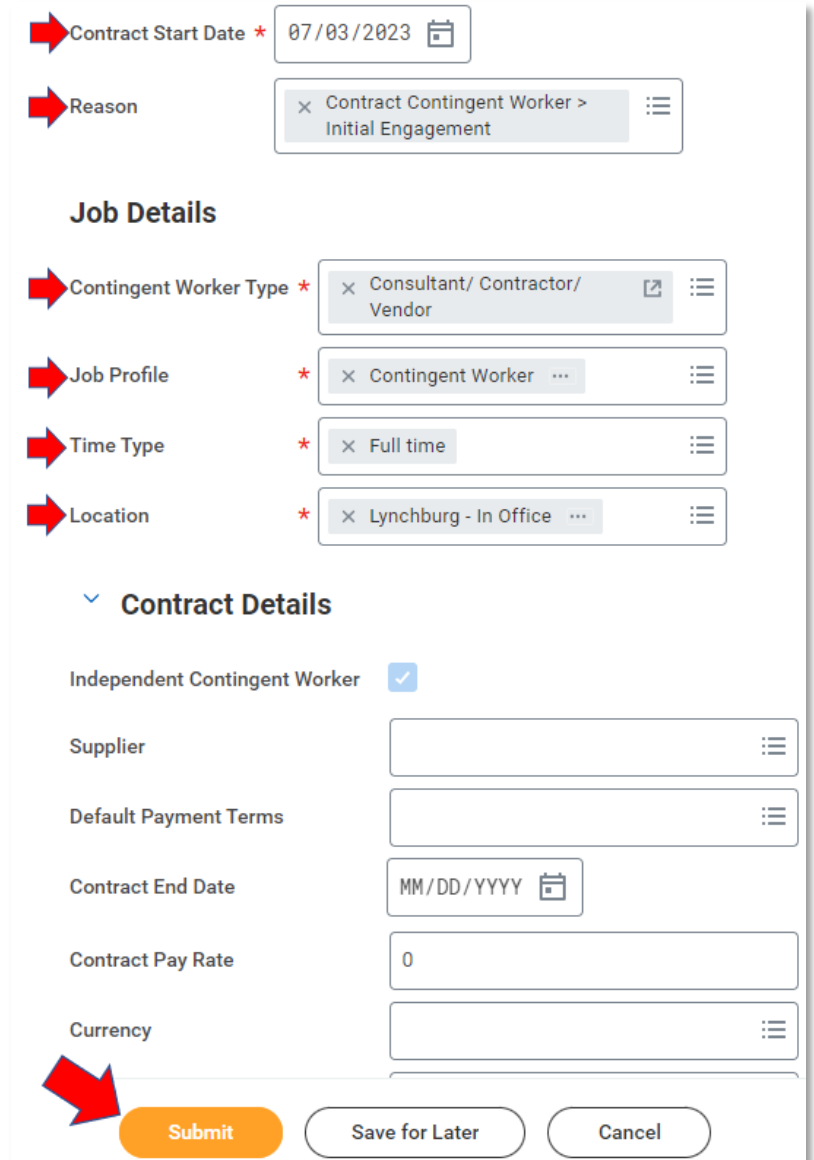
Address

Email

- Once Contact Information is added, click **OK**.



