



Contract (Add) 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. Departments are responsible for the onboarding and offboarding of these individuals. Individuals who need a VUMC ID will need to be entered into Workday as a contingent worker to obtain this access. Follow the steps below to hire a contingent worker.

Contract (Add) Contingent Worker

The Hiring Manager performs this process.

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



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If Pre-hire record exists:

5. Select the **check box** next to the pre-hire record from the search results.
6. Select **Start Contract** and proceed to step 10.

1 Search Result



6

Start Contract

Create New Pre-Hire

Cancel

If Pre-hire record does not exist:

5. If there is no existing pre-hire record, click **Create New Pre-Hire** button to create a new pre-hire candidate record.
6. Enter **Legal Name Information** in the required field. (**Note:** For Country, United States of America must be selected.)
7. Select the **Contact Information** tab and Enter **Email Address (required)**.
8. Select **Home** for **Type** (required) and then click **OK**.
9. Review Pre-Hire details and the **Position** selected and then click **OK**.

Start Contract

5

Create New Pre-Hire

Cancel

Legal Name Information

Contact Information

Country *

Prefix

First Name *

Middle Name

Last Name *

Suffix

Email

Email Address *

Type *

Primary Work

Primary Home

Use For

Visibility Public

Comments

OK

8

Cancel

Note: Home must be selected as the Type.

Dave Winston Test

Details

Pre-Hire

Profile

Pre-Hire ID A100826

Supervisory Organization * VEI - Franklin Department (Cassandra L. Chaytor (0137224))

Position

OK

9

Cancel



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Manage Contingent Worker Contracts

10. 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 out further.

11. **Confirm/Complete** all required fields (*): **Position**, **Contingent Worker**, **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.

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

13. Enter the **PEER #** (contract number) in the comments box.

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

14. Click **Submit**.

15. Go to the **My Tasks** inbox, and then click **Assign Organizations** task for the Contingent Worker.

16. Verify the details and click **Submit** to send to your Manager for approval.

Contract Contingent Worker
Gretchen House | Trevecca Nazarene University Department (Dominique Jarman (0092227)) (SN01179AA)

10 Contract Start Date * MM/DD/YYYY

Reason

Job Details

11 Position *

Contingent Worker Type *

Job Profile *

Time Type *

Location *

Contract Details

Independent Contingent Worker

Supplier

Default Payment Terms

Contract End Date MM/DD/YY

Additional Information

12 Job Title

Business Title

Job Category (empty)

Job Classifications (empty)

Company Insider Types

Workers' Compensation Code from Job Profile (empty)

Workers' Compensation Code Override

First Day of Work MM/DD/YYYY

enter your comment

13

Attachments

Drop files here

or

13 Select files

14 Submit Save for Later Cancel

15 **Assign Organizations: Contract Greg House**
3 Test-3
Inbox - 14 second(s) ago
DUE 06/12/2022

Change Organization Assignments

Assign Organizations: Contract: P105376 8877 - 9750 - Contractor/Visitor (Unfilled)

Start

Details

Effective Date *
06/10/2022

Position

16 Submit Save for Later Close

QUESTIONS?

Please email BusinessEducation@vumc.org.