

# Leased Workers in Workday

## Process Instructions

- Intro
- Process in-short
- Creating JR
- Contracting the Leased Worker
- Extending or Ending the Contract

# Introduction

## Background & Introduction

- Leased Workforce process changed 3.1.2022 onwards
  - Leased Worker license is applied in Workday (Job Requisition)
  - Contracting Leased Worker is done in Workday
- Integration between Workday and IDefix
  - Identity in IDefix is maintained based on Workday
  - Access rights are granted as a birth right
- Leased Workers visible in the manager organization
  - Maximum contract duration is 6 months at a time
  - Leased workers do not get any access to Workday

### MAIN BENEFITS

- Better visibility on all leased workers
- Leased worker contract and lifecycle in Workday
- Streamlined process (all leased workers in one place + integration to IDefix)

# Process in Workday

## In-short

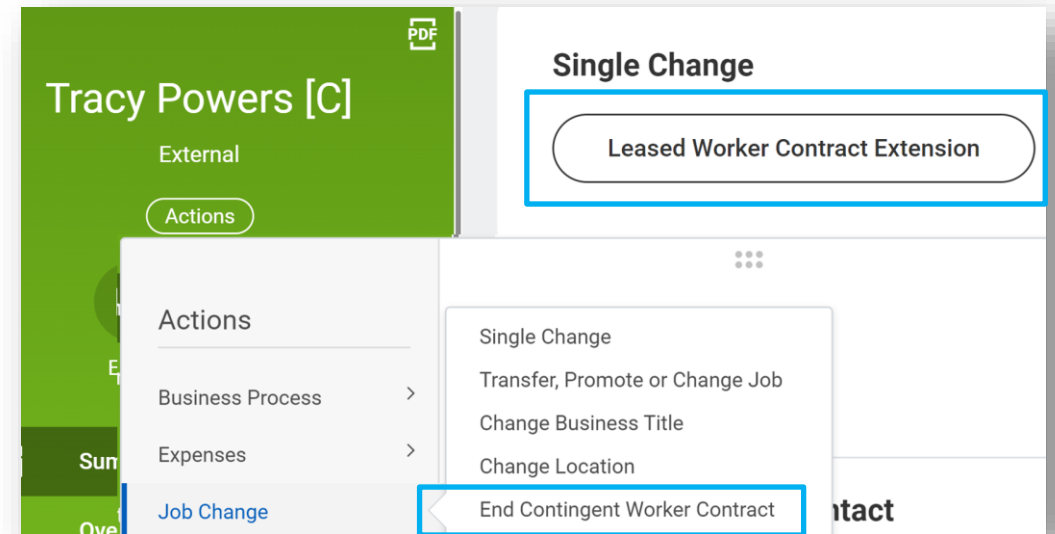
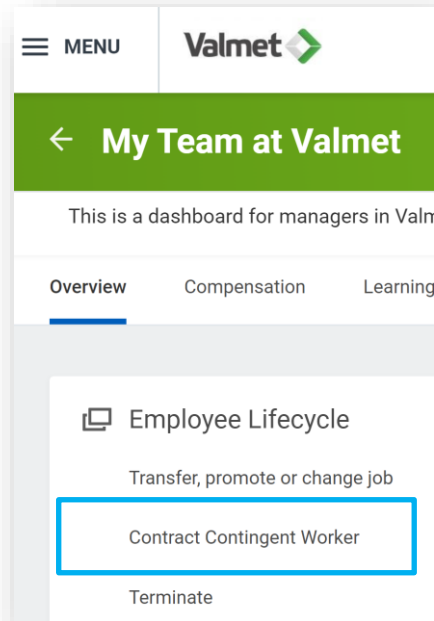


**Create Job Requisition**

Copy Details from Existing Requisition

Supervisory Organization \* × Engineering (Test Manager) ...

☒ Create New Position ?



# Create Job Requisition in Workday

## Leased Workforce license

- Apply for the permission to contract leased worker in your organization
- Approval Chain:
  - HR
  - Manager
  - Manager's managers
- Start by creating a new Job Requisition
  - Select Supervisory organization where position is created
  - ! — **Select Worker Type as “Contingent Worker”**

**Create Job Requisition**

Copy Details from Existing Requisition

Supervisory Organization \*

☒ Create New Position ☐ For Existing Position

Worker Type \*

OK Cancel

Select "Employee" for Valmet employees.  
Select "Contingent Worker" for Leased workers

# Job Requisition

## Recruiting information

- Select job Requisition reason
  - “Leased Workforce > Leased Worker”
- Select Target Hire Date and Target contract end date
  - What is the planned earliest date for contract?
  - What is the planned contract end date?

