Outline of process steps to request a Contingent Worker in ITS

1. Begin with the creation of a request in Workday. Once complete, the request will route to the ITS HR Generalist and ITS Lead Administrator for review. When approved, you will receive an email notification to begin the STARS process.

   *Note: You may also be asked to discuss the details of your request with the ITS Staffing Committee at their weekly meeting, prior to a decision being applied in Workday.

2. You will now begin the entry of required STARS job posting information. STARS job postings created for ITS contingent workers will not actually be “posted” for recruitment, as we will continue using the Fieldglass system and process with which you are already familiar. Once you enter all data and <submit>, go to your queue in STARS to officially “approve” the posting you have created.

3. Upon completion of the STARS job posting, create the Fieldglass request for a contingent worker to begin the recruitment process. Once you have identified the named resource, forward the email previously generated by STARS to vendor asking contingent worker to enter personnel details, by following embedded link. Be sure to provide them the dummy Social Security Number they must use that you will have already requested from Michele Tomasi.

4. Once the specifics of the named contingent worker are entered, you will receive email confirmation with a link to the “Temp Data Collection” form in STARS to finalize data entry required.

5. HR Staffing will then change the status to “hired – contingent worker”

6. You will be notified of this status via email and may proceed with any other onboarding tasks necessary for the contingent worker (note: NETID has been auto-generated at this point)

Note: In the following reference materials, you will notice text that has been grayed out. This is to indicate the question or response option does not typically apply in ITS and the option in black text should be selected.
Create Job Requisition Workday: Contingent Worker-Vendor Paid

**Process Overview:** Requisitions are initiated in Workday and routed for budgetary approval in Workday. Once approved, the requisition feeds into STARS where you will be required to enter supplemental posting information. This in addition to the standard Fieldglass process.

**Objective:** This guide is to be used for completing the following tasks for vendor paid temporary Contingent Workers (Vendor Paid Temps):

- Create Workday Job Requisition
- View Workday Job Requisition
- View Workday Job Requisition Number

Refer to the training guide **Finalize STARS Job Posting: Temporary/Casual** after submitting your Workday requisition.

You may only use this process to submit requisitions for contingent requests for Managerial, Professional, and excluded Admin. & Technical positions. refer to the training guide **Create Job Requisition: Temporary/Casual** for additional instructions.

Create Workday Job Requisition

From the Workday Landing Page:

1. Click in the Search bar, type Create Job Requisition, and hit enter.

2. If appropriate, click Copy Details from Existing Job Requisition

   **Note:** You will be able to view and select any requisition that was created in your associated Supervisory Orgs.

3. Confirm/Select Supervisory Organization (your org name/number).

   **Note:** If you wish to create a requisition for a Supervisory Organization that does not exist, contact ITS HR Generalist or ITS Lead Administrator.

4. Select either Create New Position or For Existing Position.

   **Note:** An existing position is one that already exists in your Supervisory Organization.

5. For Worker Type, select Contingent Worker.

6. Click OK to proceed to the Recruiting Information page.
Create Job Requisition Workday: Contingent Worker-Vendor Paid

**Note:** If you choose to copy details from an existing job requisition or use an existing position for this requisition, select fields on the following pages will pre-populate. Review all fields and edit as needed.

**Note:** This date will determine the earliest possible start date—please plan accordingly.

13. For **Target End** Date, enter the expected date until which the worker is expected to work.

14. Click **Next** to proceed to the **Job** page.

7. For **Number of Openings**, edit if > one

8. Click the **Pen on Paper** icon to edit

9. For **Reason**, select "Create Job Requisition:>Temp Requisition(STARS)". A follow on drop down will immediately appear for a more detailed "reason". Often "Special Project"

10. Skip **Recruiting Instruction**.

11. For **Recruiting Start Date**, enter the earliest date the recruiting process will begin

12. For **Target Hire Date**, enter the earliest date on which a candidate can be hired

15. Click the **Pen on Paper** icon to edit the information.

16. For **Job Posting Title**, enter the same title selected in step 18 "Job Profile” **Note:** This will be visible to the candidate on the gateway. Please use proper capitalization.

