Leased Workers in Workday

Process Instructions

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

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Introduction

Backgroud & 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

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Process in Workday

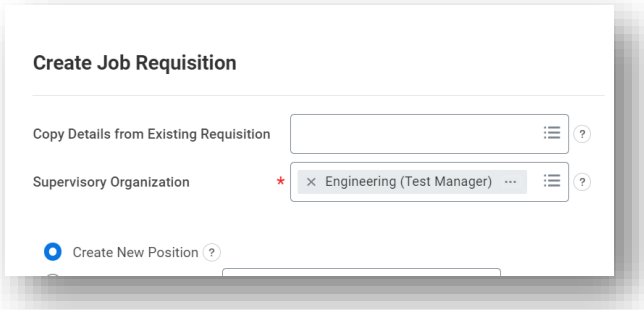
In-short

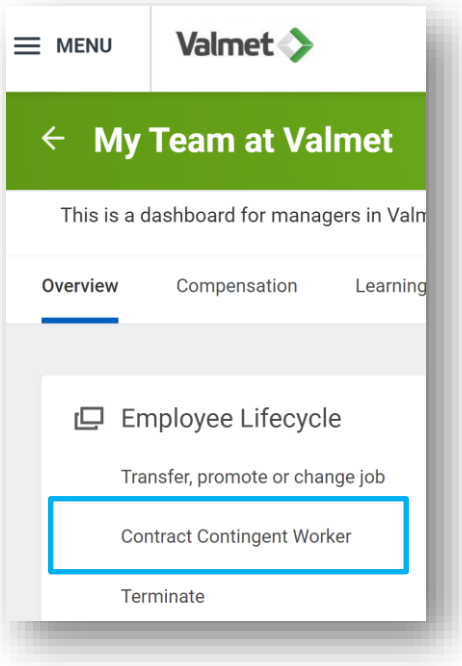
Apply for a Job Requisition

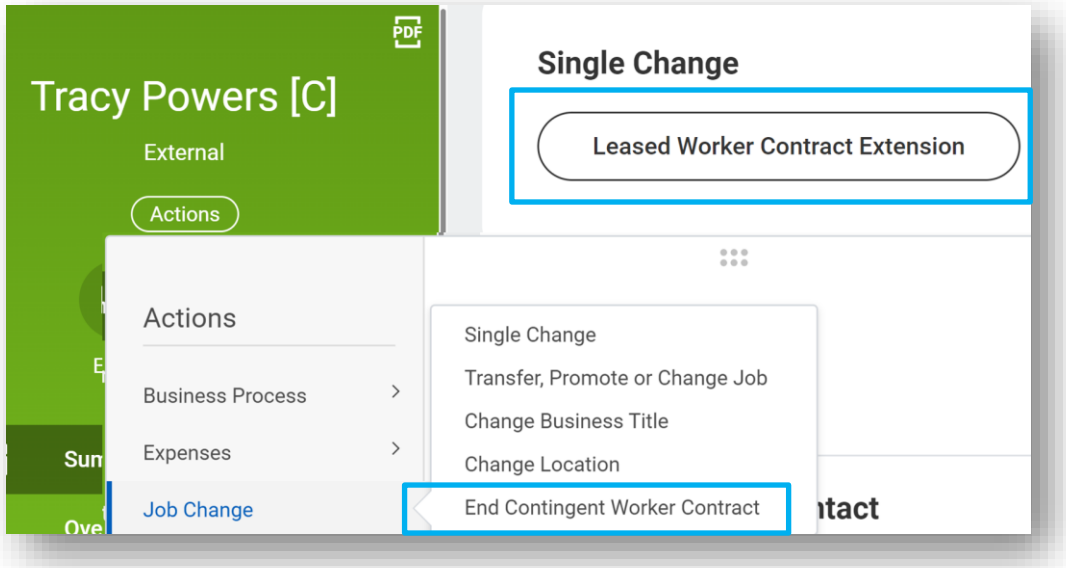
Contract the Leased Worker

End the Contract

Apply for an Extension







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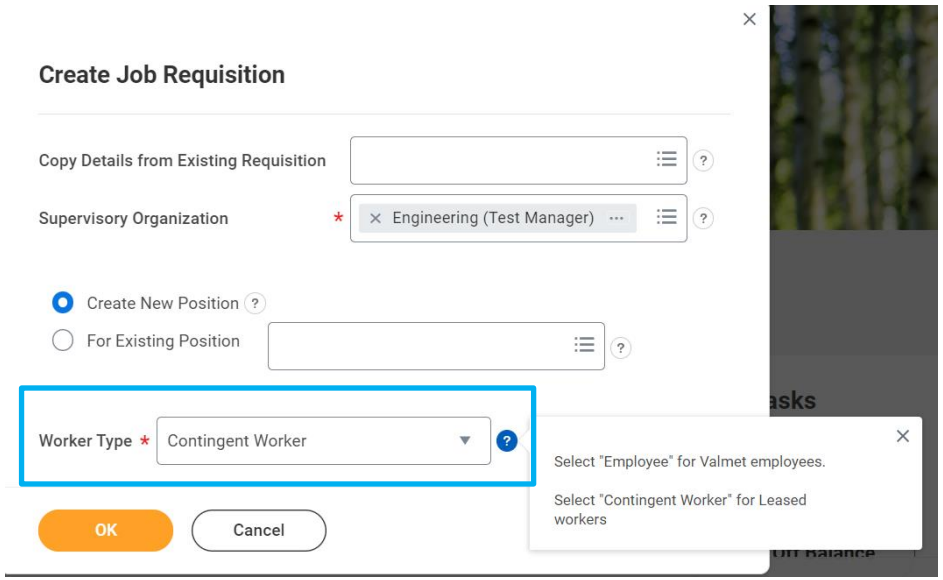
Create Job Requisition in Workday

