Enter a Non Paid Person

- Sign into PeopleSoft.
- Click Workforce Administration.
- Click Personal Information.
- Click Biographical.
- Click Add a Person.

Click Add the Person.
Enter a Non Paid Person

- The current date defaults in. Enter the effective date of the person being on campus.
- Click Add Name to enter the person’s name.

- When you click Add Name, the Edit Name page appears.
- Enter the person’s full name and click OK.
Once you click OK after entering the person’s name, the name will be displayed.

Effective Date, Name, Date of Birth, Gender and National ID Type are the required fields on the Biographical Details page.

**Birth Country** – defaults in as USA – needs to be changed to correct country.

**National ID Type** - select Contingent Worker from the drop down menu

**National ID** - leave this field blank. The Person ID will default into the National ID field when the record is saved.

**Primary ID** - leave the primary ID field turned on.
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- Click the Contact Information tab at the top of the screen to continue entering data.
- Click Add Address Detail.

Click the Contact Information tab at the top of the screen to continue entering data. Click Add Address Detail.

Click Add Address to enter the person’s address.

- Enter the person’s Home Address (including County Code) and Click OK.
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- Once you click OK after entering the Address, the Address box populates.
- Click OK to return to the Contact Information page.

Once you click OK, the address is shown on the Contact Information page.
- Enter personal phone number(s).
- Click the + symbol to enter additional phone numbers. If entering additional phone numbers, use the Preferred checkbox to indicate which phone number is preferred.

Click the Regional tab at the top to continue to the next screen.
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- Select Ethnic Group (click the magnify icon to see list of Ethnic Groups).
- Leave the History section blank.
- Click the Organization Relationships tab to continue.

- **Do not** click Save at this point.
- Click the checkbox to select Contingent Worker; do not select Employee.
- Click Add the Relationship.

- Once you click Add the Relationship, an error message may appear. This is okay for contingent workers because the National ID field is left blank. Click OK to continue.
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- Job Data
- Work Location
- The Effective Date should default in from personal data.
- The Action defaults in as Add Contingent Worker.
- Select the appropriate Reason from the drop down menu.
- Reasons for Add Contingent Worker:
  - Adjunct Faculty Appointment
  - Emeritus Faculty
  - International Visitor
  - Military Appointment
  - Phone Book Entry
  - Vendor
- **DO NOT select International Visitor - only International Affairs will use that selection.**
- Enter the Department number. *The department number entered should be the department that is responsible for the person.
- Click the Job Information tab at the top to continue.
• Job Information
• Job Code- Enter 000000.
• Supervisor ID- Enter the person responsible for the contingent worker.
• Full/Part-Time Field – Should be changed to Part-Time
• Employee Class- Non-Paid.
• Classified Indc- NoPosn.
• Standard Hours- Since the system doesn’t always accept 1.00 – use 1.03
• FLSA Status- No FLSA.
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- Click the Payroll tab at the top of the page to continue.
- Pay Group - make sure NO (Non-Paid Employee) is selected.

Nothing is entered on the Salary Plan or Compensation page.
Nothing is entered on the Earnings Distribution page.
Click the Employment Data link at the bottom to continue.
- Enter a Business Title and phone number.
- Click CU Business Address to continue.

- Business Address - Enter an internal address where the person can receive mail. If Off Campus Address – must include full address.
- Click the Benefit Program Participation link at the bottom to continue.
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- Benefits System – will default in as Non Managed in PeopleSoft – **must** change to Base Benefits
- Benefit Program – select NEL (non eligible)
- Click OK to save the entry