

# Contract Contingent Worker

## Overview

Used when hiring an employee into the company.

**Who Does This:** HR Business Partner

## Things to Know:

- An open position is required to start the Hire process.
- International and portfolio companies will follow this process.
- If this is regarding an employee converting to a contingent worker, there are extra steps that need to be taken

### Step 1

Please check to see if the worker has been an employee before. Type their name into the search box (nothing will drop down automatically), and hit enter

The screenshot shows the Workday search interface. At the top, there is a search bar with the text 'Elizabeth' and a magnifying glass icon. Below the search bar is a blue header with the text 'Search Results'. On the left side, there is a vertical menu of categories: Common, Assets, Integrations, Learning, Organizations, Payroll, People (highlighted with a red box), Processes, Procurement, Projects, Recruiting, Reporting, Revenue, Security, Staffing, Time Off and Leave, and All of Workday. The main content area shows 'Search Results 2 items' under the 'People' category. The first result is 'Elizabeth [redacted] (Terminated) Employee'. The second result is 'Elizabeth [redacted] Pre-Hire'. A tip at the bottom reads: 'Tip: try selecting another category from the left to see other results'.

### Step 2

Click the "people" tab on the left hand side. See if the employee shows up as a term (or shows up at all).

If the employee does not exist in the system, please move to step 4.

If the employee is in the system terminated, please move to step 3.

If the employee in the system active, please terminate them before moving onto step 3.

The screenshot shows the Workday employee profile for a terminated employee. The profile includes a search bar at the top with the text 'Search'. Below the search bar is a blue header with the text 'Job Details'. The main content area shows the employee's profile information: 'Location CoorsTek Headquarters', 'Manager [redacted]', and 'Employee ID 100002315' (highlighted with a red box). There is also a redacted profile picture on the left side.

### Step 3

Go to their terminated profile, and find their employee ID in the top right.

Make note of their employee ID off to the side outside of Workday. We'll use it later, but it'll change, so you need to make note of it now.

Q Contract Contingent Worker|

Contract Contingent Worker Task

Contract Contingent Worker Event Details - Report

Contingent Workers with Expiring Contracts - Report

#### Step 4

Type "Contract Contingent Worker" in the search bar and select "**Contract Contingent Worker – Task**"

Supervisory Organization \*

Existing Pre-Hire

Create a New Pre-Hire

Cancel OK

#### Step 5

Select the appropriate Supervisory Org where the open position is available.

#### Step 6

Select Existing Pre-Hire (applicant or previously worked at CoorsTek) or Create a New Pre-Hire.

- Choose Create a New Pre-Hire if your location is not using Recruiting.
- Steps 5-7 are only applicable if you are creating a new pre hire

#### Step 7

Select **OK**.

Legal Name Information

Contact Information

Country \*

X United States of America

Prefix

First Name \*

Middle Name

Last Name \*

Suffix

**Step 8 (steps 8-10 only applicable if creating new pre hire in step 6)**

Enter the appropriate information under Legal Name Information select the appropriate Country and enter the Given Name(s) and Family Name.

Legal Name Information

Contact Information

Phone

Add

Address

Add

Email

Add

Instant Messenger

Add

Web Address

Add

Cancel

OK

**Step 9**

Enter the appropriate information under Contact Information and add at least one piece of contact information (Phone, Address, Email, Instant Messenger, or Web Address).

**Step 10**

Select **OK**.

Contract Start Date \* MM / DD / YYYY 

Reason

### Job Details

Position \*

Contingent Worker Type \*

Job Profile \*

Time Type \*

Location \*

**Step 11**  
 Select the appropriate value for all choices with the red asterisk (\*).  
 • For Position, select Positions without Job Requisition and select the appropriate open position.  
 • Fill in the rest of the appropriate fields from the drop down menus

**Contract Details**

Independent Contingent Worker

Supplier

Default Payment Terms

Contract End Date MM / DD / YYYY 

Contract Pay Rate

Currency

Frequency

Assignment Details

**Step 12**  
 Supplier is required for all locations except Japan. If this doesn't apply to this hire, there is an "other" category. If you'd like to make note of the supplier and it's not in the list, please use the "Assignment Details" field at the bottom of this Contract Details section (you still have to put "other" in the supplier section though).  
 If you have the Contract Pay Rate, please enter it here.  
 Frequency is required for all US locations, and must be either "Annual" (aka salary), or "Hourly". Any other options for a US location will error out.

