

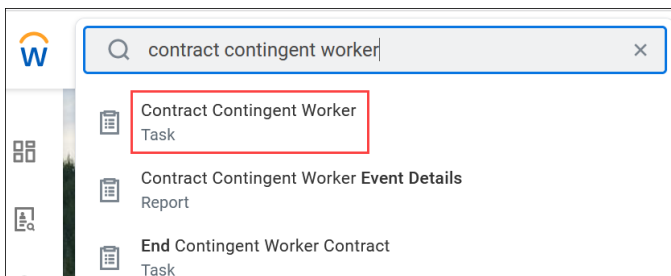
Contingent Worker – Interns

This job aid will walk you through the steps of how to create an intern contingent worker profile. This process is only used for workers not paid by the state such as interns, volunteers or contractors. A Manager, Contingent Worker Coordinator or HR Partner can complete this task.

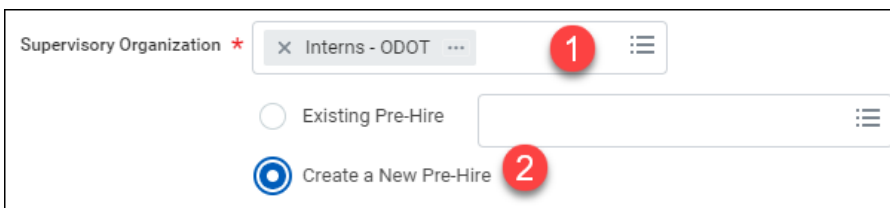


Unpaid Intern workers need to be placed in a *Job Management* organization. Refer to the [Create Job Management Organization](#) job aid for instructions.

Step 1: Type **Contract Contingent Worker** in the Search bar and click on the *task* in the search results.



Step 2: The Contingent Worker screen will appear. Select the **Supervisory Organization** and click on **Create a New Pre-Hire**. Click **OK**.



DO NOT enter a prior worker as a contingent worker using their existing terminated worker profile. *Create a New Pre-Hire* using the *Allow Duplicate Name* feature in the next step.

Error

1. Page Error

Another pre-hire already exists with this name and is available for hire. Select "Allow Duplicate Name" to create this pre-hire with the duplicate name.

Step 3: The **Allow Duplicate Name** box will need to be checked if the contingent worker is a prior state employee. This is very important and prevents the terminated worker record from being merged with the contingent worker record. Enter the **First** and **Last Name** in the *Legal Name Information* tab (1). Next click on the **Contact Information** tab (2).

Step 4: Click on the **Add** icon in the various fields to insert contact information. At least one piece of contact information and the type (Home or Work) is needed. Click **OK**.

Step 5: Enter a **Contract Start Date** and a **Reason**. Click on the menu prompt to select **Internship** and the appropriate *Internship* reason. For this example, we have selected *Internship > Internship > Education Opportunity*.

Step 6: Use the menu prompt in each fields to enter the *Job Details*.

Type in your agency acronym and hit enter to get a list of your agency *Locations* to choose from.

Step 7: Click the prompt to open *the Additional Information* section. Click on the **Additional Job Classifications** menu prompt. At least one job classification is required. Make a selection such as **Timesheet Code>.N - Default (02. Timesheet Code)**. Click **Submit**.

The process is now complete. You can now view the Intern in the supervisory organization.