CONTINGENT WORKER CRITERIA

Refer to the criteria below to determine whether or not an employee should be entered into Workday as a Contingent Worker.

The worker is a **Contingent Worker** in Workday if they...

- have a length of association on an ongoing basis that’s greater than three days per week.

  OR

- need to schedule or track time in Kronos.

  OR

- need to approve time in Workday or Kronos.

  OR

- need to identify skills for scheduling in Kronos.

  OR

- need systems access that requires an EID.

  OR

- need to be included in organizational reports.

The worker is an **Employee** in Workday if they...

- are paid by UW Payroll (W-2).

  OR

- are potentially paid by UW Payroll (e.g. BOR, pension payments, stipend).

  OR

- are PDR Faculty working at UW but are paid by other areas (e.g. Children’s Hospital and UW Physicians).

  *(has a primary physician relationship with UW and potentially moves between REG and PDR pay)*

The worker is an **Unpaid Academic** in Workday if they...

- are unpaid but have an academic appointment.

The worker is **not in Workday** if they...

- are a volunteer.

  OR

- have a duration of association with the UW that’s less than one week.