

## Contingent Worker at a Glance

### What are Contingent Workers (CWs)?

Contingent worker (previously called non-employee) means all persons other than paid Employees, who are routinely on the UAMS campus and need a UAMS badge, data access, email, or library privileges in order to perform their functions. These may be Volunteers, Visiting Faculty, Academic Visitors, Contractors, Students, chaplains, or Employees of other agencies and companies. In special situations, contingent workers can be former employees that need access to the UAMS domain or their emails for a limited time.

*\*Definitions for all sub-types can be found at the bottom of this guide. For additional information about contingent workers, please review the [non-employee policy \(4.5.28\)](#)*

#### General CW Requirements:

- Completion of [HIPAA training](#) (screenshot of completion page or verification email is required)
- Completion of [Confidentiality Agreement](#)
- Medical Screening (contact SEHS for further details)

#### Academic Visitor Requirements:

- Completion of HIPAA training (screenshot of completion page or verification email is required)
- Completion of Confidentiality Agreement
- Medical Screening (contact SEHS for further details)
- Provost Office Approval – [see AV policy for additional information \(12.1.01\)](#)

#### Tips for setting up CWs using the new CW process:

1. Watch the [CW training video](#) – this will walk you through each step in the process.
2. Check Workday to confirm that you already have a CW org unit ready for use. If you do not have a CW org unit, email [HRBusinessPartnerServices@uams.edu](mailto:HRBusinessPartnerServices@uams.edu) and ask that one be created. Please ensure that you also provide the names of the employees that need to be set up as the *Employment Coordinator* and the *Department Head* for the new CW org unit.
3. When you send your prospective CW the link to the requisition, be sure to include the QRG “UAMS Complete Contingent Worker CW or Non-Employee Paperwork”. This will help explain the steps that the worker must complete in order to submit their application.

4. If the applicant does not complete all the pending tasks at one time and needs assistance logging back in to their application profile to finish the tasks, they can log back in by doing the following: go to the application link, click the “sign in” link in the top right corner of the screen. Use the email and password they created when they applied for the requisition. Click on the “Candidate Home” link to find any remaining onboarding tasks.
5. The SSN and personal information is **required** in order for the system to generate a domain account for the CW profile. If the applicant does not have an SSN, email [HRBusinessPartnerServices@uams.edu](mailto:HRBusinessPartnerServices@uams.edu) for assistance.
6. Contingent workers must be cleared by Student and Employee Health Services. Prior to arrival on campus, CWs must be vaccinated against COVID-19 and a review of their immunizations and a health screening must have been conducted by Student and Employee Health Services.
7. Check the requisition and daily for status updates. SEHS and Immigration use the business process to add notes when needed. Once the worker has applied it is up to the recruitment coordinator to review the application and push it through to the offer and review stage.
8. Once the contract has been fully approved, you will need to go to the CW’s Workday profile to find their CW ID number and UAMS email. Please keep in mind, the Workday profile is different than the candidate profile and the pre-hire profile. The Workday profile will have “Employee” written below the name, the candidate profile will have a candidate ID next to the worker’s name (C000000), the pre-hire profile will have “Pre-Hire” written below the worker’s name.

**My CW is 100% remote/directory only. Do they still have to complete the HIPAA/CA/SEHS requirements?**

All CWs must complete the HIPAA and CA requirements. If the CW is 100% remote, they do not have to complete the SEHS requirements. However, you will need to collect approval from the most senior departmental leader and submit a request to [AskHR@uams.edu](mailto:AskHR@uams.edu) to have the *Work From Home* (WFH) tag added to the worker’s profile. This cannot be done until the CW has been fully approved in Workday.

**Can CWs be paid?**

Typically, CWs are workers that are not paid by UAMS. However, some CW subtypes can be paid.

- **Contractors:** these CWs work for a company associated with UAMS through a long-term agreement or contract. The contracting agency pays the CW.

- **Students:** Some students can be paid with a stipend. The department can check with [VendorSetup@uams.edu](mailto:VendorSetup@uams.edu) to find out more about this process.