7. Enter the **Contract Start Date, Reason, Contingent Worker Type, Job Profile, Time Type, and Location.**



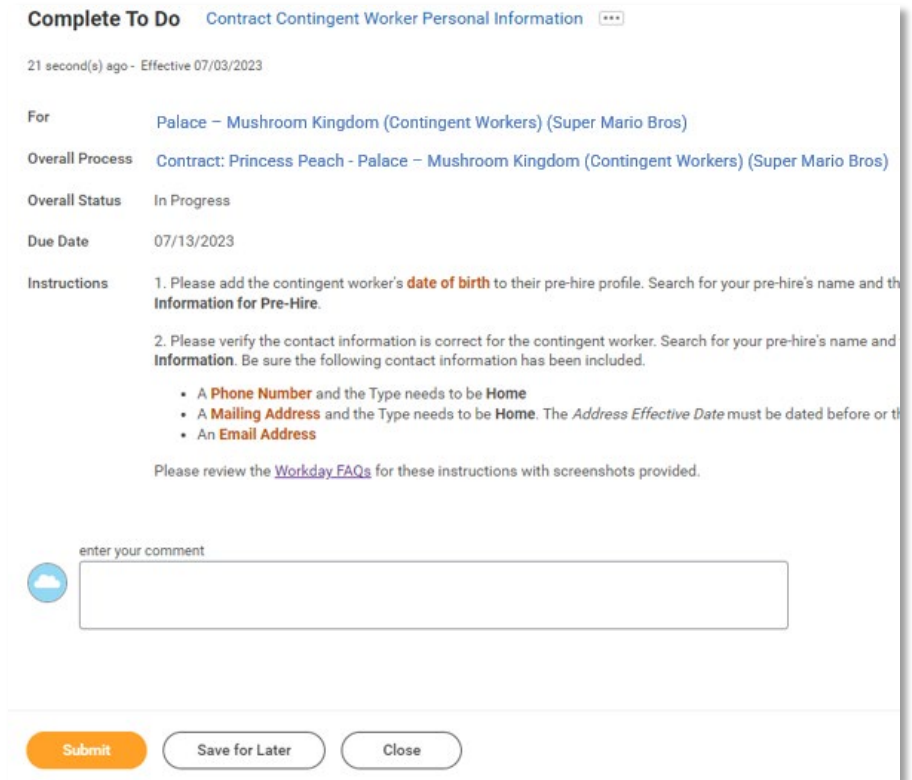
The screenshot shows a form for creating a Contract Contingent Worker. It includes fields for Contract Start Date (07/03/2023), Reason (Contract Contingent Worker > Initial Engagement), Job Details (Contingent Worker Type: Consultant/ Contractor/ Vendor, Job Profile: Contingent Worker, Time Type: Full time, Location: Lynchburg - In Office), and Contract Details (Independent Contingent Worker checked, Supplier, Default Payment Terms, Contract End Date, Contract Pay Rate, Currency). A red arrow points to the Submit button.

8. **Submit**

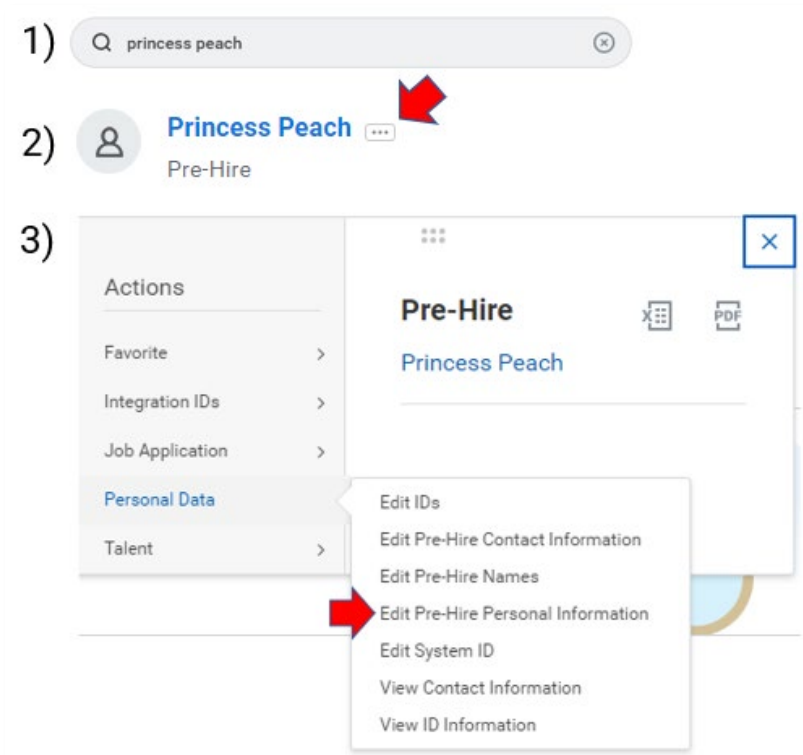
9. Click on your Workday **Inbox** (top right corner)