17. Skip **Justification**.

18. For **Job Profile**, enter the University "generic" job title.

19. Skip **Job Description Summary** and **Job Description** (changes are not sent to STARS).

20. For **Worker Sub-Type**, select **Worker Types** option then select **Temporary/Casual**. Do NOT select **Consultant**.

21. For **Time Type**, select **Full Time** or **Part Time**.

For help contact the Employee Service Center: 432-5552 or employee.services@yale.edu
or visit the Workday@Yale website: http://workday.yale.edu/training
22. For **Primary Location**, enter building location/street address, or choose Off Campus within Connecticut, Outside of Connecticut, or Outside of USA, if appropriate.

*Note:* If Outside of Connecticut, check **Out of State Work Arrangements** to determine if outside of state location is already approved. If the state is not listed or if position resides anywhere outside of USA, prior approval of location is required before moving forward. Please select **Save for Later** at the bottom of your screen and contact your HRG to begin the approval process. Once approval of out of state or USA location is obtained, proceed with your requisition as follows:

23. Skip **Additional Locations**.

24. **Scheduled Weekly Hours** will default to 40; make changes if necessary.

25. Skip **Work Shift**.

26. Click **Next** to proceed to the **Qualifications** page.

27. Review **Qualifications** to ensure information is correct.

*Note:* If the information displayed is incorrect, go **Back** to ensure you have entered the correct **Job Profile**.

28. Click **Next** to proceed to the **Cost Information** page.

29. Skip all fields.

30. Click next to proceed to **Summary** page.

31. Review all information to ensure that it is correct. If you wish to make any additional edits, click the **Pen on Paper** icon or click **Guide Me** to return to a specific page.

*Note:* Any **Comments** entered will become part of a permanent record viewable by others.

32. Click **Submit**.

33. Click **Done** if you wish to return to the **Home page**.

*Note:* Upon submission, the job requisition will get routed appropriately to the next reviewer. To view the approval process after submitting, click **Details and Process**, and select the **Process** tab. A job requisition number will not be created until all approvals have taken place.

Departments can only submit Managerial, Professional and excluded Admin. & Technical positions on a Contingent requisition.

Refer to the training guide **Finalize STARS Job Posting: Temporary/Casual** after submitting your requisition.

For help contact the Employee Service Center: 432-5552 or employee.services@yale.edu
or visit the Workday@Yale website: http://workday.yale.edu/training
To View Your Workday Requisition, including its details or the remaining process, click the Profile Picture icon while on any page.

2. Click Inbox.

3. Click the Archive tab.

4. If you want to view additional details, select the appropriate job requisition in the Archive tab.

5. Click the job requisition hyperlink on the right to access your requisition’s details.

6. If you would like to view the remaining steps in the process, click the Process tab.

Note: If you would like to edit or cancel your requisition, please contact your Recruiter.

View Workday Job Requisition Number

1. A Workday Job Requisition Number will only appear if the requisition has received final approval in Workday. If final approval has been granted, follow the instructions for View Workday Job Requisition. The job requisition number will appear in the Details tab as pictured below.

For help contact the Employee Service Center: 432-5552 or employee.services@yale.edu

or visit the Workday@Yale website: http://workday.yale.edu/training
## REASON CODES

<table>
<thead>
<tr>
<th>Reason Category</th>
<th>Reason</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temp Requisition</td>
<td>Leave of Absence (LOA)</td>
<td>Create a temp job requisition due to a Leave of Absence (LOA)</td>
</tr>
<tr>
<td>(STARS)</td>
<td>Non-LOA Absence</td>
<td>Create a temp job requisition due to a non-Leave of Absence (LOA) absence</td>
</tr>
<tr>
<td></td>
<td>Position Vacancy</td>
<td>Create a temp job requisition for a vacant position</td>
</tr>
<tr>
<td></td>
<td>Retiree Transition</td>
<td>Create a temp job requisition to hire a recently retired employee</td>
</tr>
<tr>
<td></td>
<td>Seasonal Need</td>
<td>Create a temp job requisition for a seasonal need</td>
</tr>
<tr>
<td></td>
<td>Special Project</td>
<td>Create a temp job requisition for a special project</td>
</tr>
</tbody>
</table>
This guide walks you through the process of finalizing a STARS job posting for temporary or casual workers using the "Temporary/Casual" requisition type.

