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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Use the <strong>Smart HR Transactions</strong> page to a template transaction.</td>
</tr>
</tbody>
</table>
| 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.

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.
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.
Step 11. Click in the **Expected Job End Date** field.

Step 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.

Step 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.

Step 14. Enter the desired information into the **Comments** field.

Step 15. Use the **Supporting documents** link to attach supporting documents.

Step 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 17. Click the **Save and Submit** button.

![Save and Submit button]

The submit was successful. The Human Resources department will review the person's data and update the HR system.

Go to the Transaction Status page to review the status of this person.
### UCPPath Task:
Initiate Extend Contingent Worker (No Position) Template Transaction

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<tr>
<td>18.</td>
<td>Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>19.</td>
<td>The template transaction is routed for approval and appears in the <strong>Transactions in Progress</strong> section until it is processed.</td>
</tr>
<tr>
<td>20.</td>
<td>You have initiated an extend a contingent worker (no position) template transaction. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>