Use this task to initiate an extend contingent worker (with 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 initiate 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 template. Notice there are two extend contingent worker templates, one for contingent workers with a position and one for those without position data.  
    Click the **UC_EXT_CWR_POSN** list item. |
### Step 4
Click in the **Effective Date** field.

### Step 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 6
Click the **Create Transaction** button.
Step | Action
---|---
7. | Click in the **Employee ID** field.  

8. | 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.
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<tr>
<td>9.</td>
<td>The <strong>Employment Record Number</strong> defaults to the CWR's first record number based on your department security access. Select the correct <strong>Employment Record Number</strong> for the job you are extending.</td>
</tr>
<tr>
<td>10.</td>
<td>The <strong>Effective Date</strong> is populated based on your entry on the previous page. Ensure this is the date on which the contingent worker's employment extension begins.</td>
</tr>
<tr>
<td>11.</td>
<td>Click the <strong>Continue</strong> button.</td>
</tr>
</tbody>
</table>

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**Step 9.** The **Employment Record Number** defaults to the CWR's first record number based on your department security access. Select the correct **Employment Record Number** for the job you are extending.

**Step 10.** 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.

**Step 11.** Click the **Continue** button.
### Step 12
The extend contingent worker template appears.

The top of the page displays header data, which you can show/hide as needed.

### Step 13
Click in the **Position Number** field.

### Step 14
**Position Number** is a required field. Always enter the existing position number from the person's job data, unless the extension is accompanied by a change in position number. The position number must be associated with a job code that starts with CWR. For example, job code CWR001.

Enter the desired information into the **Position Number** field.

### Step 15
Click in the **Expected Job End Date** field.

### Step 16
In the **Expected Job End Date** field, enter the date on which employment for the selected position 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.
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<tr>
<td>17.</td>
<td>The <strong>Work Location - Job Fields</strong> default from the position number.</td>
</tr>
<tr>
<td>18.</td>
<td>Use the <strong>Comments</strong> field to enter specific details or explanation regarding the transaction. This field is referenced by UCPC WFA Production to assist with processing the transaction.</td>
</tr>
<tr>
<td>19.</td>
<td>If necessary, scroll down to display additional fields and page functions. Click the scroll bar.</td>
</tr>
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</tr>
<tr>
<td>------</td>
<td>----------------</td>
</tr>
<tr>
<td>20.</td>
<td>Use the <strong>Supporting documents</strong> link to attach supporting documents.</td>
</tr>
</tbody>
</table>
| 21.  | 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. |
| 22.  | Click the **Save and Submit** button.  

[Save and Submit button]
Step | Action
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23. | Click the OK button.

OK
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<tr>
<td>24.</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>
</tbody>
</table>
| 25.  | You have initiated an extend contingent worker (with position) template transaction.  
**End of Procedure.** |