Use this task to initiate a renew 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 renew contingent worker template. Notice there are two renew contingent worker templates, one for contingent workers with a position and one for those without position data.  
Click the **UC_RENW_CWR_POS** list item. |
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.
Step 6. Click the **Create Transaction** button.

Create Transaction
### UCPath Task:
Initiate Renew Contingent Worker (With Position)
Template Transaction

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<tr>
<td>7.</td>
<td>Click in the Employee ID field.</td>
</tr>
<tr>
<td>8.</td>
<td>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.</td>
</tr>
<tr>
<td>9.</td>
<td>In the Job Effective Date field, enter the date on which the employment renewal begins. For this example, accept the default date.</td>
</tr>
<tr>
<td>10.</td>
<td>Click the Continue button.</td>
</tr>
</tbody>
</table>

![Smart HR Transactions Details](image-url)
### UCPath Task:
**Initiate Renew Contingent Worker (With Position)**

**Template Transaction**

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| 11.  | UCPath displays a message indicating the individual already exists in the system. Verify that the displayed employee ID and name corresponds with the individual for which you are renewing employment.  
Click the **OK** button. |
| 12.  | The renew contingent worker template appears.  
The top of the page displays header data, which you can show/hide as needed. |
| 13.  | The renew contingent worker template includes two tabs: **Personal Data and Job Data**.  
The employee's personal data automatically populates. Update the personal information, if needed. |

14. Scroll down to display additional fields and page functions.  
Click the scroll bar.  
15. Click in the **Patent Acknowledgment Sign Dt** field.
Step | Action
--- | ---
16. | Enter the desired information into the **Patent Acknowledgment Sign Dt** field.
17. | If the person did not previously receive the standard Patent Acknowledgement Form, select the **Modified Patent Ackmnt Sign Dt** check box.
18. | Use the **Comments** field to enter specific details or an explanation regarding the transaction. This field is referenced by the WFA Production team at UCPath Center to gain additional information for the transaction.
19. | If necessary, scroll up to display the **Job Data** tab.
20. | Click the **Job Data** tab.
    - **Job Data**

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**Step** | **Action**
--- | ---
21. | Click in the **Position Number** field.
22. Enter a position number, which is associated with a job code that starts with CWR. For example, job code CWR003.

When you press Tab to move out of the field or click in another field, the system populates all other fields, such as Business Unit, Department, Location and Establishment ID, based on the position number.

Enter the desired information into the Position Number field.

23. If necessary, scroll down to display additional fields and page functions.

Click the scroll bar.

24. Click in the Employee Classification field.

25. Enter the desired information into the Employee Classification field. Enter 13 for staff CWRs and 14 for academic CWRs.

26. Click in the Expected Job End Date field.
### Step 27
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.

### Step 28
Use the **Supporting documents** link to attach supporting documents as necessary.

### Step 29
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. You can enter **Initiator Comments** on either tab within this template.

### Step 30
Click the **Save and Submit** button.
### Step 31

The system displays the **Select an Action** page.

If the person has only one inactive employee record (instance) within your business unit, then that number is defaulted. If the person has more than one inactive employee record within your business unit, then the lowest number is defaulted. Select the instance that you are renewing.

### Step 32

Click the **Save and Submit** button.

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**Save and Submit**
### Step 33

**Action**

Click the **OK** button.

![Smart HR Transactions page showing the successful submission of a transaction and the option to click the OK button](image-url)
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<tr>
<td>34.</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>35.</td>
<td>You have initiated a renew contingent worker (with position) template transaction. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>