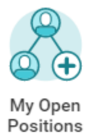
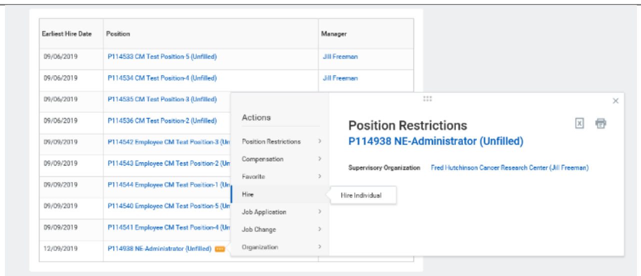
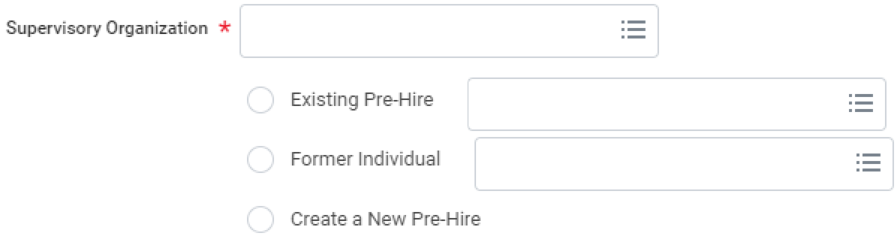
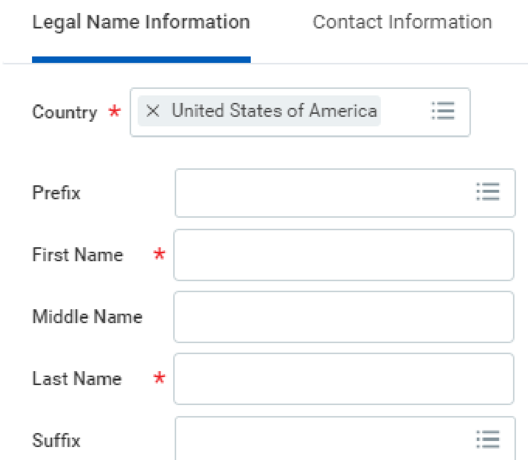
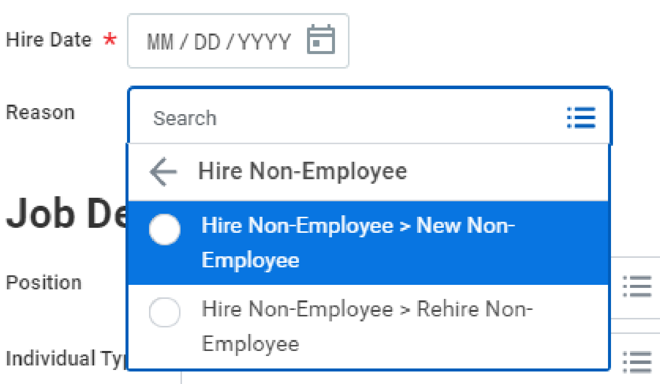
Hire Non-Employees

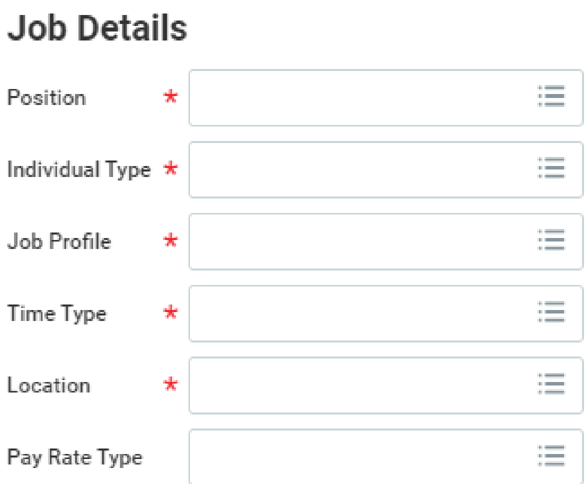
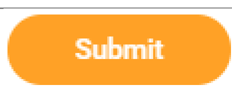
For Managers

