Contract Contingent Worker

Overview
Used when hiring an employee into the company.

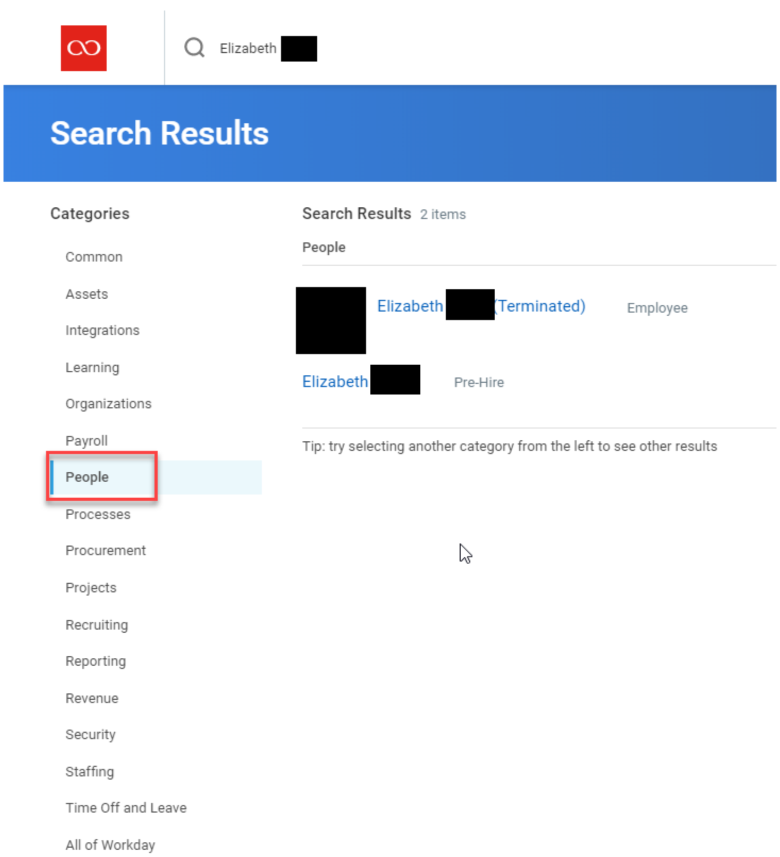
Who Does This: HR Business Partner

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



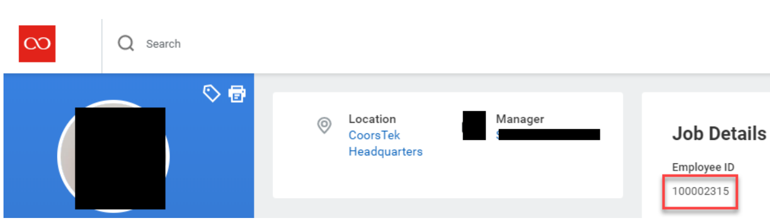
Step 2

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.

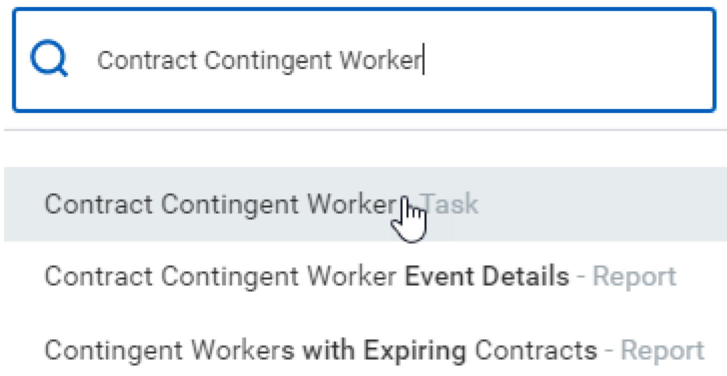
If the employee in the system active, please terminate them before moving onto step 3.