<p> <b>Additional Information</b> </p> <p>       Job Title <input type="text"/> </p> <p>       Business Title <input type="text"/> </p> <p>       Location Weekly Hours <input type="text" value="0"/> </p> <p>       Default Weekly Hours <input type="text" value="0"/> </p> <p>       Scheduled Weekly Hours <input type="text" value="0"/> </p> <p>       FTE <input type="text" value="0%"/> </p> <p>       Job Category <input type="text" value="(empty)"/> </p> <p>       Job Classifications <input type="text" value="(empty)"/> </p> <p> <span style="border: 1px solid blue; padding: 2px;">Job Classification</span> <input type="text"/> </p> <p>       Company Insider Types <input type="text"/> </p> <p>       Workers' Compensation Code from Job Profile <input type="text" value="(empty)"/> </p> <p>       Workers' Compensation Code Override <input type="text"/> </p> <p> <span style="border: 1px solid blue; padding: 2px;">Work Shift</span> <input type="text" value="(empty)"/> </p> <p>       First Day of Work <input type="text" value="MM / DD / YYYY"/> </p>	<p><b>Step 13</b></p> <p>Job Classification is required for US Locations. This is the field we use for our Leave Plans and Holiday Plans. You must have at least 2 options selected here, one of which must be "No Leave Plan". The other one, their holiday schedule, is dependent on the worker and our agreement with them.</p> <p>Work shift is required for all US locations.</p>
<p> <span style="border: 2px solid orange; padding: 5px; background-color: #f4a460;">Submit</span> <span style="border: 1px solid #ccc; border-radius: 15px; padding: 5px 15px; margin-left: 10px;">Save for Later</span> <span style="border: 1px solid #ccc; border-radius: 15px; padding: 5px 15px; margin-left: 10px;">Close</span> </p>	<p><b>Step 14</b></p> <p>Select <b>Submit</b>.</p>
<p style="background-color: #0070c0; color: white; padding: 10px;"> <b>You have submitted</b>        Contract: Matt Murdock - More CW Testing-11 <span style="float: right; font-size: small; border: 1px solid white; border-radius: 5px; padding: 2px 5px;">Actions</span> </p> <p>Up Next</p> <div style="background-color: black; color: white; padding: 5px; text-align: center; font-weight: bold; font-size: 1.2em;">       your name     </div> <p style="font-size: small; margin-top: 5px;">Change Organization Assignments</p> <p style="text-align: center; margin-top: 10px;"> <span style="border: 1px solid #ccc; border-radius: 15px; padding: 5px 15px; background-color: #f0f0f0;">Open</span> </p> <p style="margin-top: 10px;"> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 5px 10px; display: inline-block;">&gt;</span> <b>Details and Process</b> </p>	<p><b>Step 15</b></p> <p>You will receive an inbox item to change the new Contingent Worker's Organization Assignments. You can get to this by either of these ways:</p> <ol style="list-style-type: none"> <li>1. Click the <b>Open</b> button that is in the screenshot</li> <li>2. Go to your inbox in the top right of the webpage and click on it (between the bell icon and your profile picture, it should look like a drawer), and then click the newest item in your inbox</li> </ol>
<p> <span style="border: 2px solid orange; padding: 5px; background-color: #f4a460;">Submit</span> <span style="border: 1px solid #ccc; border-radius: 15px; padding: 5px 15px; margin-left: 10px;">Save for Later</span> <span style="border: 1px solid #ccc; border-radius: 15px; padding: 5px 15px; margin-left: 10px;">Close</span> </p>	<p><b>Step 16</b></p> <p>Verify all the information displayed is correct for that Contingent Worker, then select <b>Submit</b>.</p>

## Success! Event submitted

7 minute(s) ago - Effective 07/29/2019

Up Next

**your name**

Edit Other IDs

Open

### Step 17

You will receive another inbox item to edit the new Contingent Worker's Other IDs. You can get to this by any of these 4 ways:

1. Click the **Open** button that is in the screenshot
2. Go to your inbox in the top right of the webpage and click on it to refresh your inbox (between the bell icon and your profile picture, it should look like a drawer), and then click the newest item in your inbox
3. Click the orange refresh button at the top of your workday inbox that may have showed up, and then click the newest item in your inbox
4. Refresh your browser page while still in your inbox, and then click the newest item in your inbox

### Edit Other IDs Matt Murdock

6 minute(s) ago

Proposed IDs

Other IDs 0 items

*Other ID Type	Organization	Description
No Data		

Previous IDs

Other IDs 0 items

*Other ID Type	Organization	Description
No Data		

### Step 18

Click the plus button in the top left of the "Other IDs" table under Proposed IDs in this task to drop down a row.

