

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

Apply for a Job Requisition



Contract the Leased Worker



Create Job Requisition

Copy Details from Existing Requisition

Supervisory Organization * Engineering (Test Manager)

Create New Position

☰ MENU

Valmet

← My Team at Valmet

This is a dashboard for managers in Valmet.

Overview Compensation Learning

Employee Lifecycle

Transfer, promote or change job

Contract Contingent Worker

Terminate

PDF

Tracy Powers [C]

External

Actions

Actions

Business Process >

Expenses >

Job Change

Single Change

Transfer, Promote or Change Job

Change Business Title

Change Location

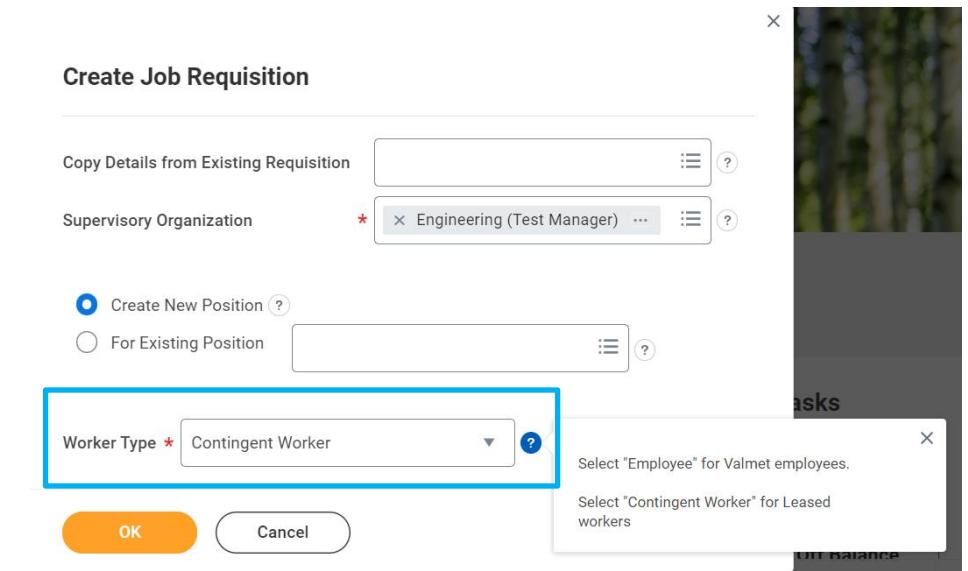
End Contingent Worker Contract

Contract

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”**



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 !

The screenshot shows the 'Recruiting Information' step of a job requisition process. On the left, a sidebar lists 'Start', 'Recruiting Information' (which is selected and highlighted in blue), 'Job', 'Attachments', 'Cost Information', 'Assign Roles', and 'Summary'. The main area is titled 'Recruiting Details'. It includes fields for 'Number of Openings' (set to 1), 'Reason *' (set to 'Leased Workforce > Leased Worker'), 'Requester' (set to 'Test Manager'), 'Replacement For', 'Recruiting Instruction', 'Recruiting Start Date *' (set to '02.06.2022'), 'Target Hire Date *' (set to '02.06.2022'), and 'Target Contract End Date' (set to '01.06.2023'). The 'Reason' and 'Target Hire Date' fields are both highlighted with a blue border.

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

The screenshot shows a software interface for creating a job requisition. On the left, a sidebar lists navigation options: Start, Recruiting Information (selected), Attachments, Cost Information, Assign Roles, and Summary. The main area is titled 'Job' and contains the following fields:

- Job Details:** Job Posting Title (Leased Worker), Justification (New leased worker to support the team during the project period).
- Job Profile:** Job Profile is set to "External".
- Job Description Summary:** A rich-text editor for the job description.
- Job Description:** Another rich-text editor for additional job details.
- Additional Job Description:** A third rich-text editor for further information.
- Job Families for Job Profiles Administration:** A section for managing job families.
- Worker Sub-Type:** Set to "Leased Workforce - White Collar".
- Time Type:** Set to "Full time".

Fields for Job Posting Title, Job Profile, and Worker Sub-Type are highlighted with a blue border.