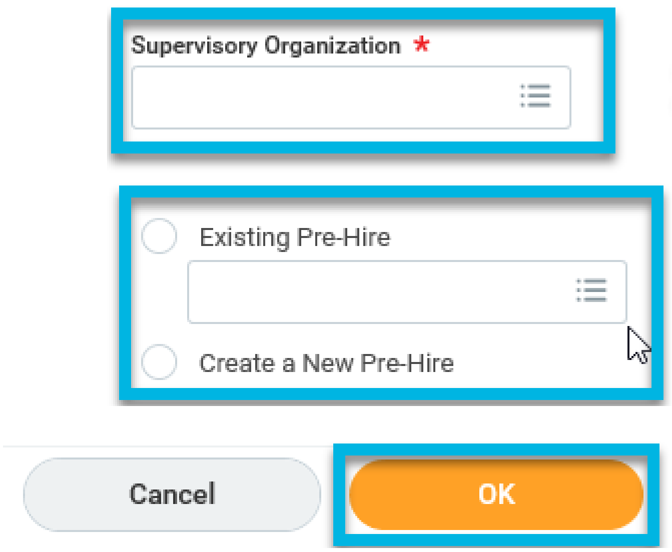
Step 3

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.



Step 4
Type "Contract Contingent Worker" in the search bar and select "**Contract Contingent Worker – Task**"

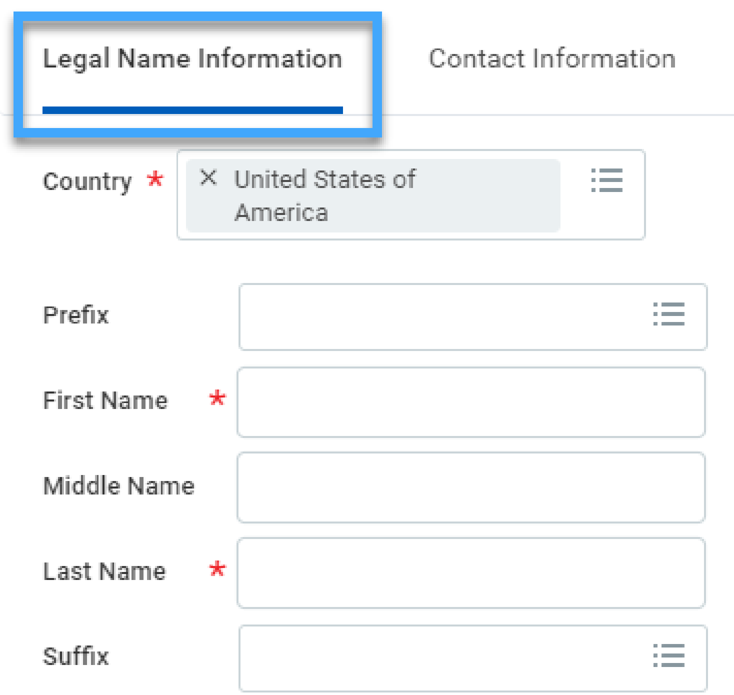


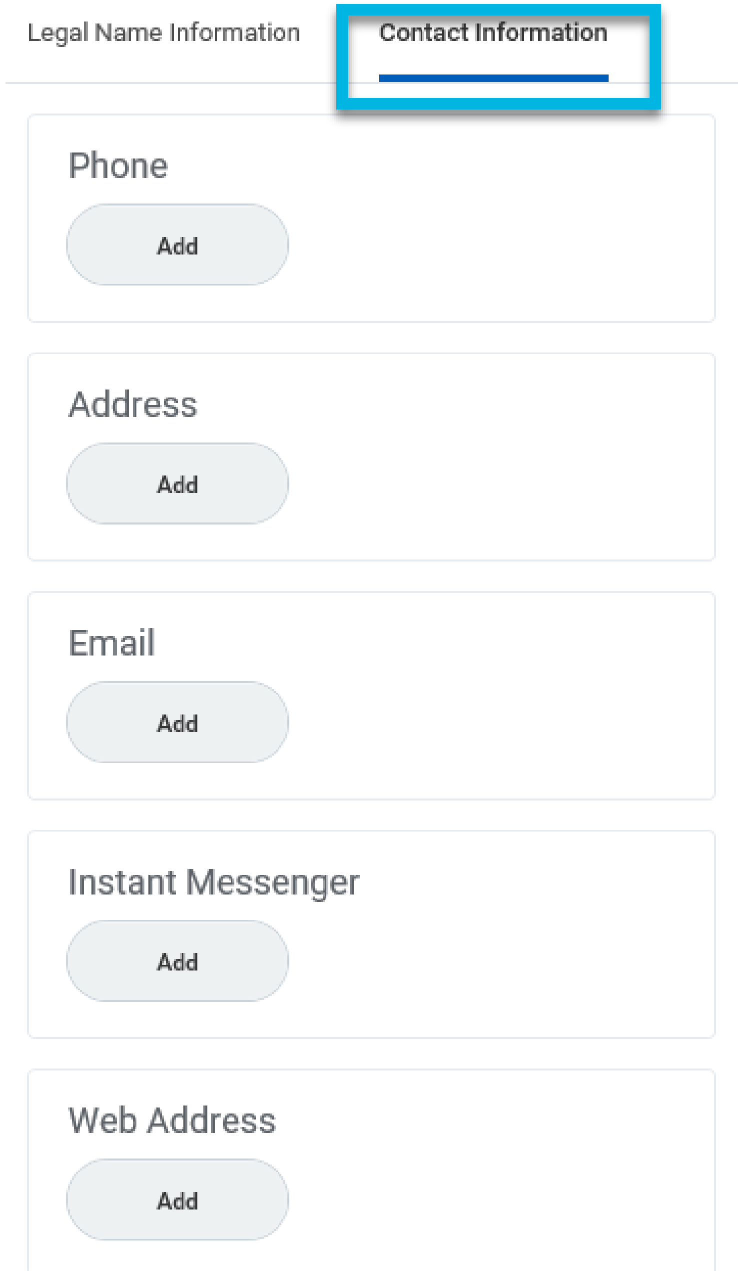
Step 5
Select the appropriate Supervisory Org where the open position is available.