10. Open the task **Contract Contingent Worker Personal Information**. This should be at the top of your inbox.



11. First, you will add the new Contingent Worker's Date of Birth. Type their name in the search box > hover over their name > click the three dots > hover over Personal Data > **Edit Pre-Hire Personal Information**.



12. Add their **Date of Birth**

Click **OK**, then **Done**.



Edit Personal Information for Pre-Hire

Enter information about pre-hires to use in regulatory and compliance reporting.

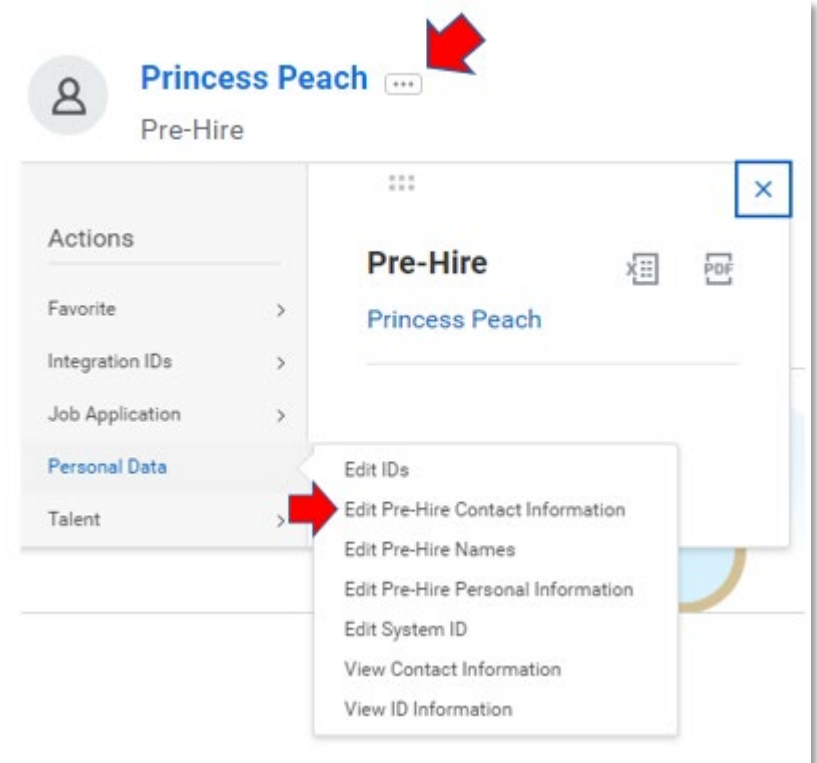
Gender



Date of Birth  

13. Hover over their name again > click the three dots > hover over Personal Data > **Edit Pre-Hire Contact Information**.

Ensure their phone number, address, and email is correct.


Click **OK**, then **Done**.




