### Putting the Pieces Together

The purpose of this transaction is to update the work assignment anticipated end date for a non-employee.

This guide outlines how to:

- Log in to Infor HR - (pg. 2)
- Updating Non-Employee Specific fields - (pg. 4)

### Which Outcome to Expect

Upon completion of this process, you'll have updated a non-employee's details.

### Navigating the Process

Related guide:

*Terminate a Non-Employee*

*Re-Enable Systems Access for a Non-Employee*

To locate these guides, check out the Infor HR Resource Center.

### Who To Contact

Please contact your HR Partner for any questions.
ACTION:
Log in to Infor HR

1) Access thecommons.dpsk12.org. Using the Portals and Tools (a) dropdown at the top of the screen, select Employee Action Center (b).

Where to Find Additional Resources
- From this page, you can access the Infor HR Resource Center (a) on the left for quick access to step-by-step guides & resources for all Employee & Manager Space processes.
2) Click Visit (a) under the Manager Space section to access Infor HR.

3) Using your district credentials, enter your User Name (a) and Password (b), then click the blue arrow (b) to log in.
**ACTION:**

**Updating Non-Employee Specific fields**

1) Click the **Manager** icon to open Manager Space.

2) Under **My Staff (a)**, click **My Staff (b)**.
3) In the Search bar (a), type the name of the non-employee whose details you want to update, then double-click on their name (b).

4) On the left-hand side, click the **Work Assignments** tab.
Make a Choice
- If the non-employee is a Community Partner, proceed to Step 5.
- If non-employee is not a Community Partner, proceed to Step 8.

5) Highlight the appropriate work assignment (a), and then click Update Non-Employee Data (b).

6) Update the Anticipated End Date (a), and/or the Community Partner Organization (b).

7) Click Submit.

Required
- Anticipated End Date must be within 18 months of current date.

Please Note
- You can only update fields corresponding to the particular position.
8) Highlight the appropriate work assignment (a), and then click **Update Non-Employee Data (b)**.

9) Update the **Anticipated End Date (a)**.

10) Click **Submit**.

**Which Outcome to Expect**
- The updates appear immediately on the non-employee’s work assignment.

**Please Note**
- You can only update fields corresponding to the particular position.

**Required**
- Anticipated End Date must be within 18 months of current date.