Contract Contingent Worker

1. Access the Contract Contingent Worker task.

2. Select the appropriate POOLED Supervisory Organization.

3. Enter in either the Existing Pre-Hire or Create a New Pre-Hire fields.

4. If you are creating a pre-hire, enter the Legal Name Information and Contact Information including Email.

5. Enter Contract Start Date. This date cannot be changed by the Manager or Administrative Assistant once the transaction is submitted. Contact HR if you notice an error.

6. Enter Contingent Worker Type.

7. Select a contingent worker job profile from NSHE Job Catalog.

8. Select Time Type of full time or part time and select the Location.

9. Enter a Contract End Date, typically not to exceed two years.

10. Attach any related documentation.

11. Click Submit.
HCM: Contract Contingent Worker and End Contingent Worker Contract

**12.** The initiator will be prompted to enter *Organization Assignments.* Enter the cost center and the fund and unit will populate, designating a home department for the contingent worker.

**13.** The contract will be approved by Human Resources or, for the universities, by the Manager’s Manager. Once approved, the contingent worker will receive credentials that will allow login to Workday. This begins the onboarding process.

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**End Contingent Worker Contract**

1. Access the *End Contingent Worker Contract* task.
2. Enter the contingent worker name.
3. Enter **Contract End Date.**
4. Enter **Reason** for contract ending of either *Voluntary* or *Involuntary.*
5. Enter any **Additional Information,** as appropriate.
6. Click **Submit.**
7. The contract end will be approved by Human Resources or, for the universities, by the Manager’s Manager.
8. The Security Initiator and Security Partner will be prompted to review any role assignments formerly held by the contingent worker.
9. Workday access is terminated when the process is completed.

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*An individual can only have one status in Workday, either employee or contingent worker. If an employee at NSHE is also a volunteer on another campus, use *Add Additional Job* to enter the unpaid appointment with a contingent worker job profile.*