
WORKDAY CONTINGENT WORKER OVERVIEW



University of Nevada, Reno

INTRO TO CONTINGENT WORKERS



The job class codes are called job profiles in WorkDay and have been slightly altered for Contingent Workers.

- **Volunteers are employee's in an unpaid status.**
 - Volunteer A – Volunteer that does not need accesses.
 - Volunteer B – Routine Volunteer with full privileges including UNR e-mail.
 - Volunteer C – Volunteer with library access and NetID/NSHEID only.
 - Events – Event Volunteers. Not required to be entered into Workday when approved by Risk Management. Event volunteer sign in sheet required.

- **Affiliates are not volunteers because they work for or are affiliated with another organization.**
 - Affiliate 1 - Affiliate with NetID/NSHEID and on-line library access only.
 - Affiliate 2 – Affiliate with full accesses including UNR e-mail.

- **Adjuncts are teaching staff.**
 - Clinical Adjunct Faculty – Adjuncts through the Office of Community Faculty. Full privileges including UNR e-mail and Grants-In-Aid.
 - Adjunct Faculty - Adjunct Faculty with full privileges including UNR e-mail and Grants-In-Aid.

DEPARTMENTAL ROLES



- Contingent Workers, like employee's will be entered by the department into WorkDay.
- Risk Management will no longer have the access to enter in Contingent Workers for all departments.
- The only paperwork required for Contingent Workers is the Terms of Agreement form which can be located on the BCN Risk Management Website.
 - Affiliates are not required to fill out the Terms of Agreement form.
 - The Terms of Agreement Form will need to be uploaded into WorkDay.
- **ALL Contingent Workers are to be entered into WorkDay** for accurate tracking and compliance purposes.
- Contingent Worker Contracts will be maintained and terminated by the Department.
- Social Security Numbers are required to enter in Contingent Workers.

CONTINGENT WORKER ROLE



- Once the department has entered the Contingent Worker into WorkDay and the contract has been approved, the Contingent Worker will need to complete the on-boarding process in WorkDay.

- An email will be sent to the Contingent Worker to generate their login.

- They will need to complete the following steps in WorkDay.
 - Approve the demographic information entered by the department.
 - Enter in Emergency Contacts.
 - Acknowledging the required policies.

- Please ensure to input an email address when contracting the Contingent Worker.

WORKDAY CONTINGENT WORKER

CONTRACT CONTINGENT WORKER



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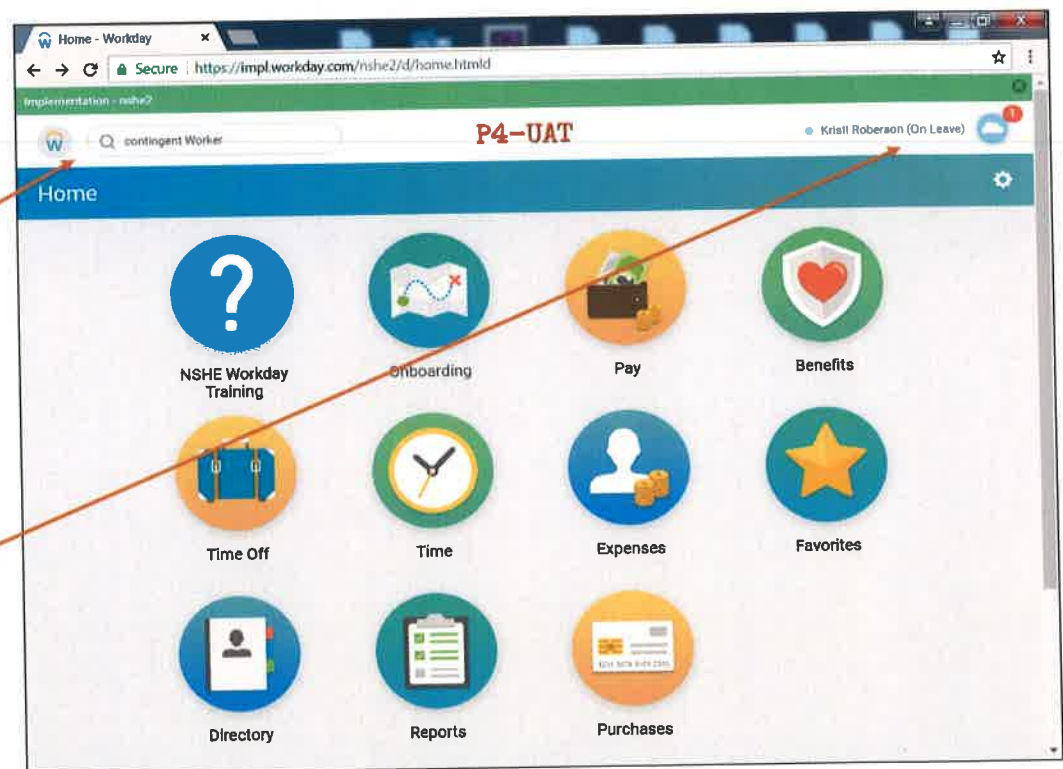
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- Login to WorkDay with NetID/Password
- Type “Contingent Worker” into the search bar on the Home screen.
- Select Enter