Princess Peach  


Pre-Hire

Actions

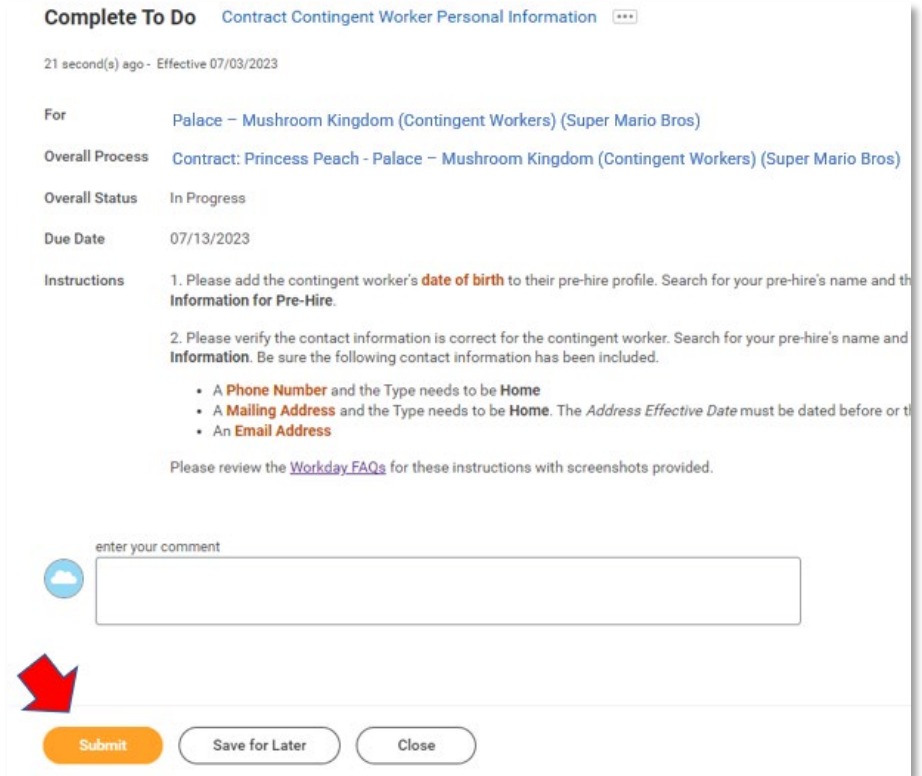
- Favorite >
- Integration IDs >
- Job Application >
- Personal Data** 
- Talent >

Pre-Hire 

Princess Peach

- Edit IDs
- Edit Pre-Hire Contact Information** 
- Edit Pre-Hire Names
- Edit Pre-Hire Personal Information
- Edit System ID
- View Contact Information
- View ID Information

14. Go back to your **Workday inbox** and **Submit** the Contract Contingent Worker Personal Information task.



Complete To Do Contract Contingent Worker Personal Information ⋮

21 second(s) ago - Effective 07/03/2023

For Palace – Mushroom Kingdom (Contingent Workers) (Super Mario Bros)

Overall Process Contract: Princess Peach - Palace – Mushroom Kingdom (Contingent Workers) (Super Mario Bros)

Overall Status In Progress


Due Date 07/13/2023

Instructions

1. Please add the contingent worker's **date of birth** to their pre-hire profile. Search for your pre-hire's name and the **Information for Pre-Hire**.
2. Please verify the contact information is correct for the contingent worker. Search for your pre-hire's name and **Information**. Be sure the following contact information has been included.
 - A **Phone Number** and the Type needs to be **Home**
 - A **Mailing Address** and the Type needs to be **Home**. The *Address Effective Date* must be dated before or t
 - An **Email Address**

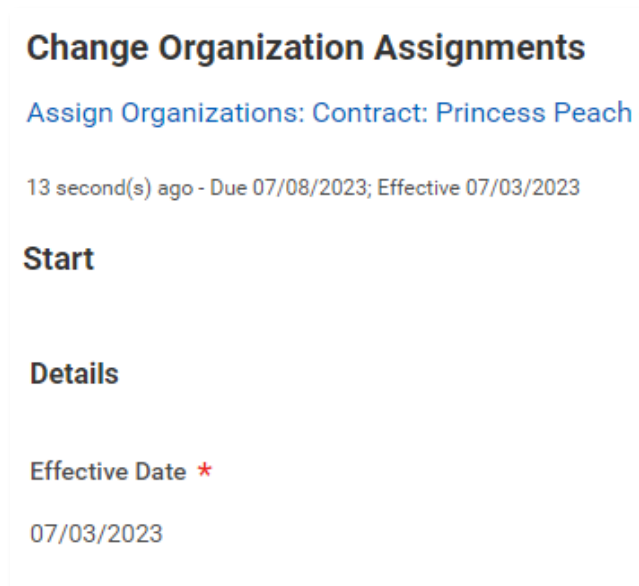
Please review the [Workday FAQs](#) for these instructions with screenshots provided.

