

Contingent Worker User Guide

Imperial College Administrators Guide for creating and maintaining Contingent Worker records within ICIS.

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1. Contingent Workers

1.1 Background

Imperial College uses ICIS (Oracle) Contingent Worker functionality to create a CID (College Identifier) for anyone who needs a college login (username) and/or a security card for a reasonable period of time.

These are people **NOT paid through Payroll** such as temp agency workers or contractors.

These people are typically self-employed and paid by Imperial College through invoicing payments via Accounts Payable or who are paid by an external agency.

This [Contingent Worker set up](#) page gives more information about Contingent Workers and steps on how to create this person type.

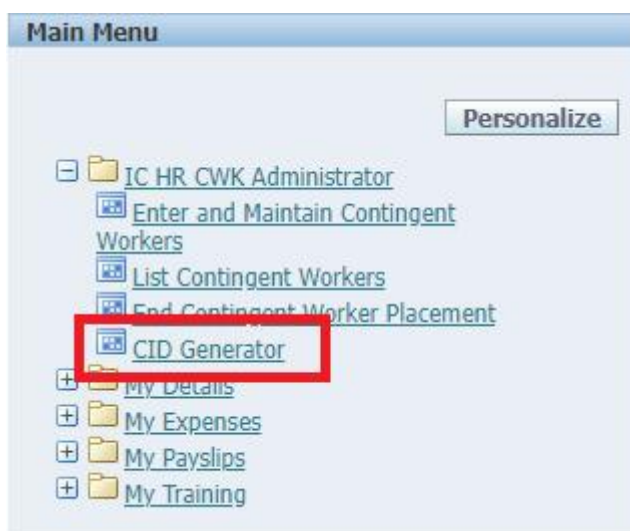
1.2 Management of Contingent Workers within Imperial College

Contingent Workers are created and maintained by the individual departments in Imperial College typically the departmental administrators. Although Contingent Workers functionality is within ICIS HR (Oracle HRMS), they are not currently managed by Staff HR Hub.

Department Administrator(s) will be given access to maintain contingent workers using an ICIS responsibility called **“IC HR CWK Administrator”**. This (Responsibility) will give the administrator access to all Contingent Workers they have approved access for. For example, an administrator for Business School will not be able to see Contingent Workers in the Faculty of Medicine and vice versa.

1.3 Create new Contingent Worker record

- a. After [logging into ICIS](#) you should see a responsibility - **IC HR CWK Administrator**.
- b. Click on the plus sign to expand the submenu and select 'CID Generator'.



- c. This takes you to the individual CID Generator form.

NOTE: Imperial students, staff and workers have a unique College Identity Number(CID). The CID generator allows all ICIS Administrators to check if a person already has a record in the College system. Checking the CID Generator ensures that duplicate records are not created as this will cause College and system access issues for the contingent worker. We **should never** create a duplicate record.

The CID generator will display all “people records” across the whole community of Imperial College whether they are students, applicants (in student system), staff or other person types.

To successfully check for an existing record within College systems, you should ensure that as much information as possible is entered into the search fields.

[illegible]

d. After clicking 'Search' button, ICIS will list any 'person records' matching the search criteria entered. These are shown in the results section of the form with a 'ranking' of how close the record matches the search criteria (this is indicated by the Score column).

NOTE: If the result returns too many records, it is possible to refine the search criteria. To do this place the cursor in one of the rows. Press F11 then enter the exact 'first name', 'last name' and 'date of birth' if known. This will ensure the system returns the exact person you are looking for, if their record already exists.

Once you have entered all the details, to execute the search hold down the Ctrl button and press F11.

Person CID

Search Title

Title Last Name

Middle Name First Name

Date of Birth CID Email

Search Results

Score	CID	Title	First	Middle	Last	Date Of Birth	Email
54	00						
25	00						
25	00						
23	00						
23	00						

Types

OSS AR

HR AP

OLM

If your search didn't return any records (rows), the system will display a button in the bottom right-hand called 'Create New CID'.

e. If the search does not find an existing person record and does not appear in the list, this means that the College does not have a current CID for your worker.

f. You can now create a new record and click the 'Create New CID' button.