Note – You have an inbox on the top right of the screen that will issue prompts throughout this process.

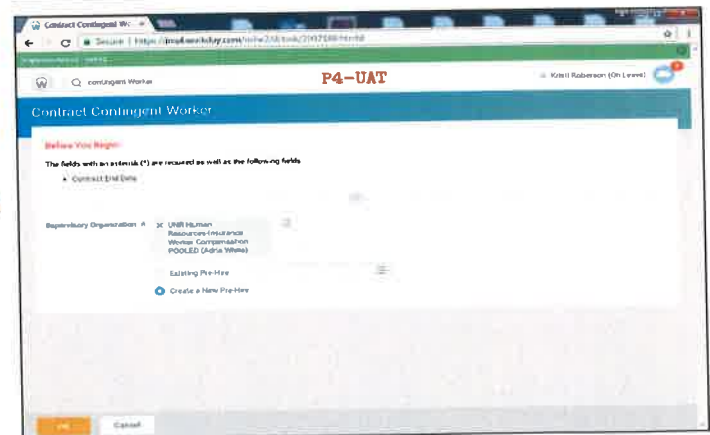
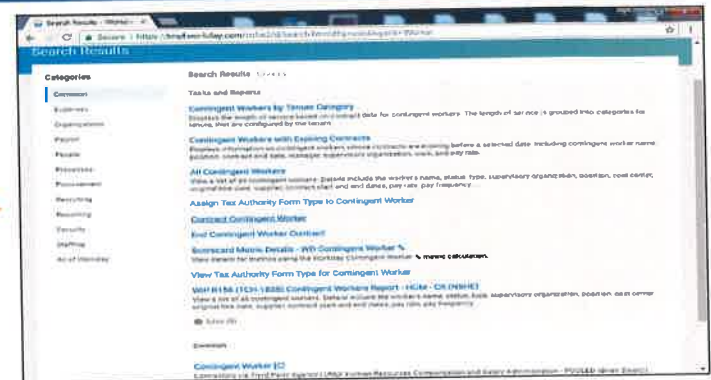


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- A list of search results will appear.
- Select “Contract Contingent Worker”
- You will see a prompt to enter in a Supervisory Organization.
- Select the appropriate Supervisor Org from the drop down list or type in a supervisor.
- Note – Ensure the POOLED Structure is selected for the appropriate supervisor.
- Select if it is a pre-hire or new-hire.
- Select “OK”



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- Enter In the Name of the Contingent Worker.
- I would recommend selecting “Allow for Duplicate Name” in case another worker has the same name.
- Legal Name Information is a tab and Contact information is a tab.
- Once you complete the “Legal Name Information” select “Contact Information” to tab over.
- Required fields are marked with a red asterisk.
- The top section is optional.



Contract Contingent Worker

Source

Referred by

Comment

Supervisory Organization UNR Human Resources-Insurance Worker Compensation POOLED (Adria White)

Allow Duplicate Name

Legal Name Information Contact Information

Country * X United States of America

Prefix X Dr.

First Name * Elen

Middle Name

Last Name * Hopkins

Suffix

OK Cancel

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- Enter in the demographic information by selecting the appropriate box.
 - Phone, Address, Email – Required.
- If you miss a field an Error will generate.
- You will need to correct the error prior to moving forward.
- Ensure you enter an Email address so the contingent worker gets notified to complete onboarding.
- When you have finished the contact information select “OK”.