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.**

	**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.

<table>
<tr>
<td>
</td>
<td>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).</td>
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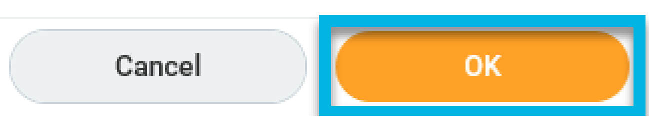
<tr>
<td>
</td>
<td>Step 10
Select OK.</td>
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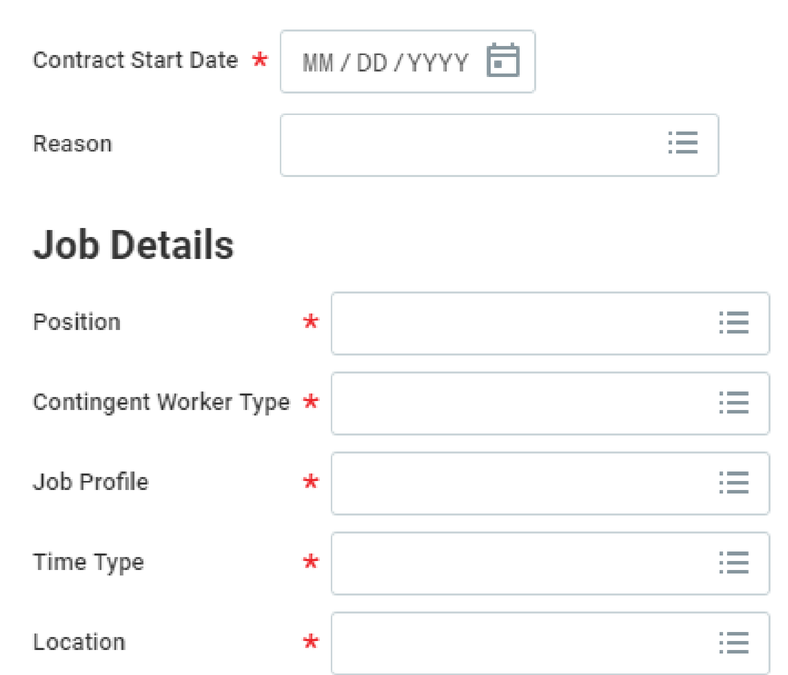
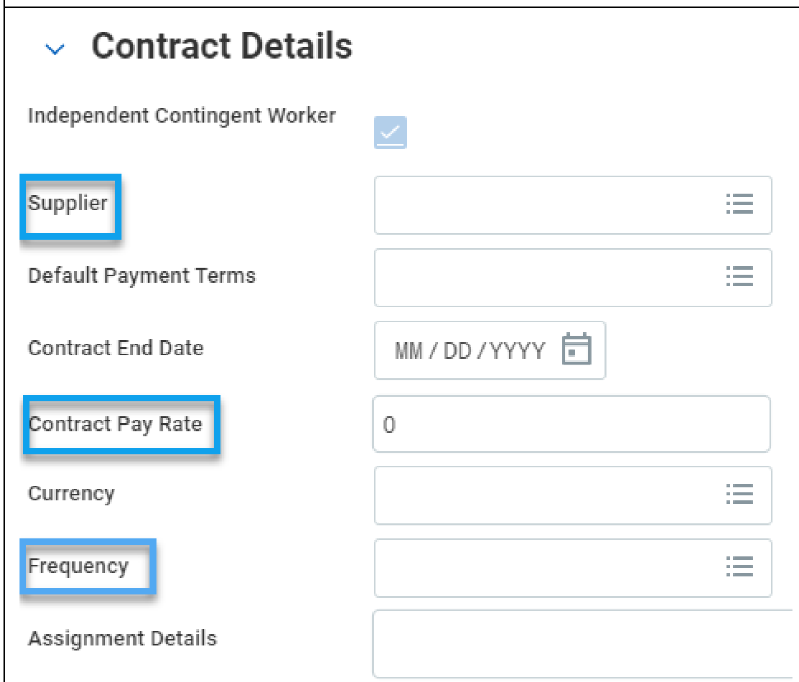


