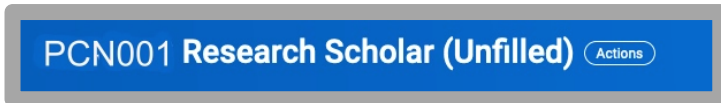


- 1. In the search box, type the PCN you are filling. Select the PCN record from the search results.

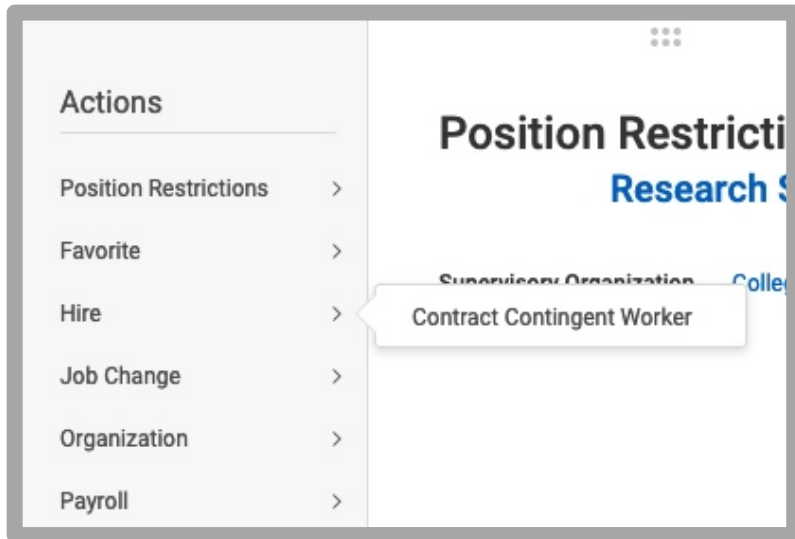
*Note: Refer to FAQs at the end of this document if off-campus*



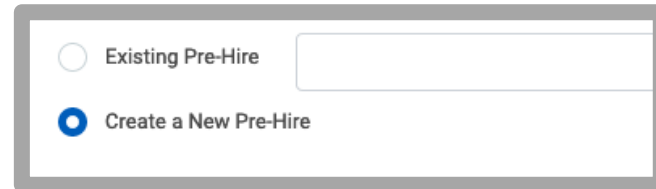
- 2. Select the **Actions** button



- 3. Navigate to Hire → Contract Contingent Worker

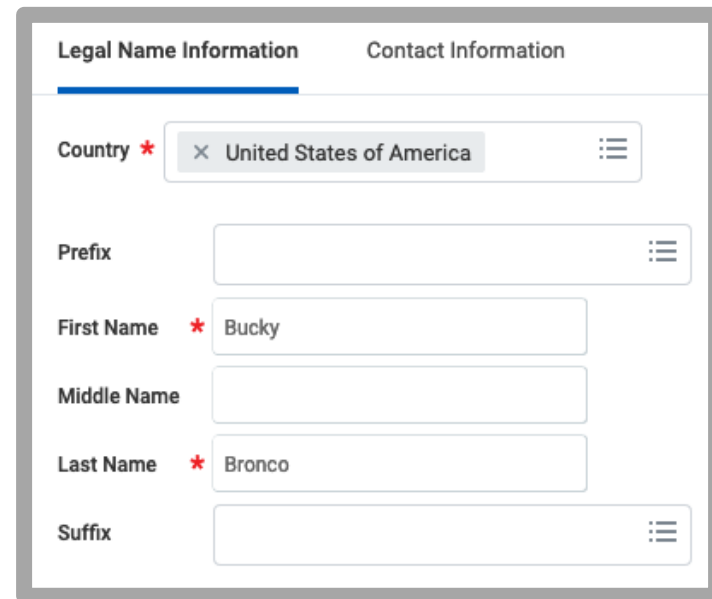


- 4. Select the “Create a New Pre-Hire” radio button.



- 5. Click Ok.

- 6. On the **Legal Name Information** tab, enter the person’s First Name and Last Name.



- 7. On the **Contact Information** tab, click the Email add button and enter the information there.

- 9. Contract Contingent Worker:
  - Contract Start Date: enter the contract start date
  - Job Details: section should pre-populate

Legal Name Information    **Contact Information**

Phone  
Add

Address  
Add

Email

Email Address \*

Type \*

Primary Work

Primary Home

Use For (empty)

Visibility  Public

Comments

Remove

Add

Contract Start Date \* 12 / 09 / 2019

Reason

**Job Details**

Position \*

Contingent Worker Type \*

Job Profile \*

Time Type \*

Location \*

- 8. Click Ok.

10. Contract Details:

- Contract End Date: enter the end date of the contract

The screenshot shows a 'Contract Details' form with the following fields and values:

- Company for Purchase Order:** (empty)
- Independent Contingent Worker:**
- Supplier:** [Empty dropdown menu]
- Default Payment Terms:** [Empty dropdown menu]
- Spend Category:** (empty)
- Contract End Date:** 06 / 30 / 2020 [Calendar icon]
- Contract Pay Rate:** [Empty text field]
- Currency:** [Empty dropdown menu]
- Frequency:** [Empty dropdown menu]
- Contract Amount:** 0.00
- Assignment Details:** [Empty text area]

11. Scroll to the Attachments section. Upload the signed agreement here.

12. Click Ok.

**FAQs:**

- If off-campus, it is necessary that you use VPN to access Recruitment information:  
<https://www.scu.edu/technology/get-connected/networking/how-to-access-vpn/>
- If using a Sponsored Account, include the FULL distribution string, including the **Project ID** in the comments section.