NOTE: Make sure you have the minimum details required to create a CID. These are the 'Last Name', 'First Name' and 'Date of Birth'. Enter these to the fields.

g. You are prompted once more to make sure that you have checked that a CID does not already exist for the person you are entering. If you are sure you wish to create a new CID then click the 'Yes' button.

Decision

Are you sure you wish to create a new CID with following details:

Title:

First name:

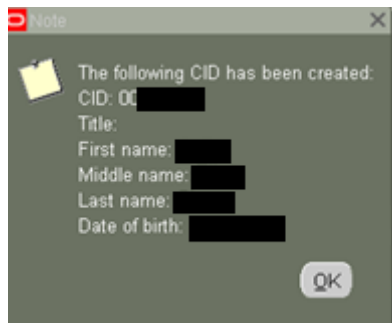
Middle name:

Last name:

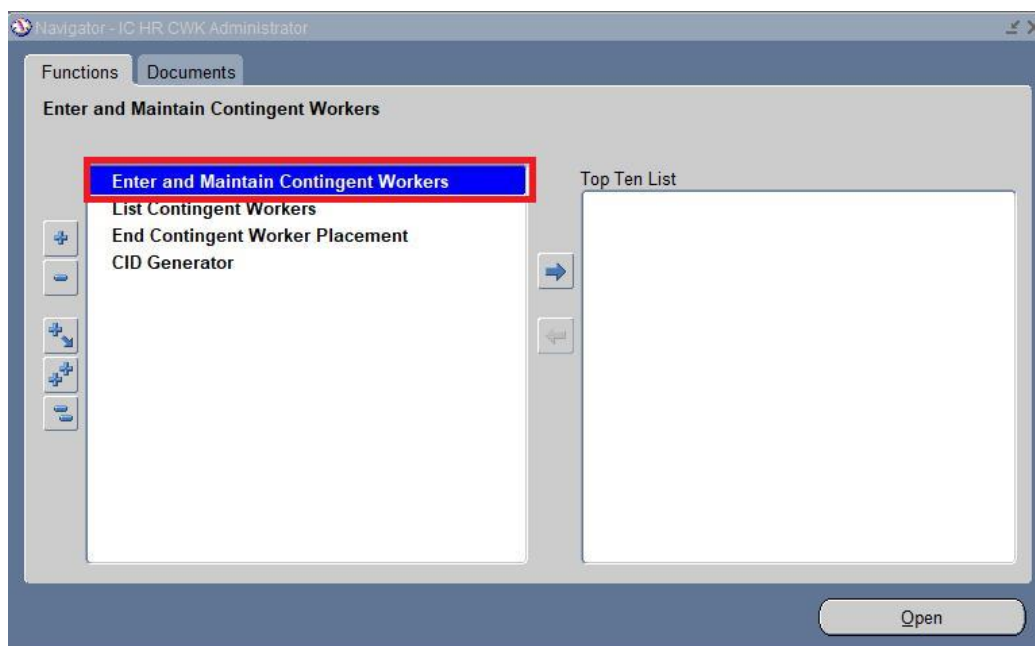
Date of birth:

A new CID is then created.

Note – if the CID is not required, i.e., created in error, you cannot delete it. Contact central ICT team who will be able to deactivate the CID (hide it from CID generator) thus preventing other users selecting it in future. To contact ICT please See Section 1.8 ICT Support (Page 20).



- h. Make a note of the CID number with out the leading zero, click “OK” and close the CID Generator Form.
- i. Select from the menu “Enter and Maintain Contingent Workers”. System will ask if you wish to change your current session date. Always select No.



- j. The following screen will open, click on “New” to create a new Contingent Worker record.

The screenshot shows the 'IC All Contingent Workers' application. The main window has a sidebar on the left with a tree view. The main area contains a form for entering or finding a person's details. The 'Find Person' dialog box is open, showing fields for Full Name, NI Number, and a search criteria section with 'Type' set to 'Employee' and a 'Number' field. The 'New' button in the dialog is highlighted with a red box. The main window also has fields for Name (Last, First, Title), Gender (Unknown ...), Action, and Person Type for Action. At the bottom, there are tabs for Assignment, Address, Special Info, and Others... and an Effective Dates section with From (03-FEB-2022) and To fields, and a Latest Start Date field.