Step 11
Select the appropriate value for all choices with the red asterisk (*).

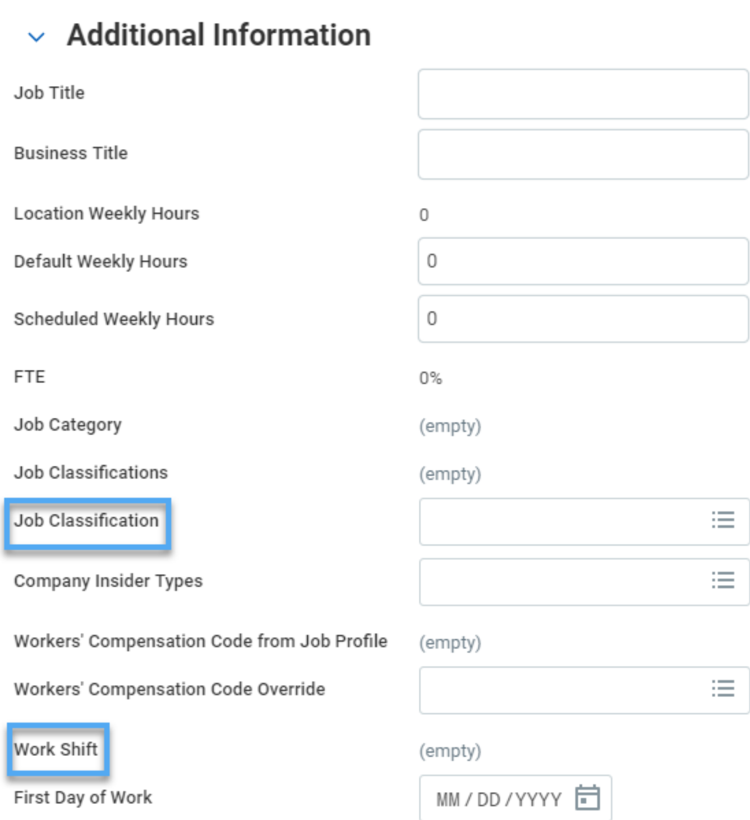
- For Position, select Positions without Job Requisition and select the appropriate open position.
- Fill in the rest of the appropriate fields from the drop down menus



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.



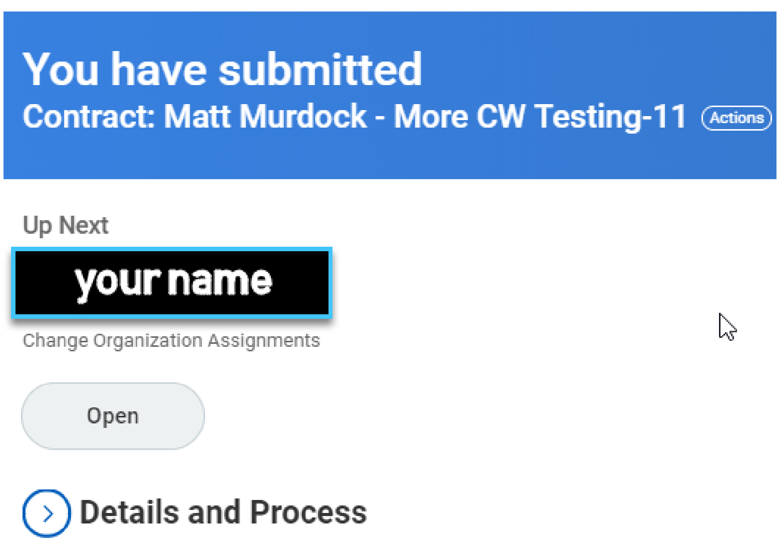
Step 13

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.