Hit the plus button again if they will need a QAD ID

### Edit Other IDs Matt Murdock

6 minute(s) ago

Proposed IDs

Other IDs 1 item

*Other ID Type	Organization	Description	Identification #
Supplier Employee ID			K00512

Previous IDs

Other IDs 0 items

*Other ID Type	Organization	Description	Identification #
No Data			

### Step 18

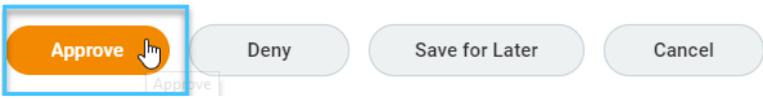
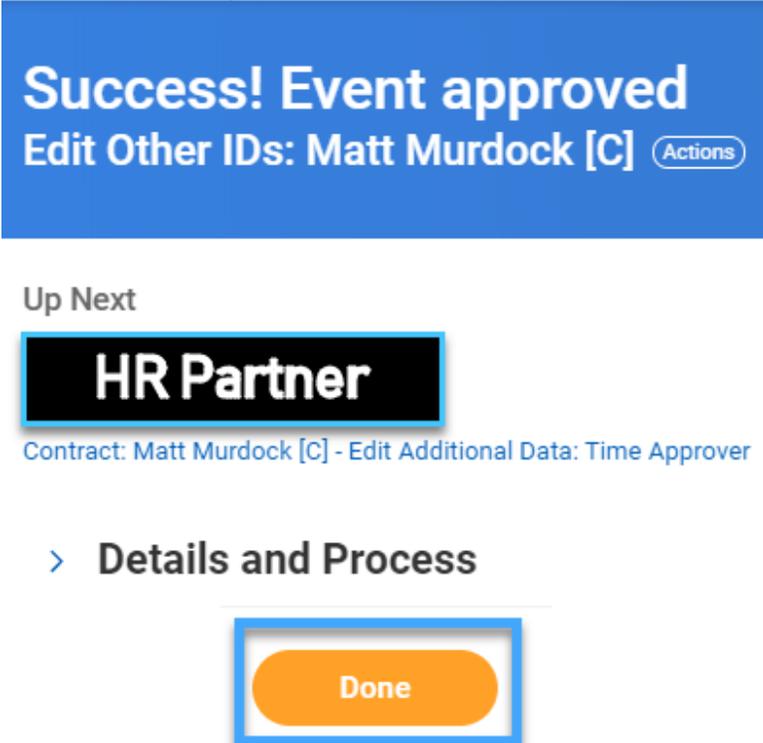
Fill in the first column, Other ID Type, with **Supplier Employee ID**. There is a drop down for you to choose this from.

### Step 20

Fill in the Identification # column with the ID used for the Contingent Worker from their Supplier. You can leave all other fields blank

### Step 21 (if they need QAD Access)

If they need a QAD ID, please refer to step 3 to find their employee ID (You can ignore the stuff about termination and writing down the number earlier if those steps didn't apply earlier). Then add "QAD ID" to the first column, and their employee ID to the "identification #" **MINUS one the 0s in the middle** (for example, an employee ID of 100002640 would be 10002640 for their QAD ID)

	<p><b>Step 22</b> Click the <b>Approve</b> button.</p>
	<p><b>Step 23 (Steps 24-25 for US Only)</b> This will now be routed to be approved by the HR Partner for appropriate location. <b>Only US locations</b> will have step 17-19.</p> <p>However, many of you reading this may be HR Partners. In that case, this will look more like step 14, where you should be able to click <b>“Edit Additional Data”</b> and move to the next step. If you are not an HR Partner and see this show up, hit <b>Done</b> at the bottom of the page.</p>
<p>Custom Object Time Approver</p> <ol style="list-style-type: none"> <li>1. Navigate to the employee's worker profile.</li> <li>2. Click on the actions button and scroll down to "additional data."</li> <li>3. Edit Effective-Dated Custom Object</li> <li>4. Select the date you want this change to be in effect.</li> <li>5. Type in and select the person who should be the employee's time approver</li> </ol> <hr/> <p><b>Time Approver</b></p> <p>Time Approver Name <input type="text"/></p>	<p><b>Step 24</b> Enter the time approver. Do not try and scroll through the options, as this does not populate correctly. You must type in the time approver's name.</p>
	<p><b>Step 25</b> Click <b>Submit</b>.</p>

## Success! Event submitted

Contract: **Matt Murdock [C]** Actions

3 hour(s) ago - Effective 09/23/2019

Up Next

**Manager**

To Do: [CoorsTek IT Resources Request](#)

Due Date 09/28/2019

> **Details and Process**

### Step 26 (All locations other than Japan)

The manager will now be sent a message about filling out an appropriate IT request for equipment, if they choose to, for the new worker.

