



Convert Employee to Contingent Worker

The term Contingent Worker refers to contractors, volunteers, and non-employees. These are entered into Workday by the department manager and exist within the supervisory organization structure of the department. The hiring manager of the Contingent Worker position is responsible for converting the Employee appropriately after communicating through email to the current Employee manager. Ensure that the worker who is converting has a valid home (personal) email address in Workday. Follow the steps below to convert a contingent worker to an employee.

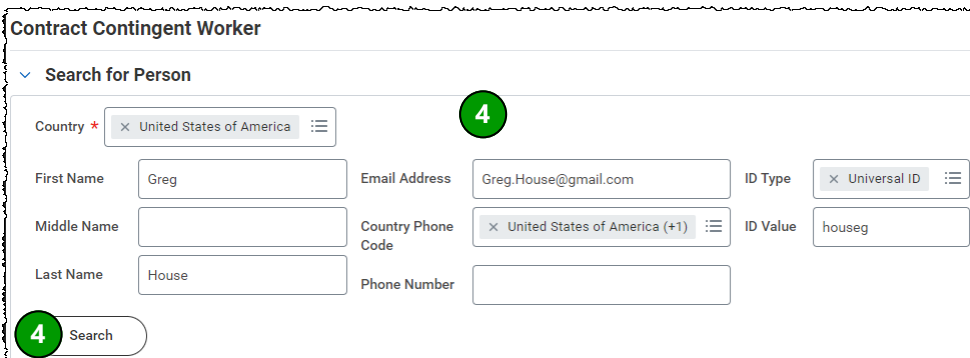
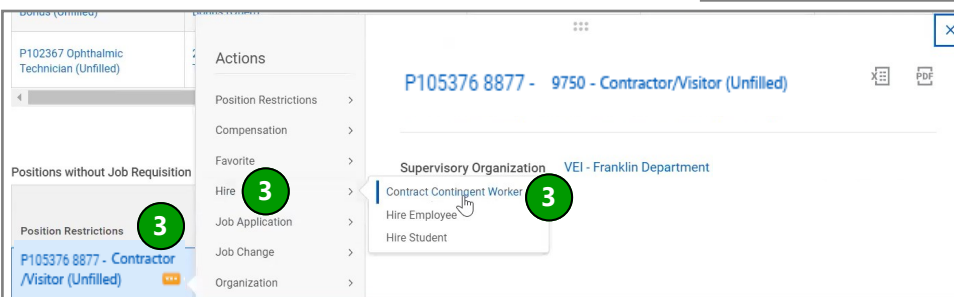
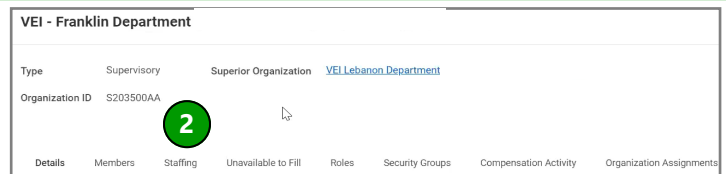
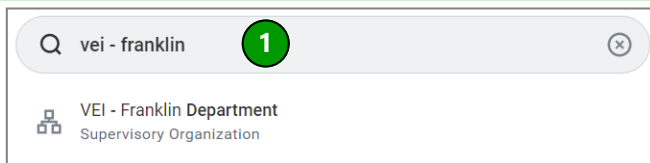
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Hiring Manager (Contingent Worker position) performs this process AFTER the termination process has been completed by the Employee Manager.

Note: you will need an open position number to create a position. Refer to [WDHR-502-Q1](#) for instructions.

1. Search for **Supervisory Organization**.
2. Click **Staffing** tab.
3. Click the **Related Actions** button on the position the Contingent Worker will be hired into. Select **Hire** and then **Contract Contingent Worker**.
4. Search for the pre-hire record using **First Name, Last Name, Email address, or Universal ID (VUMC ID)**.

Note: If a worker is on contract with VUMC, a background check may be required. You must include the PEER # or attach the MSA/contract with specific language of the consulting company's responsibility to complete a background check to bypass the processing of a VUMC background check.





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5. Select the **check box** next to the pre-hire record from the search results.

6. Select **Start Contract**.

7. Select the **Contract Start Date**.

Note: The Contract Start Date will be the due date for the Contingent Worker completing their Onboarding Steps. It is required to be set at least 7-days in the future. If your onboarding CW needs more time to complete onboarding, consider setting the date further out.

8. **Complete/Confirm** all required fields (*): **Position, Contingent Worker Type, Job Profile, Time Type, Location, and Scheduled Weekly Hours**.

Note: Selecting a **Contract End Date** is recommended. If unknown, please set it for one-year from Contract Start Date.

9. Update **Job Title** and **Business Title** to better describe the Contingent Worker's position.

10. Enter the **PEER #** (contract number) in the comment box.

Note: If PEER # is unknown, attached the MSA/contract language or background check document that confirms a VUMC background check is not required.

11. Click **Submit**.

12. Go to Inbox and then click **Assign Organizations** task for the Contingent Worker.

13. Verify the details and select **Submit** to send to Manager for approval.

