Adding a Contingent Worker Assignment to an **Existing** Worker

These instructions are intended for contingent workers who have an existing assignment in Oracle Cloud. The hiring manager will need to extend/renew the contingent worker's assignment in Oracle Cloud in order to grant the individual access to TCNJ campus resources.

1. Go to the Oracle Cloud icon located on the TCNJ Today website



2. When you log into Oracle Cloud with you TCNJ credentials, click on the navigator icon in the top left corner of the screen



3. Under My Client Groups, click the Person Management tab

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Home			
Me			~
My Team			~
My Client Groups			^
O [★] New Person	Person Management	Absences	
Performance	Profiles	Career Development	
Talent Pools	Workforce Structures	Mass Updates	

- 4. You will be directed to a page where you will be prompted to search the existing contingent assignment. Type the contingent worker's name into the **Name* field.
 - Once the worker's name appears, click on the orange icon next by their name

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Lion. Roscoe	303869	C303869	Contingent Worker	Contingent W	Active - No P	Office of Human Resources		с	ontingent W	
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5. Once you click on the orange icon, select the *Actions* arrow.

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P	Manager Department Email Phone Number Work Address	Sharon Blanton Office of Human Reso hr@tonj edu 1-609-771-2118 2000 Pennington Rd Ewing Township, NJ (Mercer United States ☞ Feedback (0)	Actions urces		** Keywords Effective As-of Date	Include termin	nated work relatio	nships
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6. Click Person and Employment \rightarrow Add Assignment

Compensation Payroll Personal and Employment Talent Management Vacancy Workforce Modeling Hiring Feedback	Areas of Responsibility Cancel Work Relationship Change Assignment Change Location Change Manager Change Working Hours Create Work Relationship Direct Reports Document Delivery Preferences Document Records Eligible Jobs Employment	** Keywords Effective As-of Date	Include termin 07/27/2022	nated work relatio	mships	
	Employment Start Dates Manage User Account		Assignment Name	Assignment Status	Department	
Lion. Roscoe	303869 C303869	Contingent Worker	Contingent W	Active - No P	Office of Human Resources	

- 7. You will be directed to an *Add Assignment* page. Do not select any items on this page. • Click Continue

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Search Person Add Assignment x				
Add Assignment RL Roscoe Lion		Continge	<u>C</u> ar	ncel
What info do you want to manage?				
Maintain Managers Payroll Details Salary	Add Direct Reports			
Document Records Comments and Attachments				

Tab: When and Why

- 8. Under this tab, insert the following information:
 - When does the assignment start?: effective start date of new contingent assignment
 - Source Assignment Status: Suspended- No payroll
 - Click Continue

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Search Person Add Assignment x					
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	1 When and Why				
	*When does the assignment start?		Why are you adding the new assignment?		
	07/27/2022	©∎	Select a value	~	
	Will the assignment be temporary or permanent?		Source Assignment Status		
	Temporary	•	Suspended - No Payroll	•	
	Temporary Assignment	~			
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Tab: Assignment

- 9. Under this tab, the following information should be changed:
 - Primary assignment: Yes
 - **Projected end date:** [desired end date specified by hiring manager]
 - Reporting Establishment: The College of New Jersey
 - i. Click **Submit** in the upper right hand corner

*Business Unit	ACA Eligibility
TCNU V	v
Primary Assignment	ACA full Time
Vec V	· ·
Projected End Date	Limited Nonassessment Period
06/10/2023	U
Position	Measurement Period Start Date
Pooled Cont Human Resources	mm/dd/yyyy
Synchronize from Position	Measurement Period End Date
Yes v	mm/dd/3999 (%
Job	Administrative Period Start Date
Contingent Worker	mm/48/39397 5%
Business Title	Administrative Period End Date
Contingent Worker	mm/dd/yyyy 00
Grade Ladder	Stability Period Start Date
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Additional Tips:

- Once the contingent worker assignment has been submitted, allow Oracle Cloud to process the request for 24 hours.
- If a contingent worker needs access to any TCNJ campus resources, the hiring manager is required to complete a <u>Contingent Worker Access form</u>.