Job requisitions are first created and approved in Workday, and then feed into STARS. This guide reviews the job requisition process once the requisition is moved into STARS. Once a named resource is identified and a background check is successfully completed for a candidate by their vendor, then the new-hire record may be completed and moves back into Workday.

Tasks covered are: search for your Workday requisition in STARS, Workday requisition fields, completing your STARS requisition.

### Search and Select the STARS Job Posting

Find your STARS Job Posting which was generated from your approved Workday job requisition.

- The initiator of the Workday job requisition will receive a communication from STARS containing the Workday Requisition/Position numbers and your corresponding STARS Job Posting number, directing you to log into STARS and complete supplemental information required.
- Log into STARS for Managers by clicking on the link to STARS from within that communication.
- From the STARS home screen, locate the "My Reqs Pending Approval" panel, click on the appropriate STARS Requisition Number, and then select the Edit option from the Actions menu on the left side of that screen.

### Edit your STARS Job Posting

#### Workday Requisition Fields

What type of requisition are you working with? Select "Temporary/Casual" for ITS Contingent Workers.

The "Workday Requisition Fields" section at the top of the requisition auto-populates with the information from the Workday requisition. No editing is permitted in those fields.

For help contact the Employee Service Center: 432-5552 or employee.services@yale.edu or visit the Workday@Yale website: http://workday.yale.edu/training
STARS Job Posting: Temporary/Casual (Contingent Worker)

**STARS Job Posting Information section.**

*Note: Information entered in this section may be visible to the candidate on the job posting gateways (if applicable).*

**Posting Position Title.** This must match the value selected for "University job title".

**Primary Departmental Contact.** Enter your name.

**Primary Contact Email Address.** Enter your email address

**Primary Contact Phone Number.** Enter your phone number.

**Position Focus.** This is the focus of the position within the specific Supervisory Organization.

**Principal Responsibilities.** This will auto-populate from Workday job profile and is not editable.

**Required Education and Experience.** This will auto-populate from Workday job profile and is not editable.

**Required Licenses or Certifications.** This will auto-populate from Workday job profile and is not editable.

**Required Skill/Ability 1-5.** Enter at least one key skill required followed by "See Fieldglass"

**Preferred Education, Experience and Skills.** Not required

**Preferred Licenses or Certifications.** Not required

**Physical Requirements.** Not required

For help contact the Employee Service Center: 432-5552 or employee.services@yale.edu or visit the Workday@Yale website: http://workday.yale.edu/training
Drug Screen:
- Select Yes, if the position requires a drug screen as part of the final hiring and selection process.
- Select No, if there is no requirement for a Drug Screen for this position.

Health Screening:
- Select Yes, if the position requires a health screen as part of the final hiring and selection process.
- Select No, if there is no requirement for a health screen for this position.

If this temporary worker will require access to specific business applications, please indicate which application and level of access is needed. If your temporary/casual worker will need access to specific Yale systems, indicate the system and access level. Otherwise, enter None or N/A.

Will this individual be required to drive a vehicle (personal or Yale owed/rented) in order to meet one or more essential duties of this position (not inclusive of transportation to work), i.e., Shuttle Driver, Delivery, Research Assistant?
- Select Yes, if the position will require driving a personal or Yale owned/rented vehicle as one or more of its responsibilities. (Note: An additional background check may be required of the applicant.)
- Select No, if the position will not require driving a personal or Yale owned/rented vehicle as one or more of its responsibilities.

Select the condition that applies to this position. Select any of the conditions in this options list that is appropriate to the position. If none apply, select the N/A option. (Note: Based on the reason selected, additional background checks may be required of the applicant.)

