




## WORKDAY WORKSHOP:

## CONTINGENT WORKERS

DURATION: 30 MINUTES



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Topics for today's workshop include:

- Contingent Worker Purpose
- Contingent Worker Process
  - Creating a Position
  - Hiring a Contingent Worker

## WORKSHOP TOPICS

# Always access Workday through the VUMC Network or VPN

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To access all the features and functionality of Workday, you must be on a VUMC network – either by being onsite or by using VPN (BIG-IP Edge Client)



Workday timeout extended from 30 minutes to 1 hour

# PURPOSE

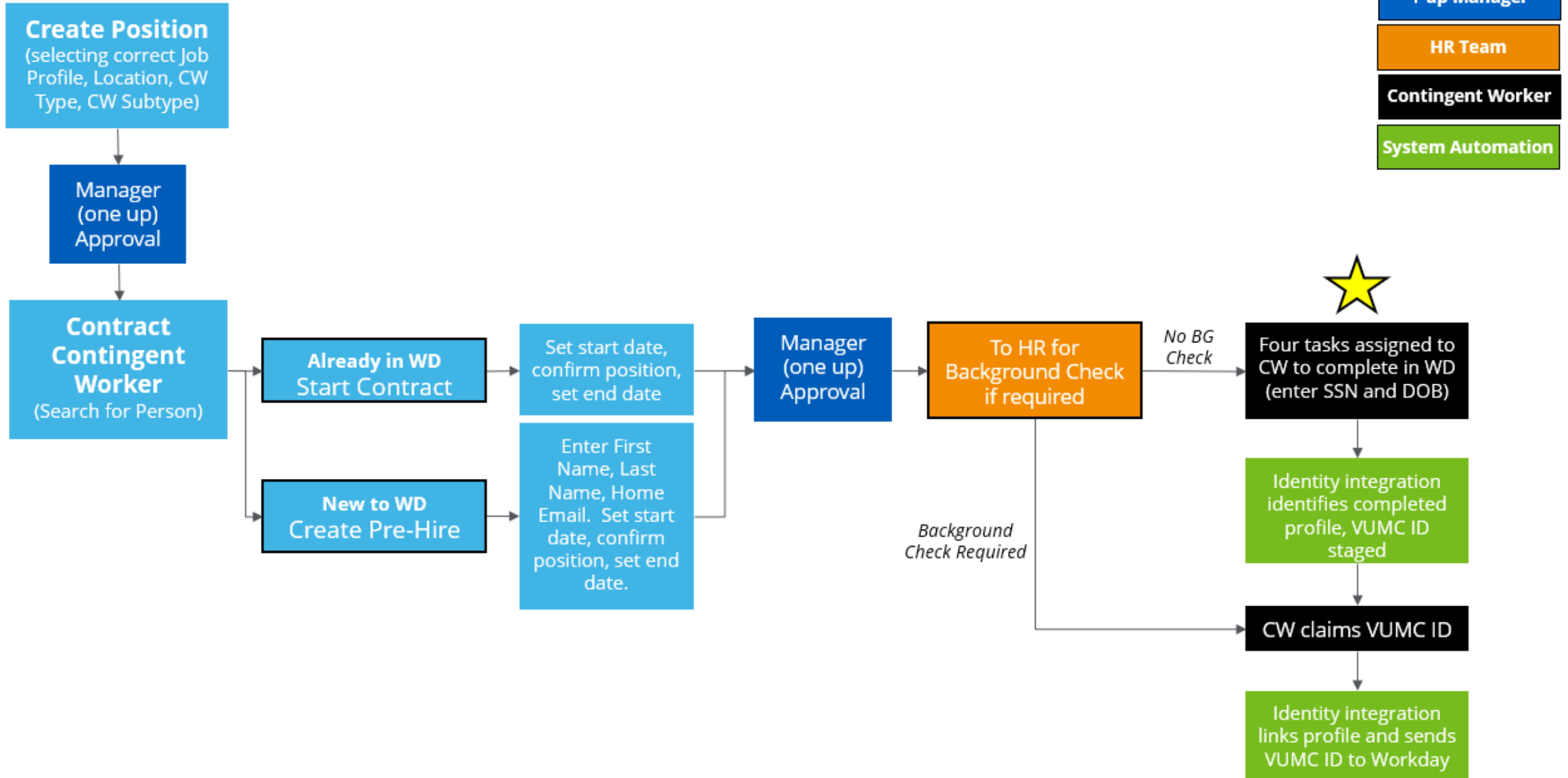
- Contingent workers (non-employees such as volunteers, students, contractors, etc.) **must** be entered into Workday. It is our people system-of-record and is the source for provisioning a VUMC ID.
- Contingent workers must be in a position and in a supervisory org
- Contingent workers must have an employee class of “non-employee”
  - This is visible from the job profile on the position