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"**



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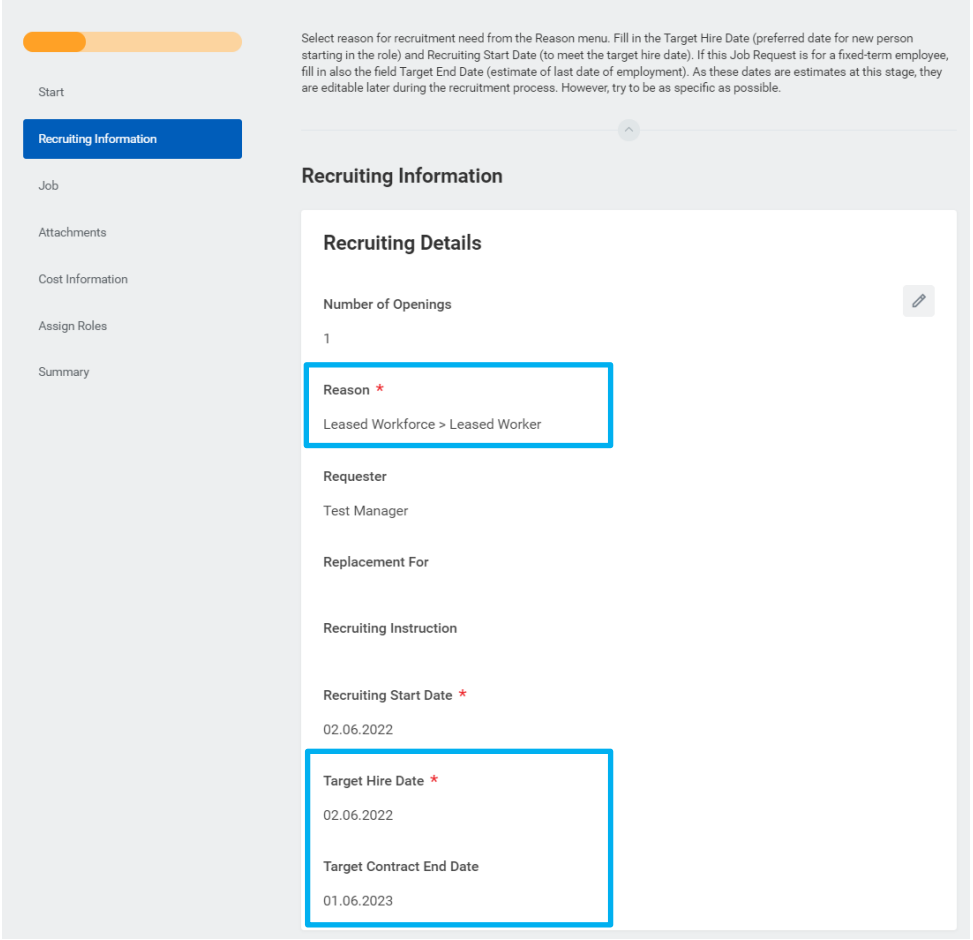
Job Requisition

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 !