Job Requisition

Cost Information

- Select Supplier company for leased workforce from the available list

- Fill other cost information estimates

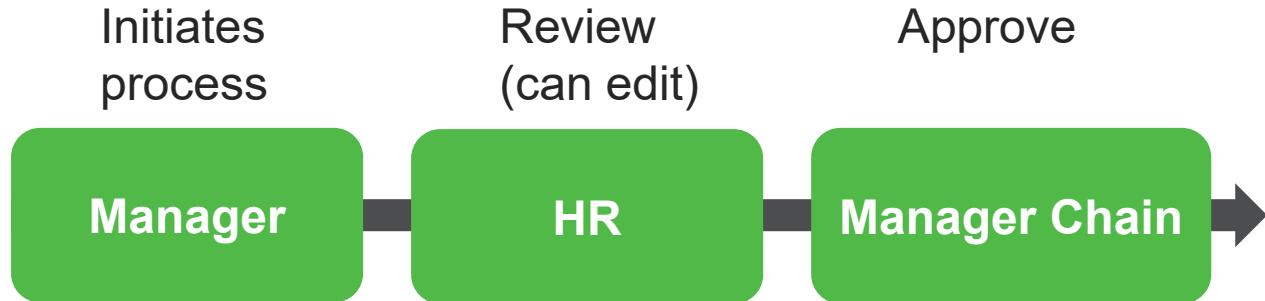
- Pay Rate
- Pay Frequency (Hourly)
- Maximum amount (Calculated based on proposed contract start date and end date)

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

The screenshot shows the 'Cost Details' section of a job requisition form. The 'Cost Company' field is set to 'FI310 Valmet Automation Oy'. The 'Supplier' field is set to 'Adecco'. The 'Currency' field is set to 'EUR'. The 'Spend Category' field is set to 'Leased Workforce'. The 'Pay Rate' field contains '20,00'. The 'Frequency' field is set to 'Hourly'. The 'Maximum Amount' field contains '41 760,00'.

Job Requisition

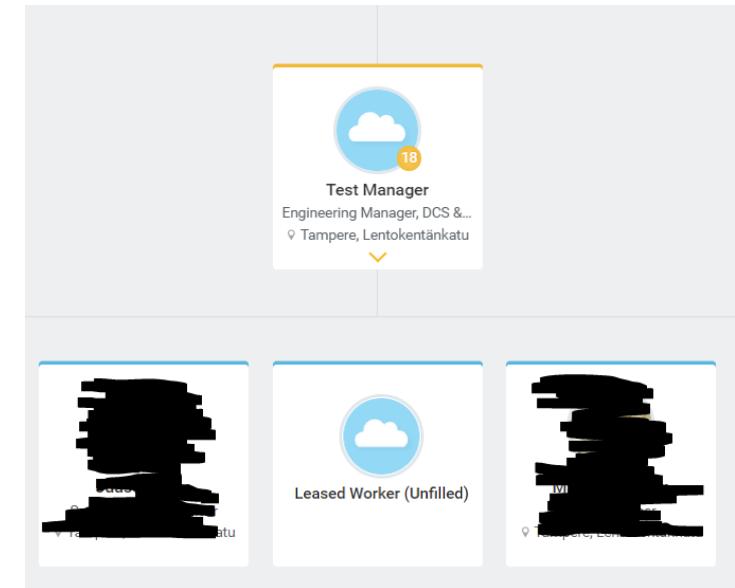
Submit and Approval



- 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

X

Contract Contingent Worker

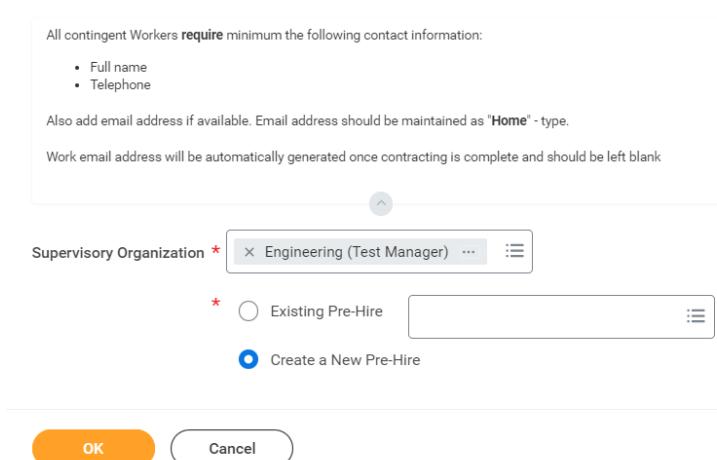
All contingent Workers **require** minimum the following contact information:

- 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 *

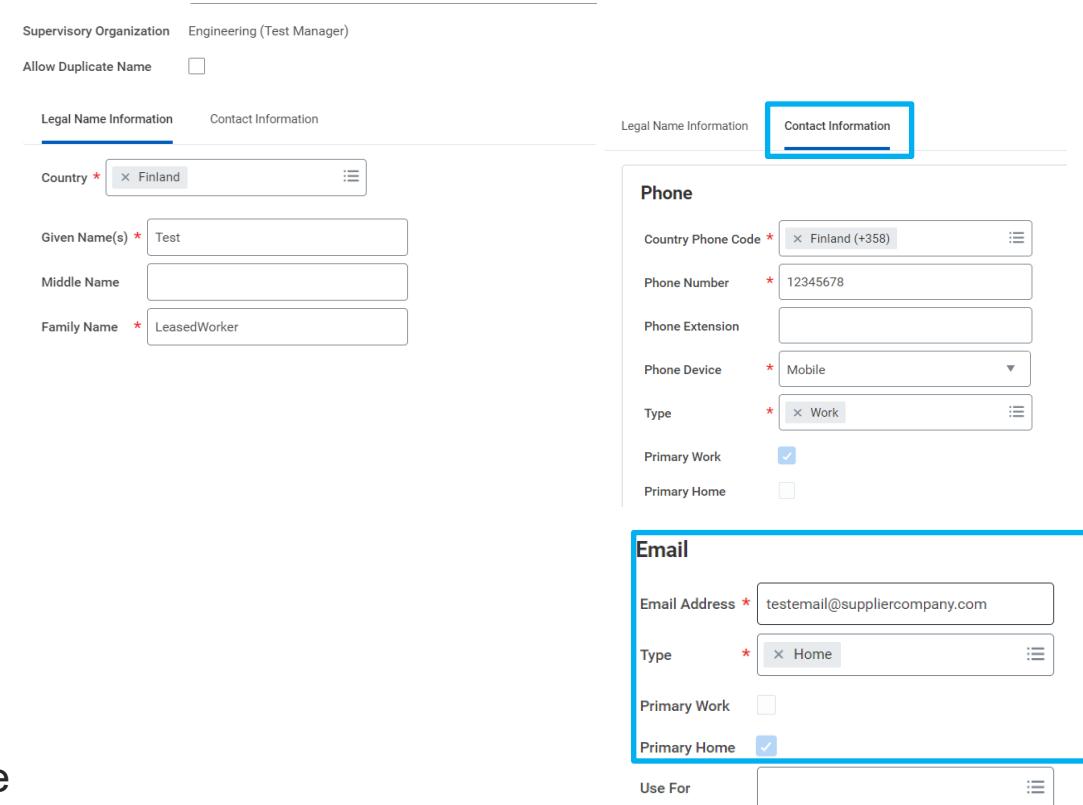
* Existing Pre-Hire
 Create a New Pre-Hire



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



The screenshot shows a software interface for creating a new Pre-Hire record. At the top, it displays 'Supervisory Organization: Engineering (Test Manager)' and 'Allow Duplicate Name' with an unchecked checkbox. Below this, there are two tabs: 'Legal Name Information' (selected) and 'Contact Information'. The 'Legal Name Information' section contains fields for 'Country' (set to Finland), 'Given Name(s)' (set to Test), 'Middle Name' (empty), and 'Family Name' (set to LeasedWorker). The 'Contact Information' section is highlighted with a blue border and contains fields for 'Phone', 'Email', and 'Use For'. The 'Phone' section includes fields for 'Country Phone Code' (Finland (+358)), 'Phone Number' (12345678), 'Phone Extension' (empty), 'Phone Device' (Mobile), and 'Type' (Work). The 'Email' section includes fields for 'Email Address' (testemail@suppliercompany.com), 'Type' (Home), 'Primary Work' (unchecked), and 'Primary Home' (checked). The 'Use For' field is also present.

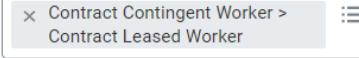
Contract Contingent Worker

Contract Details

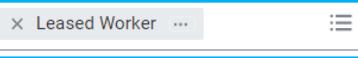
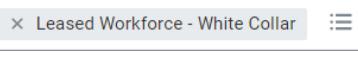
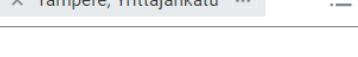
- Fill in the contract details

- 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 
x Contract Contingent Worker > Contract Leased Worker

Job Details

| | |
|------------------------|--|
| Position | *  x Leased Worker ... |
| Job Requisition | R21864 Leased Worker (Open) |
| Contingent Worker Type | *  x Leased Workforce - White Collar ... |
| Job Profile | *  x External ... |
| Time Type | *  x Full time ... |
| Location | *  x 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 | x Adecco |
| Default Payment Terms | |
| Contract End Date | 01.06.2023 <input type="button" value="Calendar"/> |
| Contract Pay Rate | 20,00 |
| Currency | x EUR |
| Frequency | x Hourly |