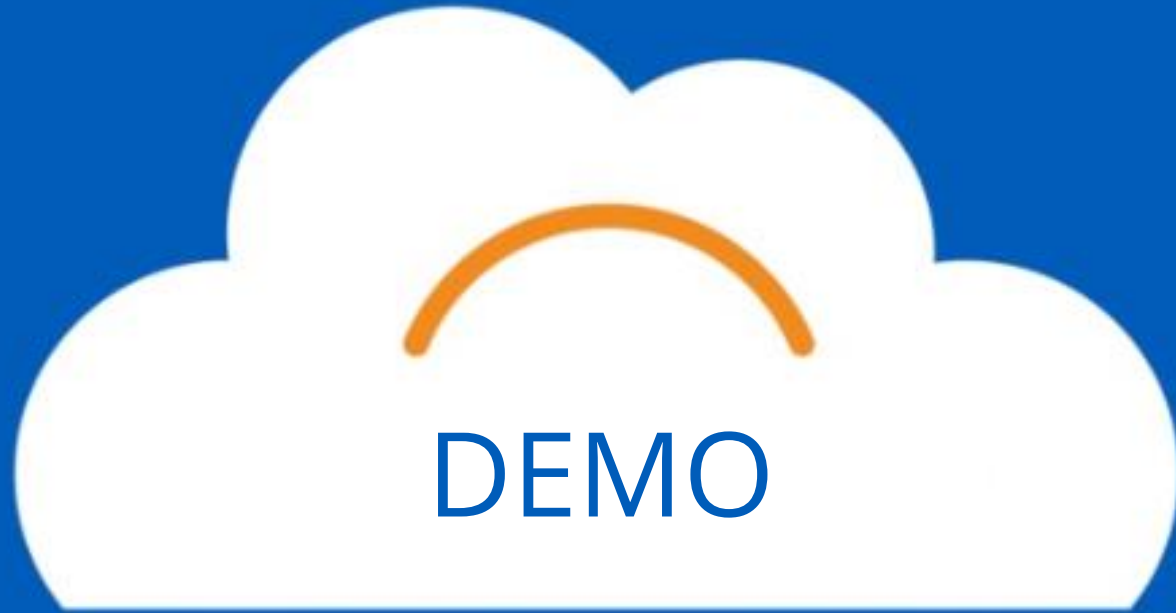
## Process

- Step 1: Position creation  
[WDHR-502-Q1 Create New Position](#)
- Step 2: **Hire** the contingent worker into the position  
[WDHR-506-Q1 Manage Contingent Worker Contracts](#)
- Step 3a: **Offboard** your contingent worker  
[WDHR-506-Q2 End Contingent Worker Contracts](#)
- Step 3b: **Extend** your contingent worker  
[WDHR-506-Q4 Extending Contingent Worker Contracts](#)