**! Maximum contract duration is 6 Months !**

Select reason for recruitment need from the Reason menu. Fill in the Target Hire Date (preferred date for new person starting in the role) and Recruiting Start Date (to meet the target hire date). If this Job Request is for a fixed-term employee, fill in also the field Target End Date (estimate of last date of employment). As these dates are estimates at this stage, they are editable later during the recruitment process. However, try to be as specific as possible.

Start

Recruiting Information

Job

Attachments


Cost Information

Assign Roles

Summary

### Recruiting Information

#### Recruiting Details

Number of Openings 

1

Reason \*  
Leased Workforce > Leased Worker

Requester  
Test Manager

Replacement For

Recruiting Instruction

Recruiting Start Date \*  
02.06.2022

Target Hire Date \*  
02.06.2022

Target Contract End Date  
01.06.2023

# Job Requisition

## Job

- Fill in recruiting information similarly as on regular Job requisition

! — Job Profile for leased workers is always “External”

- Select Worker Sub-Type
  - Leased Workforce – White Collar
  - Leased Workforce – Blue Collar

**Worker Sub-Type impacts the access rights as birth rights**

Start

Recruiting Information

**Job**

Attachments

Cost Information

Assign Roles

Summary

leave these fields blank and rather attach your proposal for Job Ad text on the next tab for Attachments.

### Job

#### Job Details

**Job Posting Title \***

Leased Worker

**Justification \***

New leased worker to support the team during the project period

**Job Profile \***

External

**Job Description Summary**

**Job Description**

Format B I U A v : |

**Additional Job Description**

Format B I U A v : |

**Job Families for Job Profiles**

[Administration](#)

**Worker Sub-Type \***

Leased Workforce - White Collar

**Time Type \***

Full time

# Job Requisition

## Cost Information

- Select Supplier company for leased workforce from the available list
- Fill other cost information estimates
  - Pay Rate
  - Pay Frequency (Hourly)
  - Maximum amount (Calculated based on proposed contract start date and end date)

! Cost information is used as information in the approval process and realistic cost estimates should be inserted

