

The Large Group Workday request was created for Sponsors that bring on large groups of non-employees at one time. There are some guidelines outlined in the Request form to qualify for this type of on-boarding. Central HR Operations will enter the non-employees into workday. Once entered into Workday an automated email will be sent back to the Manger/Sponsor with the Workday ID number.

Select “Non-Employee Workday Request” from Non-Employee Management Tool Kit located inside HR/Payroll Connect or type in the search bar.

1. **Large Group Workday Request-** select orange link

Non-Employee Workday Request

Step 1- Sponsor

Sponsor
completion

Non-Employee
Completion

PROCESS FOR ON-BOARDING NEW CHI NON-EMPLOYEES

Currently we use an electronic Workday Request Form that has 3 STEPS. The Request is started by the CHI Sponsor, then sent to the non-employee and if needed sent to the employer/school to finish.

When all parties have completed the Request, the final party will submit it to HR. A confirmation email will be sent to all parties upon completion. HR's service goal is 3 business days to enter the non-employee into workday. Workday will send an auto generated email to the sponsor with the ID number after creation. At that point please refer to local policy for General Orientation requirements and how to obtain IT access.


If you are approved to use the [Large Group Workday Request](#) please select link.

1

We recommend you obtain the non-employees email address prior to starting the Workday Request Form.

This form does not have the multi-step format as the responsibility relies on the Sponsor for clearance.

- 2. I have read the above and agree to the statement-** Select **Yes** to move on.
- 3. Sponsor Name-** most often, this is the Manager who is the contract owner. For large groups of non-employees this may be a designee within the company or a designated non-manager within CHI
- 4. Sponsor Email Address-** Address where non-employee communications will be sent



Large Group Workday Request

PROCESS FOR ON-BOARDING LARGE GROUPS OF CHI NON-EMPLOYEES

This form is to be used only by the Sponsor and Human Resources. By completing this form the sponsor agrees to the following items.

- To use this form you must be on-boarding more than 5 non-employees at a time
- The Sponsor must verify the spreadsheet is complete. This means all required fields are filled in.
- The Sponsor must not send in duplicate spreadsheets. This creates more work for Human Resources and the Sponsor. (and may delay entry)
- Human Resources will not upload anything into the image now file. The Sponsor would need to keep the spreadsheet on file. If the documents attested to in the spreadsheet were requested the Sponsor would need to go direct to the company.
- If there are problems with incomplete or inaccurate information Human Resources may discontinue this process with the sponsor.

I have read the above and agree to the statement. *

Yes No 2

Sponsor name *

First	MI	Last
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3

Sponsor Email Address *

4

5. What type of Non-Employees will these be? - Select from drop down choices. Selection is what determines if the person feeds to LEARN

Non-Employee Type	Non-Employee Description	Feed to Learn
Affiliated Health Partner	Patient Care buildings and Patient Care/Services (local contracts)	Yes
Student/Intern	All students, residents and faculty	Depends on Location
Provider Support	Patient Information Only & Non patient Care buildings (typically clinic staff and remote access only non-employee)	No
Agency Traveler	Traveler contracted staff	Yes
Agency Non-Traveler	Agency staff that are non-travelers	Yes
Contracted Partner	National Contracted Partners (i.e. Unysis, AMN)-	Yes
Vendor	Use if in Reprax and need badge only access	No
Consultant	Independent Provider/ self-employed	Yes
Volunteer	Volunteers	No
Provider	Physicians/MSO credentialed staff	No LEARN (via workday)

6. What company/school does these non-employees work for: type the company name

What type of Non-Employee will this be *

▼
5

Affiliated Health Partner (local contracts, most companies will fall in this category)

Student/Intern/Faculty (includes residents)

Provider Support (Independent Clinic Staff)

Agency Traveler

Agency Non-Traveler

Contracted Partner (National Partners, example Conifer and Wipro)

Vendor (only use if person has completed all training in reprax)

Consultant

Volunteer

Provider (physicians and credentialed staff only)

What company/school does this non-employee work for:

*

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7. **Which CHI Region will these non-employees be on-boarding with?** –Select from choices (this question will drive the domain that the active directory account is created and will drive the attestations if they are required by the MBO)

8. **What XXX Location will this non-employee primarily be working at?** (XXX will populate from the selection of #10 above) Select the Location from the choices. If the non-employee needs access to more than one facility or location please request additional access in the TAGs system. *The example below may look different for each location.*

9. **CHI Cost Center for Non-Employee-** Cost center is made up of the process level + department number. Situations where invalid cost centers are given non-employees will be placed in Sponsors cost center.

10. **CHI Job title that best fits this Non-Employee-** This is not a required field. This is for reference only. The job title entered onto the spreadsheet need to match a title in this drop down.

Which CHI region will these non-employees primarily working at or associated with *

KentuckyOne Health

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If the non-employee is going to be residing in a local Patient Care Facility please choose that region/location from the drop down

What KentuckyOne location will these non-employees primarily be working at? *

8

***If the non-employee needs access to more than one facility that will need to be requested in TAGS. This will be the primary location.*

CHI Cost Center for Non-Employees *

9

Incorrect cost centers may cause delays in entering. (cost center = process level + department number)

CHI Job title for Reference only. The Spreadsheet must contain titles from this list

10

11. **Comments or Concerns on entry of this non-employee-** free text field where Sponsor can type information direct to HROPS about this non-employee
12. **I have verified that a valid Service Agreement, Business Associate Agreement or both have been executed between CHI and this vendor-** Select Yes. If you are unsure on this question please check with your legal department.
13. **Large Group Workday Request-** click on link to access most current spreadsheet. The sponsor will need to forward this spreadsheet to the company/school to complete and send back to the sponsor.
- 14 **Upload complete Large Group Workday Request Form-** Sponsor reviews spreadsheet sent in from company/school and uploads
15. **Submit** when complete
16. If at any time the sponsor wishes to **SAVE** the Large Group Workday Request form they can save and send the request to themselves via email.

Comments or Concerns on entry of these non-employees

11

I have verified that a valid Service Agreement, Business Associate Agreement or both have been executed between CHI and this vendor *

Yes No

12

Please click below for the most current Non-Employee Large group workday request form. After you open the spreadsheet please find the TAB for your market and complete that spreadsheet.

[Large Group Workday Request](#)

13

Upload Complete Large Group Workday Request *

Upload

or drag files here.

14

Submit

15

Save

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