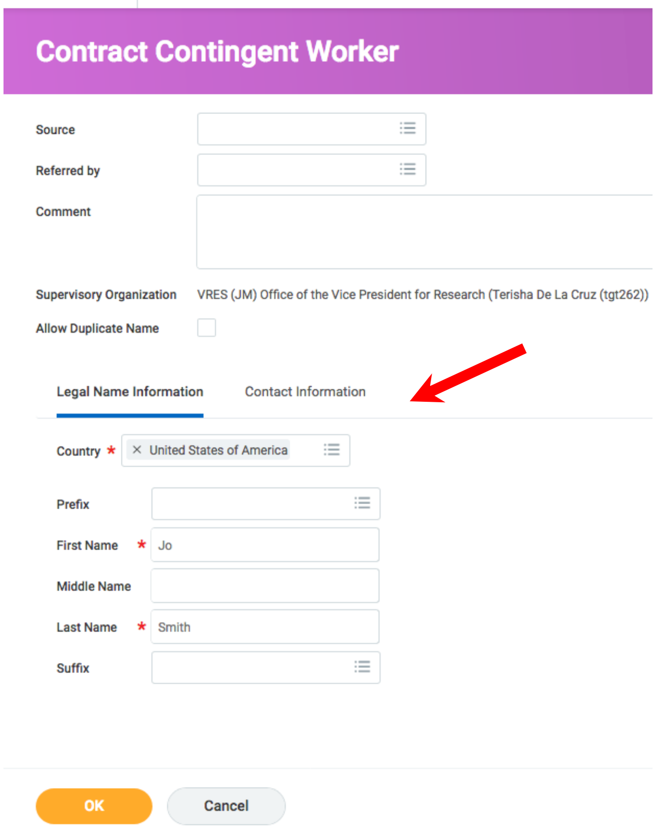
How to Hire a Visiting Scholar/Researcher in Workday

BEFORE YOU START THIS PROCESS IN WORKDAY, THE FOLLOWING MUST BE COMPLETED:

- **Initiate Background check via [BCA] (must have completed results).**
- **Run [visual compliance] report.**

Hiring a Contingent Worker in Workday:

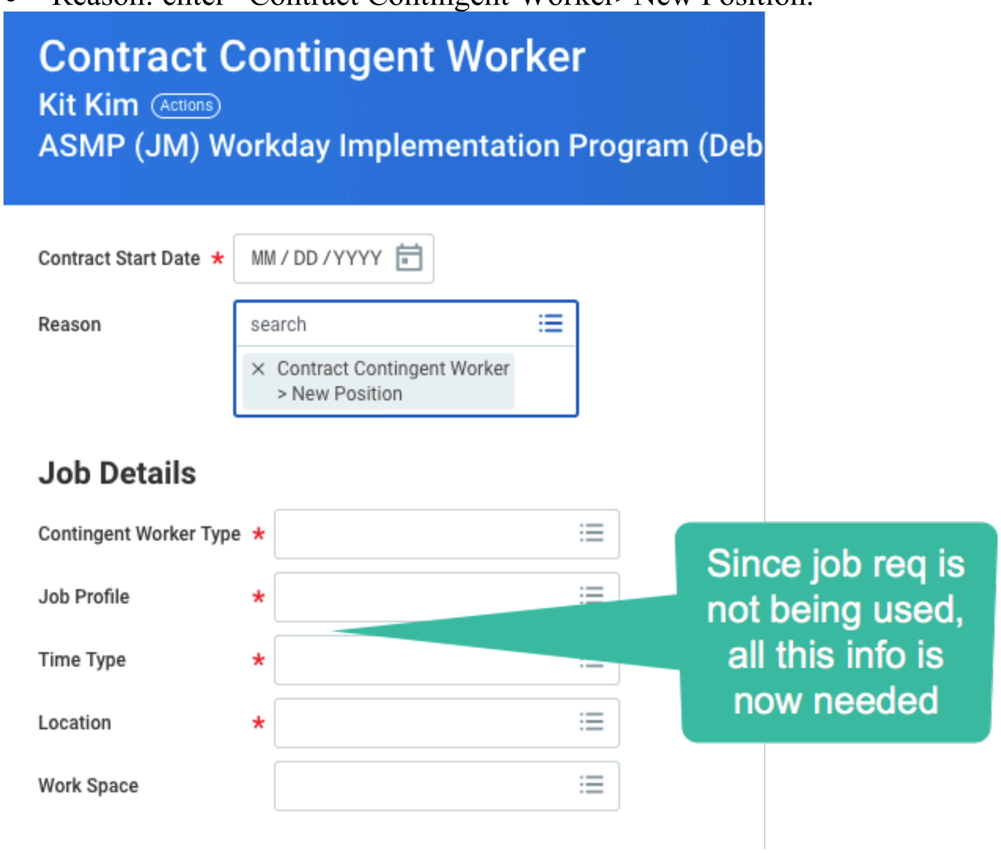
- Type "Contract Contingent Worker" and the task will appear. Click on the task and confirm the sup org is correct.
- Click on "Create a New Pre-Hire" and click "Ok."
- Complete the following fields:
- First name.
- Middle name is optional.
- Last name.
- Click on "Contact Information" next to "Legal Name Information."



