

PeopleSoft Human Capital Management (HCM)

Adding a Contingent Worker

Job Aid

Collect the following data from the contingent worker:

Name prefix	
First name*	
Middle name	
Last name*	
Name suffix	
Date of birth*	
Birth country	
Highest education level*	
Marital status*	
Marital status date	
Gender*	
National ID type*	Drivers license
National ID number*	
Address type*	Home
Address line 1	
Address line 2	
City	
Postal code	
State	IN
County	Marion
Phone type*	
Telephone number*	
Email type*	
Email address*	
Eligible to work in the U.S.	
Military status	
Job end date	
Regulatory region*	USA
Company*	SOI
Business unit*	
Department*	
Location code	
Establishment ID	
Job code*	NONEMP
Supervisor employee ID*	10000xxxxxx

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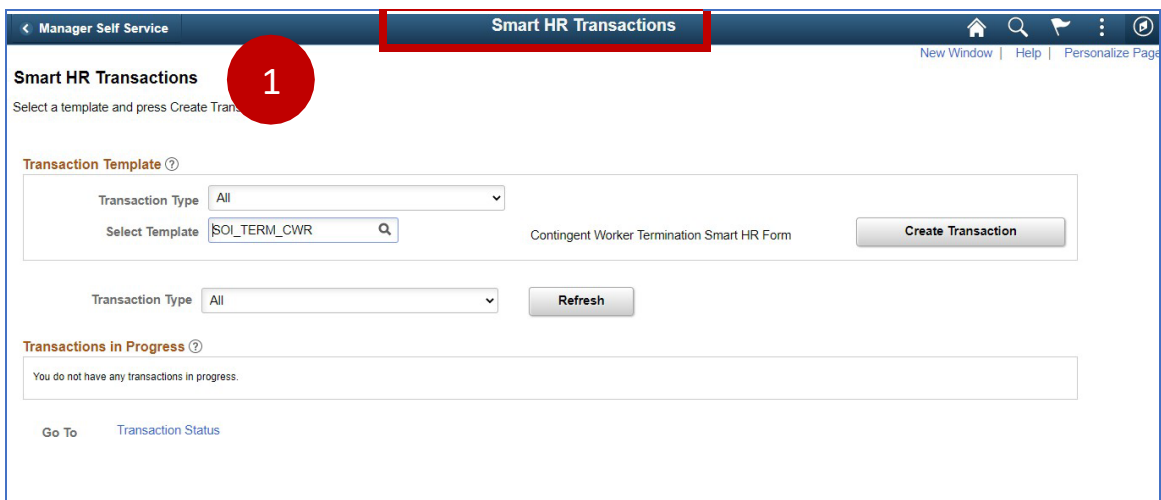
Adding a Contingent Worker

Smart HR Forms allow individuals in certain roles to update Job Data transactions. There is a specific Smart HR Template to be used when adding Contingent Workers. While this process primarily is used by Contract Coordinators, Managers can also process Contingent Worker additions.

Please note that based on security assignments and access levels, certain employees may have different access to smart forms based on role.

Log into PeopleSoft using your credentials.

1. Using the **NavBar**  navigate to the **Navigator icon > Workforce Administration > Smart HR Template > Smart HR Transactions:**



Manager Self Service | Smart HR Transactions | New Window | Help | Personalize Page

Smart HR Transactions

Select a template and press Create Transaction

Transaction Template ⓘ

Transaction Type: All

Select Template: SOI_TERM_CWR

Contingent Worker Termination Smart HR Form

Create Transaction

Transaction Type: All

Refresh

Transactions in Progress ⓘ

You do not have any transactions in progress.

