

# CONTINGENT WORKER CRITERIA

Refer to the criteria below to determine whether or not an employee should be entered into Workday as a Contingent Worker.

YES

The worker is a **Contingent Worker** in Workday if they...

...have a length of association on an ongoing basis that's greater than three days per week.

OR

...need to schedule or track time in Kronos.

OR

...need to approve time in Workday or Kronos.

OR

...need to identify skills for scheduling in Kronos.

OR

...need systems access that requires an EID.

OR

...need to be included in organizational reports.

NO

The worker is an **Employee** in Workday if they...

...are paid by UW Payroll (W-2).

OR

...are potentially paid by UW Payroll (e.g. BOR, pension payments, stipend).

OR

...are PDR Faculty working at UW but are paid by other areas (e.g. Children's Hospital and UW Physicians).

*(has a primary physician relationship with UW and potentially moves between REG and PDR pay)*

The worker is an **Unpaid Academic** in Workday if they...

...are unpaid but have an academic appointment.

The worker is **not in Workday** if they...

...are a volunteer.

OR

...have a duration of association with the UW that's less than one week.