# CONTINGENT WORKER WORKFLOW



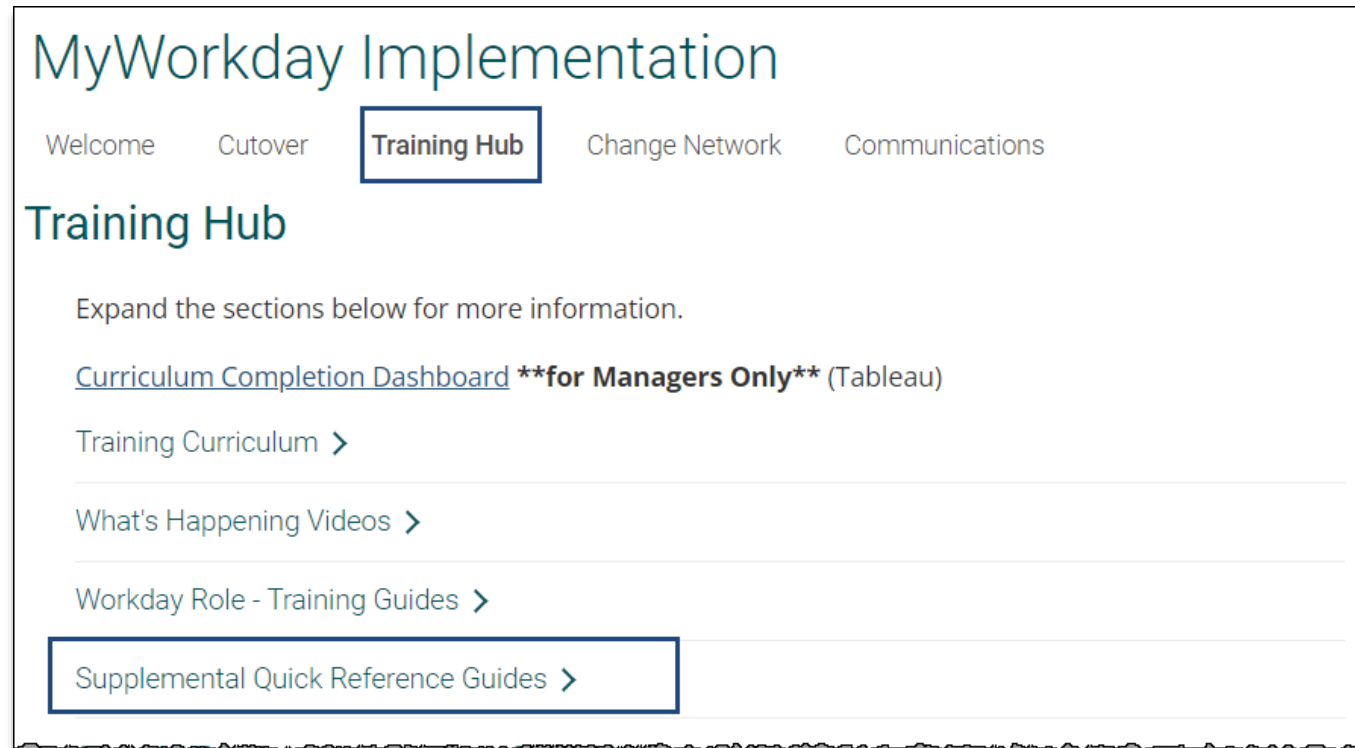


DEMO

# Training Update

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- Leaders should check the MyWorkday dashboard to ensure their teams have completed required training
  - [Workbook: MyWorkday Curriculum Dashboard](#)
- Quick Reference Guides can be found on the [MyWorkday Training Hub](#)



The screenshot shows the 'MyWorkday Implementation' dashboard. At the top, there are navigation tabs: 'Welcome', 'Cutover', 'Training Hub' (which is highlighted with a blue border), 'Change Network', and 'Communications'. Below the tabs, the 'Training Hub' section is titled. It contains the text 'Expand the sections below for more information.' followed by a list of links: '[Curriculum Completion Dashboard](#) **\*\*for Managers Only\*\*** (Tableau)', 'Training Curriculum >', 'What's Happening Videos >', 'Workday Role - Training Guides >', and 'Supplemental Quick Reference Guides >' (which is also highlighted with a blue border).

# Future Workshops

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Join one of the 30-minute **Workday Workshops** to help gain familiarity and become more comfortable with typical workflows within the new system.

Can't attend? The recordings will be available below after each session.

Topic	Date	Time (CDT)	Link	Recording	Q&A
Purchasing & Receiving	Thursday, 4/27	11-11:30am	<a href="#">Slides</a>	<a href="#">View Here</a>	
Journal Entries	Friday, 4/28	10-10:30am	<a href="#">Slides</a>	<a href="#">View Here</a>	
Expense Reports & Payment Cards	Tuesday, 5/2	10-10:30am	<a href="#">Slides</a>		<a href="#">Q&amp;A</a>
Contingent Workers	Wednesday, 5/10	10-10:30am	<a href="#">Join Here</a>		
Job Changes	TBD	TBD			
Stipends	TBD	TBD			
TBA	TBD	TBD			





Questions?

**Thank you!**