Complete To Do

CoorsTek IT Resources Request Actions

33 second(s) ago - Due 09/28/2019; Effective 09/23/2019

For CW Testing new BP-3

Overall Process Contract: Matt Murdock [C]

Overall Status Successfully Completed

**Instructions** If your new hire is an information worker and will need individual IT resources (i.e. email address, PC, system access, telephone, cell phone, etc.) please click on the link to our Service Center and select New Hire IT Onboarding under I Need Something New. Copy and paste the Employee ID and employee's name listed in Workday in the request and complete the form. After the request has been submitted, please click Submit below.  
**Service Center** If individual IT resources are NOT required for this employee, you may ignore this step and click Submit below.  
If you have any questions, please contact your HR Partner for assistance.

**Submit**

Save for Later

Close

### Step 27 (All locations other than Japan)

The manager will read the message, take any actions necessary, and choose "**Submit**" at the bottom of the page.

## You have marked as Complete

Contract: **Matt Murdock [C]** Actions

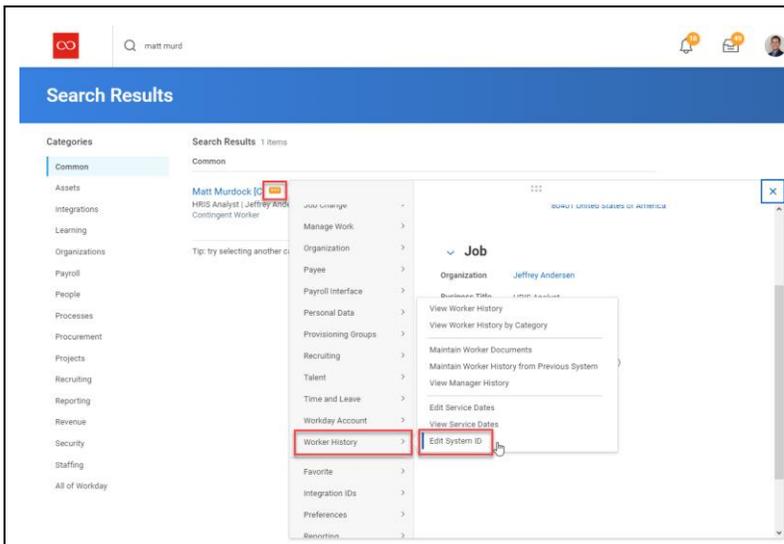
33 second(s) ago - Due 09/28/2019; Effective 09/23/2019



Process Successfully Completed

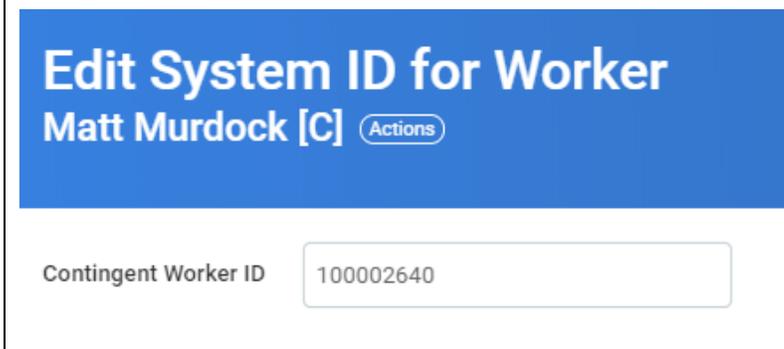
### Step 28

The process is now complete. Please go to the final steps if the worker is an employee converting to a contingent worker.



### Step 29

Go to the contingent worker's related actions  
 → worker history → edit system ID



### Step 30

Change their system ID to the old employee ID you wrote down in step 3 (if it applied). Then hit ok at the bottom. You're all done!

## FAQ's

**What happens next?** Contingent Workers are handled differently in the system, and don't go through the onboarding process. This is the end of creating that worker in the system, and payments/benefits/personal information will be handled by their supplier/vendor.

However, as of 9/26/19, Contingent Workers in all locations other than Japan will now have Workday accounts – meaning they will have a username and password to login to the system. This way we will better be able to feed their information into other systems (like Kronos in the US), as well as give them trainings and have proof they completed these trainings when necessary.