*Note: Workers cannot be set up as a vendor or misc payee and receive payment if they are currently employed by a UASys institution or have been employed within the past 12 months and their salary exceeded \$15,000. Please check with [VendorSetup@uams.edu](mailto:VendorSetup@uams.edu) for additional details.*

**My CW applicant already has an active Workday profile – what do I do?**

Workday does not allow individuals to have multiple Workday profiles at one time. If the worker is currently a CW or employee at another institution, then they will need to be set up with Cross Company Affiliation in order to access UAMS systems. CCA will allow the worker to be set up with system and badge access at UAMS. **It is up to the department to ensure that all required documentation has been completed and approved outside of Workday – this includes clearance from SEHS and the Provost office (if needed).**

1. You will need to submit a request to the HRBP team ([HRBusinessPartnerServices@uams.edu](mailto:HRBusinessPartnerServices@uams.edu)) and request that CCA be set up for the worker. The HRBPs will partner with HRIS to turn on the CCA indicator. You will need to provide the worker’s position number at their primary institution and attach the completed HIPAA and Confidentiality Agreement.
2. Once HRIS has turned on CCA, you will need to contact IT to request that the worker be set up as eligible for system and badge access. It takes about 24 hours after CCA has been turned on before IT will be able to see it has been turned on.
3. After IT has made the worker eligible for badge/system access, you can send the worker to the badge office to get their badge made.

**Workday Contingent Worker Definitions:**

<b>Current Title</b>	<b>Previous Title</b>	<b>Definition</b>
<b>Academic Affiliate</b>	<i>Academic Faculty</i>	A non-employee who has been approved by the department to serve as a non-employee from another institution (with or without academic appointment or rank) and who receives continued compensation from their current employer, or who has some other means of financial support such as a scholarship, fellowship or in some cases, personal funds that will be conducting lectures or classroom activities.
<b>Visiting Faculty/Scholar</b>	<i>Academic Visitor</i>	A non-employee faculty, clinicians and other health care specialists, to students from other institutions of higher education, and to College of Medicine residents and fellows from other accredited programs seeking to participate in or observe central functions of

		the university and/or have access to protected or confidential information, data or records for education, training or professional development/enrichment purposes, regardless of the area of interest (e.g., education, patient care or research).These must follow the Academic Visitor policy 12.0.01
<b>Chaplain</b>	<i>Chaplain</i>	Individuals sponsored by the UAMS Clinical Pastoral Care department that participates in the Clinical Pastoral Education Program and provides interfaith ministry to patients and their families in conjunction with their medical care.
<b>Contractor</b>	<i>Contractor</i>	An individual who works for a company which is associated with UAMS through a long term agreement or contract. This would include the Crothall employees.
<b>Unpaid Internship</b>	<i>Intern (student trainee)</i>	A student from another accredited institution of higher education completing an unpaid internship that is required as part of their educational program. These students will gain college credit for this internship. These students are not associated with the UAMS Colleges or their fields of study is not patient care related, otherwise see Academic Faculty/Visitor. These must follow the Academic Visitor policy 12.0.00. This would also be used for Project Search participants.
<b>Non Paid Work Experience Program</b>	<i>NWPE</i>	NonPaid Work Experience Program in conjunction with the Little Rock VA Regional Office. Must be a participation of the NWPE program and approval by the DPC Recruitment section.
<b>Non-Academic Affiliate (directory only)</b>	<i>Retain Email Only</i>	Individuals, who have left UAMS, either retired or terminated, and still needs access to emails, library access and or computer access. This can also be used for non-employees who will not be at an UAMS facility and will not need a name badge. Contingent Workers with this reason will not be downloaded to the name badge system and are not eligible for a name badge.

<b>Visiting Student</b>	<i>Visiting Student</i>	Students that are visiting from another accredited institution of higher education to completed elective coursework. Visiting students must be approved by the Dean of the appropriate college prior to arrival on campus. College officials have broad discretion in determining the merits of an application for a student and are not bound by this policy to approve requests, if doing so would not be in the best interest of the education program, the college or the institution. In the special case of graduate students, both College and Graduate School Deans must approve prior to the visitor arriving on campus.
<b>Volunteer</b>	<i>Volunteer</i>	A non-employee who freely gives their time on a part-time basis, providing services that would not otherwise be considered compensatory services and there is no assurance or understanding of advancement either through means of employment, admission to graduate school or medical residency. Examples of volunteer opportunities attendants to assist with way-finding, gift shop operations, or patient services in waiting rooms or resources areas. <b>ONLY NON-EMPLOYEES APPROVED AND PROCESSED BY CLPR, CI AND ACH VOLUNTEER OFFICE MAY USE THIS TYPE.</b>
<b>Volunteer Faculty</b>	<i>Volunteer Faculty</i>	A former faculty member who freely gives their time on a part-time basis, providing services that would not otherwise be considered compensatory services and there is no assurance or understanding of advancement either through means of employment.

