M Inbox (23) - ramosc@tcnj.edu - × 🔃 The College of New Jersey - Cal	× Contingent Workers - H ×	Sign In × SR D	etail × 🖸 Existing Al	bsences - Time and AIX Add a Contingent	Worker - Ora × +	- 6 ×
← → C @ ○ A == https://edm	m-test.fa.us2.oraclecloud.com/hcmUI/faces,	/FuseOverview?fnd=%252FWEB-INF%252Fo	racle%252Fapps%252Fhcm%252Femp	ማ ☆ Q Search		☺ 🛓 📫
M Inbox (12) - ramosc@t_ 🔺 Log in with Atlassian a_ 🛛 https://edm	n-dev1.fa 🖸 https://edrm-dev1.fa 👋 I	New Tab 🧧 Your session has succ				C Other Bookmarks
🔔 Refreshed from PROD on 19 Jun 2022.						
= TCNJ Cloud						습 쇼 묜 우 🐵
Add a Contingent Worker					c	ontinue <u>C</u> ancel
		What info do you	want to manage?			
	Communication Info	Addresses	Legislative Info	Citizenship Info		
	Passport Info	Driver's Licenses	Visas and Permits	Family and Emergency     Contacts		
	Assign Managers	Work Relationship Info	Payroll Details	Salary		
	Compensation	Add Direct Reports	Comments and Attachments			

	di Marti, Castlanet Walter, U		_		
M Inbox (23) - ramosc@tcnj.edu - X 😰 The College of New Jersey - Cal	X Supra Contingent Workers - H X	Sign In × SR	Detail X 🖸 Existing A	bsences - Time and AIX Q Add a Contingent	Worker-Ora × + - Ø ×
← → C @ O A == https://edm	m-test.fa.us2.oraclecloud.com/hcmUI/faces	s/FuseOverview?fnd=%252FWEB-INF%252F	oracle%252Fapps%252Fhcm%252Femp	aons 🔂 Q. Search	⊠ 🛃 📫
M Inbox (12) - ramosc@t 🛦 Log in with Atlassian a 💽 https://edm	n-dev1.fa 🔄 https://edrm-dev1.fa 👹	New Tab 🧧 Your session has succ			C Other Bookmarks
Refreshed from PROD on 19 Jun 2022.					
Add a Contingent Worker					Continue Cancel
		What info do you	want to manage?		5
	Communication Info	Addresses	Legislative Info	Citizenship Info	la la
	Passport Info	Driver's Licenses	Uisas and Permits	Family and Emergency Contacts	]
	Assign Managers	Work Relationship Info	Payroll Details	Salary	]
	Compensation	Add Direct Reports	Comments and Attachments		

M Inbox (23) - ramosc@tcnj.edu - × 🛛 🗵 The College of New Jer	ey - Cali X Sign In	× SR Detail	× 💽 Existing Absences - Time and	Add a Contingent Worker -	010 × +	- a ×
← → C @ ○ A == http M Inbox (12) - remosc@t_ A Log in with Atlassian a	s://edrm-test.fa.us2.oradecloud.com/hcmUl/faces/FuseOverview?fno ss://edrm-dev1.fa	d=%252FWEB-INF%252Foracle%252Fap;	s%252Fhcm%252Femp 90% 🏠 Q	Search		☑
= TCNJ Cracle					C	] ☆ ᄆ 수 🚳
Add a Contingent Worker					Sub	<u>mit</u>
	When and Why  When is the contingent worker start date?  Ox0227022  Tegal Employer  The College of New Jersey  V	*What's the way Add Contingen Wity are you ad Estect a value Continge	to add a costingent worker? Worker ding a costingent worker?	y y		
	(2) Personal Details	X & G				
	3 Communication Info					
	(4) Addresses					
	(5) Employment Details					
	Assign Managers					
	(7) Work Relationship Info					~

Personal Details				
Personal Details				
Person Number Generated automatically				
*Last Name		Middle Name		
Mouse				
*First Name		Honors		
Mickey				
Title		Preferred Name		
Select a value	~			
Prefix		Previous Last Name		
Suffix				
Gender		*Date of Birth		
Select a value	$\sim$	09/20/1971	ŝ	
tional Identifiers				+ Add
Country		National ID Type		
United States	~	Select a value	~	