Work shift is required for all US locations.

Step 14

Select **Submit.**



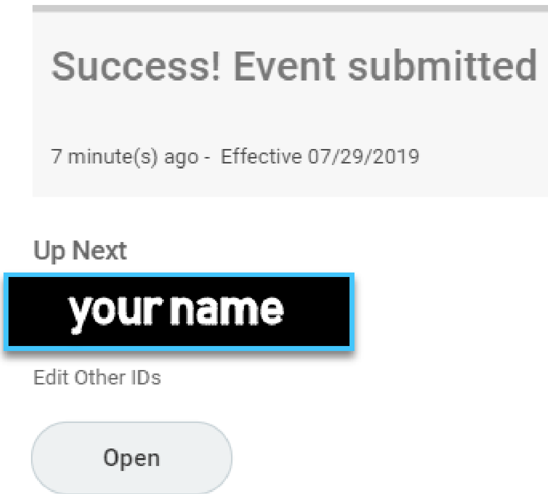
Step 15

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:

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 (between the bell icon and your profile picture, it should look like a drawer), and then click the newest item in your inbox

Step 16

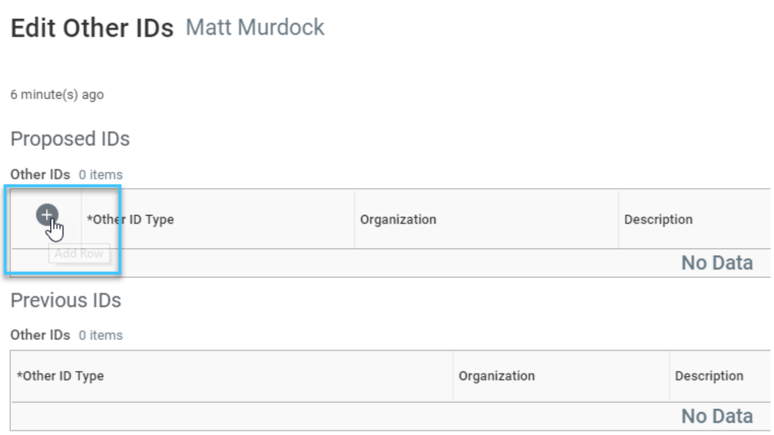
Verify all the information displayed is correct for that Contingent Worker, then select **Submit.**



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:

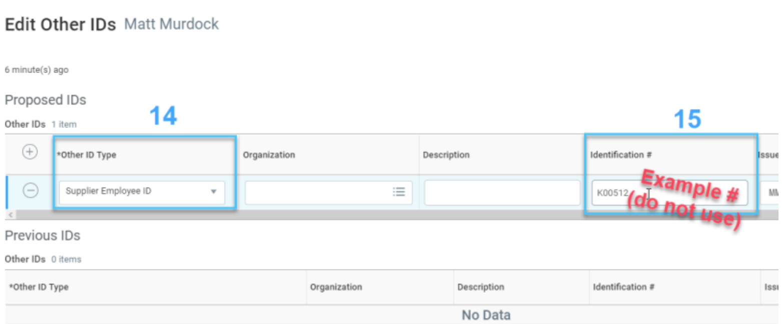
1. Click the **Open** button that is in the screenshot
2. Go to your inbox in the top right of the webpage and click on it to refresh you inbox (between the bell icon and your profile picture, it should look like a drawer), and then click the newest item in your inbox
3. Click the orange refresh button 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



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



Step 18

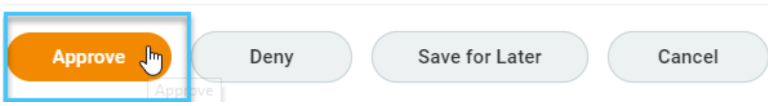
Fill in the first column, Other ID Type, with **Supplier Employee ID**. There is a drop down for you to choose this from.