enter your comment



Submit Save for Later Close

15. A new inbox task will populate called **Change Organization Assignments**.



Change Organization Assignments

[Assign Organizations: Contract: Princess Peach](#)

13 second(s) ago - Due 07/08/2023; Effective 07/03/2023

Start

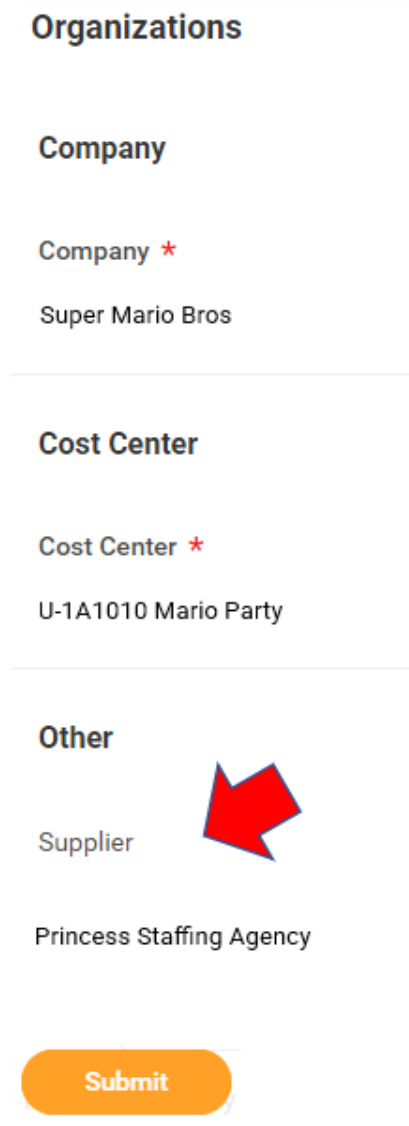
Details

Effective Date *

07/03/2023

16. Update the Company (if empty) and **Supplier***. The cost Center should have auto-populated. If it did not, add the Cost Center too. **Submit.**

*If the Supplier of your Contingent Worker is not an option, please submit a ServiceNow ticket requesting the Supplier be added. Steps are below. If the Supplier is there, skip down to step 17.



Organizations

Company

Company *


Super Mario Bros

Cost Center

Cost Center *

U-1A1010 Mario Party

Other

Supplier 

Princess Staffing Agency

Submit

a) Go to ServiceNow > Select Human Resources > Request and Change Workday Process

1)



Human Resources Services

Services for Human Resources including permissions to HR technologies, changes to job postings, etc.

b) Wait for the Supplier to be added (typically within 24-48 hours), then go back to the beginning of step 16 and complete the task.

2) [Request Change to Workday Business Proc...](#)
Use this item to request a change to a Workday business process that has been submitted and approved.

[View Details](#)


17. Finally, the Workday inbox task **Edit Government IDs** will populate. Click “+” > add Country > National ID Type > add the ID number. No issued or expiration date needed.

Edit Government IDs Princess Peach

12 second(s) ago - Due 07/08/2023

Proposed IDs

National IDs 0 items

		*Country
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18. **Submit**



19. The new Contingent Worker is **automatically assigned an LUID** through integration. Shortly after this process takes place (within an hour typically), the **HR Partner** will receive a Workday inbox task to approve the Contract Contingent Worker process (if the HR Partner was not the initiator).



Contract Contingent Worker

20. Finally, this goes to the **Compensation HR Partner (internal LU HR)** for approval. This typically takes 24-48 hours.

