


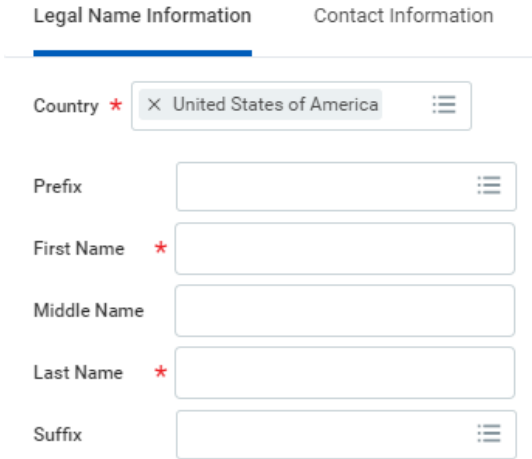

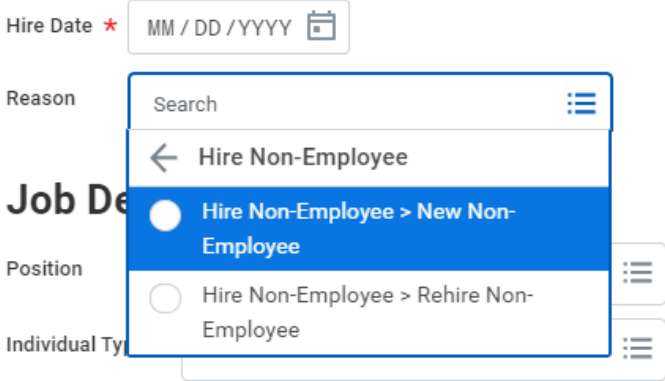


Hire Non-Employees





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

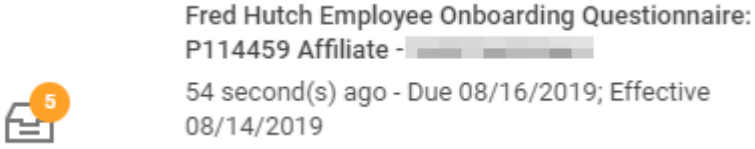
Action		Steps
1	<p>My Open Positions</p>	<p>From the Home Screen, click on the My Open Positions application.</p>
2		<p>Find the position from the list you are filling.</p> <p>Hover over it, then click on Related Actions.</p> <p>Go to Hire>Hire Individual.</p>
3	<p>Supervisory Organization *</p> <p>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

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

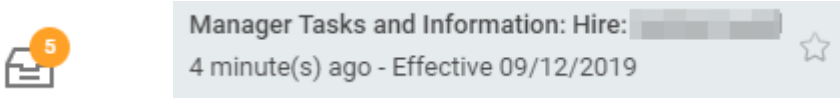
7	<p>Job Details</p> <p>Position * <input type="text" value=""/></p> <p>Individual Type * <input type="text" value=""/></p> <p>Job Profile * <input type="text" value=""/></p> <p>Time Type * <input type="text" value=""/></p> <p>Location * <input type="text" value=""/></p> <p>Pay Rate Type <input type="text" value=""/></p>	<p>Click the Prompt icon  to select the Position for the non-employee. Many of the next fields will automatically populate based on the position.</p> <p><i>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.</i></p> <p><i>You will receive an error message if you select Non Employee Contractor.</i></p> <p>Ensure that the remaining job details are correct.</p> <p>Click the Prompt icon  to update the Individual Type, Job Profile, Time Type, Location, and Pay Rate Type.</p> <p>Click the Additional Information drop-down arrow  to reveal additional fields.</p> <p>Click the Calendar icon  to select the End Employment Date.</p>
8	<p style="text-align: center;">Submit</p>	<p>Click Submit.</p>

9	<p>Up Next</p>  <p>Change Organization Assignments Due Date 08/15/2019</p> <p>Open</p>	<p>Click Open to access the Change Organization Assignments task.</p>
10	<p>Company</p> <p>Company * </p> <hr/> <p>Cost Center</p> <p>Cost Center * </p>	<p>Review the non-employee's organization assignments and update them if necessary.</p> <p>Click the Edit icon  to edit the Company and Cost Center.</p>
11	<p>Submit</p>	<p>Click Submit.</p>
12	<p>Up Next</p>  <p>Propose Compensation Hire Due Date 08/15/2019</p> <p>Open</p>	<p>Click Open to access the Propose Compensation Hire task.</p>
13	<p>Hourly</p> <p>Compensation Plan</p> <p>X Hourly Plan </p>  	<p>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.</p>
14	<p>Submit</p>	<p>Click Submit.</p>

If You Are a Fred Hutch Manager

1	 <p>Fred Hutch Employee Onboarding Questionnaire: P114459 Affiliate - [REDACTED] 54 second(s) ago - Due 08/16/2019; Effective 08/14/2019</p>	<p>After the non-employee hire has been approved, you will receive an Onboarding Questionnaire task in your Inbox.</p> <p>Navigate to your Inbox and identify the questionnaire in your queue.</p>
2	<p>Will this Employee require a Fred Hutch Email address?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <hr/> <p>Will this Employee require a special/unique Hutchnet ID (if different from the standard ID convention)?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	<p>Complete the questionnaire and then click Submit.</p>

If You Are an SCCA Manager

1	 <p>Manager Tasks and Information: Hire: [REDACTED] ☆ 4 minute(s) ago - Effective 09/12/2019</p>	<p>After the non-employee hire has been approved, you will receive a Manager Tasks and Information task in your Inbox.</p> <p>Navigate to your Inbox and identify the task in your queue.</p>
2	<p>For P114559 [REDACTED]</p> <p>Overall Process Hire: [REDACTED]</p> <p>Overall Status Successfully Completed</p> <p>Instructions In order to complete onboarding for this employee, please visit the following links and provide necessary information:</p> <p>Manager/Supervisor Tools and Resources for Orienting New Employees</p> <p>SCCA IT Service Desk</p> <p>SCCA Brass Key Request - MUST USE INTERNET EXPLORER</p> <p>SCCA User Application Access</p>	<p>The Manager Tasks and Information task contains links to:</p> <ul style="list-style-type: none"> • Manager/Supervisor Tools and Resources for Orienting New Employees • SCCA IT Service Desk • SCCA Brass Key Request • SCCA User Application Access



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