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Job Requisition

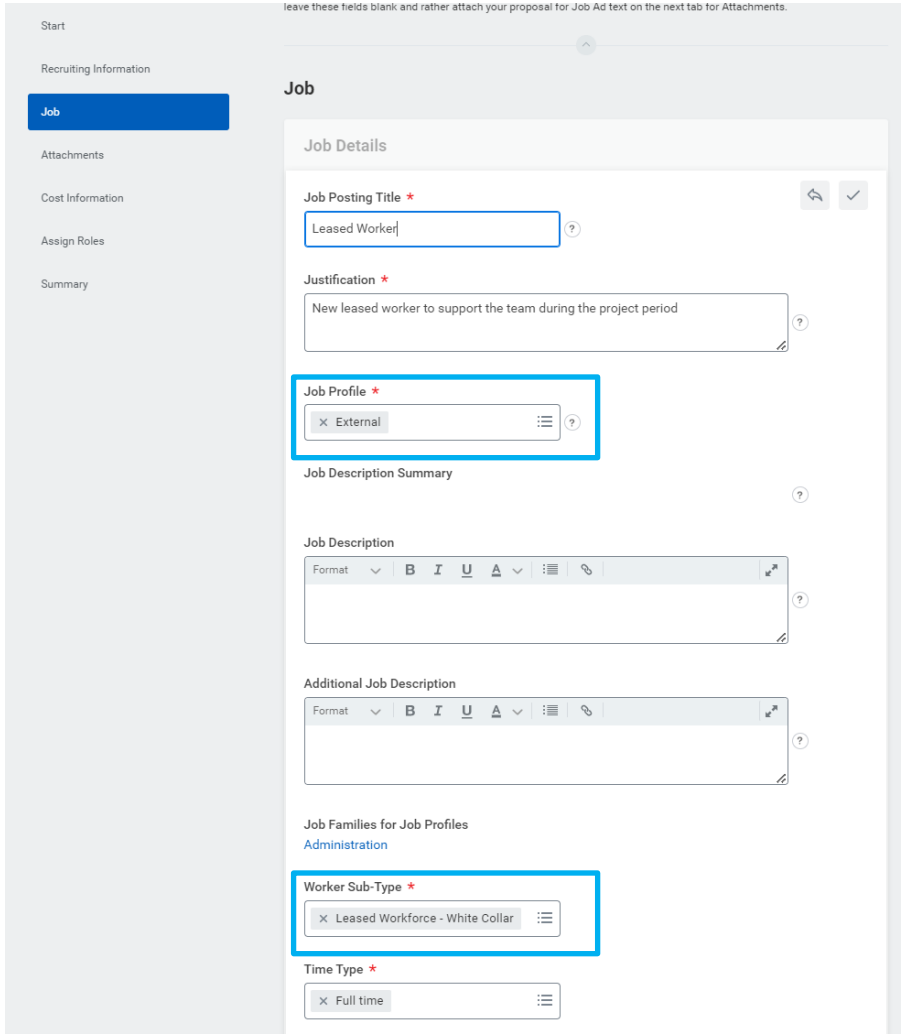
Job

- Fill in recruiting information similarly as on regular Job requisition

! – Job Profile for leased workers is <u>always</u> “External”

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

Worker Sub-Type impacts the access rights as birth rights



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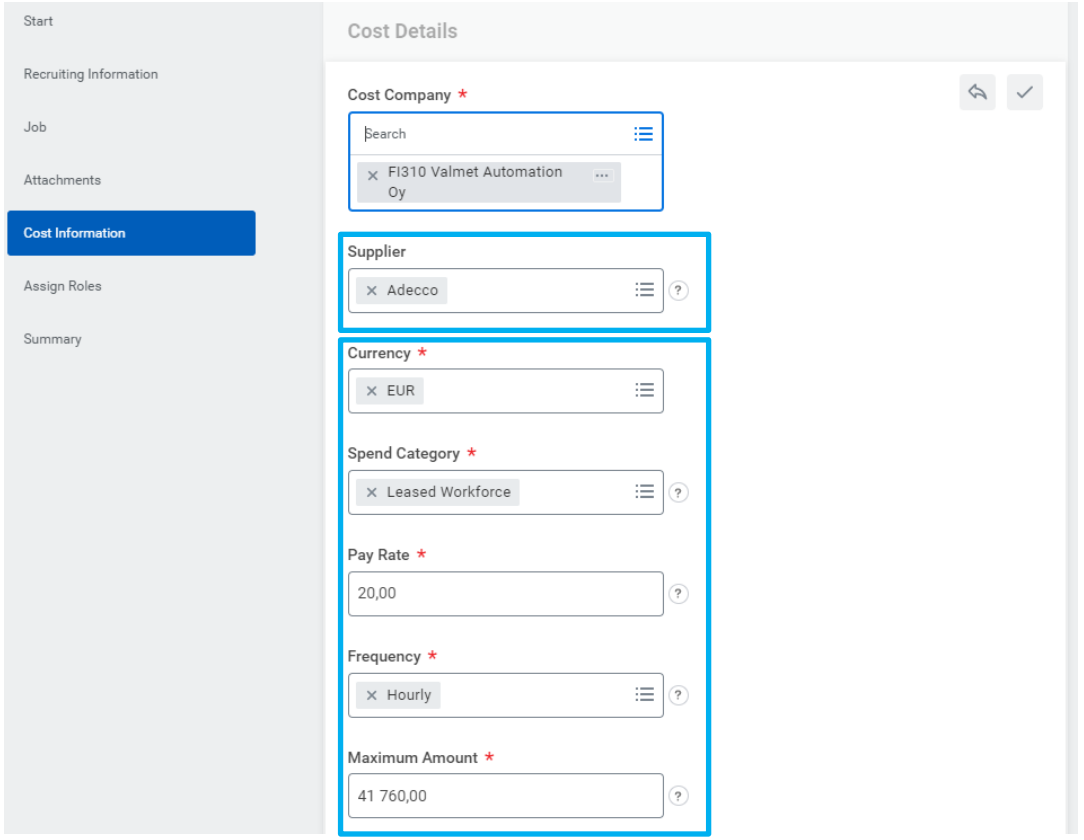
Job Requisition

