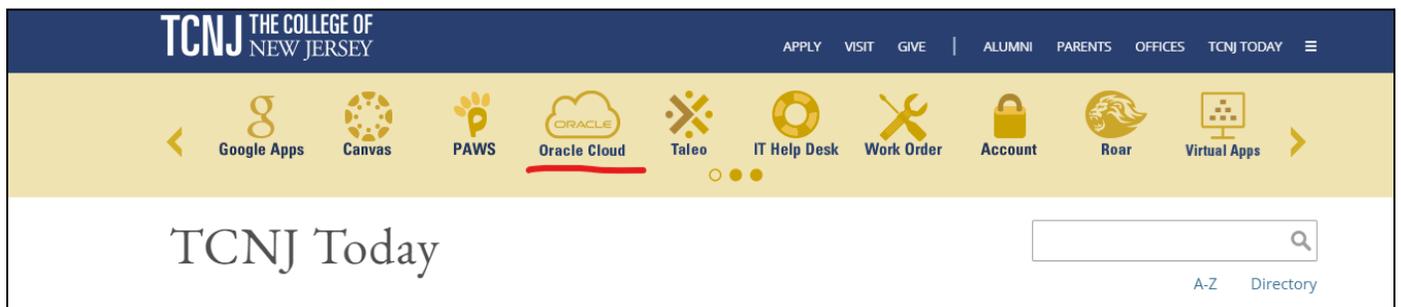


Adding a Contingent Worker Assignment to an **Existing** Worker

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.

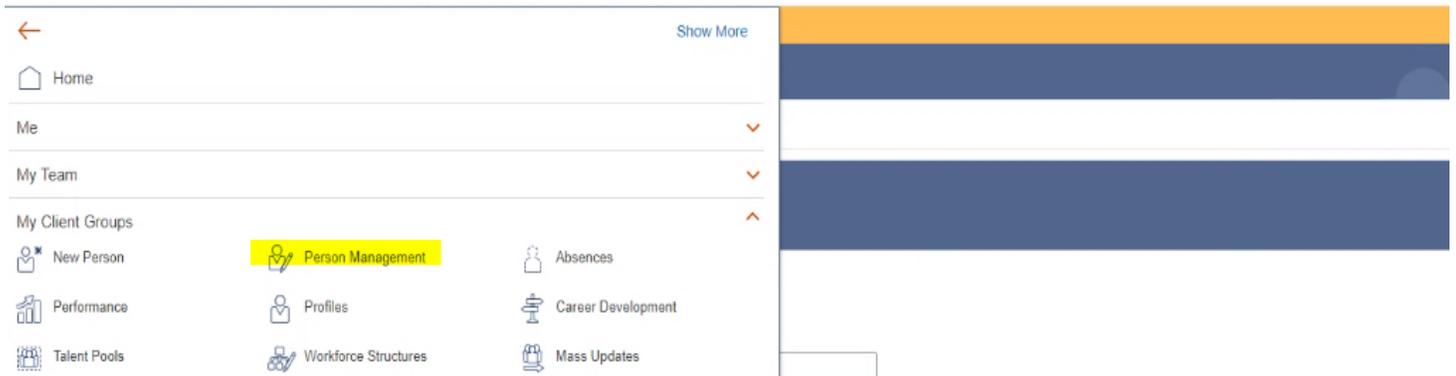
1. Go to the **Oracle Cloud** icon located on the TCNJ Today website



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



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

The screenshot shows the 'Person Management: Search' page in Oracle Cloud. The page has a dark blue header with the TCNJ Oracle Cloud logo and navigation icons. Below the header, there is a search bar with the text 'Person Management: Search'. The search criteria are: Name (Roscoe Lion), Keywords, Person Number, National ID, and Effective As of Date (07/27/2022). There are buttons for 'Search', 'Reset', and 'Save...'. Below the search criteria, there is a table with the following columns: Name, Person Number, Assignment Number, Job, Assignment Name, Assignment Status, Department, User Person Type, and Actions. The table contains one row with the following data: Name: Lion, Roscoe; Person Number: 303869; Assignment Number: C303869; Job: Contingent Worker; Assignment Name: Contingent W...; Assignment Status: Active - No P...; Department: Office of Human Resources; User Person Type: Contingent W...; Actions: (orange icon). The 'Name' column is highlighted in yellow, and the 'Lion, Roscoe' text is highlighted in yellow. There is a small orange icon next to the name in the 'Actions' column.

Name	Person Number	Assignment Number	Job	Assignment Name	Assignment Status	Department	User Person Type	Actions
Lion, Roscoe	303869	C303869	Contingent Worker	Contingent W...	Active - No P...	Office of Human Resources	Contingent W...	(orange icon)

5. Once you click on the orange icon, select the *Actions* arrow.

Roscoe Lion
Contingent Worker
1-609-771-2118
hr@tcnj.edu

Manager: Sharon Blanton
Department: Office of Human Resources
Email: hr@tcnj.edu
Phone Number: 1-609-771-2118
Work Address: 2000 Pennington Rd, Ewing Township, NJ 08628, Mercer, United States
Feedback (0)

Effective As-of Date: 07/27/2022

Assignment Name	Assignment Status	Department
Lion, Roscoe	303869	C303869
Contingent Worker	Contingent W...	Active - No P...
		Office of Human Resources