The screenshot shows a web browser window with the URL <https://impl.workday.com/inshe2/d/task/2997588.html>. The page title is "Contract Contingent Worker". The form includes a "Comment" field, "Supervisory Organization" (UNR Human Resources-Insurance Worker Compensation POOLED (Adria White)), and "Allow Duplicate Name" (checked). Below these are tabs for "Legal Name Information" and "Contact Information", with a blue arrow pointing to the latter. The "Phone" section contains fields for "Country Phone Code" (United States of America), "Area Code" (775), "Phone Number" (797-8888), "Phone Extension", and "Phone Device" (set to "Signature"). A red error message is displayed below the "Phone Device" field: "Error: The field Phone Device is required and must have a value." At the bottom of the form are "OK" and "Cancel" buttons.

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- You are now on the contract page.
- Enter in the Contract Start Date.
- Enter in the Contingent Worker Type.
 - Select “Contingent Worker Type in the drop down box”.
 - Select the appropriate category.
- Select the appropriate Job Profile.
- Select full time or part time.
- Select Location.
- Enter in end date under Contract Details
- At the bottom of the screen there is a location to add files. This is where you will upload the Terms of Agreement form.
- Select “Submit”.

Contract Contingent Worker

Contract Start Date * 07 / 01 / 2017

Reason
X Contract Contingent Worker
> Initial Engagement

Job Details

Contingent Worker Type * X Adjunct/Clinical Faculty

Job Profile * X J001461 - Volunteer Adjunct Faculty

Time Type * X Full time

Location * X University Of Nevada, Reno

Work Space

Contract Details

Independent Contingent Worker

Supplier

Default Payment Terms

Contract End Date 12 / 31 / 2017

Contract Pay Rate 0

Currency

Submit Save for Later Cancel

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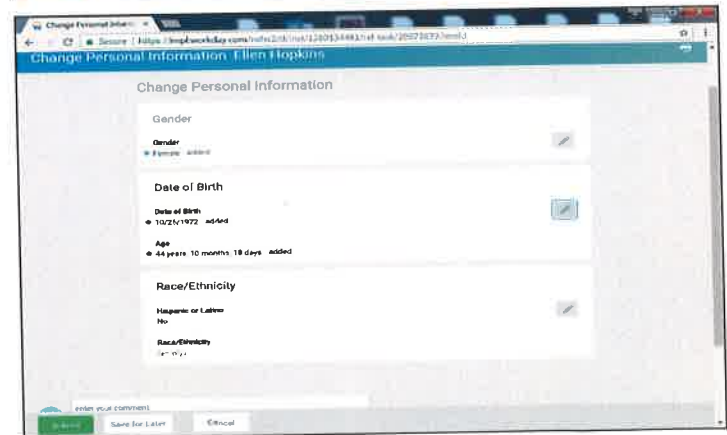
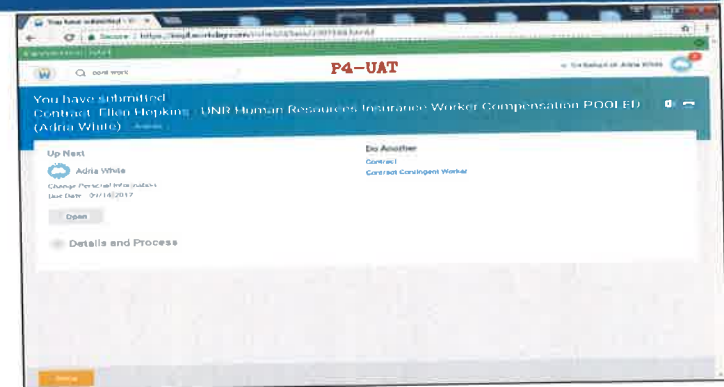
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- The next screen will advise you have submitted the contract and need to “Change Personal Information”. Select “Open”.



- Enter in the Contingent Worker’s personal information.

- Select Submit.