① When and Why	🖉 Edit
Personal Details	🖉 Edit
3 Communication Info	
Phones Country United States 1	+ Add
Type Select a value	TAU
Continge Mg*	
(4) Addresses	
5 Employment Details	
Assign Managers	
7 Work Relationship Info	

			1.50
9 Communication Info			₩ EOR
Addresses			
*Country		*ZIP Code	×
United States	-	08648 ~	
Туре		*City	
Home Address	$\sim$	Lawrenceville	
*Address Line 1		*State	
123 Mocking Bird		NJ	
Address Line 2		*County	
		Mercer ~	
Address Line 3			
		Continue	
		ьż	

M Inbox (12) - ramosc@t 👗 Log in with Al	tlassian a 🔄 https://edrm-dev1.fa 🤤 https://edrm-dev1.fa.	. 🤘 New Tab 🧧 Your session has succ 🗋 Oth	her Bookmarks
Edit Employment: Ad	ld Contingent Worker	Review Save Submit Cancel	
Assignment: C303719 ©			
Action /	Add Contingent Worker	Effective Start Date 06/23/2022 ( 1 of 1 )	
Action Reason		Effective End Date	
Assignment Details			
		0	
Assignment Number	C303719	*Assignment Status   Active - No Payrol ~	
*Person Type	Contingent Worke ~	Primary Yes	
"Business Unit	TCNJ ~	Projected Lind Date 12/31/2022 E	
🖌 Job Details (2)			
Position	Pooled Cont School of Nursir 🗸	End Time	
*Synchronize from Position	Ves v	Basis for Seniority Calculation Days	
dol	Pooled	🖙 Work Measure Details	
Assignment Name	C303719	ACA Eligibility ~	
Grade Ladder	~	ACA Full Time	
Grade	× 10	Limited Nonassessment Period 🛛 🗸	
	Include in Grade Step Progression	Measurement Period Start Date mm/dd/yyyy fr	
Department	Dean of Nursing Health & Exercise Science	Measurement Period End Date mm/dd/yyyy 0	
*Reporting Establishment	The College of New Jerse 🗸	Administrative Period Start Date mmm/dd/yyyy 06	
Location	Trenton Hall - Nursing 🗸 🛱	Administrative Period End Date mm//d////	
Working at Home	No ~	Stability Period Start Date mm//dd/yyyy 06	
Assignment Category Regular or Temporary	Contingent worker Temporary	Stability Period End Date mm//d////	
Full Time or Part Time	Part time	Safe Harbor Override	
Working as a Manager	No ~	Affordable HRA Offered 🗌	
Hourly Paid or Salaried	~	HRA Affordability ZIP Code Primary Residence V	

## **Adding a Contingent Worker**

## Initiating a New Contingent Worker

- HCM  $\rightarrow$  Client groups  $\rightarrow$  Add a contingent worker (left-hand side)
- Click the following
  - Communication info
  - Address
  - Assign managers
  - Work relationship info
  - Payroll details
  - Click "continue"
- 1. When and why
  - Select date -- current date
  - Legal employer -- TCNJ
  - What's the way to add -- Add contingent worker
  - Why are you adding -- (N/A)
- 2. Personal Details
  - Insert appropriate information
  - 3. Communication info
    - N/A
- 4. Address
  - Country -- US
  - Type -- Home address
  - Address Line 1 --
  - Zip code --
  - State --
  - County --
- 5. Employment details
  - Assignment Status -- No Payroll
  - Person type -- contingent
  - Project end date --
  - Job -- (select department)
- 6. Assign Managers
  - Insert manager
- 7. Work relationship info
  - N/A
- 8. Payroll Details
  - N/A -- because they are not getting paid

## Go to Employee Record

- Go to HCM Homepage  $\rightarrow$  type in name  $\rightarrow$  select candidate
- Click "Edit"  $\rightarrow$  Add contingent worker  $\rightarrow$  OK
  - $\circ$  Type in Position  $\rightarrow$  select appropriate position
    - Must type in "Pooled Cont.."
    - Job -- Contingent worker