- Contact Information
- Click on "Phone" to expand.
    - Verify Country Phone Code
    - Enter phone number.
    - Select phone device on drop-down menu.
    - Select type (work or home).
- Click on "Address" to expand and verify today's date as the effective date.
    - Verify the auto-populated Country.
    - Enter address, city, state, and postal code.
    - Enter usage type (work or home).
- Click on "Email" to expand and enter email address and type (work or home).
- Click "Ok."

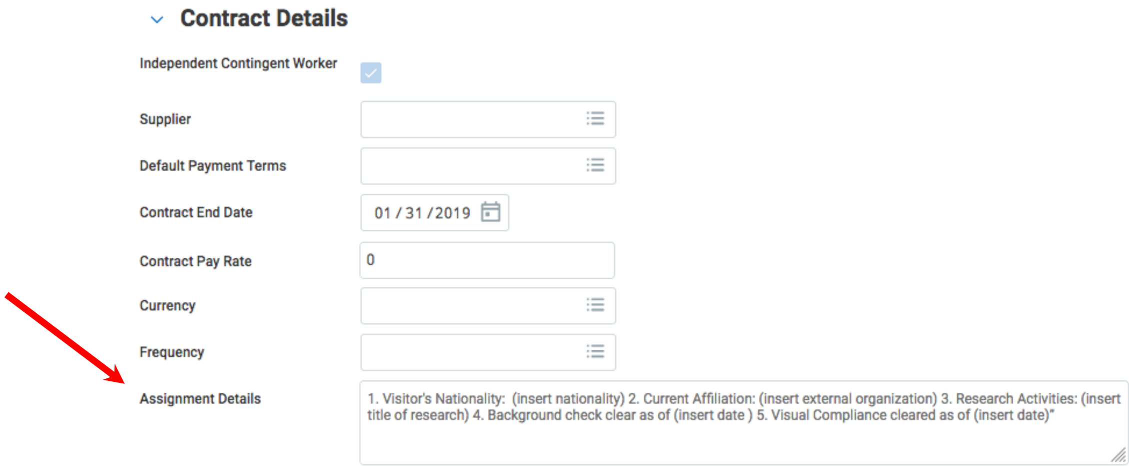
- If you click to expand the instant messenger or web address fields, the system will require data and produce error messages. Click on "remove" under each of these sections to remove them. This should clear the error messages. You cannot remove the address, phone, and email section as these are required. The system will allow you to advance to the next task if you did not enter an email address. This is a required field and will not allow you to submit your task until it has been entered.
- If you forget to enter the email address under the contact information and clicked "ok" to the next screen:
  - Search the name of your contingent worker. (make to use the "People" search category on the left-hand navigation)
  - Hover over the employee's name and click "Related Actions."
    - Personal Data > Edit Pre-Hire Contact Information"
    - Scroll down to the "Email" section, click "Add," and enter the email address and type. Click "ok" and verify the information on the screen, then click "Done."
    - Locate "Revise Contingent Worker Contract – (name of your worker)" from your inbox (or check your Archive if it's not in your inbox.)

- Enter contract start date (hire start date).
- Reason: enter "Contract Contingent Worker>New Position."



- Under "Contract Details," enter the "contract end date" (assignment end date). *Assignment maximum is one year and may be renewed on an annual basis.*
- Under "Assignment Details":
  - Enter as follows:

    "1. Visitor's Nationality: (insert nationality) 2. Current Affiliation: (insert external organization) 3. Research Activities: (insert title of research) 4. Background check clear as of (insert date) 5. Visual Compliance cleared as of (insert date)." See below.



- Upload Attachment:
    - Upload the visual compliance report with the worker's ID as one attachment at the bottom of this screen.
    - Document Description: "Visual Compliance Report."
    - Category: "Other Documents."
- Under "Additional Information":
    - Change "Scheduled Weekly Hours" to "0." The FTE should be 0%. Default hours should always remain at 40 hours.
    - Click on "Job Classification," then click on "Privileges" and select the appropriate level of privileges (fully privileged, network access, official visitor, University ID card). Descriptions are provided.
    - Verify first day or work date.
    - Verify visual compliance report and ID have been uploaded as one document as an attachment.
    - Click "Submit."
- You should receive a "Success! Event submitted" message with a "To Do."
- Click on "To Do" to add an EID for the worker.
- Click on the EID Matcher link to select an EID for the worker. Once selected, click "submit."
- Click "Open" to route to the Change Organization Assignments.
- Review the data and make any edits, if necessary. Click "Submit."
    - An account number must always be entered for the "Incidental Account."
- You should receive a "Success! Event submitted" message with a "To Do."
- Click "To Do" to route to the Visual Compliance To Do.
- Since the VC check has already been completed and documented on the Contract Contingent Worker screen, all that is required for this screen is to click "submit" followed by "Done."
- A To Do for the BCA should not appear since the BCA has already been completed.