

CONTINGENT WORKERS

...A HIRE JOURNEY

INSIDE OF WORKDAY
OUTSIDE OF WORKDAY

BEGIN

PERFECT CANDIDATE



THE UNIT CONTRACTING 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.

DETERMINE

IS THIS CONTINGENT WORKER GOING TO BE A MANAGER?

HIRING MANAGER

YES

NO

"SHOULD THE CONTINGENT WORKER BE ADDED TO WORKDAY?"
DECISION TREE
CLICK HERE

DETERMINE

DOES THE POSITION THAT THE CONTINGENT WORKER IS GOING TO FILL ALREADY EXIST?

HCM INITIATE 2

OR HR PARTNER

GOOD BYE AND GOOD LUCK!

HCM INITIATE 2

OR HR PARTNER

NO

YES

SKILL TO THE

SEARCH STEP FURTHER

DOWN THE PAGE!

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?

USER GUIDE
CLICK HERE

WORKER TYPE
DECISION TREE
CLICK HERE

HCM INITIATE 2
OR HR PARTNER

NO

YES

REQUEST

SUBMIT A TICKET USING THE FORM BELOW TO CREATE YOUR SUPERVISORY ORGANIZATION.

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Work CLICK HERE FOR THE Organization Change Request SUP ORG CHANGE REQUEST FORM

Instructions for an existing supervisory organization:
• For new items, complete all fields below.
• For existing items, complete only the fields that are changing.

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)

APPROVERS

CREATE PRE-HIRE

CREATE A PRE-HIRE RECORD FOR THE WORKER IN WORKDAY.

USER GUIDE
CLICK HERE

USER GUIDE
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