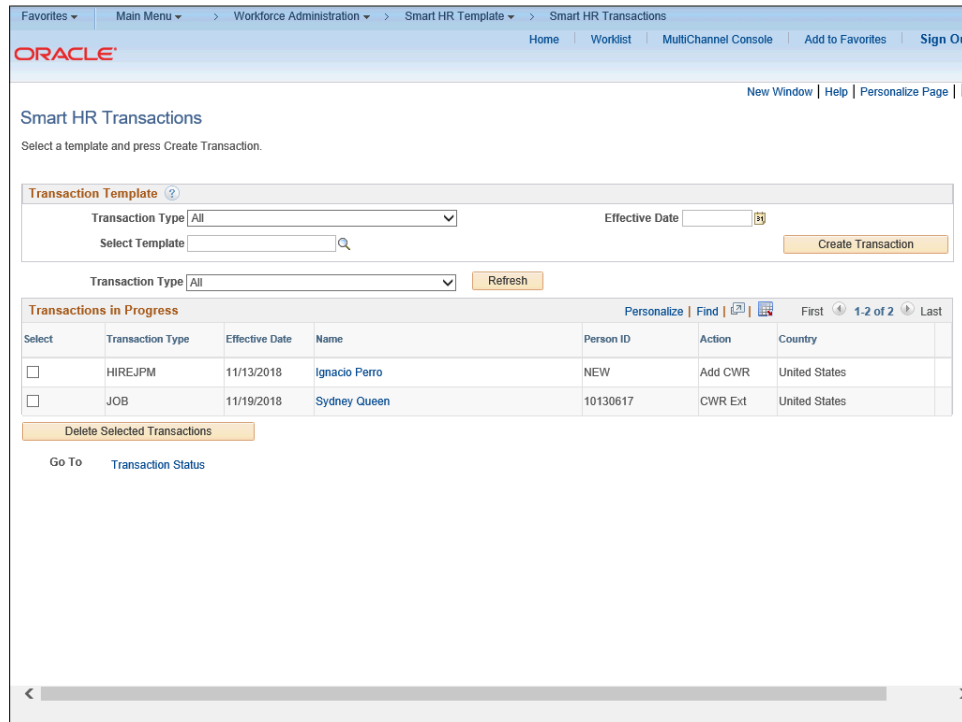



Use this task to initiate a renew contingent worker (with position) template transaction.

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.



Step	Action
1.	Use the Smart HR Transactions page to initiate 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 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. UC_RENW_CWR_POS

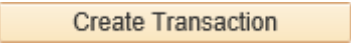
UCPath Task:
Initiate Renew Contingent Worker (With Position)
Template Transaction

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.

The screenshot shows the Oracle Smart HR Transactions interface. At the top, there are navigation menus for Favorites, Main Menu, Workforce Administration, Smart HR Template, and Smart HR Transactions. The page title is 'Smart HR Transactions' with a subtitle 'Select a template and press Create Transaction.' Below this, there is a 'Transaction Template' section with a dropdown for 'Transaction Type' set to 'All', an 'Effective Date' of '11/26/2018', and a search box for 'Select Template' containing 'UC_RENW_CWR_POS'. A 'Create Transaction' button is visible. Below the template section is a table titled 'Transactions in Progress' with columns for Select, Transaction Type, Effective Date, Name, Person ID, Action, and Country. Two rows are listed: one for 'HIREJPM' with name 'Ignacio Perro' and one for 'JOB' with name 'Sydney Queen'. A 'Delete Selected Transactions' button is located below the table.


