Quick Reference Guide: Contract Contingent Worker Contract

Keep in mind

- A position must first exist in the supervisory organization in which the contingent worker will be contracted.
- Contingent workers cannot receive pay in Workday.

Information Needed

- The position that the contingent worker will be contracted in to.
- Any academic appointment information, if the contingent worker will have an academic appointment.
- Start date of the contract.

Steps:

1. From the Search box, enter the desired Supervisory Organization and search.

2. Click on the Related Actions Icon to display the menu of Available Actions. Select Hire and then Contract Contingent Worker.
3. Ensure the correct Supervisory Org is listed.

4. Use the Prompt Icon to select a different Supervisory Org, if necessary.

5. Select the appropriate radial button to choose an Existing Pre-Hire or to Create a Pre-Hire; use the Prompt Icon to select an Existing Pre-Hire.

6. Click OK.

7. The Job Details step is next. Use the Calendar Icon to enter the Contract Start Date.

Remember, the Earliest Hire Date of the position being hired in to must come before the actual Contract Start Date entered on the job details.
8. Use the **Prompt Icon** to select **Reason** and **Position**. The **Contingent Worker Type**, **Time Type** and **Location** may populate automatically based on the **Position** selected. Note, if **Academic Affiliate** is selected, this will prompt the business process to include the sub-process of **Add Academic Appointment** later in the process.

9. Use the **Prompt Icon** to select the **Job Profile**.

10. **Under Contract Details**, enter a **Contract End Date** if applicable.

11. Click on the **Submit Icon** to submit this task.
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12. You will see the next task to complete. In most cases this will be **Edit Other IDs**. The purpose of the **Edit Other IDs** step in this process is to indicate the Chicago ID on the new worker record in Workday. 
   *The entry of the Chicago ID at this stage is required to allow the new worker to log in to Workday once they have activated their CNET ID and once the **Contract Contingent Worker** process has been routed to the new worker to complete Onboarding tasks. For more information, see the **Edit Other IDs** quick reference guide.*

   a. Find or create a Chicago ID from the UCAT Employee Prefeed Website. [https://cnet.uchicago.edu/ucatmenu/](https://cnet.uchicago.edu/ucatmenu/)

   b. Enter **Chicago ID** as the Other ID type and paste the **Chicago ID** into the **Identification Number** field. 
   *NOTE: Copying and pasting the Chicago ID from the UCAT website into the Workday field is highly recommended to avoid typos.*

13. If the **employe type** of the **contingent worker** is **academic affiliate**, the **add academic appointment** process will appear here. Complete the academic appointment information. For more detailed information regarding academic appointments, review the **Add Academic Appointment** quick reference guide.

14. Once the Academic Appointment has been approved, the process will be sent to the contingent worker to complete their **onboarding** tasks. Onboarding will differ depending on the type of contingent worker, but at the very least, onboarding will include entering contact information, personal information and emergency contacts. The contingent worker will receive an email instructing them to activate their CNET ID if they haven’t already done so and to log in to Workday to complete the onboarding tasks.

15. Use the **Arrow Icon** to review the remaining **Details and Process** information.

16. Click the **Done Icon** to complete this task.