Step 20

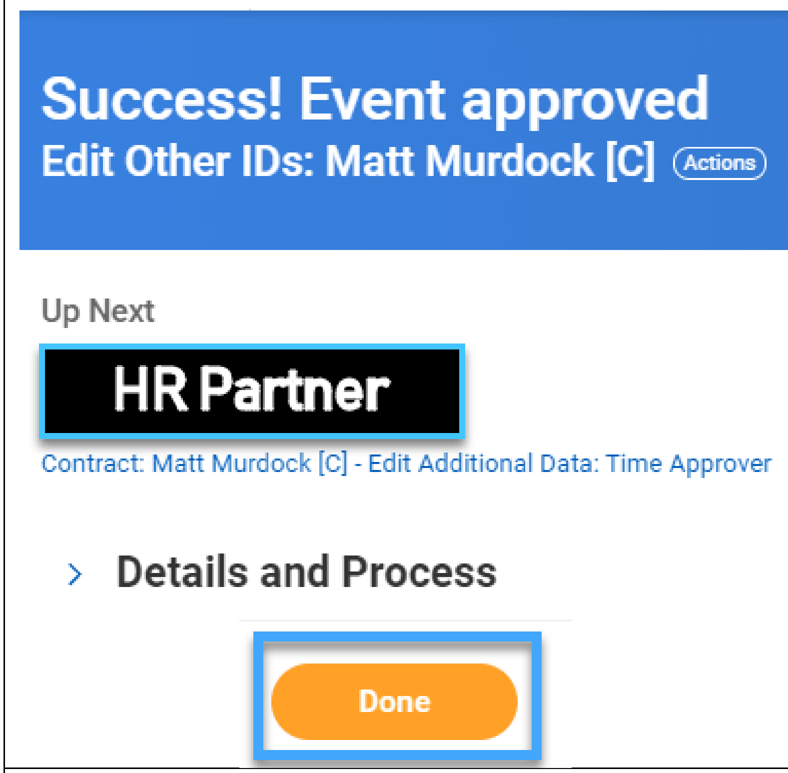
Fill in the Identification # column with the ID used for the Contingent Worker from their Supplier. You can leave all other fields blank

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)

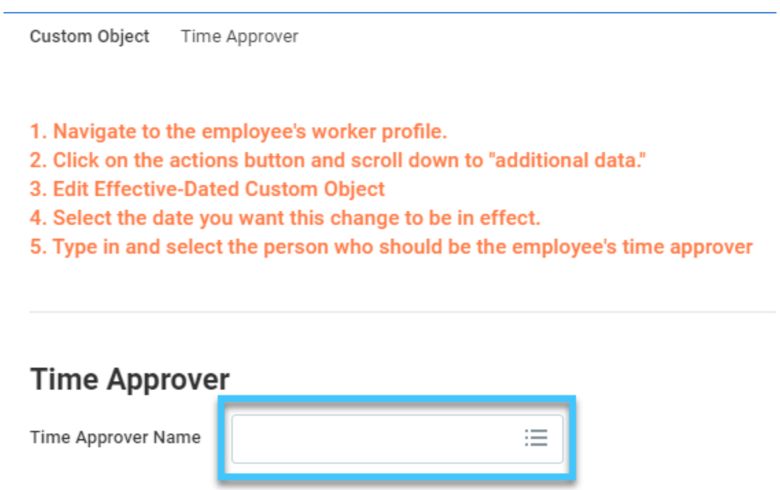


Step 22
Click the **Approve** button.

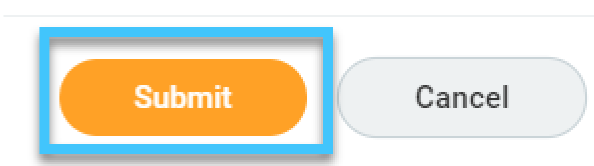


Step 23 (Steps 24-25 for US Only)
This will now be routed to be approved by the HR Partner for appropriate location. **Only US locations** will have step 17-19.