Select	Transaction Type	Effective Date	Name	Person ID	Action	Country
<input type="checkbox"/>	HIREJPM	11/13/2018	Ignacio Perro	NEW	Add CWR	United States
<input type="checkbox"/>	JOB	11/19/2018	Sydney Queen	10130617	CWR Ext	United States

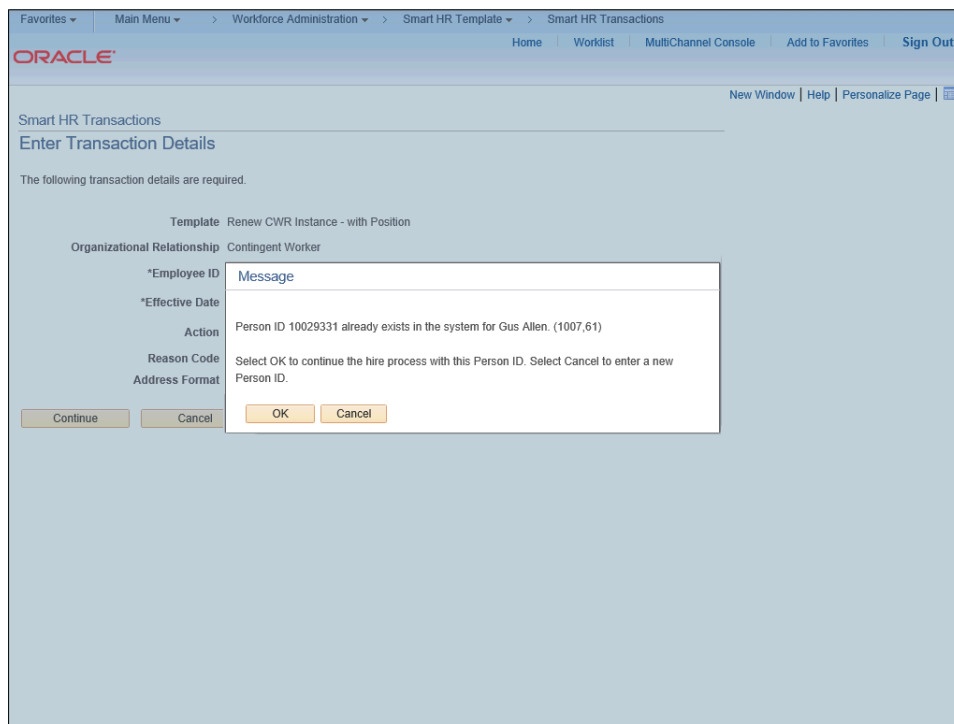
Step	Action
6.	Click the Create Transaction button.




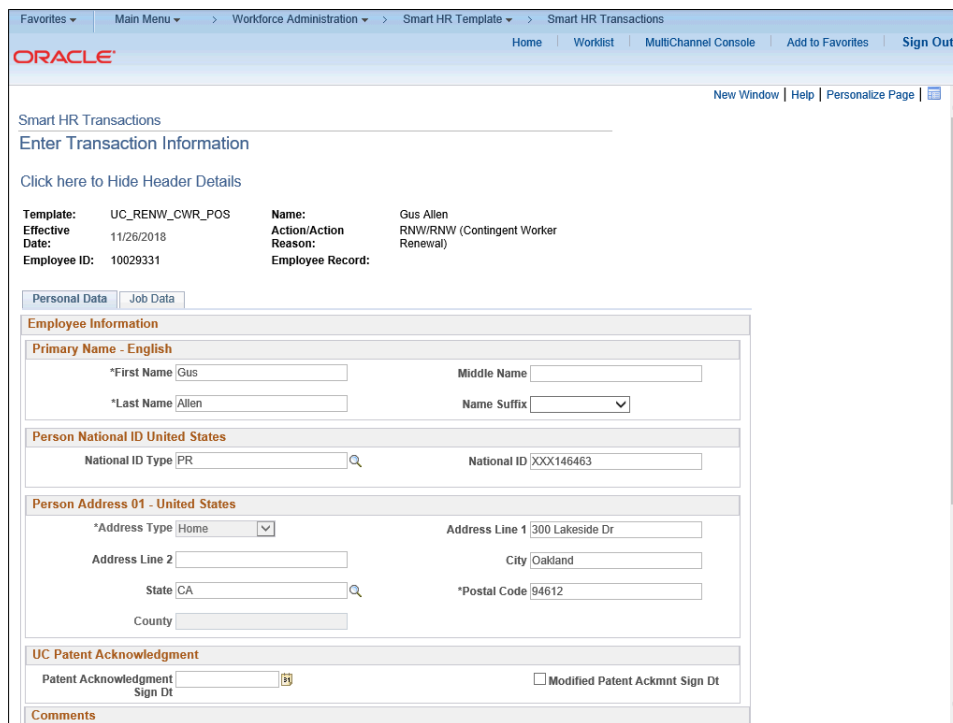
The screenshot shows the 'Enter Transaction Details' page in the Oracle Smart HR Transactions interface. It displays the following details: Template: Renew CWR Instance - with Position; Organizational Relationship: Contingent Worker; *Employee ID: [input field]; *Effective Date: 11/26/2018; Action: Renewal; Reason Code: Contingent Worker Renewal; Address Format: United States. At the bottom, there are 'Continue' and 'Cancel' buttons.