Start

Recruiting Information

Job

Attachments

**Cost Information**

Assign Roles

Summary

Cost Details

Cost Company \*

Search

FI310 Valmet Automation Oy

Supplier

Adecco

Currency \*

EUR

Spend Category \*

Leased Workforce

Pay Rate \*

20,00

Frequency \*

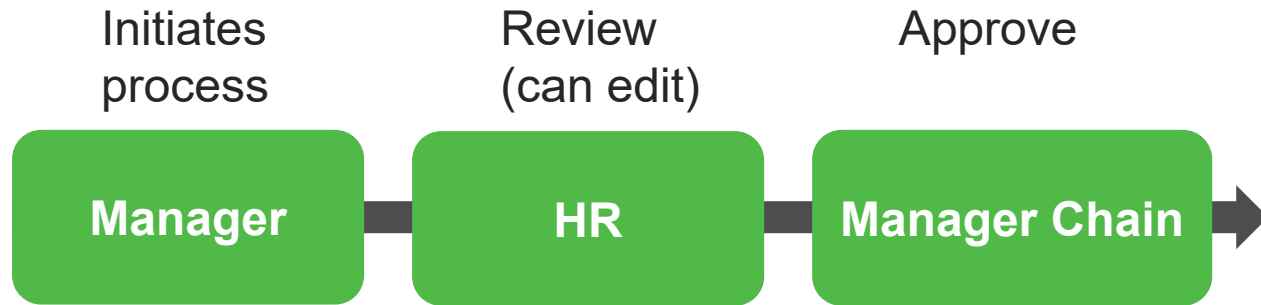
Hourly

Maximum Amount \*

41 760,00

# Job Requisition

## Submit and Approval

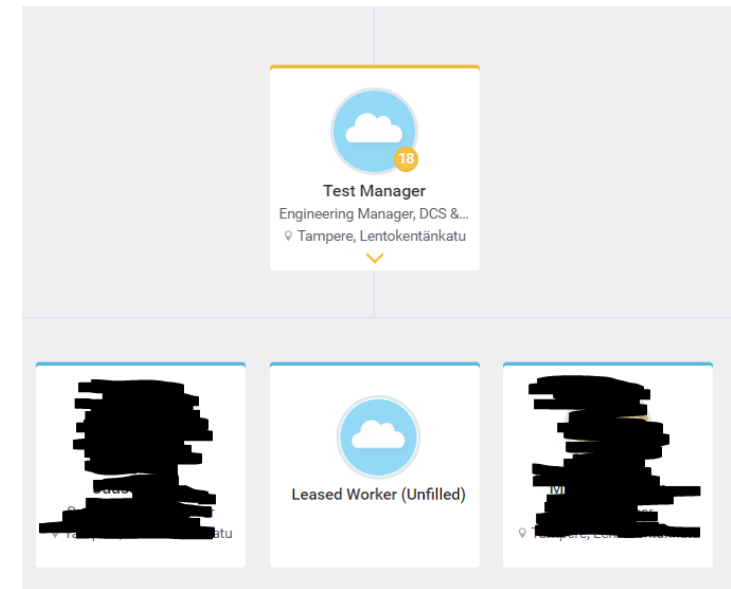


- HR Can also create the Job Requisition on behalf of Manager
- Once Job Requisition is approved, position will be available to contract a leased worker



# Contract Leased Worker in Workday

- After Job Requisition is approved, position created and visible in organization chart
- Start the contracting process with the **“Contract Contingent worker”** action
  - Contracting is completed immediately once the action is submitted, no further approvals needed



# Contract Contingent Worker

- Your supervisory organization is selected by default
- Select Existing pre-hire if:
  - You are recontracting a leased worker
  - You are able to search for the previous profile and the same employee ID will be used for the worker
- Select Create a New Pre-Hire if:
  - You are contracting a leased worker in Workday for the first time and you cannot find the same profile from Workday
  - New employee ID will be assigned for the worker

Contract Contingent Worker

All contingent Workers **require** minimum the following contact information:

- Full name
- Telephone

Also add email address if available. Email address should be maintained as 'Home' - type.

Work email address will be automatically generated once contracting is complete and should be left blank

Supervisory Organization \*

\* ☐ Existing Pre-Hire

☒ Create a New Pre-Hire

OK Cancel

# Contract contingent Worker

## Create new Pre-Hire

- Creating new Pre-Hire prompts you to fill in personal information for the leased worker
- Fill in the full name
- Fill in the contact details
  - Personal email address should be maintained as “home” type
  - After contracting, a valmetpartners.com – email address will be automatically created as the “work” email after a while

Supervisory Organization Engineering (Test Manager)

Allow Duplicate Name ☐

Legal Name Information Contact Information

Country \* x Finland

Given Name(s) \* Test

Middle Name

Family Name \* LeasedWorker

Phone

Country Phone Code \* x Finland (+358)

Phone Number \* 12345678

Phone Extension

Phone Device \* Mobile

Type \* x Work

Primary Work ☒

Primary Home ☐

Email

Email Address \* testemail@suppliercompany.com

Type \* x Home

Primary Work ☐


Primary Home ☒


Use For

# Contract Contingent Worker


## Contract Details

- Fill in the contract details
  - Start by selecting the contract start date (earliest date is recruiting start date)
  - Select position
  - Contract information will be pre-filled from the Job Requisition, but can be updated if needed


Contract Start Date \* 02.06.2022 


Reason × Contract Contingent Worker > Contract Leased Worker 


### Job Details


Position \* × Leased Worker ... 

Job Requisition R21864 Leased Worker (Open)

Contingent Worker Type \* × Leased Workforce - White Collar 

Job Profile \* × External 

Time Type \* × Full time 

Location \* × Tampere, Yrittäjänkatu ... 

# Contract details

- Contract Details and additional information are pre-filled from the Job Requisition
- After submitting, the contracting will be completed and leased worker will be visible under your team

Contract Details

Independent Contingent Worker

Supplier

Adecco

Default Payment Terms

Contract End Date

01.06.2023

Contract Pay Rate

20,00

Currency

EUR

Frequency

Hourly

Assignment Details

Additional Information

Job Title

External

Business Title

External

Location Weekly Hours

40

Default Weekly Hours

40

Scheduled Weekly Hours

40

FTE

100 %

Job Category

White-Collar

Job Classifications

(empty)

Additional Job Classifications

Company Insider Types

Workers' Compensation Code from Job Profile

(empty)