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



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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

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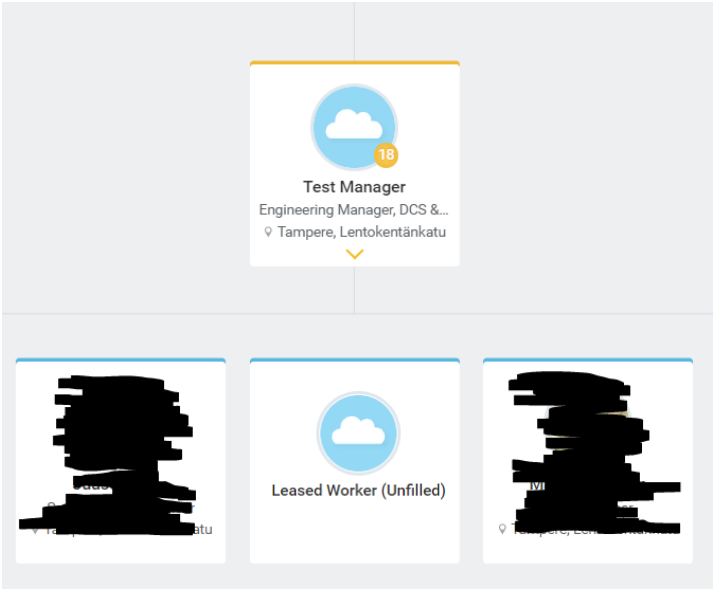
Contract Leased Worker in Workday

- 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



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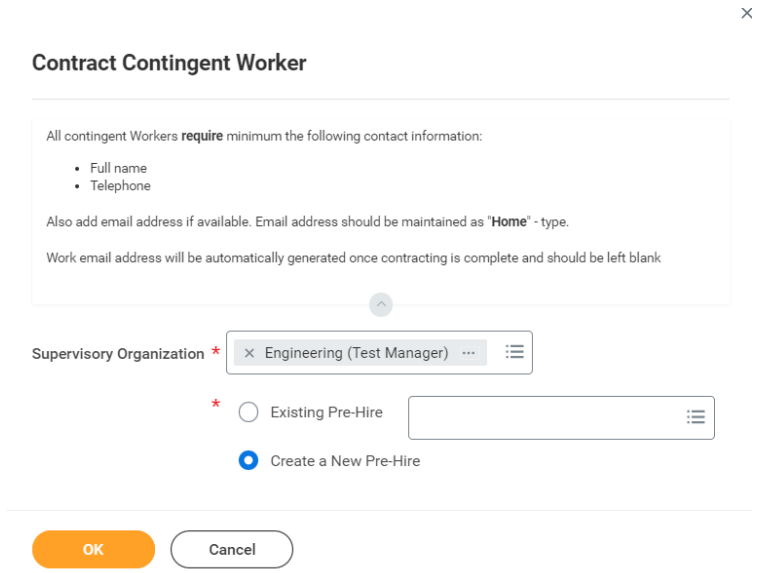
Contract Contingent Worker

- 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 a 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



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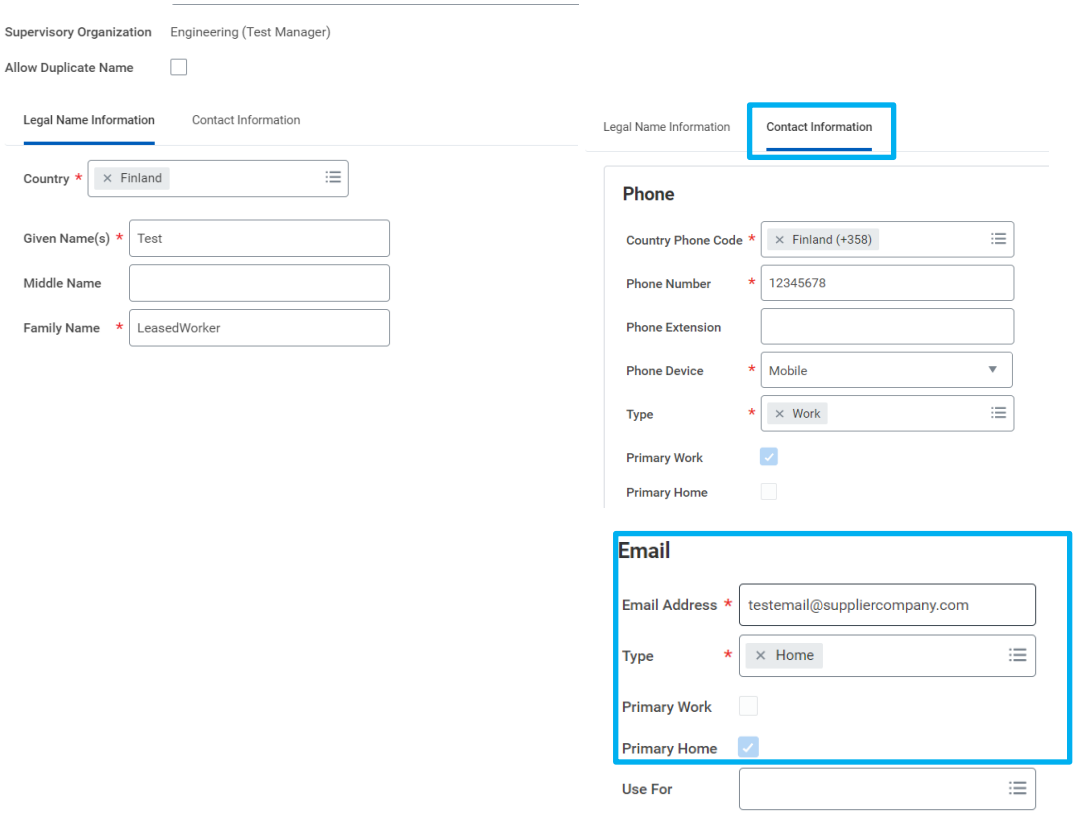
Contract contingent Worker