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- The next screen will advise you have submitted the personal information and prompt you to “Edit Government IDs”. Select “Open”.
- Select the Plus sign to drop down the entry box for “National ID’s”.
- Enter in the Country
- Enter in the ID type “SSN”
- Enter in the SSN Number
- Add other ID information as needed.
- Select “Approve”

Successful Event Submitted: Optional Information Change: Elen Hopkins

Go Back Go Forward

Change My Personal Information Get Personal Information

Details and Process

Edit Government IDs: Elen Hopkins

National ID #	Country	National ID Type	Identification #	Issued Date
	United States of America	Social Security Number	022 25 0188	

Additional Government IDs

Country	Government ID Type	Identification #	Issued Date
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Previous IDs

National ID #	Country	National ID Type	Identification #	Issued Date	Expiration Date	Issued By	Series	Verification Date	Verified By
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Additional Government IDs

Country	Government ID Type	Identification #	Issued Date	Expiration Date	Verification Date	Verified By
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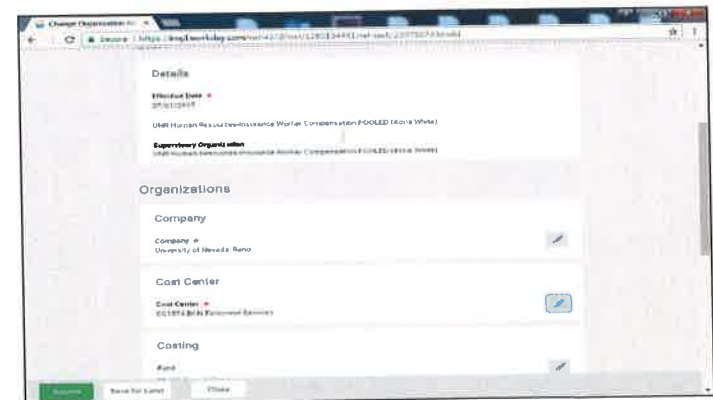
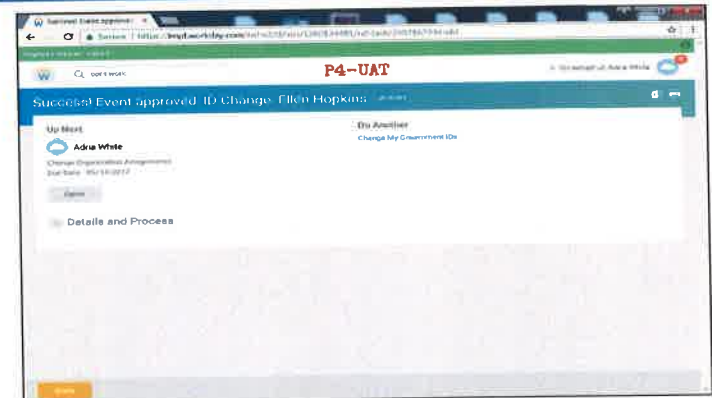
Approve Cancel Save For Later Cancel

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- The next screen will advise you have submitted ID Change and prompt you to “Change Organizational Assignments”. Select “Open”.
- Scroll down to “Cost Center” under “Organizations”.
- Enter in the appropriate “Cost Center”.
- Select “Submit”
- The Contingent Worker has been entered.
- Remaining Steps:
 - Managers Manager Approval
 - Contingent Worker Completes Onboarding



WORKDAY CONTINGENT WORKER MANAGER'S MANAGERS APPROVAL



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MANAGERS MANAGER APPROVAL

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- The manager of the administrator who entered the Contingent Worker will receive an inbox message.
- An Action will be waiting advising them to Approve the entered contract information.
- To review the contract the manager will need to scroll down to see all of the content. Once reviewed select “Approve”.
- Remaining Step: Contingent Worker completes onboarding.

The screenshot shows a Workday inbox interface. The top navigation bar includes the Workday logo and the text "Built for the future." The user is logged in as "On behalf of: Migle Valunite". The inbox list shows several items, with the top one selected: "Contract: Ellen Hopkins - UNR Human Resources-Insurance Worker Compensation POOLED (Adria White)". The details pane on the right shows the following information:

- Review**
- Contract:** Ellen Hopkins - UNR Human Resources-Insurance Worker Compensation POOLED (Adria White)
- For:** UNR Human Resources-Insurance Worker Compensation POOLED (Adria White)
- Overall Process:** Contract: Ellen Hopkins - UNR Human Resources-Insurance Worker Compensation POOLED (Adria White)
- Overall Status:** In Progress
- Due Date:** 09/19/2017
- Details to Review:** Contingent Worker Details
- Proposed Organization:** UNR Human Resources-Insurance Worker Compensation POOLED (Adria White)
- Contract Date:** 07/01/2017
- Contract Worker Reason:** Contract Contingent Worker - Initial Engagement
- Contingent Worker Type:** Adjunct/Clinical Faculty
- Job Profile:** J001461 - Volunteer Adjunct Faculty
- Location:** University Of Nevada, Reno

At the bottom of the details pane, there are three buttons: "Approve", "Send Back", and "More".

WORKDAY CONTINGENT WORKER

CONTINGENT WORKER ONBOARDING



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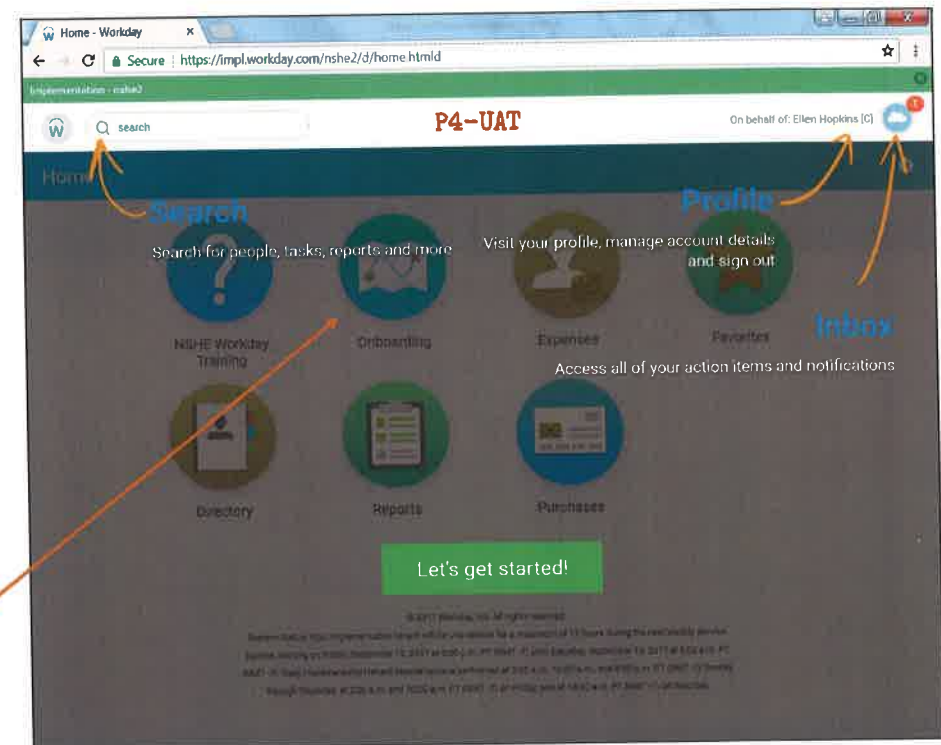
CONTINGENT WORKER ONBOARDING

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- An email will be sent to the Contingent Worker to initiate login.
- The Contingent Worker will need to login to WorkDay and go into their inbox.
 - NetID/Password
- They can also review where they are in the process by selecting the “Onboarding” worklett.



CONTINGENT WORKER ONBOARDING

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- A message will be waiting to instruct them to review and update their demographic information.
- Once reviewed and entered they will need to select “Submit”.

The screenshot shows a web browser window with the URL <https://impl.workday.com/nrhe2/d/unifiedinbox/initialinbox/2998517139.html>. The page title is "Enter Your Personal Information & Contact Details" and the subject is "Onboarding for Ellen Hopkins [C]". The message is dated "13 minute(s) ago - Effective 07/01/2017".

Before You Begin:

The fields with an asterisk (*) are required as well as the following fields:

- Gender
- Primary Home Address
- Primary Home Phone
- Area Code

You will need to remove the area code from Phone Number field and insert it in Area Code field.

