## Putting the Pieces Together
The purpose of this transaction is to add a work assignment for a non-employee (Community Partner Staff, Contractor, Unpaid Intern, Student Teacher, or Charter Staff).

This guide outlines how to:
- Log in to Infor HR - **(pg. 2)**
- Add a Work Assignment - **(pg. 3)**

## Which Outcome to Expect
Upon completion of this process, your request will route to HR for approval. Once approved, the work assignment will be added.

## Navigating the Process
Related guide:

*End a Work Assignment for a Non-Employee*

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

## Who To Contact
Please contact your HR Partner or the CISS Team (for Charter Schools only) 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** and **Password (a)**, then click the blue arrow (b) to log in.
3) In the Search bar, type the name of the non-employee for whom you will add a **work assignment** (a), then double-click their name (b).

4) On the left-hand side, click the **Work Assignments** tab.
5) Click the chevron under the Work Assignment (a) tab, and then click Add Work Assignment (b).

6) In the Effective Date (a) field, type the date this request is effective, and in the Action Reason (b) field, select the appropriate reason for your request.

7) In the Position (a) field, use the search icon to select the appropriate position for the request.

Please Note
- Once a position is selected, several fields default, including the Job, Organization Unit, Location, and Supervisor information.
In the **Pay Rate (a)** field enter a value of .001. In the field next to the **Pay Rate (b)**, click the search icon and select USD from the currency list.

**Pay Information**

If this is a **Step and Grade position**, please fill out Pay Step field. If this is a **Salary Structure position**, please fill out Pay Rate field.

8) In the **Pay Rate (a)** field enter a value of .001. In the field next to the **Pay Rate (b)**, click the search icon and select USD from the currency list.

**Compensation Analysis**

**Salary Structure: **

9) Once the form is complete, click **Submit**.

**Please Note**

- Once a position is selected the **Salary Structure (c)** fields populate.

**Comment**

**Attachment**

- Description:
- Attach Supporting Document:

**Which Outcome to Expect**

- The request routes to HR for approval. Once approved, the work assignment is added.

**Required**

- After the request is approved, the manager must complete the Update Non-Employee Data form.