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



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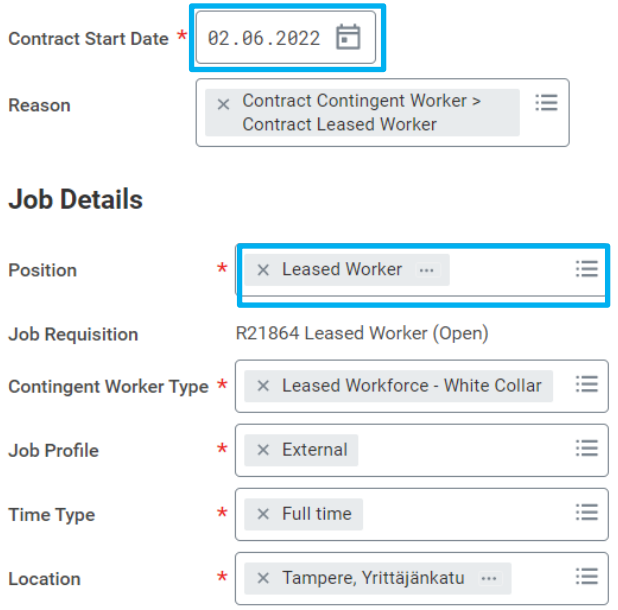
Contract Contingent Worker

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



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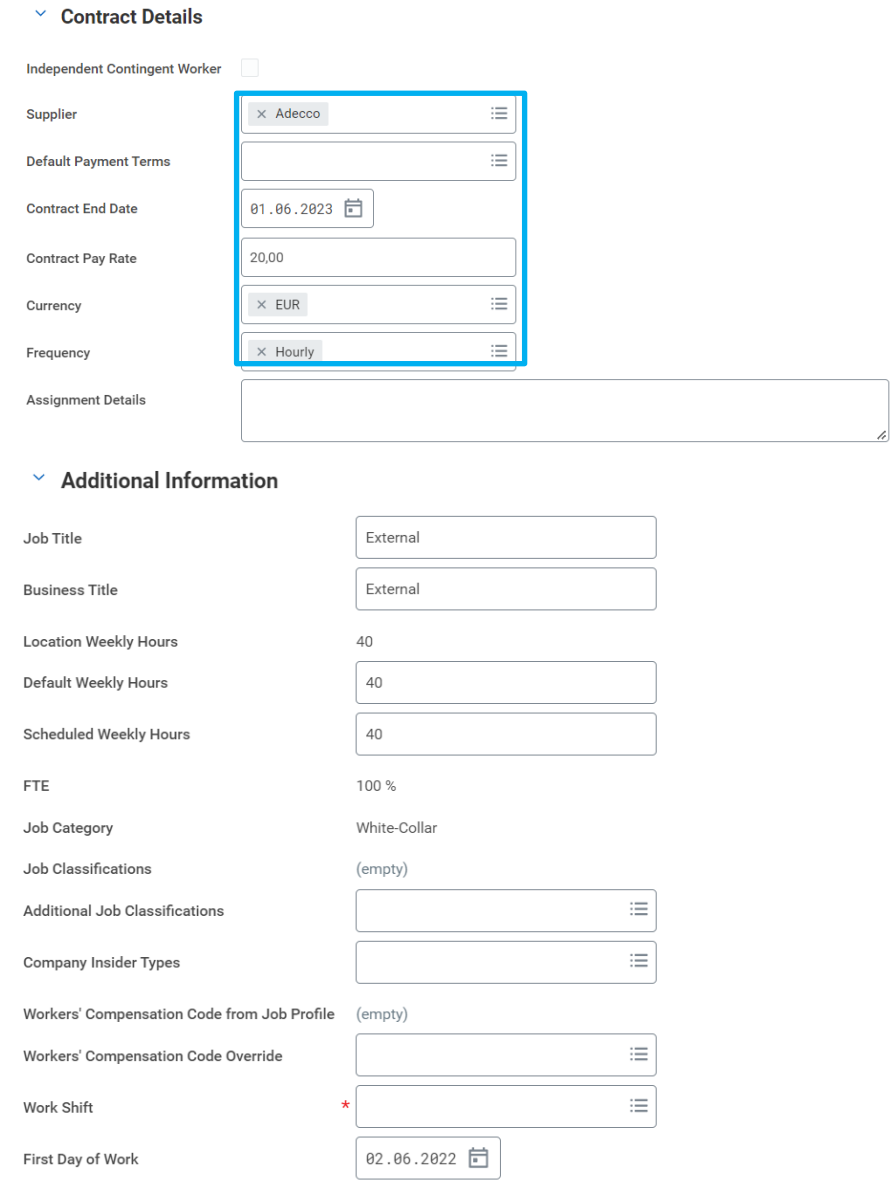
Contract details