**Helpful Information:**

Link to CW training and QRGs:

<https://wd5.myworkday.com/uasys/learning/course/5f9c8304a83e10011ca6bd86e9e60000?record=b2584da7d40d1001f6764862316d0000&type=9882927d138b100019b928e75843018d>

Link to check if HIPAA training has been completed:

The site to view Level 1 training is: <https://secure.uams.edu/HIPAAReport/IntroCompletions.aspx>

The site to view the Level 2 training is: <https://secure.uams.edu/HIPAAReport/IntroCompletions2.aspx>

Policies:

**Non-employee (Contingent Worker) policy (4.5.28):**

<https://secure.compliance360.com/Common/ViewUploadedFile.aspx?PD=PbRt%2bA78MS6iM64Z8ijXEs2C1%2bIZDtRUdfzpmWgow%2boX54tEtN69Un6ExENeTDMmr42h6MLCPblg24l%2bLCq9t%2fbzHysxh9P>

[vZOu54TgoOWQd1W55rLH%2fW5C4BNvvr70ql%2fnlF6RJB%2f5%2b%2fKF1s5y1EcEh9hPGQhoZVYAAbW5MggYpib7twuuuEHX7lNEj6b%2bMPP1XuFZGhPFD%2bGR%2fibuF7xrpUHelo4xErsSUnx4ACEsnhkt4oCLUp71XoByPx%2bFwQ%2ffKmNDCyiw1G%2bqr7g38kk4YmnXPrVleFz9CXdJggQ%3d](https://secure.compliance360.com/Common/ViewUploadedFile.aspx?PD=PbRt%2bA78MS42xo3GsfME6eZet5ujNGbXFEL9ENZSwvCOWkOJW6ZQUhnJImgZ8YwEo0K2tmjOHwZCKhcS7%2fakmu4rD4NP1qvuH3OIFbwm3PSaP%2f4WzsBHZKwEabfGW%2f5oNQ8J9ZhwhdbGXxtlCxd7NLCYwQ%2bg9350rjpcBh%2bf1jmcVIQHI22DF%2bjm6gk1VJ2Dv%2btQGEgCpsXZ9xGGNjrj3fO9qcFMHdGjU75kdqk2emNks4Tz4bi4fY%2fey7X5tf%2b2uaFwoscRIHn6oCzJxC9elwvvhZIXxKIG9LQeuJOZik%3d)

**AV Policy (12.1.01):**

<https://secure.compliance360.com/Common/ViewUploadedFile.aspx?PD=PbRt%2bA78MS42xo3GsfME6eZet5ujNGbXFEL9ENZSwvCOWkOJW6ZQUhnJImgZ8YwEo0K2tmjOHwZCKhcS7%2fakmu4rD4NP1qvuH3OIFbwm3PSaP%2f4WzsBHZKwEabfGW%2f5oNQ8J9ZhwhdbGXxtlCxd7NLCYwQ%2bg9350rjpcBh%2bf1jmcVIQHI22DF%2bjm6gk1VJ2Dv%2btQGEgCpsXZ9xGGNjrj3fO9qcFMHdGjU75kdqk2emNks4Tz4bi4fY%2fey7X5tf%2b2uaFwoscRIHn6oCzJxC9elwvvhZIXxKIG9LQeuJOZik%3d>

**Helpful contacts:**

New CW process: Holly Naramore, Tom Tinker, Abigail Prather

CW org unit creation: [HRBusinessPartnerServices@uams.edu](mailto:HRBusinessPartnerServices@uams.edu)

Immigration: Courtney Digby

SEHS (Student and Employee Health Services): Mike Ferguson

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