### Putting the Pieces Together

If you know that the non-employee (contractor, intern, or community partner) you would like to add to your staff in Infor HR is a current or prior employee or non-employee, or if you received an error message saying that this individual is a duplicate when you tried to add your non-employee, you need to take the following steps:

**Step 1:** Reach out to [HRDataTeam@dpsk12.org](mailto:HRDataTeam@dpsk12.org) to obtain a spreadsheet to complete.

*Please note that only the following groups/departments should use the worksheet labeled Community Partner: Safety and Security, Office of Community Partnership within the Department of Extended Learning and Community Schools, Wellness, Asthma Support Program, Board Liaison Office, and the Executive Assistant to the Chief of Staff.*

**Step 2:** Send the spreadsheet to [HRDataTeam@dpsk12.org](mailto:HRDataTeam@dpsk12.org)

You will see your non-employee in your Infor HR Manager Space within 48 hours. They will receive their active directory ID, if systems access of some type was desired, 24 hours after you see them in Manager Space.

### Who to Contact

**Managers**, if you have any questions, please contact your HR Partner.

**HR Partners**, if you have questions, please contact BIS for assistance.