- 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



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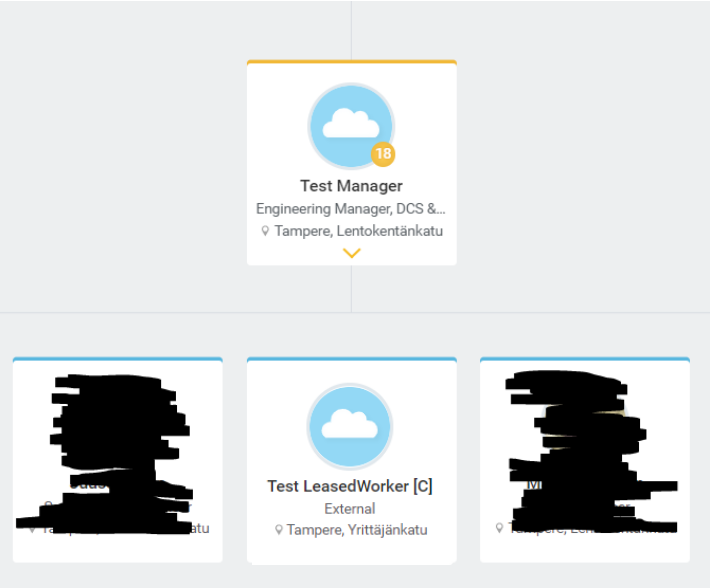
After completing the task

- 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 ACCESSES

White-collar:
- AD account
- O365 Email
- Notes ID

Blue-collar:
- AD account
- O365 Email

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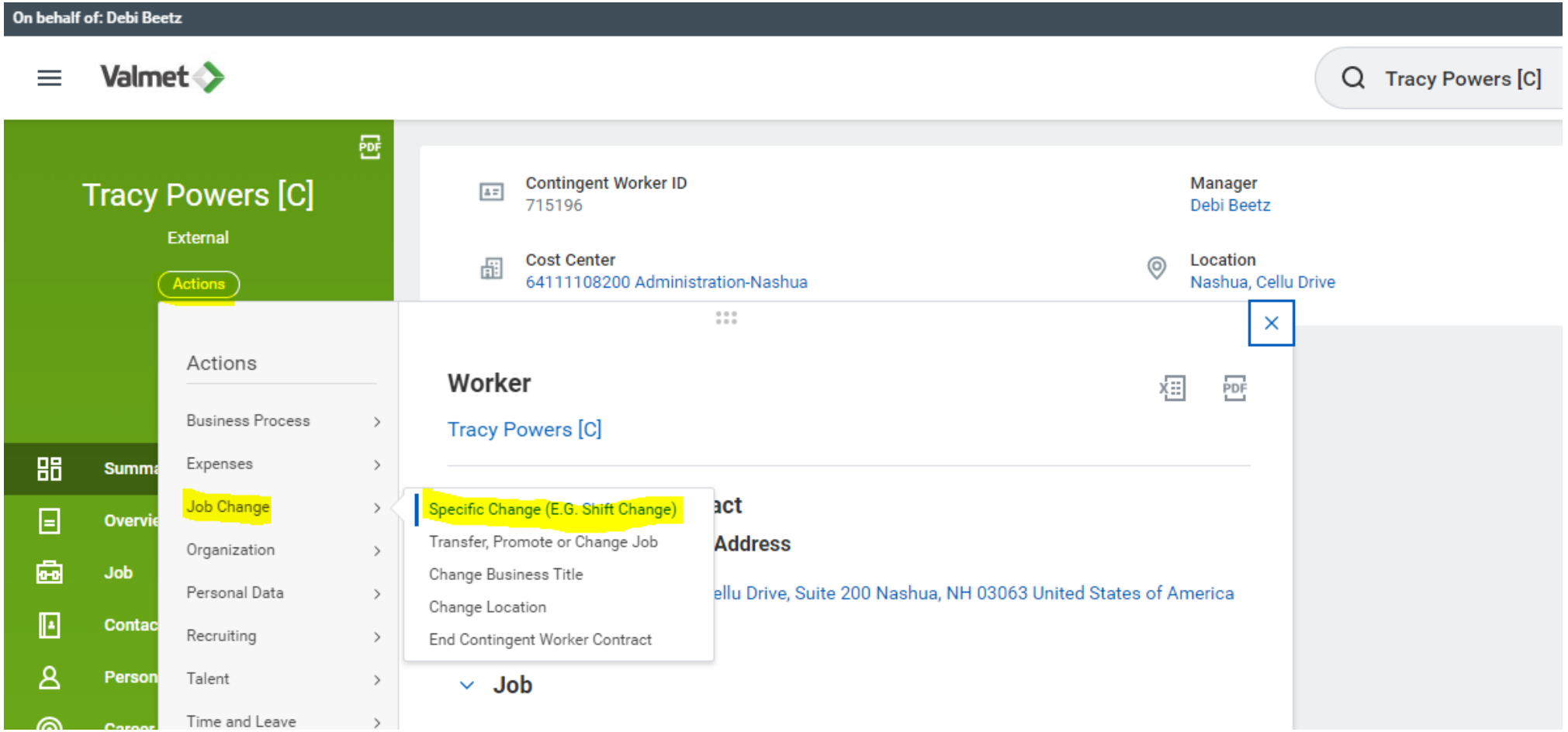
Change Job Template for Leased Worker

