

## MANAGING CONTINGENT WORKERS

### THIS GUIDE IS FOR: MANAGERS

As a manager, you have the ability to contract a contingent worker, change contingent worker details and convert a contingent worker to an employee. Contingent worker refers to consultants and contractors.

### CONTRACT CONTINGENT WORKER

To hire contingent workers into open positions, use the **Contract Contingent Worker** task.

1. To get started, type **Contract Contingent Worker** in the search bar and select the **Task** option.
2. Enter the **Existing Pre-Hires** name or select **Create a New Pre-Hire**. Select **OK**.
  - a. When creating a new pre-hire, you will need to include at minimum their first and last name on the **Legal Information** tab, then select the **Contact Information** tab and enter at least one address, phone number or email address. Then select **OK**.
3. Enter the following details:
  - a. **Contract Start Date**: Must be equal to or greater than the **Recruiting Start Date** or **Earliest Hire Date**.
  - b. **Reason**: Select initial engagement or re-engagement.
  - c. **Position**: Select the position you are hiring the contingent worker into.
  - d. **Contingent Worker Type**: Select **Contractor** or **Consultant**.
  - e. **Job Profile**: Select correct job profile.
  - f. **Time Type**: Select the correct time type (full-time or part-time).
  - g. **Location**: Select the correct location for the position.
4. If known, include details such as **Contract End Date**, **Contract Pay Rate** and **Assignment Details** in the **Contract Details** section.
5. **Job Title**, **Business Title**, **Default Weekly Hours**, **Company Insider Types**, **Workers' Compensation Code Override** and **Contract Start Date** will default in the **Additional Information** section. Review this information to ensure it is correct (e.g., weekly hours for a part-time worker).
6. Include any relevant attachments as needed.
7. Select **Submit**. The process will now route to Human Resources for review.

### CHANGE CONTINGENT WORKER DETAILS

Use the **Change Contingent Worker Details** task to change a contingent worker's existing contract term, pay rate or assignment details. Note: This task is not used to start or end a contract.

1. Enter the contingent worker's name into the search bar to navigate to their **Worker Profile**.
2. Select **Actions** → **Job Change** → **Change Contingent Worker Details**.
3. Use the **pencil icon** to make changes.
4. Select the **effective date** of the changes.
5. Select a **reason** for the changes.
6. Navigate through the fields to make updates as necessary by using the **pencil icon**.
7. Select **Submit**.



To change job details for a contingent worker, reference the [Job Change for Managers user guide](#).

## CONVERT CONTINGENT WORKER TO EMPLOYEE

The **Convert to Employee** task enables you to hire a contingent worker with an active contract. You will specify the details for ending the current contract and then hire the worker into the same or a different position.

1. Enter the contingent worker's name into the search bar to navigate to their **Worker Profile**.
2. Select **Actions** → **Job Change** → **Convert to Employee**.
3. Select the **Supervisory Organization** for which the worker should belong. Select **OK**.
4. Enter the following details:
  - a. **Hire Date**: Ensure this date is after the contract end date.
  - b. **Reason**: Select a hire reason.
  - c. **Position**: Select the correct position the employee should be hired into.
  - d. **Employee Type**: Select the correct employee type.
  - e. **Job Profile**: Select the correct job profile.
  - f. **Time Type**: Select the correct time type.
  - g. **Location**: Select the correct location.
  - h. **Pay Rate Type**: Select the correct pay rate type.
5. In the **End Contract Details** section, enter the following details:
  - a. **Contract End Date**: Must be earlier than the hire date above.
  - b. **Reason**: Select the reason for ending the contract.
  - c. **Close Position**: Select this box if the position the contingent worker was fulfilling should be closed upon them converting to an employee.
  - d. **Is this position available for overlap**: Allows the position to be available for overlap.
  - e. **Secondary Reason**: Select a secondary voluntary or involuntary reason, if needed.
  - f. **Last Day of Work**: Will automatically populate from contract end date, however, this can be changed if needed.
6. Most of the required information in the **Additional Information** section will automatically populate based on the **Job Profile** selected above.
  - a. Ensure the **Benefits Service Date** (date that benefit enrollment begins) is entered.
7. Include any relevant attachments.
8. Select **Submit**. This process will now route to Human Resources for review.