UCPath Task:
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Step	Action
7.	Click in the Employee ID field. <input type="text"/>
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.
9.	In the Job Effective Date field, enter the date on which the employment renewal begins. For this example, accept the default date.
10.	Click the Continue button. 




Step	Action
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.




Step	Action
14.	Scroll down to display additional fields and page functions. Click the scroll bar.
15.	Click in the Patent Acknowledgment Sign Dt field. 

UCPath Task:
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Template Transaction

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. Click the scroll bar.
20.	Click the Job Data tab. 

Oracle Smart HR Transactions interface showing the 'Enter Transaction Information' page. The page displays transaction details for Gus Allen, including template UC_RENW_CWR_POS, effective date 11/26/2018, and employee ID 10029331. The 'Job Data' tab is selected, showing fields for Position Number, Business Unit, Department, Location Code, Establishment ID, Job Code, FLSA Status, Union Code, and Reporting Information.

Step	Action
21.	Click in the Position Number field. 

Step	Action
22.	<p>Enter a position number, which is associated with a job code that starts with CWR. For example, job code CWR003.</p> <p>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.</p> <p>Enter the desired information into the Position Number field.</p>
23.	<p>If necessary, scroll down to display additional fields and page functions.</p> <p>Click the scroll bar.</p>
24.	<p>Click in the Employee Classification field.</p> <div style="border: 1px solid gray; width: 100px; height: 15px; margin: 5px 0;"></div>
25.	<p>Enter the desired information into the Employee Classification field. Enter 13 for staff CWRs and 14 for academic CWRs.</p>

The screenshot displays the Oracle UCPATH interface for a Smart HR Transaction. The breadcrumb trail at the top reads: Favorites > Main Menu > Workforce Administration > Smart HR Template > Smart HR Transactions. The Oracle logo is visible in the top left, and navigation links (Home, Worklist, MultiChannel Console, Add to Favorites, Sign Out) are in the top right.


The main content area is titled "WORK LOCATION - JOB FIELDS" and contains several sections:

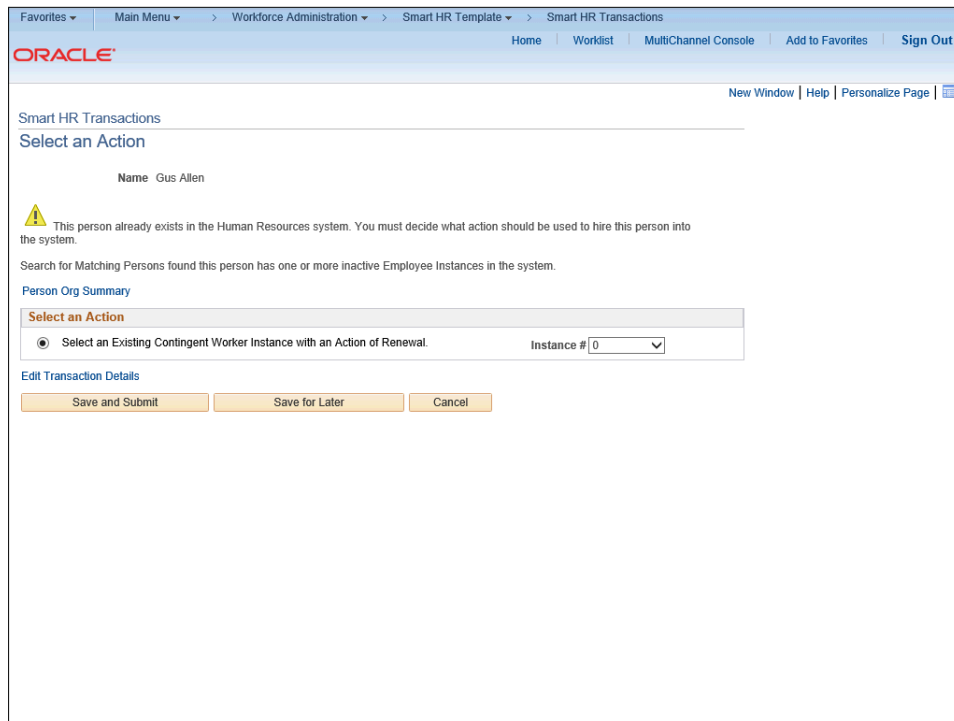
- Work Location - Job Fields:** Business Unit (RVCMP), Department (D01018), Location Code (P5307), Establishment ID (UCR).
- Job Information - Job Code:** Job Code (CWR003).
- Job Information - United States:** FLSA Status (No FLSA Required).
- Job Labor - Union Code:** Union Code (99).
- Job Information - Reporting Information:** Reports To Position Number (40010388).
- Job Information - Employee Classification:** *Employee Classification (14).
- Job Information - Standard Hours:** Standard Hours (40.000000), FTE (1.000000).
- Work Location - Expected Job End Date:** Expected Job End Date (empty field).

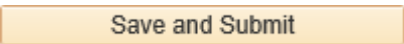
At the bottom of the form, there are buttons for "Save and Submit", "Save for Later", "Cancel", and "Supporting documents". Below these buttons, the "Transaction ID" is shown as "NEW" and there is a text area for "Initiator Comments".

Step	Action
26.	<p>Click in the Expected Job End Date field.</p> <div style="border: 1px solid gray; width: 100px; height: 15px; margin: 5px 0;"></div>

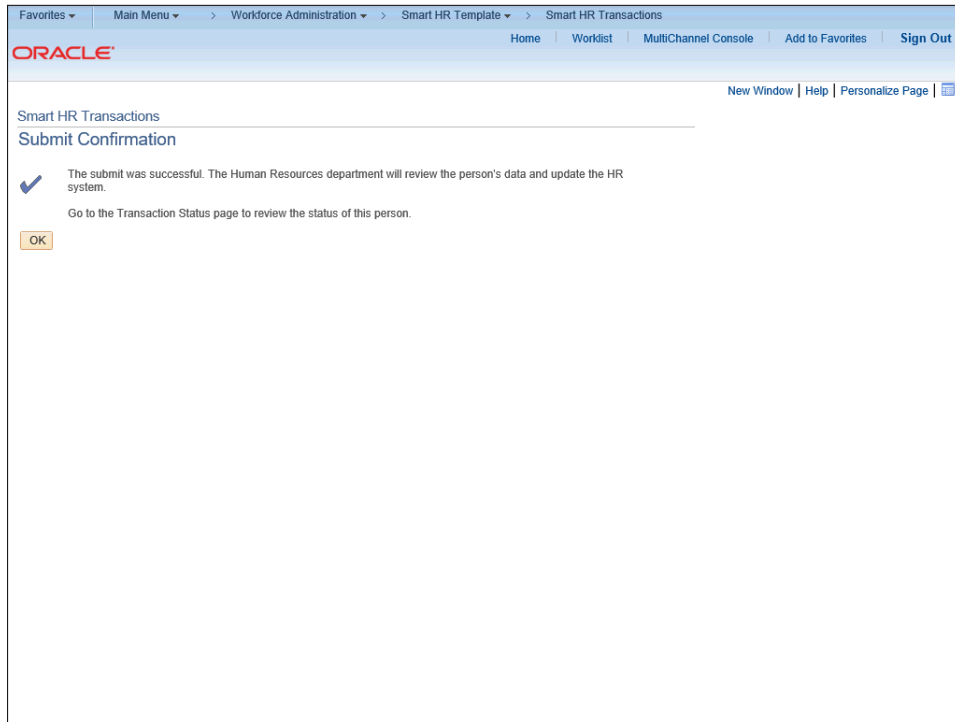
UCPath Task:
Initiate Renew Contingent Worker (With Position)
Template Transaction

