

TIP SHEET

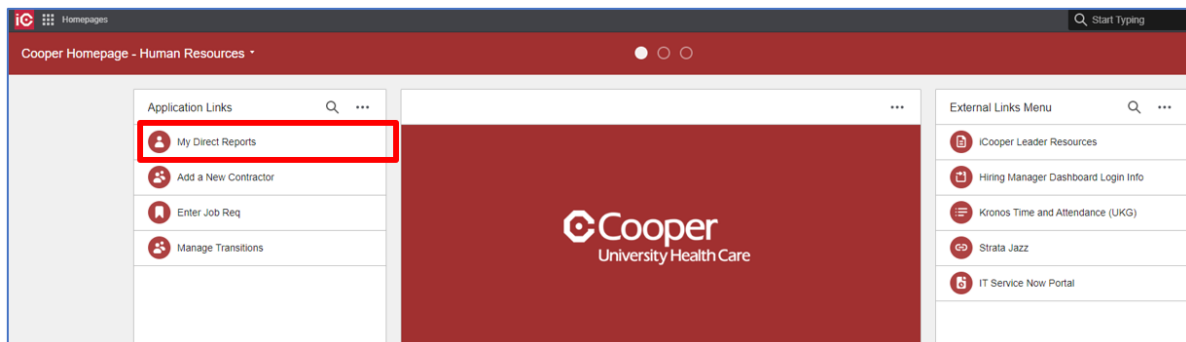
Add a New Contractor

Purpose: *Enter information to add a new contractor.*

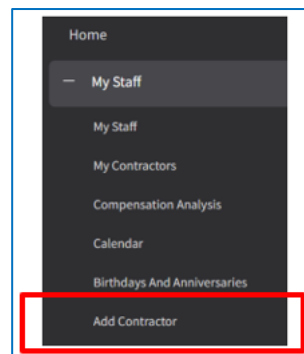
This tipsheet is available to a manager when adding a new contractor.

Workflow

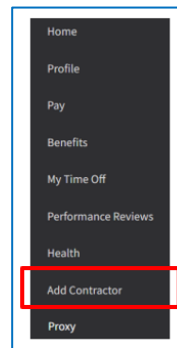
1. Starting from the **Cooper Homepage – Human Resources**, select **Add a New Contactor** found under the **Application Links**.



2. Managers can access the **Add Contractor** action anywhere they can see a listing of their Resources (Employees) as well as from the **My Staff** menu under the Manager menu.



3. Likewise, Administrative Assistants who have been granted access to process this action on behalf of their manager can access this option under the Employee menu.



4. Complete the **Add Contactor** page. A **red asterisk** indicates a required field.

☰ Add Contractor

Start Date * End Date *

Work Type
CONTRACTOR

Relationship To Organization CONTRACTOR Contractor Type * Relationship Status ACTIVE

Job Title/ Function

Purchasing Contract

Non- Cooper Email Non- Cooper Business Phone

First Name *

Middle Name

Last Name *

Location Code Cooper Supervisor *

Cell Phone *

Requested For (If you are submitting this item on the behalf of someone other than yourself)

Confidentiality Agreement

Title File File Type

I attest that the attached User Confidentiality Form is fully and accurately completed and all requirements have been met *

Submit ServiceNow Data

To be completed by Human Resources

Birthdate

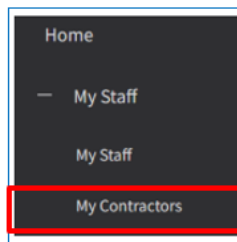
Social Security #

Previous Last Name

Field	Value
Start Date	Start date of the contractor is a required field.
End Date	The end date will default to the Start date + 1 year. This can be overridden.
Contractor Type	Select the type of contractor from the dropdown menu. contractor types require a contractor sub type to be selected
Vendor Not Managing Cooper Team Member Type	Some contractor types require a Contractor Sub type to be selected from the dropdown menu.
Job Title/Function Cooper Position	Depending upon the Contractor Type, enter either the job title or select a Cooper Position.
Purchasing Contract	A purchase contract should be selected if a Cooper position is required. Non-Cooper contact information is not required.
Non-Cooper Email	This field is currently not used.
Non-Cooper Business Phone	This field is currently not used.
First name	Enter the contractor's first name. This is a required field
Middle Name	You can enter the contractor's middle name. This field is optional.
Last Name	Enter the contractor's last name. This is a required field
Location Code	Use the search icon to select the location where the contractor will work.
Cooper Supervisor	Use the search icon to select the contractor's supervisor. This is a required field.
Cell Phone	Enter the contractor's cell phone number. This is a required field.
Requested For	Select the Employee ID if you are submitting the action on behalf of someone other than yourself.
Title	Default from the selected file.
File	Select the file to upload for the User Confidentiality Agreement for the Contractor. The Title and File type will default from the file you select.
File Type	Defaults from the selected file.
I attest that the attached Unser Confidentially Form is fully and	You are required to attest that the information is accurate.
Submit ServiceNow Data	If you would like to submit a Service Now ticket along with your Add Contractor action, you will enter all the values in the Service Now section of the form. Be sure to select or enter all field values related to Service Now if you are submitting this ticket with your approved contractor request.

	<p>If the Add Contractor request isn't approved, the Service Now data will not be submitted.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ancillary Applications <input type="checkbox"/> Cardiology Applications <input checked="" type="checkbox"/> Lab Applications <input type="checkbox"/> SoftPath <input type="checkbox"/> Sunquest <input type="checkbox"/> Antigen Plus <input type="checkbox"/> Radiology Applications <input type="checkbox"/> Devices <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 100px;"> <p>When selecting any items from this section, the form will expand to allow you to select specific items related to the category.</p> </div>
To be completed by Human Resources	These fields are not currently used.
Submit	Select submit to add a new contractor.

5. Once the request is submitted, it may go through an approval review before the Contractor is added to the system and the optional Service Now ticket is processed.
 - a. **Approvals can be by contractor type:**
 - b. Temp Agency Staff require an SVP approval followed by Talent Acquisition. If no SVP is found, Temp Agency Staff will approve.
 - c. Vendor Managing Cooper Team Members require approval by Talent Acquisition. Travel Nurse require approval by Nursing Travel Nursing.
 - d. All other Contractor Types are auto approved.
6. To see a listing of Contractors assigned to your Supervisor Code (Managers only), click on the 'My Contractors' link under the Manager menu.



7. The list will display the GHR assigned **Employee** number as well as the **Start** and **End** dates from the Add Contractor form. You will receive a notification once a contractor nears their **End Date**. If you select a Contractor from the list, you will see options to either Extend Contractor or Terminate Contractor once they have completed their term with Cooper.

My Contractors									
Add Contractor Extend Contractor Terminate Contractor Search ...									
	Organization	Employee	First Name	Last Name	Contractor Type	Relations...	Contractor ...	Contractor ...	Contractor ...
<input type="checkbox"/>	Cooper University Health Care				Vendor Managing Cooper Team Member	ACTIVE	6/2/2018	6/2/2019	
<input type="checkbox"/>	Cooper University Health Care				Vendor Not Managing Cooper Team Members	ACTIVE	11/8/2012	3/1/2024	
<input checked="" type="checkbox"/>	Cooper University Health Care				Visiting Resident	ACTIVE	3/14/2023	3/14/2024	

You have successfully added a contractor.