A few peculiarities to consider when you are creating requests, learned after the initial Manager’s Help Guide was created:

1. The type “Temp/Casual” must be selected. You may see “Contractor” or “Consultant” listed as options in the pick list, but these are not to be used by ITS.

2. If the role against which you are hiring is typically performed by a C&T employee, the request creation differs a bit:
   a. Start the requisition by selecting “employee” rather than “contingent worker” (HR will change it to Contingent Worker further downstream in the process).
   b. Select the job title you are requesting (Help Desk and DSP roles are most common in ITS).
   c. Still be sure to select Temp/Casual as the Sub-Type.

3. Upon completion of the first part of the STARS request, it may take 48 hours to receive the email from Brassring, containing the link you will later forward to the vendor. This link brings the identified candidate to STARS where they will complete personal information required by Workday/STARS.
   a. When sending this email, be sure to include the dummy Social Security Number (SSN) you will have already requested, as the contingent worker must enter this number, NOT their actual SSN when they enter their personal information in STARS.

4. Upon completion of the first part of the STARS request, be sure to forward a screen shot of the approval to Vendor Management to show approval of the STARS request, prior to kicking off the Fieldglass process.

5. Once you have identified a named resource and they enter their personal information in STARS, it may take 48 hours to receive a second email from Brassring containing the link to the Temp Data Collection form for completion by the hiring manager.
   a. Although Vendor Name is not a mandatory field in the Temp Data Collection form, be sure to complete the information or the process will be held up
   b. Although the Rate of Pay is not a mandatory field in the Temp Data Collection form, be sure to complete the information or the process will be held up
   c. Be sure contract end date matches that captured in Fieldglass

6. Should you require assistance creating Workday/STARS requests or have questions about a request submitted, please contact the Employee Service Center.

For more details on the process, see the attached Manager’s Help Guide titled Request Contingent Worker Wkdy STARS FG linked below, which also includes the Manager’s Help Guide to create a request in Fieldglass.

16Feb2016 Brian Wood