Change Personal Information

Gender

Gender
Female

Date of Birth

Date of Birth
12/21/1972

Buttons: Submit, Save for Later, Close

CONTINGENT WORKER ONBOARDING

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- Another message will initiate in their inbox to prompt them to “Change Emergency Contacts”.
- Once the information is entered they will need to select “Submit”.
- The last message will request they review and acknowledge the NSHE required policies.
- Once reviewed and the check box “I Agree” is marked they will select “Submit”.
- Onboarding is complete!

The screenshot shows a web browser window displaying a Workday inbox. The browser address bar shows a secure connection to <https://impl.workday.com/nshe27/d/purified/inbox/initial/inbox/2908517139.html>. The inbox header includes a search bar and the text "P4-UAT" and "On behalf of: Ellen Hopkins [C]". The inbox list shows a message titled "Change Emergency Contacts" with a timestamp of "27 second(s) ago - Tue 09/14/2017". The message content displays a form for "Change Emergency Contacts" for "Ellen Hopkins [C]". The form includes fields for "Legal Name", "Name" (Ralph Hopkins), "Country" (United States of America), "Prefix" (Dr.), "First Name" (Ralph), and "Middle Name". At the bottom of the form are buttons for "Submit", "Save for Later", and "Cancel".

WORKDAY CONTINGENT WORKER

END CONTINGENT WORKER

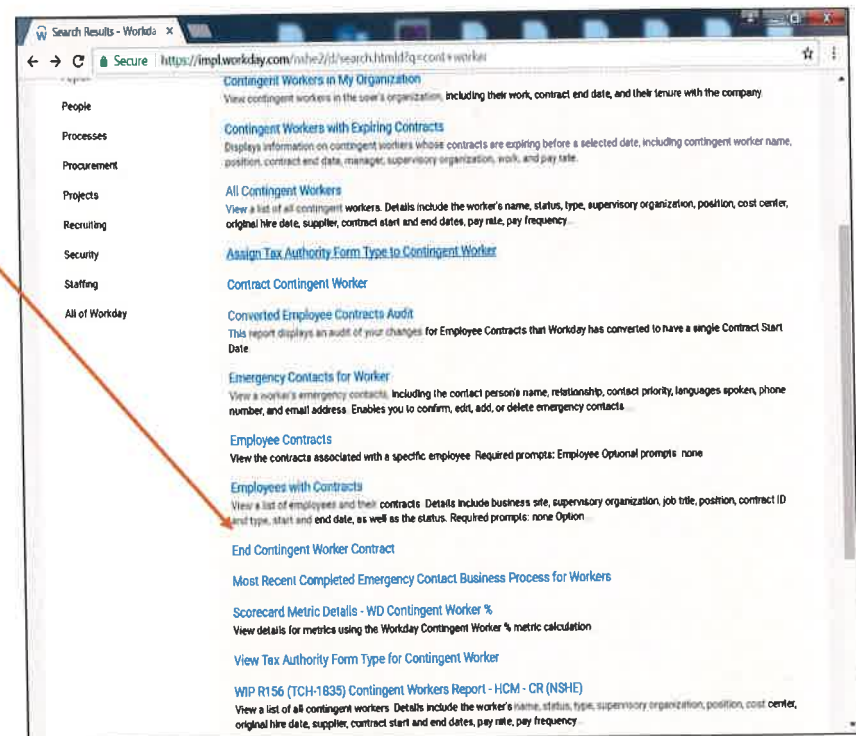


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END CONTINGENT WORKER CONTRACT



- Search “Contingent Worker” in the Search Bar.
- Select “End Contingent Worker Contract” from the list of search results.
- Enter in the Contingent Workers Name
- Select the Appropriate Contingent Worker Name.



END CONTINGENT WORKER CONTRACT

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- Enter Contract End Date.
- Select Reason for separation.
- Enter in Additional Comments and documentation as needed.
- Select Submit

End Contingent Worker Contract Ellen Hopkins [C] [Actions](#)

P0091179 Volunteer Adjunct Faculty [Actions](#)

Contract End Date 12 / 31 / 2017

Reason

Additional Information

enter your comment

Attachments

Drop files here

or

Select file

Submit Save for Later Cancel

END CONTINGENT WORKER CONTRACT

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- A notice will be sent to the Manager's Manager
- Once the Manager's Manager reviews the contract end they will select "Approve"
- The Contingent Worker Contract has ended.

