

Contingent Workers: Frequently Asked Questions

WHO IS A CONTINGENT WORKER?

These are people who work in the Geisinger system but are not paid by Geisinger's payroll.

Type	Who falls into this category?	How are these individuals entered into Workday?
Agency staff	Individuals filling a staffing need for Geisinger through an external relationship, paid by an agency, for example, registered nurse, administrative assistant, etc.	Through a requisition in Workday, like requesting a new employee. Questions can be directed to your Recruiter
Students	Individuals who are unpaid and participating in a Geisinger-sponsored learning program.	Through the education teams (Academic / Student Affairs, Nursing education, School of Medicine, etc.)
Volunteers	Individuals who freely participate in Geisinger programs to enhance the employee and patient experiences.	Through Volunteer Services
Individual contractors	(1099) Individuals who work independently and are engaged with Geisinger to satisfy a specific need.	Through the Human Resources Operations team
All other individuals will continue to be managed in the NEProfile system. Questions? Visit the NEProfile FAQ site		

SYSTEM ACCESS

All Contingent Workers receive an Active Directory account. Account activation information will be delivered the supervisor for distribution.



NOTE: Requests for new access or changes to access will flow through [ServiceNow](#) and must be approved by the supervisor. **This includes email address requests and access to GOALS.**

ENDING VS EXTENDING END DATES

- **If you do not know for certain that the Contingent Worker will be leaving Geisinger**, submit a Change Job to extend their anticipated Contract End Date. For help, [see job aid here](#).
- **If you are certain that the Contingent Worker is leaving on a specific day**, submit an End Contingent Worker Contract transaction. For help, [see job aid here](#).
- **If the Contingent Worker is remaining at Geisinger but moving to another department**, submit a Change Job to change their supervisor. Be sure to choose the Job Managed (JM-) Supervisory Organization. For help, [see job aid here](#).

If you cannot see the worker's name in the drop down menu for Change Job or End Contingent Worker Contract, that means a future dated End Contingent Worker contract has been entered for the worker.

If the End Contingent Worker Contract transaction was submitted in error, please contact the Employee Contact Center at 570-271-6640.