Contract Extension Instructions

Steps to Extend Contract End Date in Workday

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



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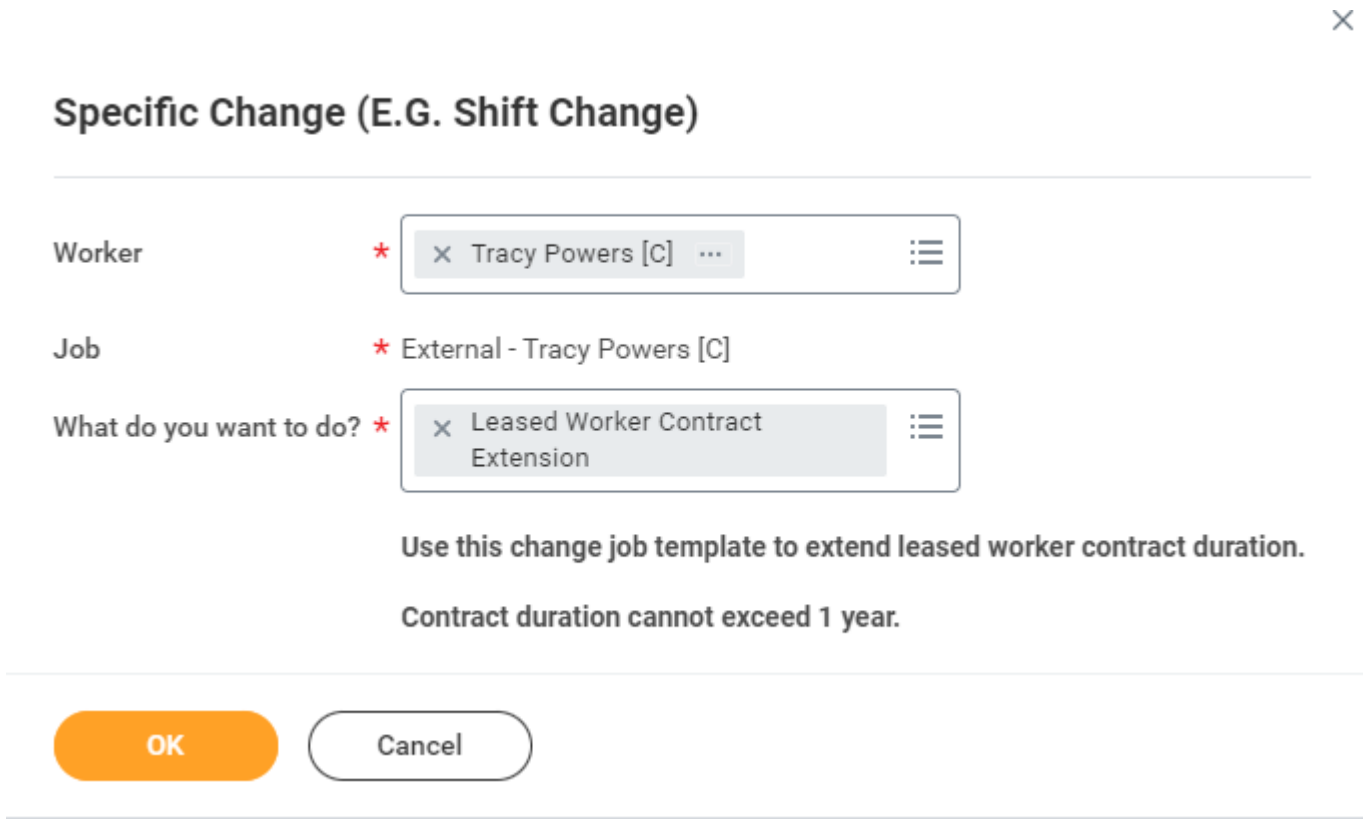
Steps to Extend Contract End Date in Workday