6. Click **Person and Employment** → **Add Assignment**

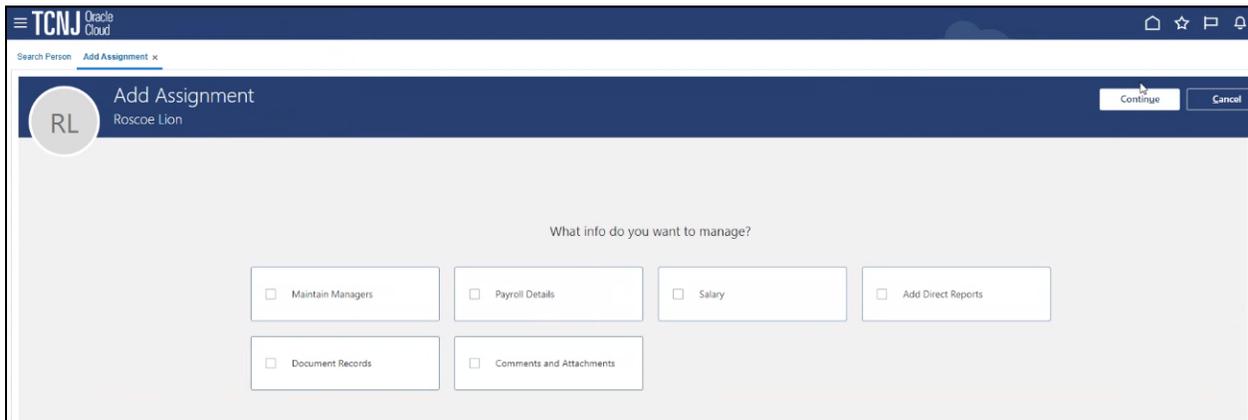
Roscoe Lion
Contingent Worker
1-609-771-2118
hr@tcnj.edu

Recent Actions: Add Assignment, Allocate Check, Add Assignment
Absences
Compensation
Payroll
Personal and Employment
Talent Management
Vacancy
Workforce Modeling
Hiring
Feedback

Effective As-of Date: 07/27/2022

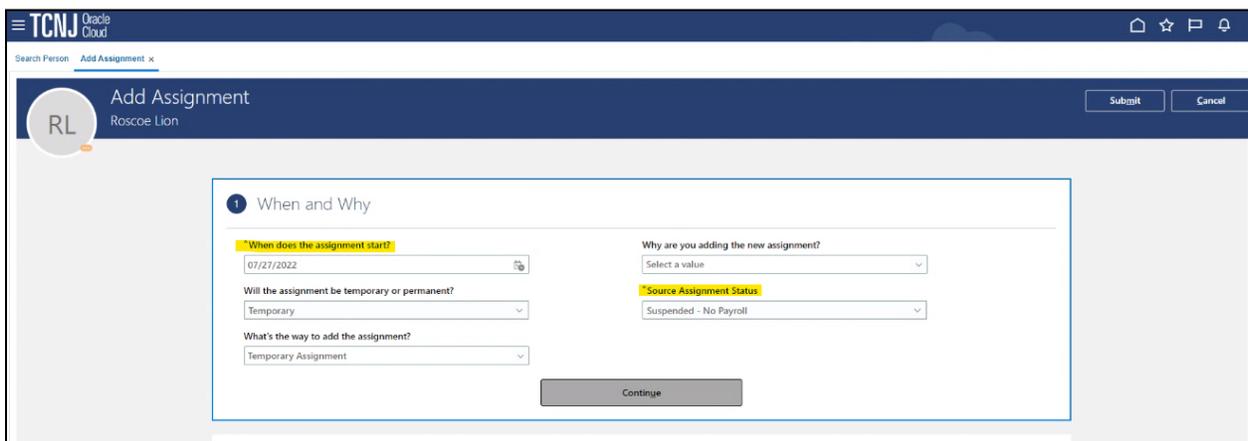
Assignment Name	Assignment Status	Department
Lion, Roscoe	303869	C303869
Contingent Worker	Contingent W...	Active - No P...
		Office of Human Resources

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



Tab: When and Why

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



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

Assignment

*Business Unit: TCNJ

Primary Assignment: Yes

Projected End Date: 06/30/2025

Position: Pooled Cont Human Resources

*Synchronize from Position: Yes

Job: Contingent Worker

Business Title: Contingent Worker

Grade Ladder: Select a value

Grade: Select a value

Include in grade step progression

ACA Eligibility: [Empty]

ACA Full Time: [Empty]

Limited Nonassessment Period: [Empty]

Measurement Period Start Date: mm/dd/yyyy

Measurement Period End Date: mm/dd/yyyy

Administrative Period Start Date: mm/dd/yyyy

Administrative Period End Date: mm/dd/yyyy

Stability Period Start Date: mm/dd/yyyy

Stability Period End Date: mm/dd/yyyy

Safe Harbor Override: [Empty]

Include in grade step progression

Step: Select a value

Department: Office of Human Resources

Reporting Establishment: The College of New Jersey

Location: Administrative Services Building - Human Resources

Worker Category: Select a value

Full Time or Part Time: Part time

Hourly Paid or Salaried: Select a value

Union: Select a value

Safe Harbor Override: [Empty]

Affordable HRA Offered

HRA Affordability ZIP Code: Primary Residence

Reappointment Year: [Empty]

Tenure: [Empty]

Faculty Rank: [Empty]

*Employee Classification: Contingent

Employment Eligibility Date: mm/dd/yyyy

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 [Contingent Worker Access form](#).