Step	Action
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.
28.	Use the Supporting documents link to attach supporting documents as necessary.
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.
30.	Click the Save and Submit button. 

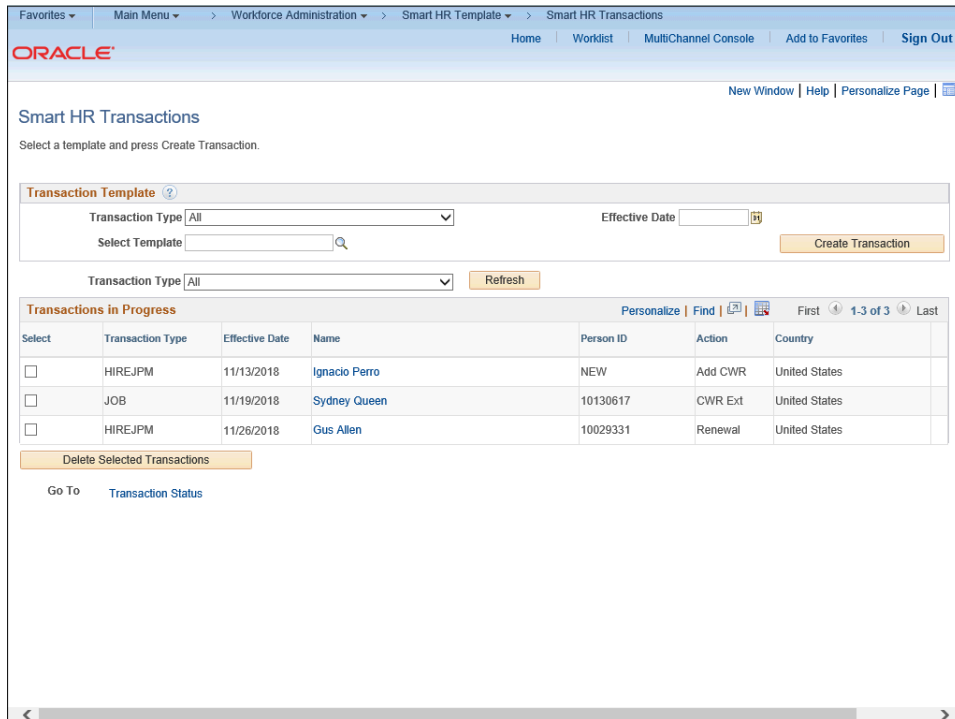


Step	Action
31.	<p>The system displays the Select an Action page.</p> <p>If the person has only one inactive employee record (instance) within your business unit, then that number is defaulted. If the person has more than one inactive employee record within your business unit, then the lowest number is defaulted. Select the instance that you are renewing.</p>
32.	<p>Click the Save and Submit button.</p> <div style="text-align: center;">  </div>

UCPath Task:
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Template Transaction



Step	Action
33.	Click the OK button. <input type="button" value="OK"/>



Step	Action
34.	The template transaction is routed for approval and appears in the Transactions in Progress section until it is processed.
35.	You have initiated a renew contingent worker (with position) template transaction. End of Procedure.