Overview
Managers can use Workday to start and end contingent worker contracts. This guide explains how to initiate Contingent Worker contracts.

Note: Before contracting (hiring) a contingent worker, the manager must create a position (i.e. a box on the org chart) in Workday. Depending on the job profile and reason chosen, the manager's manager may review and approve the position request in the system. Only after a position is available can the hiring manager proceed with contracting a contingent worker. For more information on creating positions, reference the **Create Positions for Contingent Workers** Help Guide.

In addition, all people managers must have a supervisory organization in Workday in order to receive transferred/hired employees or to contract contingent workers. To request a supervisory organization, you, your manager, or your HR Partner can submit a ticket via HRCentral. Access the **Supervisory Organization Request** Help Guide for instructions.

There are three types of contingent workers: Contingent Labor, Consultants and Other Service Providers.

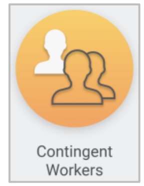
Countries **with** Fieldglass will continue to hire Contingent Labor workers through that system. Fieldglass will send contingent labor information automatically to Workday. However, managers in these countries must still utilize Workday to hire Consultants and Other Service Providers.

Countries **without** Fieldglass will hire all types of contingent workers through Workday.

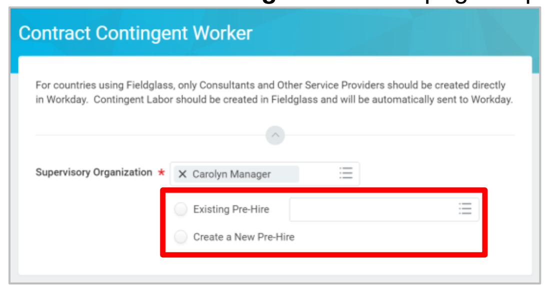
Key Concepts
- For countries **without** Fieldglass, Contingent Labor roles require an approval in Workday.
- Contingent worker contracts do not end automatically; managers must end the contingent worker's contract when the worker's services are complete. For instructions on terminating contingent workers, access the **End Contingent Worker Contract** Help Guide.
  - **Note:** Contingent Labor workers originating in Fieldglass must be terminated through that system as well.

Contract Contingent Worker

1. On the Workday Home page, click the **Contingent Workers** worklet.

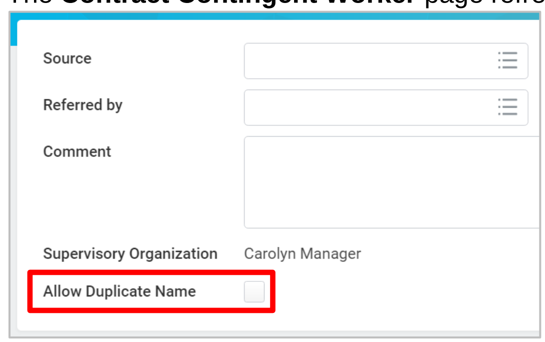


2. Under Actions, click **Add Contract**.
3. The **Contract Contingent Worker** page displays.



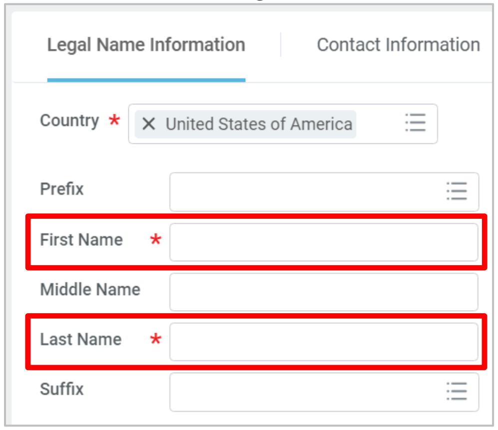
- As a manager, your supervisory organization defaults. To change the supervisory organization, click the icon.
- Click the **Create a New Pre-Hire** button unless the worker's record already exists in Workday (i.e. a previous hire). In that case, select **Existing Pre-Hire** and search for the employee's name.
- Click **OK**.

4. The **Contract Contingent Worker** page refreshes.



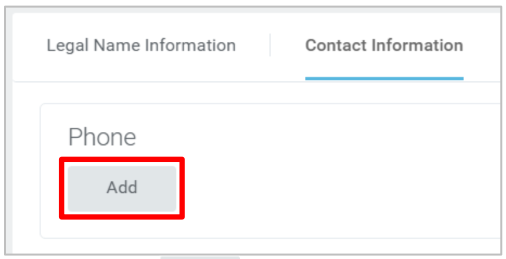
- Skip the **Source**, **Referred by**, and **Comment** fields.
- Click the **Allow Duplicate Name** checkbox to create a separate record for this worker, in case there is another individual with the same name already in the system.

Scroll down to the **Legal Name Information** tab.



- **First Name** and **Last Name** are required, but enter as much information as you know.

Click the **Contact Information** tab.



