

Question	Agency	MSO	SIRH	Volunteers	G4S	Independent Contractors	Students/Residents/Interns/Faculty
Will the non-employee be working in person in a CHI Patient Care facility?	Answer based on position	Yes	Answer based on position	Answer based on position	Answer based on position	Answer based on position	Answer based on position
Will this person have contact with patients in the CHI facility?	Answer based on position	Yes	Answer based on position	Answer based on position	Answer based on position	Answer based on position	Answer based on position
Is this non-employee self-employed?	No	No	No	No	No	Yes	No
CHI Sponsor/Manager name	Name of person this non-employee will be listed under in Workday						
Sponsor/Manager E-mail Address	E-mail of person this non-employee will be listed under in Workday						
What type of Non-Employee will this be?	Agency Traveler or Agency Non-Traveler	Provider or Provider Support	Provider support (independent clinic staff)	Volunteer	Contracted Partner	Consultant or Student/Intern/Faculty	Student/Intern/Faculty
What company/school does this non-employee work for?	Name of staffing agency this person came from	Name of providers primary practice	SIRH	Volunteer	G4S	n/a	University/School this person is affiliated with
Which CHI region or location will this non-employee working at or associated with?	KentuckyOne Health						
What KentuckyOne location will this non-employee primarily be working at?	Answer based on position location	Clinic	Answer based on position location	Answer based on position location	Answer based on position location	Answer based on position location	Answer based on position location
CHI KentuckyOne Cost Center for Non-Employee	All KentuckyOne non-employees go under 181007790						
Non-employee's name (First/Last)	First and last name of non-employee						
CHI Job title that best fits this non-employee	Select the best fit from the list. This field does not effect pay or any other critical HR issue so does not need to match perfectly						
When would you like this non-employee to start?	Select estimated start date, it is ok if this date fluctuates						
When do you anticipate this non-employee contract to end?	If agency, contractor, student, resident, intern, enter their projected end date. If this date is unknown (SIRH, Volunteers, G4S, MSO), estimate, or add a year to the start date. his is the longest they can go before they are reviewed by IT and Human Resources).						
Comments or concerns on entry of this non-employee	Enter any special circumstances that HR needs to be aware of						