Will this individual work in any of the following departments or areas: Museums, Galleries, Libraries, Special Collections, Pharmacy, Treasury Services, Office of the Controller, eCommerce, Accounts Payable, Payroll, President’s house or President’s office, Provost’s house or Provost’s office, Yale College Dean’s house or at any locations which contain special collections either owned by that location or on loan from the Museums, Galleries or Libraries?
- Select Yes if any of the above conditions apply. (Note: An additional background check may be required of applicant.)
- Select No if none of the above conditions apply.

Will this individual be required to handle cash or financial transactions?
- Select Yes if the individual will be handling cash or performing financial transactions. (Note: An additional background check may be required of applicant.)
- Select No if the individual will not be handling cash or performing financial transactions.

Select the state in which this work will primarily take place. Select the appropriate state from the options list.

Home Organization. Should equal that of their Supervisor’s Home Org.

Work Location. Select the location in which the position will be primarily housed.

Worksite Phone Number. Not required. May enter the phone number where named resource may be reached after onboarding, if known.

University Mail Code.
1st floor SP "462 Information Technology"
4th floor SP "369 Information Technology"
5th floor SP "404 Information Technology"
Please indicate if the Kronos approver will be different from the current supervisor selected.

- Select the name of the Kronos approver from the options list in the related Designated KRONOS Timecard Approver field.
- Answer No, as Kronos does not apply to ITS Contingent Workers.

**Reason for Temporary Need.** Select the appropriate reason for the temporary position from the options list provided.

- **Leave of Absence (LOA).** Position will cover a need caused by an employee on a leave of absence.
- **Non-LOA Absence.** Position will cover a need caused by an employee’s absence, which is not covered by a leave of absence.
- **Position Vacancy.** Position will cover a need caused by an employee leaving the department, usually during the replacement recruitment period.
- **Retiree Transition.** Position will cover a need caused by an employee in transition to retirement.
- **Seasonal Need.** Position will cover a need over a specific period of time caused by seasonal activities.
- **Special Project.** Position will cover a need caused by a special project, which need exists only during the period of time the special project is ongoing.

**Anticipated Start Date.** This will auto-populate from the Target Hire Date in the Workday job requisition.

**Anticipated End Date.** This will auto-populate from the Target End Date in the Workday job requisition.

**Is extension of Anticipated End Date possible?**

- Select Yes, if you anticipate extending the temporary/casual assignment beyond the Anticipated End Date.
- Select No, if you do not anticipate extending the temporary/casual assignment beyond the Anticipated End Date.

**Time Type.** This will auto-populate from Workday job requisition and is not editable.

**Estimated Number of Weekly Hours to be Worked.** Select the number of hours you estimate an individual fulfilling this temporary need will work per week from the options list provided.

**Work Week.**

- Select Flexible if the work week is anything other than Mon-Fri with the same number of hours each day.
  - When Flexible is selected, the following additional fields will display to capture the total number of hours to be worked for each day of the week, e.g., Monday 4, Tuesday 3, Wednesday 4, etc.
    - **Monday Hours:**
    - **Tuesday Hours:**
    - **Wednesday Hours:**
    - **Thursday Hours:**
    - **Friday Hours:**
    - **Saturday Hours:**
    - **Sunday Hours:**
- Select Standard if the work week is Mon-Fri with the same number of hours worked each day, e.g., M-F for 7.5 hours each day, M-F for 5.0 hours each day, etc.

**Work Days/Hours (Other than Standard).** Enter the weekly work schedule for this position if other than the standard Monday-Friday work week based on whether the position is 37.5 or 40 hours per week, or for a part time schedule. This will appear on the gateway for the
candidate to understand when s/he will need to report, e.g., Monday 9 am – 1 pm, Tuesday 9a

PTAEO 1. Enter the PTAEO number
1060355.00.0001BG.891000.532117
for all Fieldglass contingent workers. Enter 0% for the percentage.