Workers' Compensation Code Override

Work Shift

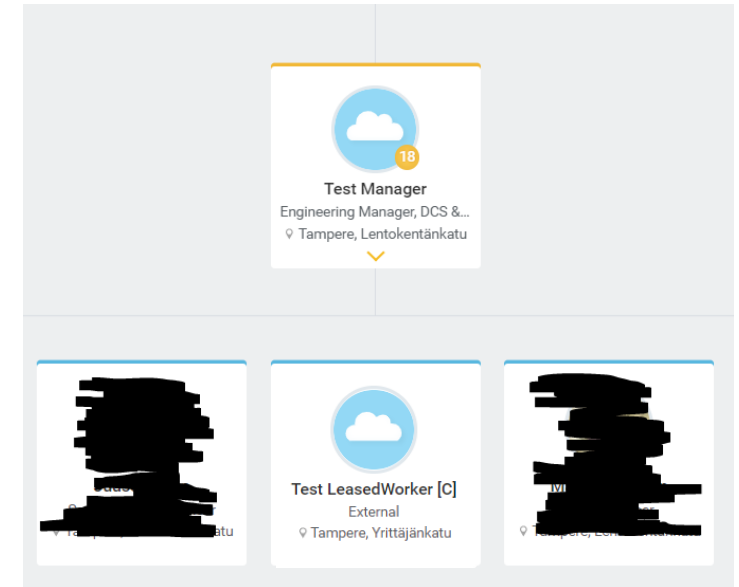
\*

First Day of Work

02.06.2022

# After completing the task

- Leased Workers can be identified with the tag [C] in the employee name
  - Visible in the organization view and under the manager team
- Integration will run daily to create user profile in IDefix
  - Birth right accesses generated automatically
  - Other accesses need to applied separately



## BIRTH RIGHT ACCESSSES

White-collar:

- AD account
- O365 Email
- Notes ID

Blue-collar:

- AD account
- O365 Email

# Change Job Template for Leased Worker

Contract Extension Instructions

# Steps to Extend Contract End Date in Workday

Actions ~ Job Change ~ Specific Change (E.G. Shift Change)

The screenshot displays the Valmet Workday interface. At the top, a dark blue bar indicates "On behalf of: Debi Beetz". The Valmet logo is on the left, and a search bar on the right contains "Tracy Powers [C]".

The main content area shows the profile for "Tracy Powers [C]", an "External" worker. A green sidebar on the left contains a menu with options like "Summary", "Overview", "Job", "Contact", "Personal", and "Career". The "Actions" button is highlighted in yellow.

The "Actions" dropdown menu is open, showing a list of options: "Business Process", "Expenses", "Job Change", "Organization", "Personal Data", "Recruiting", "Talent", and "Time and Leave". The "Job Change" option is highlighted in yellow.

The "Job Change" submenu is open, showing a list of options: "Specific Change (E.G. Shift Change)", "Transfer, Promote or Change Job", "Change Business Title", "Change Location", and "End Contingent Worker Contract". The "Specific Change (E.G. Shift Change)" option is highlighted in yellow.

The background shows the worker's details: "Contingent Worker ID 715196", "Cost Center 64111108200 Administration-Nashua", "Manager Debi Beetz", and "Location Nashua, Cellu Drive".



# Steps to Extend Contract End Date in Workday

What do you want to do? \* Select Leased Worker Contract Extension and Click “OK”

×

Specific Change (E.G. Shift Change)

Worker

\*

×

Tracy Powers [C]

...

⋮

Job

\*

External - Tracy Powers [C]

What do you want to do? \*

×

Leased Worker Contract Extension

⋮

Use this change job template to extend leased worker contract duration.


Contract duration cannot exceed 1 year.

OK

Cancel

# Steps to Extend Contract End Date in Workday


1. When do you want this change to take effect? \* Enter the effective date of the change (not the new contract end date) and click “Start”

**Specific Change (E.G. Shift Change)** Tracy Powers [C] 

**Start**

**Start Details**

When do you want this change to take effect? \*

● 11.07.2022 added 

Why are you making this change? \*

● Change contract details for Leased Worker added

# Steps to Extend Contract End Date in Workday

## 2. Contract End Date: Enter the NEW contract end date and click “Submit”

**Change Job** Tracy Powers [C] ...

**Start**

**Start Details**

When do you want this change to take effect? \*

• 11.07.2022 added

Why are you making this change? \*

• Change contract details for Leased Worker added

**Details**

**Contract**

Contract End Date

• 29.12.2022 was 30.09.2022

Contract Pay Rate

• 1,00 0,96

Currency

USD

Frequency

Hourly

Assignment Details

• (empty) added

# Approval Chain

Same approval chain as Leased Worker Job Requisition creation

- HR Manager
- Manager chain ~ 2 approvals
  - “Grandfather approval”
- Max 6 month contract extension at a time

