

<u>Question</u>	<u>Answer</u>
If there is a contingent position already in the sup org - do you need to create a new position?	No, as soon as the position is vacated you are able to use the position
I believe we have to contact HR through a Pegasus ticket to begin the prehire. Correct? That's not on the flow chart.	This is no longer a requirement. The Pegasus ticket is no more
We were previously told that to create the Pre-Hire for this group that we needed to complete a pegasus ticket. Is that still the case? I don't see it on the flowchart.	Not as of 5/5 - the process will be completed in Workday
Please clarify the specific circumstances where a background check is NOT required.	If they already have a background check done elsewhere
Will we know when they clear the HR step and start getting Workday emails?	Managers can review the 'Process' tab of the Contract Contingent Worker process to see if it's past HR and onto the CW to complete their tasks
It would also be very helpful to have a more comprehensive guide that outlines all the non-Workday processes and forms required for onboarding a contingent worker.	Good feedback, I'll take this action
I have two contingent workers that are sitting at Pre-Hire & I was told that they would not move forward without the Pegasus ticket...	If you 'Contract CW'd' before 5/5, yes, we'll be finishing out their full 'hire' and provisioning the "old" way (not having the CW enter in their info)

<p>How do they sign into WD without a vumc email address?</p>	<p>They will get several emails to their personal email with a username, temp. password, and URL to login to Workday. This guide gives some additional information on this: https://www.vumc.org/myworkday/sites/default/files/public_files/WDHR-506-Q3-Manage%20Contingent%20Worker%20Onboarding.pdf</p>
<p>What are the steps if they already have a VUMC ID from last year, and we just have to re-hire them again?</p>	<p>Set there start date out a couple weeks, even though it is not correct, but WD needs time to catch up data. The worker would be triggered to enter their PII one more time.</p>
<p>So to be able to search "Contract Contingent Worker" you must have Manager Access, accurate?</p>	<p>Yes, the hiring manager performs this process.</p>
<p>How will we upload current CW?</p>	<p>Set there start date out a couple weeks, even though it is not correct, but WD needs time to catch up data. The worker would be triggered to enter their PII one more time. The workday record and VUMC ID record will be linked</p>
<p>Is contract end date the last day worked?</p>	<p>The last day worked is the termination date.</p>
<p>Did Waldo get an email to ask him to log into Workday? How does he know to do so?</p>	<p>After all of the approvals from the one-up manager and HR, the worker will be sent emails guiding them on their next steps. When the worker completes those tasks, their VUMC ID will be staged to claim, as well.</p>

<p>Is it possible to delay the VUNet ID invitation going out? We would prefer that the students be fully appointed before they get that</p>	<p>If there is a concern that they would not be appointed, hold entering them in Workday. If it is entered in Workday and approved, it is assumed to be 'ready for VUMC ID'</p>
<p>Once they obtain their vumc id how are they instructed to upload photo for their ID badge?</p>	<p>They will be assigned a second series of onboarding tasks like employees, that includes uploading a photo</p>
<p>Will you take the old training down from the Learning Exchange- since it's no longer correct?</p>	<p>The Training Hub and Learning Exchange material has been updated</p>
<p>What is the process if they are an existing employee? We have a provider who is a VU employee, but is a provider in our clinic and has been since May 2022. She has an ID, a @vumc.org email address and full access to eStar.</p>	<p>Workers can only have one record in Workday. If they are an employee, that is their record. A second CW position is not acceptable (it creates a duplicate account)</p>
<p>Are there any special instructions for when the contingent worker is a vendor? We have a corporate sponsor for a funded research project in which the sponsor's employees need to have vumc ids for the research project.</p>	<p>No different, make sure the position is set to be 9750 Job Profile. The individual worker coming on from that vendor will need to complete their Workday tasks</p>