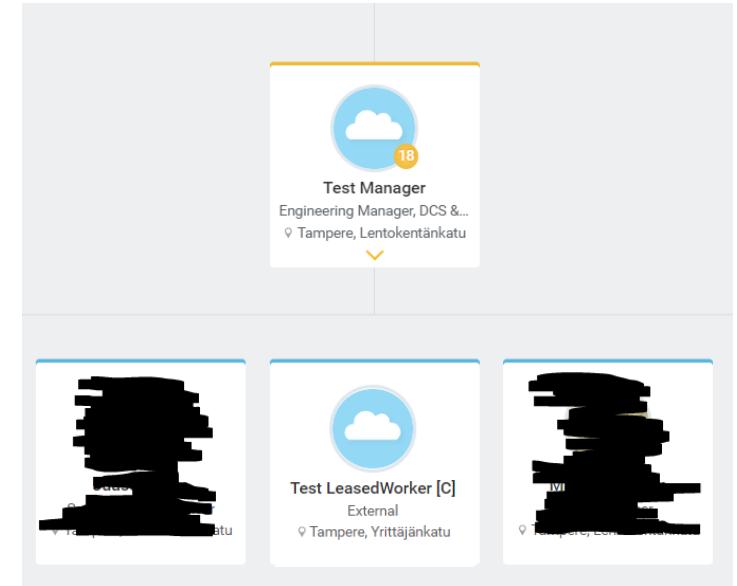
Assignment Details

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 <input type="button" value="Calendar"/> |

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

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 shows the Valmet Workday application interface. At the top, there is a header bar with the text "On behalf of: Debi Beetz". Below the header, the Valmet logo is displayed next to a search bar containing the text "Tracy Powers [C]".

The main content area shows a worker profile for "Tracy Powers [C]". Key details listed include:

- Contingent Worker ID: 715196
- Manager: Debi Beetz
- Cost Center: 64111108200 Administration-Nashua
- Location: Nashua, Cellu Drive

The left sidebar has a green header and lists various actions and summary sections. The "Actions" section is currently selected, and the "Job Change" option is highlighted with a yellow box. A dropdown menu under "Job Change" titled "Specific Change (E.G. Shift Change)" is open, listing options such as Transfer, Promote or Change Job, Change Business Title, Change Location, and End Contingent Worker Contract.

Steps to Extend Contract End Date in Workday

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

X

Specific Change (E.G. Shift Change)

Worker * ...
⋮

Job * External - Tracy Powers [C]

What do you want to do? * ...
⋮

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

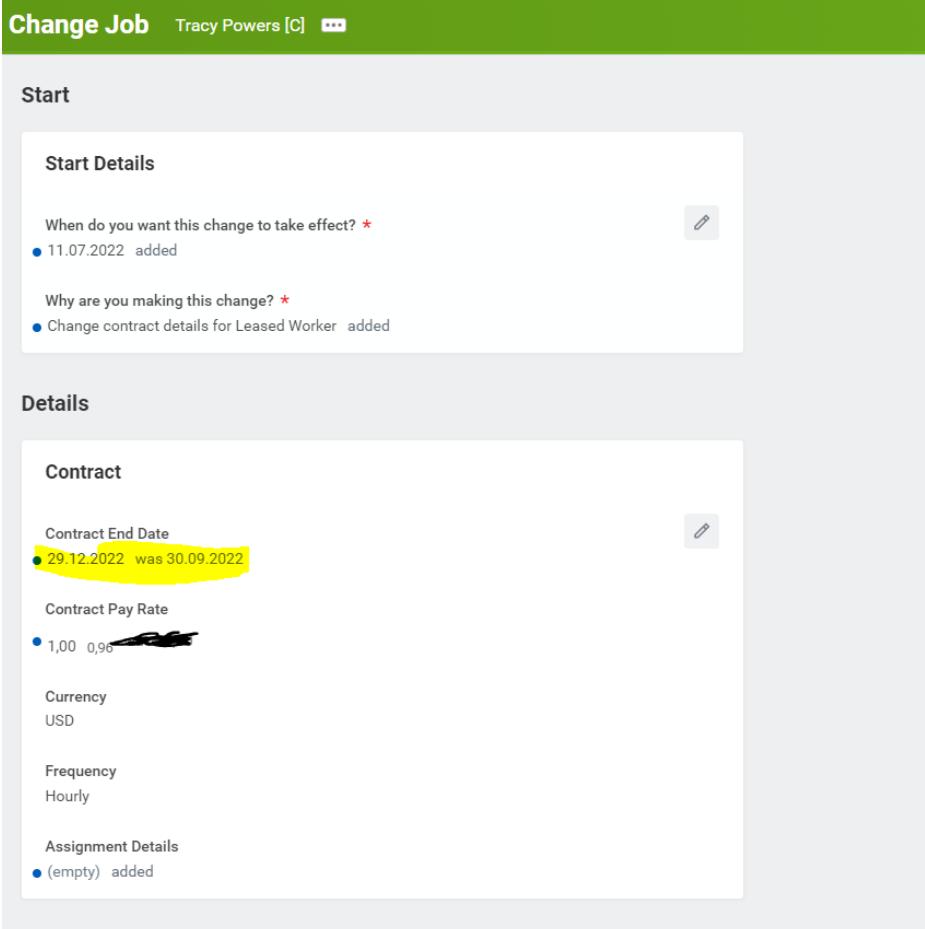
USD

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

