# 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

<table>
<thead>
<tr>
<th>Action</th>
<th>Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the Home Screen, click on the My Open Positions application.</td>
</tr>
<tr>
<td>2</td>
<td>Find the position from the list you are filling. Hover over it, then click on Related Actions. Go to Hire&gt;Hire Individual.</td>
</tr>
</tbody>
</table>
| 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.
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.

Click Submit.
<table>
<thead>
<tr>
<th>Step</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Change Organization Assignments&lt;br&gt;Click Open to access the Change Organization Assignments task.</td>
</tr>
<tr>
<td>10</td>
<td>Review the non-employee’s organization assignments and update them if necessary. Click the Edit icon to edit the Company and Cost Center.</td>
</tr>
<tr>
<td>11</td>
<td>Click Submit.</td>
</tr>
<tr>
<td>12</td>
<td>Propose Compensation Hire&lt;br&gt;Click Open to access the Propose Compensation Hire task.</td>
</tr>
<tr>
<td>13</td>
<td>Hourly&lt;br&gt;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.</td>
</tr>
<tr>
<td>14</td>
<td>Click Submit.</td>
</tr>
</tbody>
</table>
If You Are a Fred Hutch Manager

| 1 | Fred Hutch Employee Onboarding Questionnaire: P114459 Affiliate -  
54 second(s) ago - Due 08/16/2019; Effective 08/14/2019 |
|---|---|
| 2 | Will this Employee require a Fred Hutch Email address?  
- Yes  
- No  
Will this Employee require a special/unique Hutchnet ID (if different from the standard ID convention)?  
- Yes  
- No |

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.

Complete the questionnaire and then click Submit.

If You Are an SCCA Manager

| 1 | Manager Tasks and Information: Hire:  
4 minute(s) ago - Effective 09/12/2019 |
|---|---|
| 2 | For: P114459  
Overall Process: Hire  
Overall Status: Successfully Completed  
Instructions: In order to complete onboarding for this employee, please visit the following links and provide necessary information:  
Manager/Supervisor Tools and Resources for Orienting New Employees  
SCCA IT Service Desk  
SCCA Brass Key Request - MUST USE INTERNET EXPLORER  
SCCA User Application Access |

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.

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
<table>
<thead>
<tr>
<th>Click each link and review the provided information or complete the resource requests.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once all steps have been completed, click <strong>Submit</strong>.</td>
</tr>
</tbody>
</table>