20. Once approved, you will have one final task in your Workday inbox asking that you help the new Contingent Worker **claim their Liberty account**. **Submit** this task once the Contingent Worker has claimed their account.

Complete To Do Contract Contingent Worker - New Hire ⋮

For Collaborative Health Specialty Services

Overall Process Contract: Joshua Selby [C]

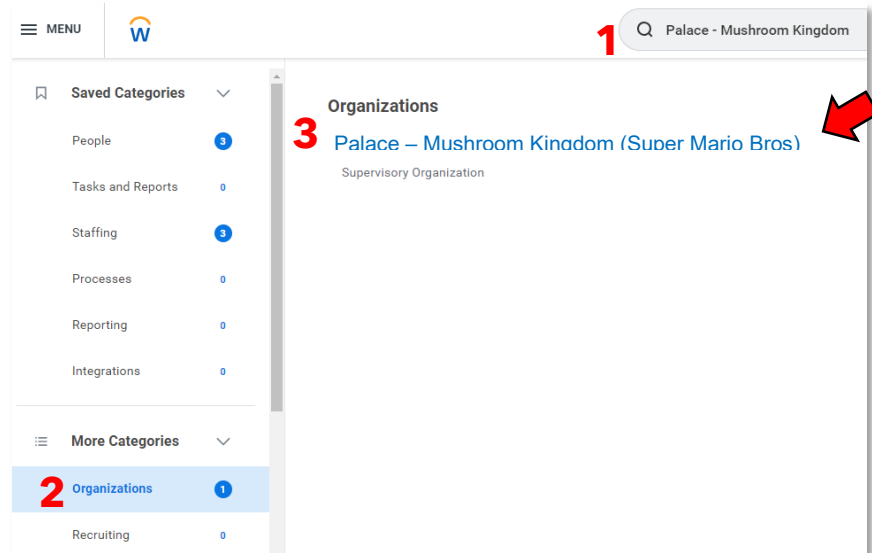
Overall Status Successfully Completed

Due Date 07/18/2024

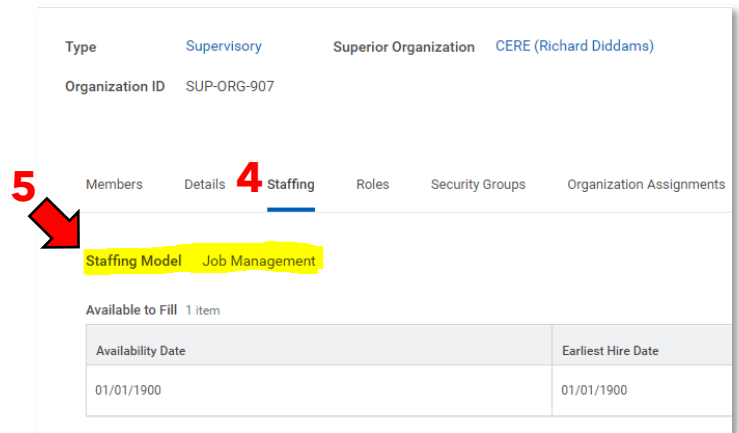
Instructions The Contract Contingent Worker business process has been completed for "Worker". Please assist them in [claiming their account](#) for their new Liberty account. For more instructions on the type of access your contingent worker will need, please review the [Process for Non-Employee/Contractor](#) article. **Submit**

Submit

****Note:** The supervisory organization you hire your Contingent Worker in **MUST** be Job Management, not Position Management. To double check if your supervisory organization is Job Management, search the name of the supervisory organization in the Workday search bar > Select your org > click Staffing > find Staffing Model.



If the sup org is Position Management, you will need to create a Job Management organization to use. For assistance with this, please refer to the *Create Job Management Sup Org guide*.



Note: You will need to wait for your new sup org to be approved before moving on to Step 3 of this guide.