Contingent Worker (CW) or Person of Interest (POI)

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What is a Contingent Worker

**Contingent Worker** – Person who provides services to your campus under terms specified in a contract on a non-permanent basis or who does not have a legal employee relationship.

Your campus HR/Payroll, Controller or General Counsel offices can advise you of people eligible to be contingent workers as opposed to employees.

Contingent Workers are not paid through the HRM System; they are paid through the Finance System (accounts payable).
CW Screen Shot in Job Data

- Adds an active CWR record to Job Data
- Cannot hire/rehire as an employee on a CWR record.
Inactivate a CW instance

- Termination Row in Job Data
- No appropriate reason for CW termination. (maybe End CW Instance)
What is a POI

**Person of Interest** – (POI) is a ‘future employee’ who needs keys, parking privileges or library access, etc. This will also include students, once the Campus Solutions System is upgraded.
Person Of Interest Types

- External Instructor
- External Trainee
- Former Employee
- Future Employee
- Other
Adding a Person of Interest

- Verify through NDHire if POI has an EmpId
- Current EE cannot be added as a POI
- Effective date in Personal Data will default into Add POI
POI – Security Access Type
UND has started using Location

Add Person of Interest

POI Test1

Person ID: 7018120

Person of Interest Type: External Trainee

Security Data

*Effective Date: 03/04/2009

Get Enabled Security Types

Security Access Type: LOCATION

Enabled: Business Unit: UND01

Value 1: Location Code: AVIA MAINT

Person of Interest History

*Effective Date: 03/04/2009

Status: Planned Exit: More Information
Inactivating a PIO

Navigate to: Workforce Administration>Personal Information>Organizational Relationships>Maintain a Person’s POI Reltn

Under Person of Interest History section, add an effective date row, enter a Status of “I” and save. (This date cannot be the same as the date in the active row.)
Both types of entries are now being rolled up to student side.
No longer using the Enroll process.
HR is responsible for entering a Campus address so employees receive notice of emergency situations.
Follow-up

How does your campus handle these types of people on your campus?

After today’s discussion, will you consider using them the way we have addressed them here?

The idea is to have all campuses using them the same way.