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



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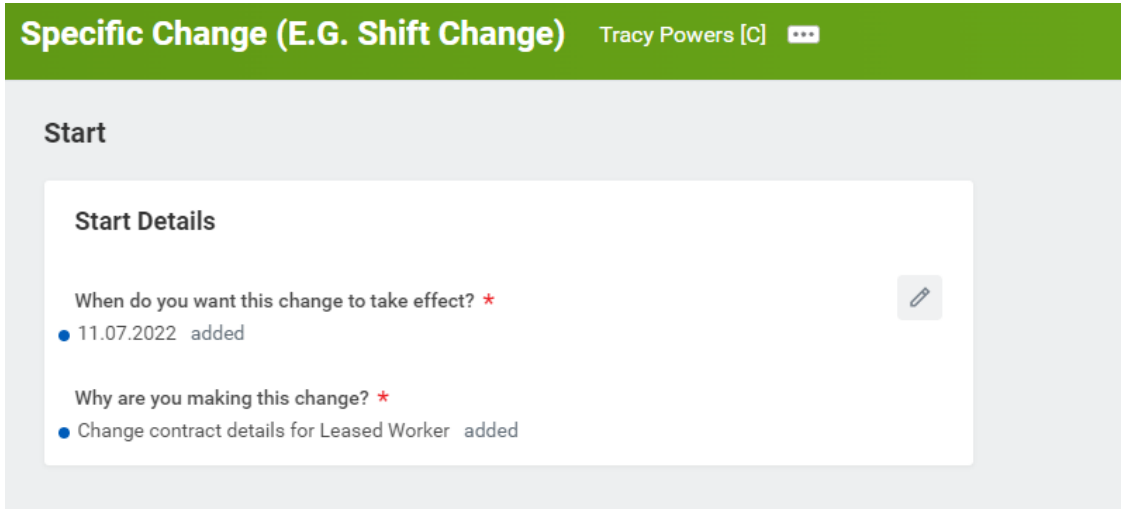
Steps to Extend Contract End Date in Workday

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”



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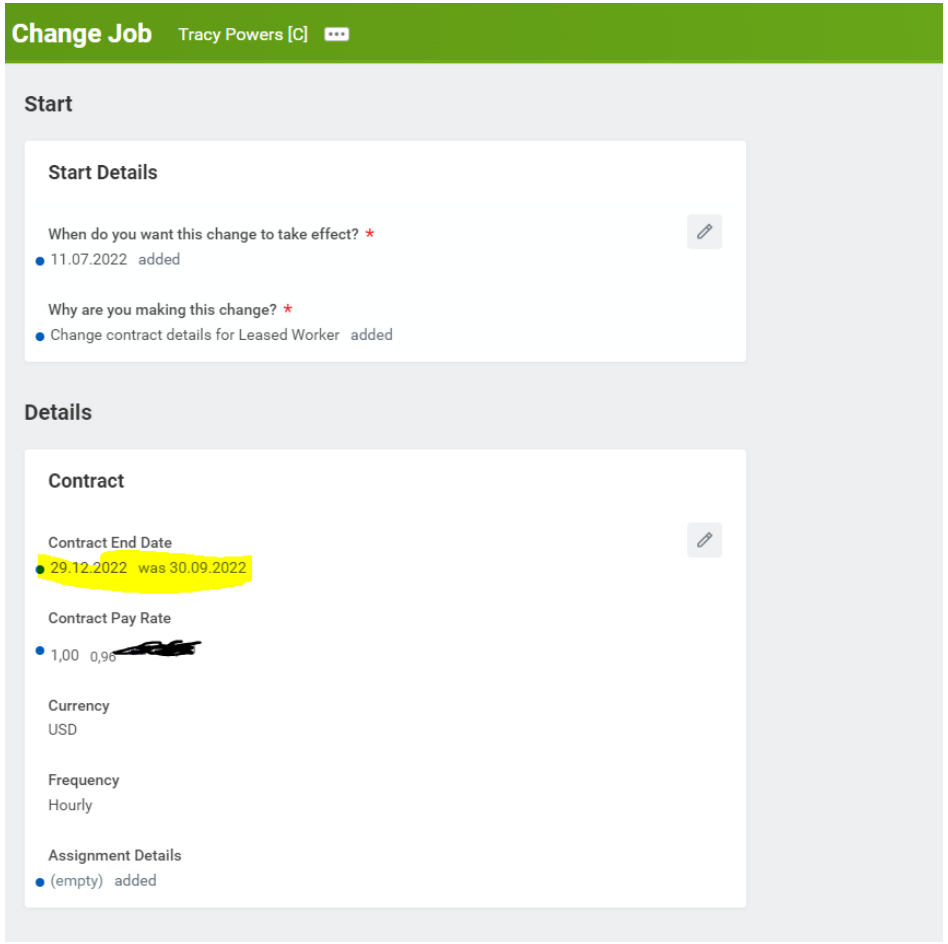
Steps to Extend Contract End Date in Workday

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



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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

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FORWARD