

Contingent Worker (CW) or Person of Interest (POI)

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What is a Contingent Worker

- **Contingent Worker** – Person who provides services to your campus under terms specified in a contract on a non-permanent basis or who does not have a legal employee relationship.
- Your campus HR/Payroll, Controller or General Counsel offices can advise you of people eligible to be contingent workers as opposed to employees.
- Contingent Workers are not paid through the HRM System; they are paid through the Finance System (accounts payable).



CW Screen Shot in Job Data

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Employee Name: CWR ← ID: 7014661 Empl Rcd #: 0

Work Location Find First 1 of 1 Last

HR Status: Active Job Status: Active

*Effective Date: 05/16/2008 Sequence: 0 *Job Indicator: Primary Job

Action / Reason: Add Contingent Worker Contingent Worker

Current


- Adds an active CWR record to Job Data
- Cannot hire/rehire as an employee on a CWR record.

Inactivate a CW instance

- Termination Row in Job Data
- No appropriate reason for CW termination. (maybe End CW Instance)



What is a POI

 ***Person of Interest*** – (POI) is a ‘future employee’ who needs keys, parking privileges or library access, etc. This will also include students, once the Campus Solutions System is upgraded.



Person Of Interest Types

- External Instructor
- External Trainee
- Former Employee
- Future Employee
- Other

The screenshot shows a web application interface for managing organizational relationships. At the top, there are navigation tabs: [Biographical Details](#), [Contact Information](#), [Regional](#), and [Organizational Relationships](#). The current page is titled "Organizational Relationships" and shows "Person ID: NEW".

The main content area is titled "Choose Org Relationship to Add". It contains a list of relationship types with checkboxes:

- Employee
- Contingent Worker
- Person of Interest

Below the checkboxes is a "Checklist Code:" field with a dropdown menu. The dropdown is open, showing the following options:

- External Instructor
- External Trainee
- Former Employee
- Future Employee
- Other

There are several buttons and links on the page:

- [Add the Relationship](#) (yellow button)
- [Go to Person Checklist](#) (blue link)
- [Save](#) (green button)
- [Notify](#) (green button)
- [Previous t](#) (green button)
- [Update/Display](#) (green button)
- [Include History](#) (green button)

At the bottom, there is a navigation bar with links: [Biographical Details](#) | [Contact Information](#) | [Regional](#) | [Organizational Relationships](#)

Adding a Person of Interest

- Verify through NDHire if POI has an EmplID
- Current EE cannot be added as a POI
- Effective date in Personal Data will default into Add POI

Add Person of Interest

POI Test1 Person ID: 7016120

Person of Interest Type: External Trainee

Security Data Find | View All First 1 of 1 Last

*Effective Date: 03/04/2009 [BT] Get Enabled Security Types

*Security Access Type Enabled Value 1 Value 2

Person of Interest History Customize | Find | First 1 of 1 Last

*Effective Date	*Status	Planned Exit	More Information
1 03/04/2009 [BT]	A		

OK Cancel Apply

POI – Security Access Type

Add Person of Interest

POI Test1 Person ID: 7016120

Person of Interest Type: External Trainee

Security Data Find | View All First 1 of 1 Last

*Effective Date: 03/04/2009 Get Enabled Security Types

***Security Access** Customize | Find First 1 of 1 Last

Type	Enabled	Value 1	Value 2
<input type="text" value="BUSINESS UNIT"/>	<input type="checkbox"/>	<input type="text"/>	
<input type="text" value="INSTITUTION"/>	<input type="checkbox"/>	<input type="text"/>	
<input type="text" value="LOCATION"/>	<input type="checkbox"/>	<input type="text"/>	

Person of Interest Security Access Customize | Find First 1 of 1 Last

	*Effective Date	*Status	Planned Exit	More Information
1	03/04/2009	A		

UND has started using Location

Add Person of Interest

POI Test1

Person ID: 7016120

Person of Interest Type: External Trainee

Security Data

Find | View All First 1 of 1 Last

*Effective Date:

03/04/2009

Get Enabled Security Types

Customize | Find | First 1 of 1 Last

*Security Access

Enabled

Value 1

Value 2

Type

LOCATION



Business Unit

UND01



Location Code

AVIA MAINT



Person of Interest History

Customize | Find | First 1 of 1 Last

*Effective Date

*Status

Planned Exit

More Information

1

03/04/2009



A



Inactivating a PIO

Navigate to: Workforce Administration>Personal Information>Organizational Relationships>Maintain a Person's POI Reltn

Under Person of Interest History section, add an effective date row, enter a Status of "I" and save. (This date cannot be the same as the date in the active row.)

Edit POI Relationship

POI Test1 Person ID: 7016120

Person of Interest Type: External Trainee

Security Data Find | View All First 1 of 1 Last

Effective Date: 03/04/2009

Customize | Find First 1 of 1 Last

Security Access Type	Enabled	Value 1	Value 2
LOCATION	<input checked="" type="checkbox"/>	Business Unit UND01	Location Code AVIA MAINT

Person of Interest History Customize | Find First 1-2 of 2 Last

*Effective Date	*Status	Planned Exit	More Information
1 03/05/2009	I		
2 03/04/2009	A		

POI & CW – NotiFind

- Both types of entries are now being rolled up to student side.
- No longer using the Enroll process.
- HR is responsible for entering a Campus address so employees receive notice of emergency situations.



Follow-up

- How does your campus handle these types of people on your campus?
- After today's discussion, will you consider using them the way we have addressed them here?
- The idea is to have all campuses using them the same way.

