Hire a Non-Employee:

Search the tenant to see if there is an existing pre-hire or employee record for the person you are hiring as a contingent worker.

1. Search for **Contract Contingent Worker**.
2. Choose the **Supervisory Organization** and either enter the Existing Pre-Hire’s name (if the person is already a pre-hire in Workday), or choose **Create a New Pre-Hire**. Click **OK**.

3. Fill in as many relevant fields as possible, then scroll down and fill in **Legal Name Information**.
4. Click *Contact Information* and fill in the fields.

5. Scroll down and fill in *Address*. 

![Address form](image-url)
6. Fill in *Email*. Email is *required* by WPI in order to send the worker his or her login credentials.

7. Fill in *Instant Messenger* information.

8. Fill in *Web Address* fields.

9. Click OK.
10. In the next section, fill in as many fields as possible.

*NOTE: Job Profile default must remain as “Contingent Worker”. Location must remain as “Worcester.”

11. Again, under *Contract Details*, be explicit about terms of engagement.

*NOTE: End date is required. The end date is a means to indicate the end of account privileges.*
12. Open Additional Information.
Enter a meaningful Job Title. This job title will come in handy for reporting.

13. Click Submit.

14. Click Edit Additional Information or find the item in your Workday Inbox.
15. Fill in the Sponsor and the Date of Birth of the non-employee. DOB is required to create accounts.

16. Click Submit.