HR 04 – Add Person With No Employment Relationship

1. **Approved Non-Employee**
   - Used for individuals that need to be known to the HCM system, but have no direct employment relationship (External Auditors, Visitors, Contractors, Students with no work relationship, etc)

2. **Enter Person Identification Information**
   - Includes Name, Date of Birth, Gender, and National Identifier

3. **Enter Person Information**
   - Includes Address and Contact Information

4. **Enter Nonworker assignment information**
   - Includes Business Unit, Work Unit, Location, Assignment Category, Manager and Default Expense Account

5. **Review and Submit No-Employment Transaction**

6. **BU HCM Specialist**

7. **Reject Proposed No-Employment Transaction or “Request More Information” and Provide Details on Required Resolution**

8. **Execute Approval Process and Submit to Central HRIS Approval Group**

9. **Review Proposed No-Employment Relationship transaction**
   - After 3 day of inactivity, transaction will escalate (See WF.01)

10. **Review Proposed No-Employment Relationship transaction**

11. **Approved?**
    - Yes
    - **Execute Approval Process and Submit to Central HRIS Approval Group**
      - After 3 day of inactivity, transaction will escalate (See WF.01)
      - Send non-employee email with NetID, login credentials, and onboarding information
    - No
      - **Reject Proposed No-Employment Transaction or “Request More Information” and Provide Details on Required Resolution**

12. **Central HRIS Approval Group**

13. **Review Proposed No-Employment Relationship transaction**
   - After 3 day of inactivity, transaction will escalate (See WF.01)

14. **Approved?**
    - Yes
    - **Execute Approval Process and Submit to Complete Transaction**
      - Receive email with NetID, login credentials, and onboarding information
    - No
      - **Reject Proposed No-Employment Transaction or “Request More Information” and Provide Details on Required Resolution**

15. **Non-Employee**

16. **Review Proposed No-Employment Relationship transaction**

17. **Approved?**
    - Yes
    - **Execute Approval Process and Submit to Complete Transaction**
      - Update or enter Contacts and Self-Identified fields
    - No
      - **Reject Proposed No-Employment Transaction or “Request More Information” and Provide Details on Required Resolution**

18. **End**