



1 When and Why

 Edit

2 Personal Details

 Edit

3 Communication Info

Phones

 Add

Country

United States 1



Type

Select a value

Emails

 Add

Type

Select a value

Continue 

4 Addresses

5 Employment Details

6 Assign Managers

7 Work Relationship Info

2 Personal Details Edit

3 Communication Info Edit

4 Addresses

*Country: United States

*ZIP Code: 08648

*Type: Home Address

*City: Lawrenceville

*Address Line 1: 123 Mocking Bird

*State: NJ

Address Line 2:

Address Line 3:

*County: Mercer

Continue

5 Employment Details

Inbox (12) - ramosc@... | Log in with Atlassian... | https://edrm-dev1.fa... | https://edrm-dev1.fa... | New Tab | Your session has succ... | Other Bookmarks

Edit Employment: Add Contingent Worker Review Save Logout Cancel

Assignment: C303719 ⓘ

Action: Add Contingent Worker

Action Reason:

Effective Start Date: 06/23/2022 (1 of 1)

Effective End Date:

Assignment Details

Assignment Number: C303719

*Assignment Status: Active - No Payroll

*Person Type: Contingent Worker

Primary: Yes

*Business Unit: TCNU

Projected End Date: 12/31/2022

Job Details

Position: Pooled Cont School of Nursi

End Time:

*Synchronize from Position: Yes

Basis for Seniority Calculation: Days

Job Pooled:

ACA Eligibility:

Assignment Name: C303719

ACA Full Time:

Grade Ladder:

Limited Nonassessment Period:

Grade:

Include in Grade Step Progression:

Measurement Period Start Date: mm/dd/yyyy

Measurement Period End Date: mm/dd/yyyy

Department: Dean of Nursing Health & Exercise Science

Administrative Period Start Date: mm/dd/yyyy

*Reporting Establishment: The College of New Jersey

Administrative Period End Date: mm/dd/yyyy

Location: Trenton Hall - Nursing

Stability Period Start Date: mm/dd/yyyy

Stability Period End Date: mm/dd/yyyy

Working at Home: No

Assignment Category: Contingent worker

Safe Harbor Override:

Regular or Temporary: Temporary

Affordable HRA Offered:

Full Time or Part Time: Part time

Working as a Manager: No

Hourly Paid or Salaried:

HRA Affordability ZIP Code: Primary Residence

Adding a Contingent Worker

Initiating a New Contingent Worker

- HCM → Client groups → 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 → type in name → select candidate
- Click “Edit” → Add contingent worker → OK
 - Type in Position → select appropriate position
 - Must type in “Pooled Cont..”
 - Job -- Contingent worker