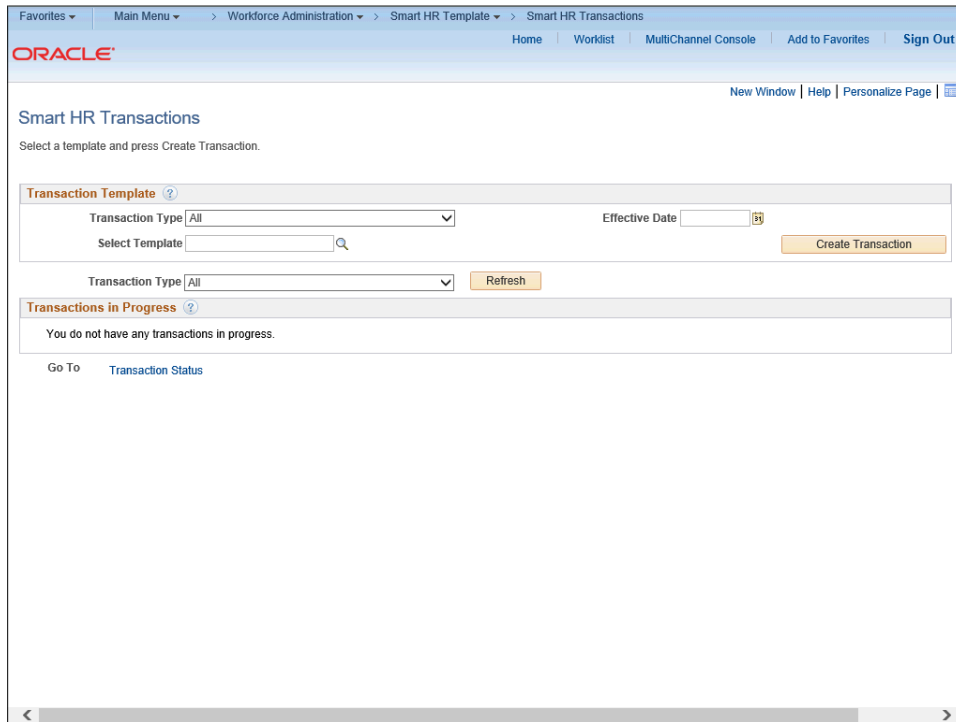



Use this task to initiate an extend a contingent worker (no position) template transaction.

Navigation: PeopleSoft Menu > Workforce Administration > Smart HR Template > **Smart HR Transactions**

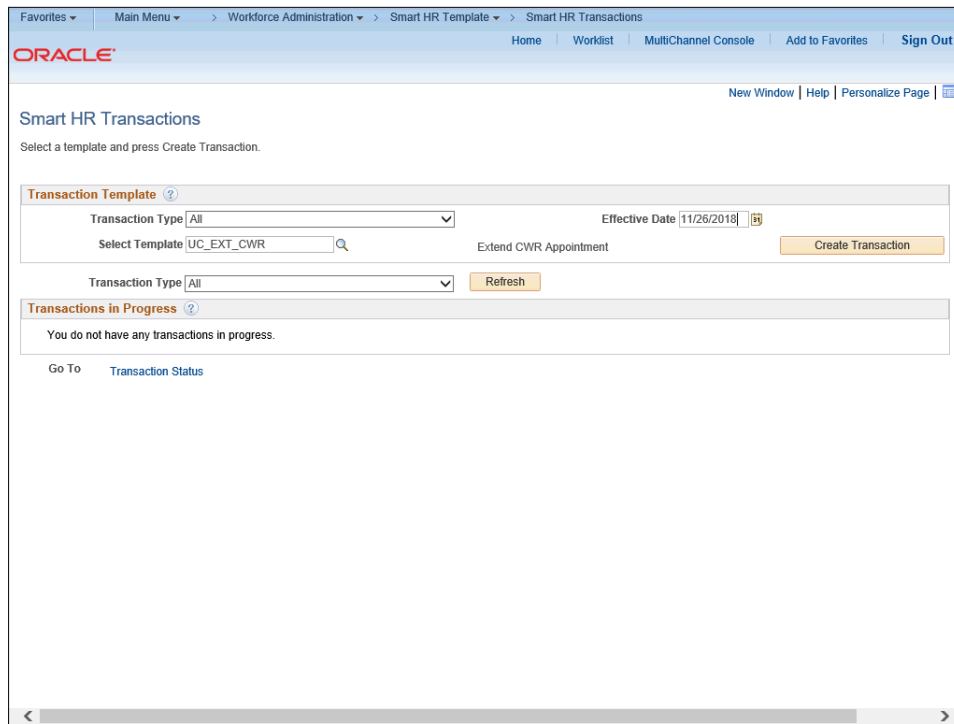
Note: This page also may be available in **Workcenter** depending on your security access.





