

<u>Questions</u>	<u>Answers</u>
<p>Is HR going to be reviewing the job profiles to establish if job codes should be employee vs. non-employee? For example, we have tried to onboard some workers that we know should not be considered employees as contingent workers, but we were told the job profile was set up as an employee.</p>	<p>Yes, one of HR's post-stabilization activities will be tidying up the Job Catalog, which houses all Job Profiles. HR is aware that some have mismatches of Employee Class.</p>
<p>What are the criteria that would require us to enter a person as a contingent worker? Beyond needing a ID Card or VUMC ID? (e.g., they work X hours or more on site each week as a vendor)</p>	<p>The simple threshold is if they need a VUMC ID (system access) or not. If yes, they need to be in Workday regardless of hours worked / location.</p>
<p>If there is time at the end: I have a student who is currently a TempForce staff member for the summer. However, she will return as a contingent worker, unpaid Research Intern, receiving school credit beginning 9/1/23. Do you happen to know the process from moving between her current TempForce summer position back to her unpaid observer position for the school year? I have started a RedCap reappointment form for her through Medical Center Relations.</p>	<p>The correct process is to terminate her TempForce employee position / profile. The day after her employee termination can be set for her Contract Start Date on her reactivation of her CW profile. The termination process must be completed first before the 'Contract Contingent Worker' process can be started.</p>
<p>I am not able to hear the workshop. I have left and returned twice. Is this being recorded so that i can watch/listen at another time?</p>	<p>Sorry for your technical trouble, yes, recordings and content will be posted to the Training Hub on the MyWorkday webpage.</p>
<p>In location, is there an option for a remote contingent worker?</p>	<p>Yes, there are remote locations available, however, the home office (manager office) location is advised for that field.</p>
<p>How many weekly hours should you put in for a contractor who is working on variable frequency - e.g., ~12 hours up to twice a month but could be 0 hours for several months?</p>	<p>Please set 'part-time' time type and use the highest amount of hours, i.e. 12 even though they may not work at all for several months.</p>

<p>We know that a Contingent Worker can only have one record in WD, however they are interested in adding another role (for example: an unpaid intern also volunteers), who owns the record? An FAQ doc mentions the two Sup Org managers should decide, but we don't have any guidance on making those decisions.</p>	<p>Confirmed that there will only be one Workday profile for that CW who has multiple roles. HR is creating a Manager Guide for CWs that will provide some guidance on how to navigate which manager should have the profile in their Sup Org. Many times it will be a conversation that will have to occur between the managers to determine what role may need to be primary in Workday (workday functions, other systems access, etc.)</p>
<p>When a contingent worker profile is create and has gone thru the process, what email address does the information come from to go to the contingent workers so the outside vendors are aware?</p>	<p>The email(s) the CW receives will be coming from vumc@myworkday.com.</p>
<p>One of our managers completed the Extend Your Contingent Worker process in Workday. He is now showing three tasks in his inbox - passports and visa change, payment election, and photo change. What should he do? This is the first we are seeing these tasks for a contingent worker.</p>	<p>In the 'Action' selection field, choose 'Cancel'. Do this for all listed tasks then hit submit. Removing this step is part of the Workday Support Team's optimizations.</p>
<p>I was trained earlier that no end date was needed. Do we have to enter an end date? Volunteers don't really have end dates.</p>	<p>End dates are strongly suggested. One year from the start date is what is advised since that is when the CW's password will have to be reset.</p>
<p>We have seen remaining steps that don't apply to contingent workers, like complete I-9.</p>	<p>In the Process tab, you'll see those remaining steps listed, however, when the process reaches that point it should denote 'Not Required'.</p>
<p>I thought the contact information imported from the background check, so the CW didn't have to do any of that piece?</p>	<p>For CWs that do have a background check completed, yes, their PII (Date of Birth and Social Security Number) is entered into Workday. The CW will NOT receive the three action emails to log into to supply that PII. Background checked CWs will only receive one email for claiming their VUMC ID.</p>

<p>For vendor support personnel, the vendor personnel were not comfortable with handing out their SSN. In the past, the Identity team provided dummy SSNs for this situation. Are actual SSNs now required?</p>	<p>The current Workday configuration requires DOB and SSN at this time. IT (VEC / Identity) is reviewing the long-term strategy.</p>
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