PeopleSoft Human Capital Management (HCM)
Adding a Contingent Worker
Job Aid

Collect the following data from the contingent worker:

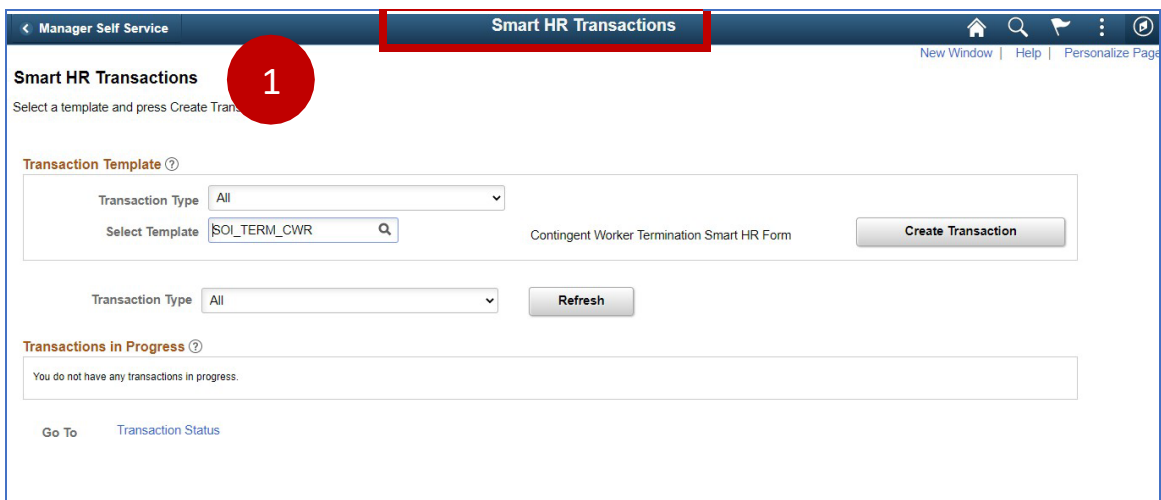|	
Name prefix	
First name*	
Middle name	
Last name*	
Name suffix	
Date of birth*	
Birth country	
Highest education level*	
Marital status*	
Marital status date	
Gender*	
National ID type*	Drivers license
National ID number*	
Address type*	Home
Address line 1	
Address line 2	
City	
Postal code	
State	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

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**:

2. **Select** the Contingent Worker Termination Template "**SOI_HIRE_CWR**"

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

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.

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

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.

Person Gender

*Gender Unknown

Person National ID United States

*National ID Type DLN   *National ID

SOI Person Address 01 - United States

*Address Type Business   Address Line 1
Address Line 2   City
Postal Code   State IN
County Marion

Person Phone Number 01

*Phone Type Business   *Telephone

Person Email Address 01

*Email Type Business   *Email Address
☐ Preferred

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

☑ Eligible to Work in U.S.　　　　Military Status　Not indicated

Work Location - Expected Job End Date

Expected Job End Date

Work Location - Job Fields

*Regulatory Region USA	*Company SOI
*Business Unit STIND	*Department
Location Code	Establishment ID

Job Information - Job Code

*Job Code NONEMP

Job Information - Reporting Information

*Supervisor ID

Comments

Comments

7. Scroll down and **Click** the **Save and Submit** button.

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

End of Procedure