Step	Action
1.	Use the Smart HR Transactions page to a template transaction.
2.	Click the Look up Select Template button. Note: The Transaction Type field is not used by UC. 
3.	Select the appropriate extend contingent worker appointment template. Notice there are two extend CWR templates, one for extending a CWR with a position and one for extending a CWR without a position. Click the UC_EXT_CWR list item. UC_EXT_CWR

UCPath Task:
Initiate Extend Contingent Worker (No Position)
Template Transaction

Step	Action
4.	Click in the Effective Date field. <input type="text"/>
5.	The Effective Date field is the effective date of the selected template action. The date you enter in this field automatically populates the Effective Date field on the Enter Transaction Details page. You can update the Effective Date on the Enter Transaction Details page if needed. Enter the desired information into the Effective Date field.

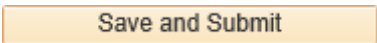


Step	Action
6.	Click the Create Transaction button. 
7.	In the Employee ID field, enter the person’s ID number or use the lookup to search for and select it. You can enter or select only the CWR records to which you have UCPATH department access. Enter the desired information into the Employee ID field.
8.	The Employment Record Number defaults to the first record number based on your department security access. Select the correct Employment Record Number for the job you are extending.
9.	The Effective Date is populated based on your entry on the previous page. Ensure this is the date on which the contingent worker's employment extension begins. For this example, accept the default date.
10.	Click the Continue button. 


UCPath Task:
Initiate Extend Contingent Worker (No Position)
Template Transaction

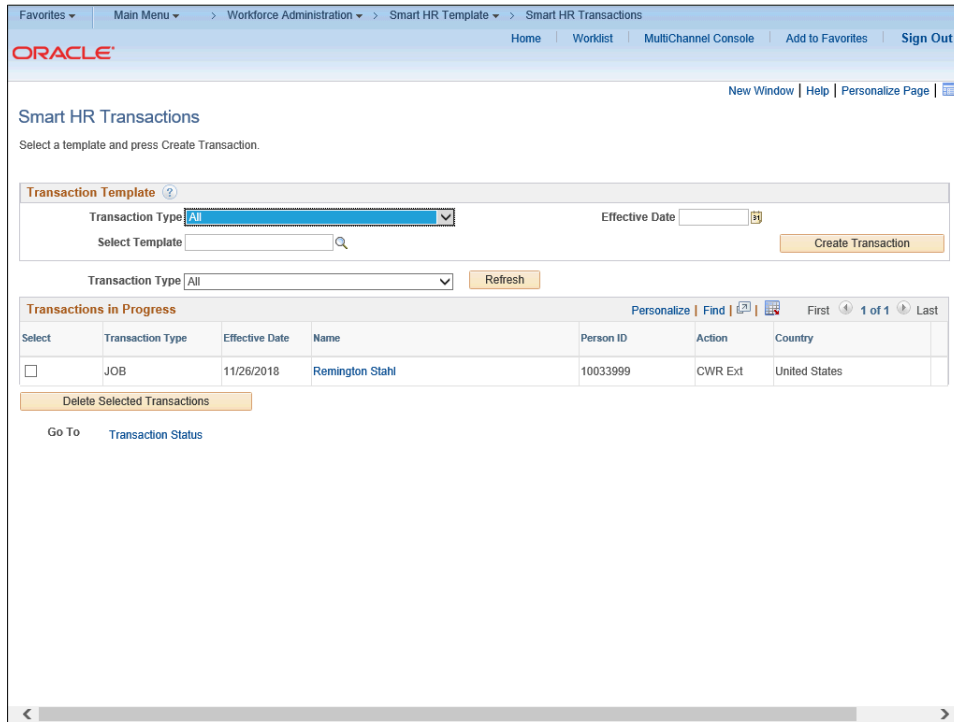
Step	Action
11.	Click in the Expected Job End Date field. <input type="text"/>
12.	In the Expected Job End Date field, enter the date on which employment for the selected employment record is scheduled to end. This date must be greater than the transaction effective date. Enter the desired information into the Expected Job End Date field.
13.	Use the Comments field to enter specific details or an explanation regarding the transaction. This field is referenced by UCPC WFA Production to assist with processing the transaction. Click in the Comments field.
14.	Enter the desired information into the Comments field.
15.	Use the Supporting documents link to attach supporting documents.
16.	Enter comments for the Approver in the Initiator Comments field. Comments you enter here appear only with the request; they do not display on the employee's record after the transaction is processed to completion.

Step	Action
17.	Click the Save and Submit button.



UCPath Task:
Initiate Extend Contingent Worker (No Position)
Template Transaction

Step	Action
18.	Click the OK button. 



ORACLE

Smart HR Transactions

Select a template and press Create Transaction.

Transaction Template

Transaction Type: All Effective Date: []

Select Template: [] Create Transaction

Transaction Type: All Refresh

Transactions in Progress

Select	Transaction Type	Effective Date	Name	Person ID	Action	Country
<input type="checkbox"/>	JOB	11/26/2018	Remington Stahl	10033999	CWR Ext	United States

Delete Selected Transactions

Go To Transaction Status

Step	Action
19.	The template transaction is routed for approval and appears in the Transactions in Progress section until it is processed.
20.	You have initiated an extend a contingent worker (no position) template transaction. End of Procedure.