- k. Review the below screen and follow the steps below to enter a new record.
1. If you have created a new CID, click on 'New' to begin entering the details.
 2. If you have found a CID for the person and they're a student of some kind, then again click on 'New' to create a new record.
 3. If they're an existing contingent worker or employee of some kind, then you'll need to search for their CID to update the existing record...ie convert them to an active contingent worker.

Oracle Applications - ICPRJ05 refreshed from ICISPRD on 16-APR-21

File Edit View Folder Tools Window Help

IC All Contingent Workers

Name

Last 2

First 3

Title 4

Prefix

Suffix

Middle 5

Gender Unknown ...

Action 1

Person Type for Action

Person Types

Identification

NI Number

Personal Ethnicity Office Details Further Name

Birth Date 7

Town of Birth

Region of Birth

Country of Birth

Age

Status

Nationality

Effective Dates

From 03-FEB-2022 To

Latest Start Date [8]

Assignment Address Special Info Others...

1. Select from the menu "Create Placement" and a popup box will appear. Select the appropriate person type needed, then click OK.
2. Enter Last Name.
3. Enter First Name.
4. Click the ellipsis (the 3 dots) menu to open a list of values to view the list of Titles. Select the correct title.
5. Enter Middle Name (optional).
6. Enter the CID number **without the leading zero's** at the front, you have created or found.
7. Enter the Date of Birth using the format DD-MMM-YYYY or click on the ellipsis (the 3 dots to select a date).
8. Click in the box (flexfield) to open up additional fields.

Additional Personal Details

Previous Employee No.

HESA Number

DFEE Reference No.

Work Permit/Visa Category

Work Permit/Visa No.

WP/Visa Start Date

WP/Visa End Date

Current Passport Number

Current Passport expiry date

GMC/NMC/MDU/MPS Nos.

Alternate Last Name

Computer Network Account

Imperial Email Account

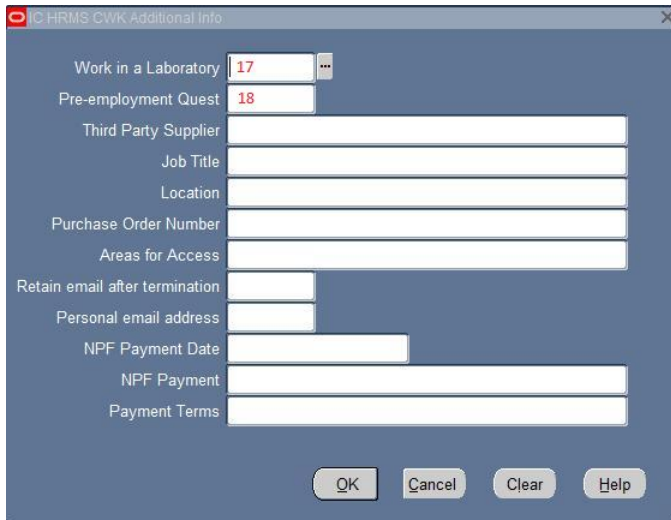
ID/Access Card

Preferred Title

OK Cancel Clear Help

The screen above have numerous fields, but please only use the one indicated. All other fields is for HR Personnel usage for other person types.

9. Will the contingent worker need Computer Network Account? You must input “Yes” or “No”.
10. Same with Imperial Email Account. You must input “Yes” or “No”.
11. And ID/Access Card. You must input “Yes” or “No”.
12. Click “OK” – System returns you to the main screen.
13. Save the record by holding down the “Ctrl” key and pressing “S”.
14. Click on the “Special Info” button.
15. Select – “IC HRMS CWK Additional Info”.
16. Click in the field Detail and a new screen will open.



The screenshot shows a software window titled "IC HRMS CWK Additional Info". It contains several input fields and buttons. The "Work in a Laboratory" field has a dropdown menu with "17" selected. The "Pre-employment Quest" field has a dropdown menu with "18" selected. The other fields are empty text boxes: "Third Party Supplier", "Job Title", "Location", "Purchase Order Number", "Areas for Access", "Retain email after termination", "Personal email address", "NPF Payment Date", "NPF Payment", and "Payment Terms". At the bottom right, there are four buttons: "OK", "Cancel", "Clear", and "Help".

