



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 in Workday.

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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. Search for the pre-hire record using **First Name, Last Name, and/or Email address**.

Note: Be sure to search for name matches or email matches. A background check may be required. Open a Workday Help Case if you have questions on selecting the correct Pre-Hire.

Search results for 'vei - franklin' showing 'VEI - Franklin Department' and 'VEI - Lebanon Department'. The 'Staffing' tab is highlighted in the 'VEI - Franklin Department' card.

Actions menu for 'P105376 8877 - 9750 - Contractor/Visitor (Unfilled)'. The 'Contract Contingent Worker' option is selected.

'Search for Person' form with fields for Country (United States of America), First Name (Greg), Middle Name, Last Name (House), Email Address (Greg.house@gmail.com), Country Phone Code (United States of America (+1)), and Phone Number.



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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**.

Note: if your search returns multiple pre-hire results with the same name and you aren't sure which one to use, submit a Workday Help case to request assistance from an HR colleague before proceeding.

1 Search Result

Greg House

> Details

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If Pre-hire record does not exist:

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. 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 then click **OK**.

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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

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

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10. Select the **Contract Start Date**.
11. Select the **Reason**.
12. Select the **Contingent Worker Type**.
13. Select the **Time Type**.
14. Select a Contract End Date (if known).
15. Click **Submit** to send to Manager for approval.

Note: Once your manager approves the hire, it will route to HR for review and approval. After all approvals, the Worker will be sent emails guiding them on their next steps. As soon as the Worker completes their tasks, their VUMC ID will be staged to claim. Refer to [WDHR-506-Q3](#) for instructions.

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

Reason **11**

Job Details

Position * **...**

Contingent Worker Type * **12**

Job Profile * **...**

Time Type * **13**

Location * **...**

Work Space

Contract Details

independent Contingent Worker

Supplier

Default Payment Terms

Contract End Date **14**

Contract Pay Rate

Currency

Frequency

Assignment Details

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QUESTIONS?

Please email BusinessEducation@vumc.org.