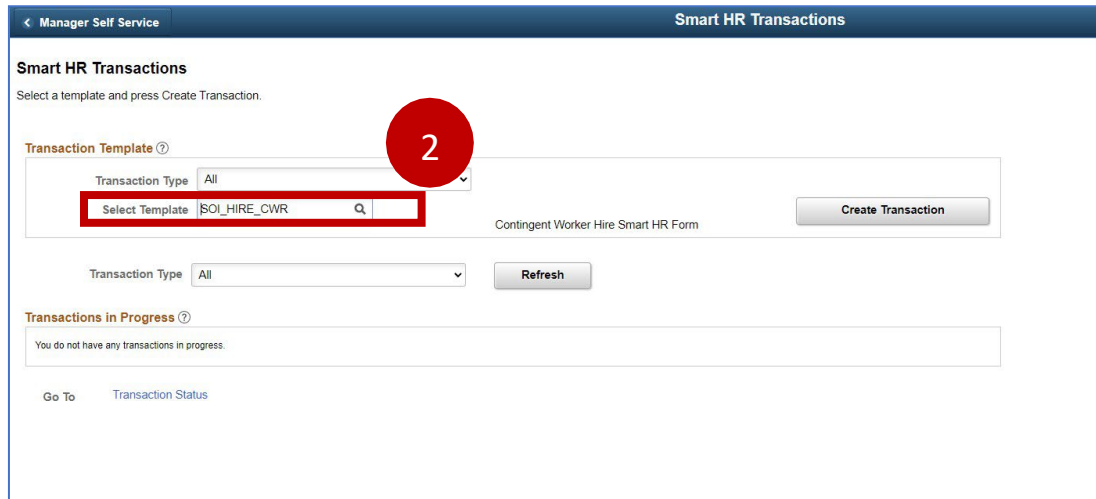
Go To: Transaction Status

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2. Select the Contingent Worker Termination Template “SOI_HIRE_CWR”



Manager Self Service | Smart HR Transactions

Smart HR Transactions
Select a template and press Create Transaction.

Transaction Template ⓘ

Transaction Type: All

Select Template: SOI_HIRE_CWR

Contingent Worker Hire Smart HR Form

Create Transaction

Transaction Type: All

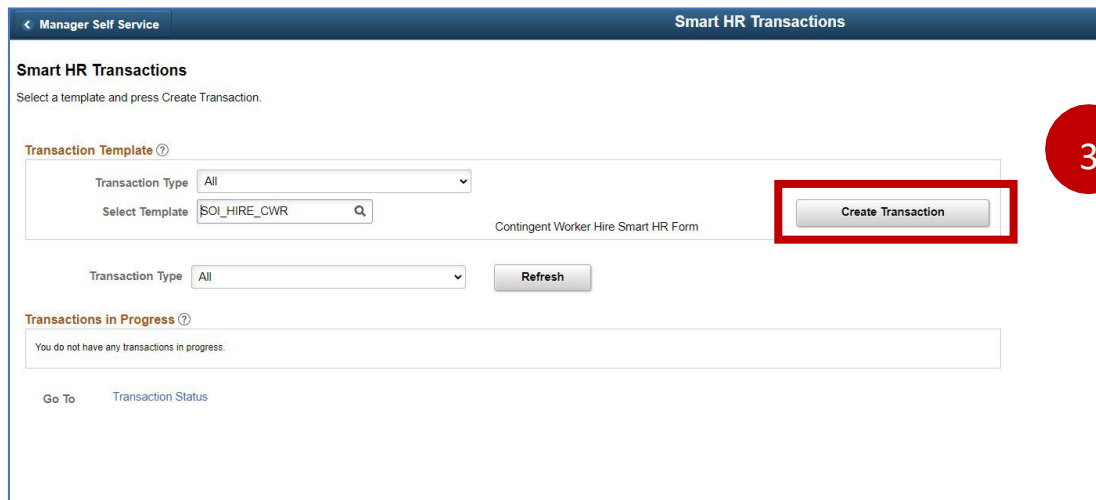
Refresh

Transactions in Progress ⓘ

You do not have any transactions in progress.

Go To: Transaction Status

3. Select the **Create Transaction** button:



Manager Self Service | Smart HR Transactions

Smart HR Transactions
Select a template and press Create Transaction.

Transaction Template ⓘ

Transaction Type: All

Select Template: SOI_HIRE_CWR

Contingent Worker Hire Smart HR Form

Create Transaction

Transaction Type: All

Refresh

Transactions in Progress ⓘ

You do not have any transactions in progress.

Go To: Transaction Status

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4. Enter the details of the contingent worker you wish to hire.
 - a. **Empl ID** - defaults to NEW.
 - b. **Job Effective Date** – enter the Effective date of the employment.
 - c. **Action** – select Add Contingent Worker from the dropdown list.
 - d. **Reason Code** – select the desired reason from the dropdown list.
5. Select the **Continue** button.