17. Select from the ellipsis (the 3 dots) for Work in a Laboratory and choose “Yes” or “No”.

18. Do the same for Pre-employment Quest.

Note - If you choose ‘yes’, once the Contingent Worker completed any requirements for working in a Laboratory or Employment Quest, then you must return to the record and update it to ‘No’. By leaving any of these fields as ‘Yes’, the system assumes the worker have not met all the requirements, and therefore it will not generate the account for them to obtain network access or an ID Card.

19. Click “OK”

20. Hold down the “Ctrl” and press “S” to save.

21. Click on the “X” (top right) to close the screen (SIT for Contingent Worker).

22. You return to the ICIS ‘Person’ screen.


23. Next Click on the ‘Assignment Button’.

Note - The Organisation field will have a default value of “Imperial College”. You will need to update this value to the Department name.

24. Click on the ellipsis (The 3 dots) to display the list of values and search for the Department.
25. Using ‘%’ as a wildcard, search for the department, “Select” and click “OK”.

26. ICIS will ask in a pop up a box if you want to make an Update or Correction. Select “Correction”.
27. Pop up a box ‘IC HRMS People Group Flexfield will appear. Click “OK” to ignore it.

28. Click on the “Supervisor” Tab to enter the Supervisor details.
29. You can either start to search for the Supervisor by name or enter the Supervisor’s CID as per screen shot below in the ‘Worker Number’ field. Once the system populate the Name and Worker Number. **You must also populate the Assignment Number field with the Supervisor CID.** Please note: Populating the Assignment Number with the Supervisor CID will enable the Manager to see the contingent worker in their Manager Self Service profile. If the field is not populate, the manager will not see them.



The screenshot shows the 'Supervisor' tab selected. It contains three input fields: 'Name', 'Worker Number', and 'Assignment Number'. Below these is an 'Effective Dates' section with 'From' and 'To' fields. The 'Name' and 'Worker Number' fields are partially filled with black text. The 'Assignment Number' field is empty. The 'Effective Dates' section has a 'From' field with a date and a 'To' field that is empty.

30. Click on “Miscellaneous” Tab to enter the ‘Projected End Date’ of the Contingent Worker assignment. Enter the date the Contingent Worker projected to leave the College.

NOTE - You must not enter a date which is longer than a year. Entering a date which is more than a year will cause a risk to the College security. We need to review the Contingent Worker system on a regular basis to ensure any workers that have left are set to ex-contingent worker.

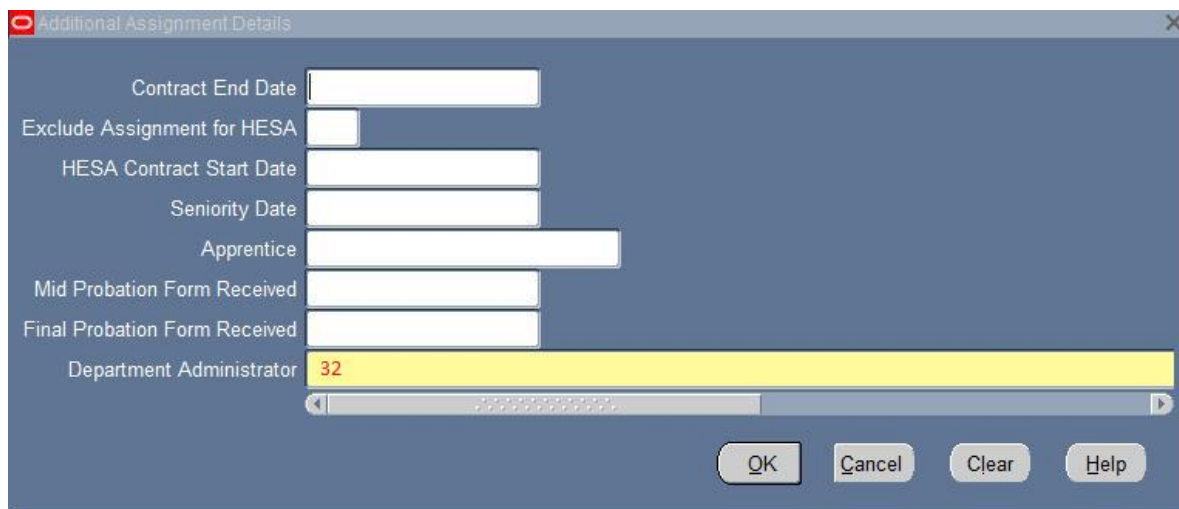
31. Click inside the box to open additional fields .