Leave PTAEO 2-4 blank

Acknowledgement: Effort Report Certification associated with this assignment is the responsibility of the Departmental Business Office. This field relates to grant funded positions and asks the Business Office to take responsibility for Effort Report Certification.

- Select “Agreed” if the temporary/casual position will be funded by a grant.
- Select “Not Applicable” if the temporary/casual position is not funded by a grant.

Is this a grant/contract funded position?
Typically "No" for ITS contingent worker positions
- Select Yes, if the position is funded by a grant or contract.
  - Complete the follow up question, “Specify what percentage of the position is grant/contract funded.”
  - Complete the follow up question, “Specify funding source:" by selecting all appropriate funding sources from the options list presented.
  - Complete the follow up question, “Specify the duration of this funding:" by indicating the time period for which the funding will be in place or the specific date on which funding will cease.
- Select No, if the position is not funded by a grant or contract.

Is this position funded by a federal contract over $100,000?
- Select Yes, if the position is funded by a federal contract over $100,000. (This obligates the University to additional federal reporting requirements.)
- Select No, if the position is not funded by a federal contract over $100,000.

Does this position have significant responsibilities for financial administration of grants and/or contracts?
- Select Yes, if the position has significant responsibilities in those areas.
- Select No, if the position does not have significant responsibilities in those areas.

Req team. This is Pre-determined, no need for edit.
- Note: There is no need to identify the Manager in this field as they will have automatic visibility to the requisition and candidates in those capacities.

Final Department Reviewer Fields:
Final Department Reviewer = Your name
STARS Final Approver = PostaJob, HR Staffing Requisitions
Notify upon approval completion = Req Gatekeeper, Req Gatekeeper

You will receive an email asking you to "approve" this req in STARS. HR Staffing will then approve & "Open" the Req. Within 48 hrs you will receive an email you must send to the vendor once you identify the contingent worker you will onboard. Be sure to save this email for the vendor.
STARS Job Posting: Temporary/Casual (Contingent Worker)

At this point in the process, you will create a Fieldglass request and select the candidate you wish to onboard. Contact Michele Tomasi to obtain a "dummy" social that you may use, as we must assign a unique dummy social to each contingent worker. Simply, email her the contingent workers Name, Date of Birth to receive the generated SSN. You will then forward the email generated by STARS earlier in this process to the vendor requesting details about candidate be entered into STARS. You must include the dummy SSN and instruct them to use that, not their actual SSN. The vendor will likely ask the resource to do this him/herself.

Once complete, you will receive an email notification and a link to the "Temp Data Collection" form below to finalize the data entry process. Where you see "Social Security Number" please
4. Fill in the required fields including:
   a. Start Date
   b. End Date
   c. Enter 1 for Number of Positions
   d. Site
   e. Location
   f. Business Unit
   g. Cost center

5. Once complete, click Continue to continue to next page.

Review fields:
- Add Qualification from library if necessary
- Hours per Day – defaults to 8, update if necessary
- Hours per Week – defaults to 40, update if necessary
- Accounting information – rate information is provided by Vendor Management, the maximum can be lowered but not increased
- Supplier Respond by Date

Creating a Fieldglass Requisition

1. Login into Fieldglass.
2. Click on the “Create” tab from the menu bar and select a job title.
3. The Create Requisition screen will display; select a job title to begin.
4. The Create Requisition screen will display; select a job title to begin.
5. Once complete, click Continue to continue to next page.
6. Click Continue to review all information before submitting. Once complete, click Submit. The Requisition Next Steps screen will display, showing the process your Requisition will follow.

V. Review/Approve Requisition

2. Once you have logged in, under the Work Items - Requisition section of the dashboard, click on the Approve link to see Requisitions waiting your approval.

I. If you are a Supervisor for a Hiring Manager who has opened a Requisition, you will receive an email notification to inform you that the Requisition is pending your approval. To review and approve the Requisition, you may log in to the application via http://its.yale.edu/fieldglass or click on the link from the email to go to the login screen for the application.

2. Once you have logged in, under the Work Items - Requisition section of the dashboard, click on the Approve link to see Requisition(s) awaiting your approval.