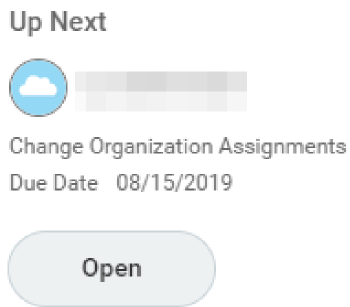
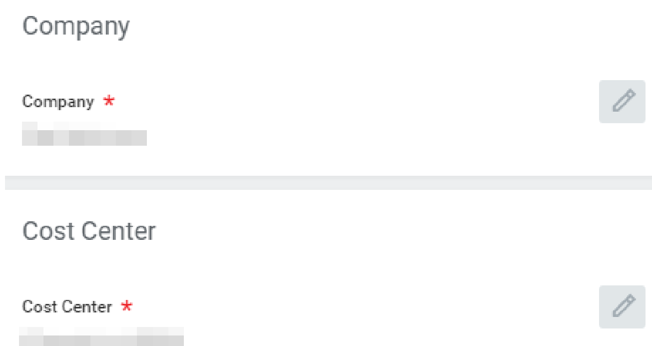
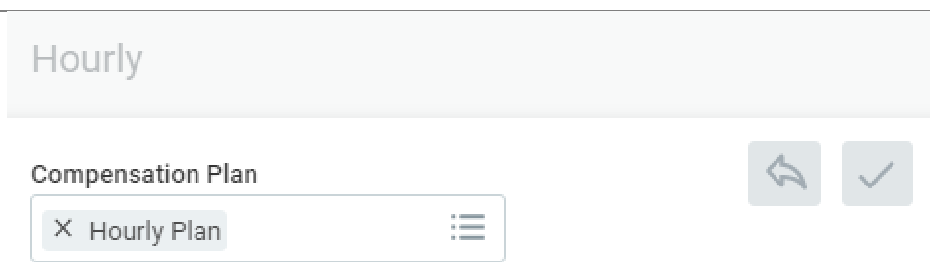
Hire a non-employee into a supervisory organization that you manage. The position into which the non-employee is must have a “non-employee” sub-type associated with the position.

Hire Non-Employee

	Action	Steps
1		From the Home Screen, click on the My Open Positions application.
2		Find the position from the list you are filling. Hover over it, then click on Related Actions. Go to Hire>Hire Individual.
3		Verify that the Supervisory Organization the non-employee is being hired into is correct. Click the Radio button to select Create a New Pre-Hire. ***Important**: To avoid duplicates please search for the Individual before creating a new Pre-Hire.* *Individuals who were terminated from the organization after January 1, 2018 will still be available using the Existing Pre-hire Prompt.* *Use Former Individual to search for anyone that has ever been an employee or non-employee.*

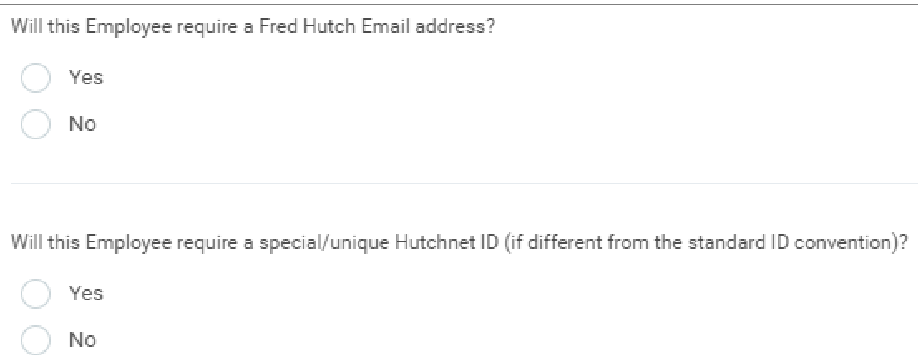
3		Click **OK**.
4		Select a **Source** that indicates the individual's Primary Employer. Enter **Legal Name Information** for the non-employee. Then, click the **Contact Information** tab.  Click **Add** in order to enter **Phone**, **Address**, and **Email** information. *The individual's current personal email address is required, at a minimum, and needs to be indicated as email type 'Home'.*
5		Click **OK**.
6		Click the **Calendar** icon to enter a **Hire Date**. Click the **Prompt** icon to select a **Hire Non-Employee** reason for the hire.