The screenshot shows the 'Miscellaneous' tab selected. It contains three input fields: 'Internal Address', 'Reason', and 'Projected Assignment End'. To the right of these fields are two checkboxes: 'Primary' (checked) and 'Manager' (unchecked). Below these is an 'Effective Dates' section with 'From' and 'To' fields. The 'Internal Address' and 'Reason' fields are empty. The 'Projected Assignment End' field contains the date '01-JAN-2023'. The 'Effective Dates' section has a 'From' field with the date '03-FEB-2022' and a 'To' field that is empty. There are red numbers '30' and '31' at the bottom of the form.

32. Search and select the Department Administrator and click “OK”.

33. ICIS will return you to the Assignment details screen. Save the record by holding down the ‘Ctrl’ button and press ‘S’.



34. ICIS will return you to the Assignment details screen. Save the record by holding down the ‘Ctrl’ button and press ‘S’.

You have now successfully completed entering a new Contingent Worker record.

You **DO NOT** need to complete any other available fields.

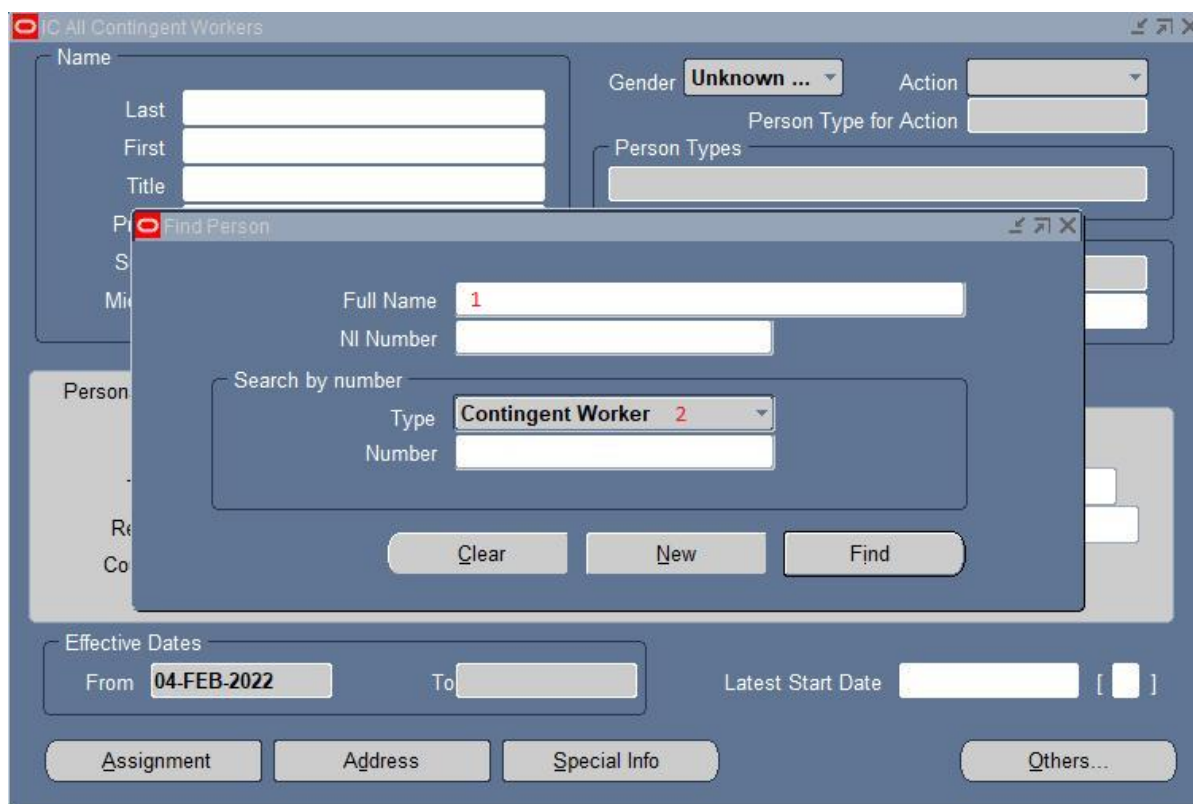
The additional pages of this user guide are to help you make amendments or create the Contingent Worker in the future.