Manager Self Service

Smart HR Transactions

Enter Transaction Details

The following transaction details are required.

Template	Contingent Worker Hire Smart HR Form
Organizational Relationship	Contingent Worker
*Empl ID	NEW
*Job Effective Date	05/05/2022
*Action	Add Contingent Worker
*Reason Code	Consultant

Continue Cancel

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6. From the **Enter Transaction Information** page, update the following fields:
 - a. **Primary Name - English** - Enter the contingent worker's legal First and Last Name. If available, enter Name Prefix, Middle Name and Name Suffix.
 - b. **Birth Information** - Enter the Date of Birth and Birth Country

Manager Self Service

Smart HR Transactions

Smart HR Transactions

Enter Transaction Information

Enter the following Employee or Contingent Worker information.

[Return to Enter Transaction Details Page](#)

Save and Submit Save for Later Cancel

SOI Hire CWR

Primary Name - English

Name Prefix		*First Name	
Middle Name		*Last Name	
Name Suffix			

Birth Information

*Date of Birth		Birth Country	USA
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Person Education Level

*Highest Education Level	A
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Person Marital Status

Marital Status	Unknown	Marital Status Date	
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- c. **Person Gender** – select the gender as identified by the Contingent Worker.
- d. **Person National ID United States** – use the magnifying glass to insert the National ID Type as Driver's License Number (DLN) and then insert the DLN in National ID field.
- e. **Person Phone Number 01** – insert a designated phone for the Contingent Worker.
- f. **Person Email Address 01** - insert a designated email address for the Contingent Worker.

The screenshot shows a PeopleSoft HCM form with five sections highlighted in red boxes:

- Person Gender:** A dropdown menu for *Gender with the value "Unknown" selected.
- Person National ID United States:** A dropdown for *National ID Type with "DLN" selected and a magnifying glass icon, and an adjacent text field for *National ID.
- SOI Person Address 01 - United States:** A form with fields for *Address Type (Business), Address Line 1, Address Line 2, City, Postal Code, State (IN), and County (Marion).
- Person Phone Number 01:** A dropdown for *Phone Type (Business) and a text field for *Telephone.
- Person Email Address 01:** A dropdown for *Email Type (Business), a text field for *Email Address, and a checked checkbox for Preferred.

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- g. **Work Location Job Fields** – select the magnifying glass for Business Unit and insert the Business Unit number the Contingent Worker will be based out of. You must also select a Department.
Note: The Job Code will show blank after changing the Business unit.
- h. **Job Information – Job Code** – select the magnifying glass and reenter “NONEMP”
- i. **Job Information – Reporting Information** – select the magnifying glass for Supervisor ID and select who the Contingent Worker will report to.
- j. **Person Email Address 01** - insert a designated email address for the Contingent Worker.

Personal Data - United States

<input checked="" type="checkbox"/> Eligible to Work in U.S.	Military Status <input type="text" value="Not indicated"/>
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Work Location - Expected Job End Date

Expected Job End Date <input type="text" value=""/>

Work Location - Job Fields

*Regulatory Region <input type="text" value="USA"/>	*Company <input type="text" value="SOI"/>
*Business Unit <input type="text" value="STIND"/>	*Department <input type="text" value=""/>
Location Code <input type="text" value=""/>	Establishment ID <input type="text" value=""/>

Job Information - Job Code

*Job Code <input type="text" value="NONEMP"/>

Job Information - Reporting Information

*Supervisor ID <input type="text" value=""/>
--

Comments

Comments <input type="text" value=""/>
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7. Scroll down and **Click** the **Save and Submit** button.

Job Information - Job Code

*Job Code NONEEMP

Job Information - Reporting Information

*Supervisor ID

Comments

Comments

[Return to Enter Transaction Details Page](#)

Save and Submit Save for Later Cancel

8. The **Save Confirmation** page displays to acknowledge a successful completion to the process.

Smart HR Transactions

Save Confirmation

✓ The save was successful.
The Person ID is 10000002663.

OK

End of Procedure

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