BEGIN

 determining the Consultant, Contractor, Vendor, or other Non-Academic Affiliate will find their candidate before they begin doing anything in workday. Then, determine if the candidate needs to be added to workday using the decision tree below.

**PERFORM HIRE JOURNEY**

Workers

Skip to the Search step further down the page!

**YES**

determine

Does the position that the contingent worker is going to fill already exist?

CREATE POSITION

Create Position

Gather the details and create the position in the correct sup org with the contingent worker reason code in Workday:

- Job Title?
- Job profile?
- Worker Type/Sub-Type?
- Base Location?

APPROVE

Approvals for the new position will need to go through the following roles:

1. HR or Academic Partner
2. Recruiting Office Partner
3. The ISC
4. Costing Allocations Coordinator (As Needed)

**NO**

determine

Is this contingent worker going to be a manager?

**HIRE MANAGER**

Request

Submit a ticket using the form below to create your supervisory organization.

Click here for the Sup Org Change Request Form

CREATE PRE-HIRE

Create a pre-hire record for the worker in Workday.

**NO**

determine

Does the JM Contingent worker supervisory organization you need to put this person in already exist?

**YES**

REQUEST

Submit a ticket using the form below to create your supervisory organization.

Click here for the Sup Org Change Request Form

CREATE PRE-HIRE

Create a pre-hire record for the worker in Workday.

**NO**

APPROVE

Approvals for the new position need to go through the following roles:

1. HR or Academic Partner
2. Recruiting Office Partner
3. The ISC
4. Costing Allocations Coordinator (As Needed)

**NO**

Send (Only press once!)

Use the hire wizard to send the candidate’s information to workday by selecting the “Submit to Workday” button.

**END**

Employee will complete onboarding to do in inbox if they have new info to input.

Worker left contract at uw, and is now returning.

Re-contract

Initiate contract in Workday with Academic Appointment to re-associate this step

CONTRACT

Initiate contract in Workday with HR/Network/Institutional

Worker is already in Workday. Go straight to workday!

Worker is not in Workday yet, but has previous affiliation with UW.

Search

Use the hire wizard to check that the worker is eligible for hire. Determine if the worker is already in workday.

**YES**

Worker is already in Workday. Go straight to workday!

Worker is not in Workday yet, and has previous affiliation with UW.

Create Pre-Hire

Create a pre-hire record for the worker in Workday.

**NO**

End

Employee will complete onboarding to do in inbox if they have new info to input.