1.4 Amend Contingent Worker record

To amend an existing Contingent Worker record in ICIS, rather than navigating to the CID Generator menu. Please select “Enter and Maintain Contingent Workers” from the menu option. ICIS will take you to the below screen.

To search for existing contingent worker, you can either:

- Enter their name in “Full Name” field and click “Find”. Name will be in the format “Lastname, Mr Firstname”
- Or using their CID by changing the menu from “Employee” to “Contingent Worker” and enter the CID in the Number field and then click “Find”.



ICIS will search for the record and once this appears, as per the steps for entering a new Contingent Worker, you can navigate to the data you need to amend and over type the details.

Once all information has been updated save the record by holding down “Ctrl” button and Press “S”.

ICIS will prompt you with a message to complete an “Update” or “Correction”.

Please select the status according to what information you are updating:

NOTE –

- “Update” means you adding more or additional information to the record.
- “Correction” means you are making a correction to the existing information about the contingent worker.

For example, updating their last name (name change) or extending their assignment end date. This should be an “Update”.

You will only have access to Contingent Worker records you have been granted access to, i.e., your Department.

1.5 Terminating a Contingent Worker record

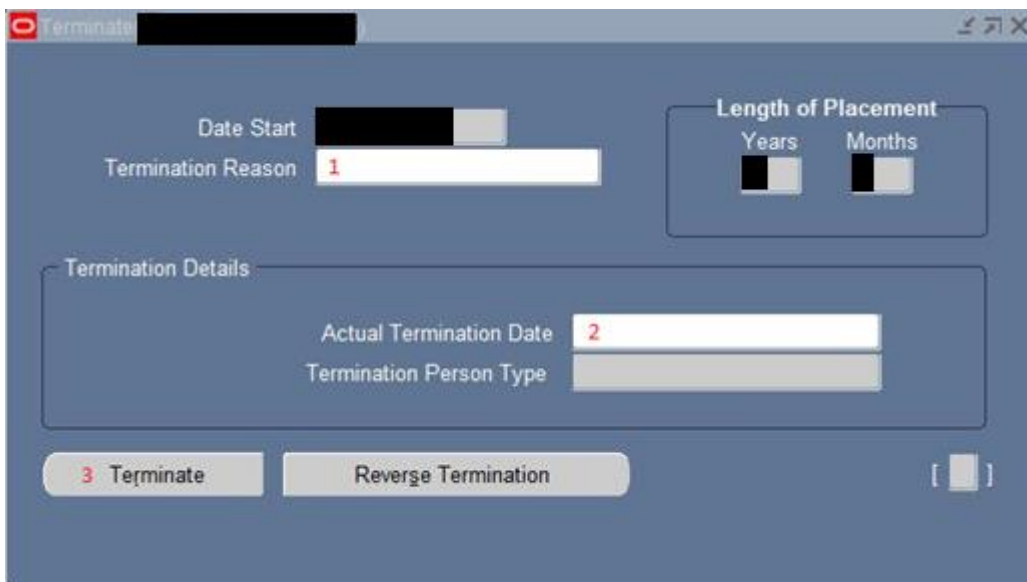
NOTE- When you create a contingent worker, although you enter a 'Projected Assignment End' date. This date will inform systems to revoke all access for the contingent worker. However, it will not automatically **terminate** the ICIS record. You **MUST** remember to terminate them and make them a 'leaver' to prevent any security risk to the College.

To terminate the contingent worker record, select from the menu – “End Contingent Worker Placement”.

Search for the contingent worker to be terminated either entering their names in the 'Full Name' (Name will be in the format “Lastname, Mr Firstname”) field using wildcard % or enter their CID in the 'Number' field.

When ICIS finds the contingent worker to terminate the below screen will appear.

