CONTRACTOR PEOPLESOFT ID PROCESSES

Instruction: When a contractor is hired, transferred, or termed, the [Building Liaison](#) is responsible for entering appropriate information within the IDOH SharePoint site and within PeopleSoft HR to ensure timely coordination of access and resources. Please review each process carefully. Contact [IDOH Human Resources](#) with questions.

REACTIVATION REQUESTS

Scenario: Current contractor deactivated for any reason

1. Submit an IOT Helpdesk ticket. Enter the PSID, contractor name, and request reactivation for this active contractor who was just deactivated.

Scenario: Former contractor being rehired as a contractor

(If this contractor was a state employee, follow the Add a Contingent Worker instructions below.)

1. Submit an [IOT Helpdesk ticket](#). Complete and attach [this form](#) using [this guide](#) to identify correct fields, indicate in the body of the message to redirect your ticket to SPD HR Data, and request a rehire contractor reactivation. Failure to use the guide could result in delays.
2. Submit a New Hire access request via the [IDOH SharePoint Resource Management form](#).

CREATE PEOPLESOFT ID FOR NEW CONTRACTOR

Scenario: Individual has never worked as a SOI employee/contractor and does NOT have a previous PSID

1. Follow the Add Contingent Worker instructions found on [this page](#).
2. Submit a New Hire access request via the [IDOH SharePoint Resource Management form](#).

Scenario: Former state employee (in any agency) being rehired as a contractor

1. Follow the Add Contingent Worker instructions found on [this page](#); however, enter the previous PSID into the EMP ID field.
2. Submit a New Hire access request via the [IDOH SharePoint Resource Management form](#).

TERMINATE CONTRACTOR PEOPLESOFT ID & ACCESS

Scenario: Contractor resigns or is dismissed

(If this contractor is just switching divisions or supervisors, follow the Transfer instructions below.)

1. Follow the Terminate Contingent Worker instructions found on [this page](#).
2. Submit a Termination request via the [IDOH SharePoint Termination Form](#).

TRANSFER

Scenario: Contractor transfers to a new supervisor or division but remains an IDOH contractor

1. Submit an IOT Helpdesk ticket. Complete and attach this form (only need to complete name, PSID, and details about the change: Dept Code, Loc Code, Reports To) using this guide to identify correct IDOH fields. Indicate in the body of the message to redirect your ticket to SPD HR Data, detail that the contractor is switching contractual positions within the agency, and request that the attached details be updated. Failure to use the guide could result in delays.
2. Submit a Transfer request via the IDOH SharePoint Resource Management form.

GENERAL REMINDERS

- When you have a contractor or state employee who is just transferring to another division or supervisor within IDOH, don't submit a term request in SharePoint. Please check with the employee to see where they are going next if you don't already know. The liaison for the new role will need to follow the "Transfer" instructions above for just the necessary changes (dept, supv, etc.).
- It is highly recommended that if someone is moving from state employee to contractor that this individual wait a few business days to start in the contractor role to avoid a gap in access.
- If a contractor is moving into a state IDOH position, work with the hiring manager to identify proper state employee hiring steps.