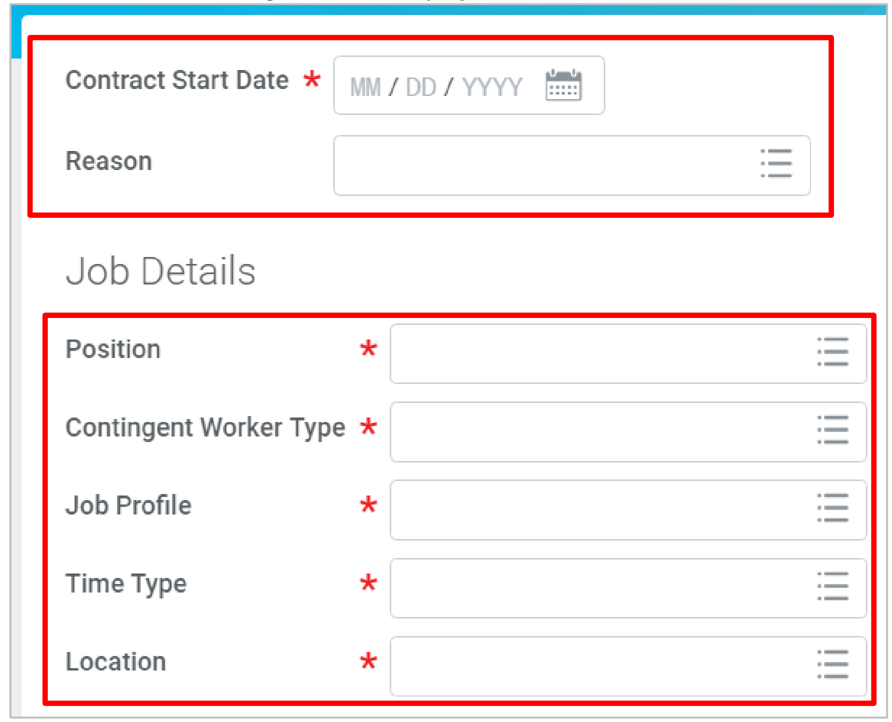
- Click the Add button to enter at least one form of contact, e.g. a phone number, address or email address.
- Beside the **Visibility** field, click the **Public** checkbox to allow others to view the worker's contact information in Workday.

  Privacy Notes:
  - Home Address is always private, except to managers and HR.
  - Work Address/Phone is always public.
  - Personal Phone/Email can be marked public, which will list the information in the company directory. Even when personal phone/email is not marked public, it remains visible to managers and HR.

  Note: Instant Messenger and **Web Address** will not be used.

- Click **OK**.

5. The **Contract Contingent Worker** page refreshes.

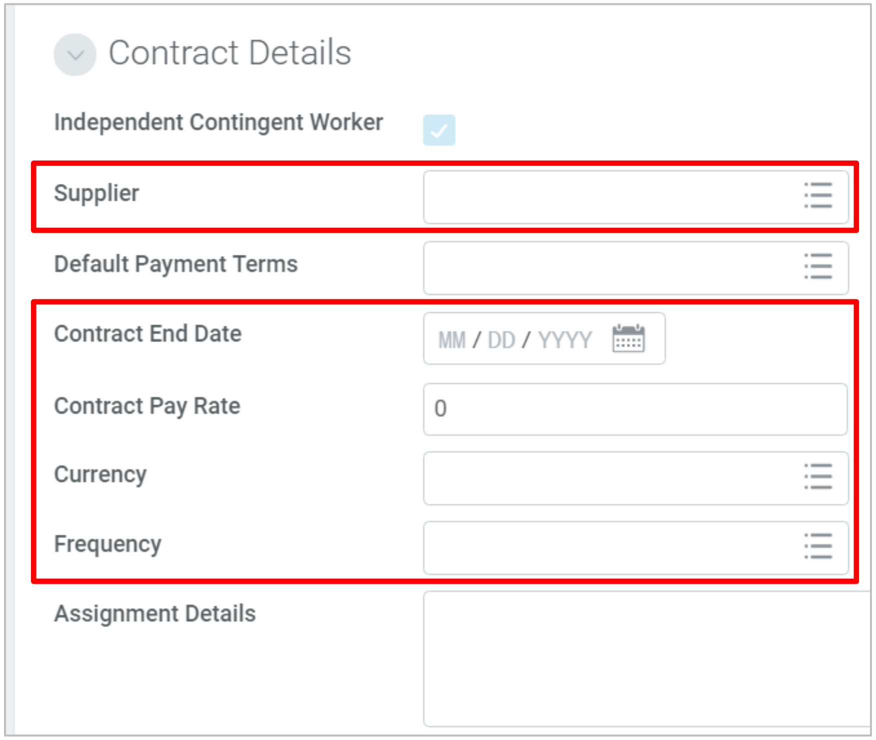


- Select the **Contract Start Date** and **Reason**.
- Click the icon to choose a **Position**.

  Note: Only previously created positions that are not future-dated will appear in this menu.

  The **Contingent Worker Type**, **Job Profile**, **Time Type** and **Location** will all auto-populate based on the position details.

Scroll down to the **Contract Details** section.



- Choose a **Supplier** from the dropdown menu.

  Note: If the **Supplier** cannot be found in the list, please contact HRCentral Support for help.

- Skip the **Default Payment Terms** field.
- Click the icon to select a **Contract End Date**, but understand that Workday will not automatically terminate the worker on this date; you must run the **End Contingent Worker Contract** transaction (instructions below) to terminate the worker.

  Note: Contract lengths should not exceed one (1) year.

- Enter the **Contract Pay Rate** and click the icon to select the **Currency** and **Frequency**.
- Skip both the **Assignment Details** field and **Additional Information** section.
- Click **Submit**.

Up Next: Change Organization Assignments

The Organization Assignments determine where the position “sits” within Baxter and how it’s paid for.

6. Click the Open button.

   Note: If you step away from your computer, you can find this action item in your Workday inbox. The Contract Contingent Worker process will not proceed until all steps are completed.

   Unlike the Create Position transaction, the Contract Contingent Worker transaction pulls its data from the existing position. That means all the Organization Assignments fields will be pre-populated with the data assigned at the time the position was created.

   - In this step, simply confirm that the organization assignments are correct. Click the icon to make edits.
   - Click **Submit**.

The contractor now appears on your team’s organization chart.

Note: All Contingent Workers in Workday have network access. Should your Contingent Worker require VPN and/or email access, you must submit an IT Self Service request for this functionality.

Additional Support
Access HRCentral for the HRCentral Support phone number or online assistance.