1. Select from the **ellipsis** (the 3 dots) the 'Termination Reason' and select the appropriate reason appropriate for the contingent worker.
2. Enter the 'Terminated Date' - the date that they are leaving the College.
3. Click on the 'Terminate' Button to save the record and make them a leaver.



NOTE –You will only have access to contingent worker you have been granted access. If you have been granted access to maintain contingent worker in Business School, if you attempt to find a contingent worker in Estates. ICIS will not be able to find them.

1.6 Update an Ex-Contingent worker & make them active

Please note:

- a) You can update any ex-contingent worker to become an active one. Please find their existing record and follow the steps below to reactivate their record.
- b) You can convert any ex-employee record to an active contingent worker, again to do this follow the steps below.
- c) You cannot “Update” or “Transfer/move department” for a contingent worker assigned to another Department in the College as ICIS security and responsibilities will not allow you to do so.

For example, if you have approval to maintain contingent workers in Faculty of Medicine, you will not be able to search and find a worker who is in Business School to update or transfer them into your faculty. You will need to contact the administrator in the relevant Department and ask them to update the worker’s assignment with your department to transfer them. Once this has been done you will then be able to view and maintain their record.

Once you have logged into ICIS:

- d) Select: “IC HR CWK Administrator” responsibility.
- e) Click on the Plus symbol to expand the menu.
- f) Select: “Enter and Maintain Contingent Worker”.
- Search for the person record using either the “Name field” (Name will be in the format “Lastname, Mr Firstname”) or enter their CID in the “Number field”. When using the “Number field”, you will need to know if their existing person type. If you know change the “Type” to “Employee” or “Contingent Worker” as needed. If the Person Type does not match ICIS will not return their details and your search could fail. If this happens you can complete another search using their name.
- g) Click “Find” and ICIS will find the person record.
- h) Click on the “Action” menu and select “Create Placement”.



IC All Contingent Workers

Name: Last, First, Title, Prefix, Suffix, Middle

Gender: [Dropdown] Action: 6

Person Types: Ex-contingent Worker

Identification: Contingent Worker

NI Number: [Field]

Personal | Ethnicity | Office Details | Further Name

Birth Date: [Field] Age: [Field]

Town of Birth: [Field] Status: [Field]

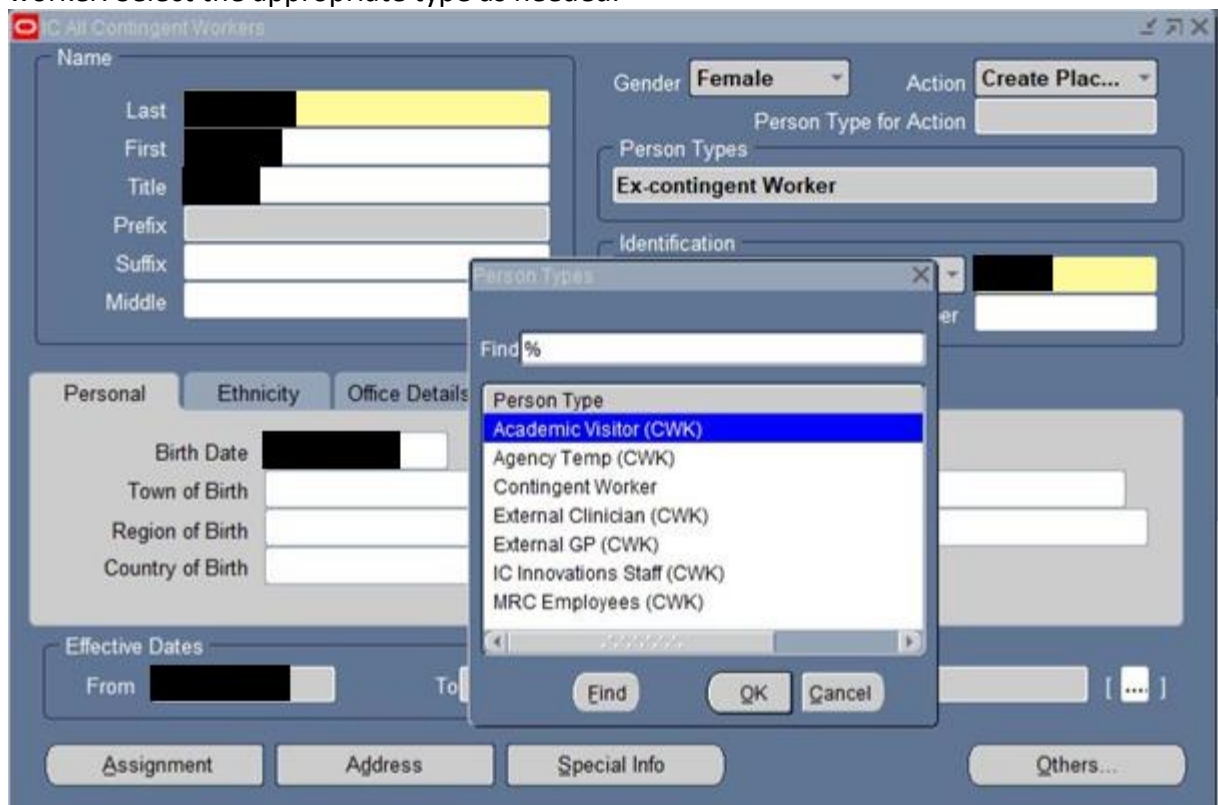
Region of Birth: [Field] Nationality: [Field]

