



## Manage Contingent Worker Contracts (People Leaders)

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. In most cases, 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, complete their onboarding tasks, and end a contingent worker contract.

### Manage Contingent Worker Contracts

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 **Actions** under **Positions without Job Requisition** and then select **Hire** to click **Contract Contingent Worker**.
4. If a pre-hire candidate record exists, then enter the search criteria and click **Search**.

**Note:** If a worker is on contract with VUMC Background check is not required (i.e. traveler or Student worker), please create a Workday Pegasus Ticket for this prehire process.

This screenshot shows the search process for a Supervisory Organization. A search bar contains 'vei - franklin' with a green circle '1' next to it. Below the search bar, 'VEI - Franklin Department' is listed as a Supervisory Organization. To the right, a snippet of the organization's details is visible, showing 'Franklin Department' and 'Supervisory' status, with a green circle '2' over the 'Staffing' tab.

This screenshot shows the 'Actions' menu for a position. The position is 'P105376 8877 - 9750 - Contractor/Visitor (Unfilled)'. The 'Hire' action is selected, and a sub-menu is open showing 'Contract Contingent Worker' with a green circle '3' next to it. Other options in the sub-menu include 'Hire Employee' and 'Hire Student'.

This screenshot shows the 'Search for Person' form. The title is 'Contract Contingent Worker P105376 8877 - 9750 - Contractor/Visitor (Unfilled)'. The form includes fields for Country (United States of America), First Name, Middle Name, Last Name, Email Address, Country Phone Code (United States of America (+1)), and Phone Number. A green circle '4' is placed over the 'Search' button.



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### Manage Contingent Worker Contracts

5. If there is no existing pre hire record, then click **Create New Pre-Hire** button to create a new pre hire candidate record.
6. Enter **Legal Name Information** in the required field.
7. Enter **Email Address (required)** and other contact information (optional) under **Contact Information**.
8. Enter **Type** and then click **OK**.
9. Review **Pre-Hire** details and then click **OK**.



Legal Name Information **6** Contact Information

Country \*

Prefix

First Name \*

Middle Name

Last Name \*

Suffix

Email

Email Address \*  **7**

Type \*  **8**

Primary Work

Primary Home

Use For

Visibility  Public

Comments

**8** OK Cancel

Dave Winston Test

Details

Pre-Hire

Profile

Pre-Hire ID A100826

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

Position

**9** OK Cancel



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### Manage Contingent Worker Contracts

10. Select the **Contract Start Date**.
11. Select the **Reason**.
12. Select the **Contingent Worker Type**.
13. Select the **Time Type**.
14. Click **Submit**.
15. Click **View Details**.
16. Click the **Contract** link.
17. Go to **Inbox** and then click **Assign Organizations** message.
18. Verify the details, then click **Submit**.

Contract Start Date \* 06/10/2022 **10**

Reason **11** x Contract Contingent Worker - Initial Engagement

**Job Details**

Position \* P105376 8877 Contractor/Visitor (Unfilled) **12**

Contingent Worker Type \* Contractors **12**

Job Profile \* 9750 - Contractor/Visitor **13**

Time Type \* Full time **13**

Location \* 4601 CAROTHERS PKWY (LOC00623) **13**

Work Space

**14** Submit Save for Later Cancel

Details and Process **16**

For P105376 8877 - 9750 - Contractor/Visitor (Unfilled)

Overall Process Contract: Dave Winston Test - P105376 8877 - 9750 - Contractor/Visitor (Unfilled)

You have submitted **15**

Up Next: HR Partner | Background Check for Contract: Dave Winston Test - Background Check | Due Date 06/12/2022

[View Details](#)

Assign Organizations: Contract: Dave Winston Test **17**

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

**18** Submit Save for Later Close

## QUESTIONS?

Please email [BusinessEducation@vumc.org](mailto:BusinessEducation@vumc.org).