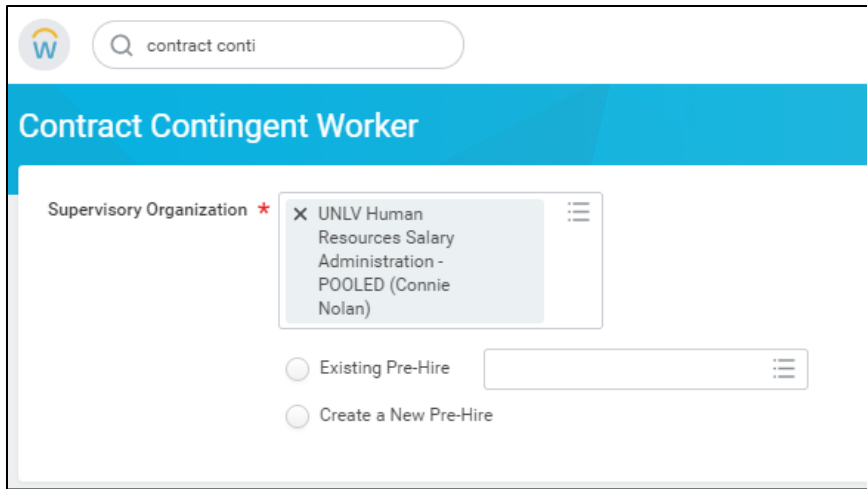


Contract Contingent Worker

1. Access the **Contract Contingent Worker** task.



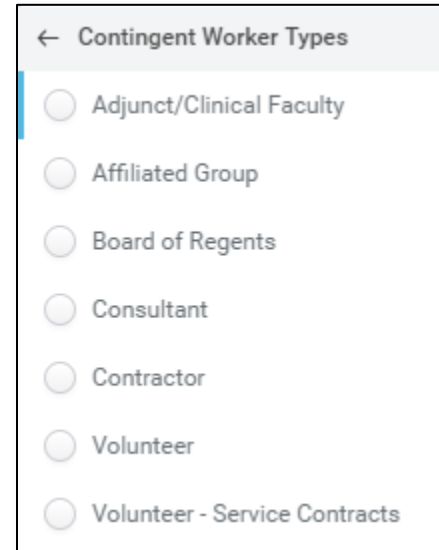
2. Select the appropriate POOLED **Supervisory Organization**.



You must use a POOLED supervisory organization or you will receive an error.

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**.

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.



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.

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.