7		Click the **Prompt** icon to select the **Position** for the non-employee. Many of the next fields will automatically populate based on the position. *Note: The **Individual Sub-Type** for the **Position** must be a Non-Employee sub-type. The **Individual Sub-Type** for a position may be verified by navigating to the **Staffing** tab of your Supervisory Organization and reviewing the Individual Sub-Type column of the open positions.* *You will receive an error message if you select **Non Employee Contractor**.* Ensure that the remaining job details are correct. Click the **Prompt** icon to update the **Individual Type**, **Job Profile**, **Time Type**, **Location**, and **Pay Rate Type**. Click the Additional Information drop-down arrow to reveal additional fields. Click the **Calendar** icon to select the **End Employment Date**.
8		Click **Submit**.

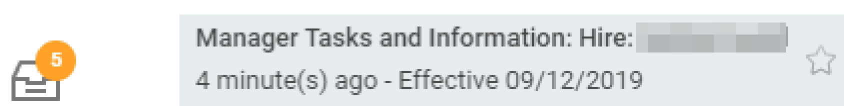
9		Click **Open** to access the **Change Organization Assignments** task.
10		Review the non-employee’s organization assignments and update them if necessary. Click the **Edit** icon to edit the **Company** and **Cost Center**.
11		Click **Submit**.
12		Click **Open** to access the **Propose Compensation Hire** task.
13		Click the **Undo Hourly** or **Undo Salary** button to remove compensation from the non-employee. Review compensation to ensure that the employee will not be paid.
14		Click **Submit**.

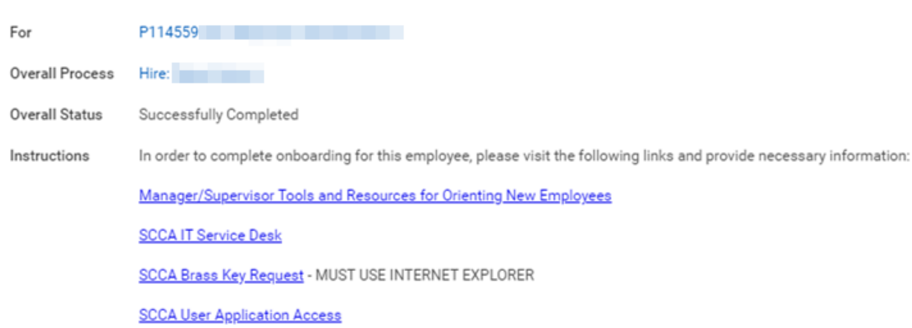
If You Are a Fred Hutch Manager

<table>
<tr><td>1</td><td>
</td><td>After the non-employee hire has been approved, you will receive an Onboarding Questionnaire task in your Inbox.

Navigate to your Inbox and identify the questionnaire in your queue.</td></tr>
<tr><td>2</td><td>
</td><td>Complete the questionnaire and then click Submit.</td></tr>
</table>

If You Are an SCCA Manager

<table>
<tr><td>1</td><td>
</td><td>After the non-employee hire has been approved, you will receive a Manager Tasks and Information task in your Inbox.

Navigate to your Inbox and identify the task in your queue.</td></tr>
<tr><td>2</td><td>
</td><td>The Manager Tasks and Information task contains links to:
Manager/Supervisor Tools and Resources for Orienting New Employees
SCCA IT Service Desk
SCCA Brass Key Request
SCCA User Application Access</td></tr>
</table>

		Click each link and review the provided information or complete the resource requests. Once all steps have been completed, click **Submit**.