Country of Birth: [Field]

Effective Dates: From [Field] To [Field] Latest Start Date: [Field]

Assignment | Address | Special Info | Others...

- i) A popup menu will appear showing the selection of User Person Types for the contingent worker. Select the appropriate type as needed.



IC All Contingent Workers

Name: Last, First, Title, Prefix, Suffix, Middle

Gender: Female Action: Create Plac...

Person Types: Ex-contingent Worker

Identification: [Field]

Personal | Ethnicity | Office Details

Birth Date: [Field] Age: [Field]

Town of Birth: [Field] Status: [Field]

Region of Birth: [Field] Nationality: [Field]

Country of Birth: [Field]

Effective Dates: From [Field] To [Field] Latest Start Date: [Field]

Assignment | Address | Special Info | Others...

Person Types

Find %

- Academic Visitor (CWK)
- Agency Temp (CWK)
- Contingent Worker
- External Clinician (CWK)
- External GP (CWK)
- IC Innovations Staff (CWK)
- MRC Employees (CWK)

Find OK Cancel

- j) Once you have selected the person type hold down the “Ctrl” button and press “S” to Save.
- k) For the remaining details you can make any updates as and when needed using the steps in section 1.4 Amending Contingent Workers Record.

1.7 Extending a Contingent Worker record – after Planned End Date

A contingent worker assignment end date is recorded in the “Projected Assignment End” field in ICIS. Once the ‘Projected Assignment End’ date has expired. The contingent worker will lose their College access.

If a contingent worker is to stay at College longer than the original end date recorded in ICIS, you will need to update the “Projected Assignment End” date details. To make the update please follow the steps below:-

- a) Select: “IC HR CWK Administrator” responsibility in ICIS.
- b) Click on the “+” symbol to expand the menu.
- c) Select: “Enter and Maintain Contingent Worker” from the menu.
- Search for the person record using either the “Name field” (Name will be in the format “Lastname, Mr Firstname”) or enter their CID in the “Number field”. When using the “Number field”, you will need to know if their existing person type. If you know change the “Type” to “Employee” or “Contingent Worker” as needed. If the Person Type does not match ICIS will not return their details and your search could fail. If this happens you can complete another search using their name.
- d) Click “Find” and ICIS will find the person record.
- e) Click on the Assignment Button.
- f) Once in the Assignment screen, click on “Miscellaneous” tab and update the “Projected Assignment End” date field with the revised end date.
- g) Save the record by holding down the “Ctrl” button and press “S”. System will prompt whether you like to perform an ‘Update’ or ‘Correction’. Select ‘Update’ as your extending the contingent worker’s assignment at College .

1.8 ICT Support

If you have any issues or questions please contact ICT Service Desk by:-

Sending an email to service.desk@imperial.ac.uk

or call +44 (0)20 7594 9000 or 49000

or visit ICT Service Desk Homepage to log an ASK log at

<https://www.imperial.ac.uk/admin-services/ict/contact-ict-service-desk>

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