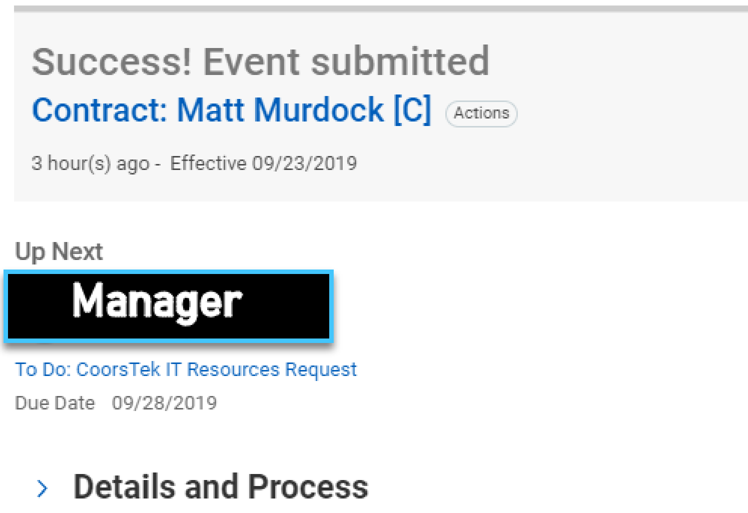
However, many of you reading this may be HR Partners. In that case, this will look more like step 14, where you should be able to click "**Edit Additional Data**" and move to the next step. If you are not an HR Partner and see this show up, hit **Done** at the bottom of the page.



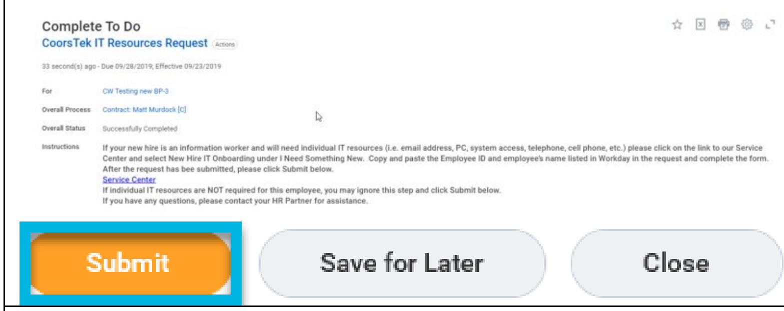
Step 24
Enter the time approver. Do not try and scroll through the options, as this does not populate correctly. You must type in the time approver's name.



Step 25
Click **Submit.**

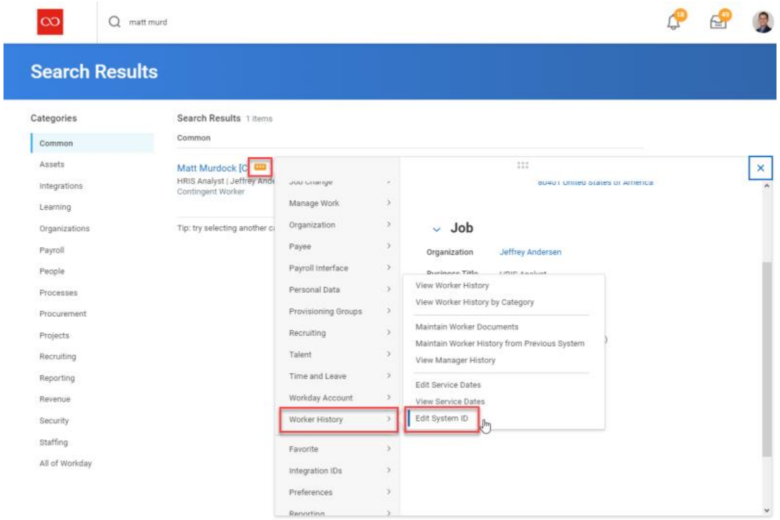
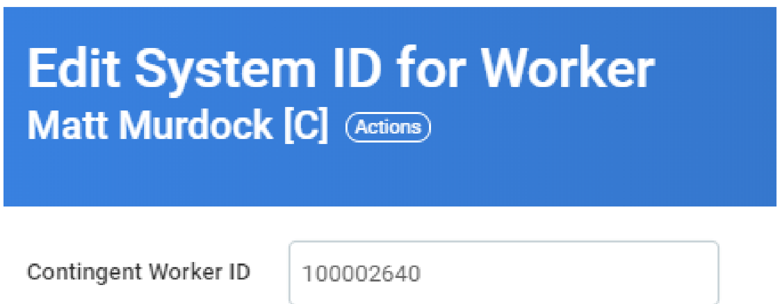


Step 26 (All locations other than Japan)
The manager will now be sent a message about filling out an appropriate IT request for equipment, if they choose to, for the new worker.



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.

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 to 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.