## Putting the Pieces Together

DPS conducts business with various individuals who are not employed by the district. These individuals are referred to as non-employees within Infor HR, our personnel records system. As a manager, you need to ensure that all non-employees working in your department/school are entered into the Infor HR system. Depending on the assigned duties, these individuals may also require a background check or fingerprinting.

Non-employees could be a/an:

- Independent Contractor
- Agency Contractor
- Consultant
- Unpaid Intern
- Charter-School Employee
- Volunteer*
- Community Partner*
- Student Teacher*
- Psychology/Social Work Intern*

*Exceptions:

These types of non-employees are managed centrally and do not report directly to school leadership, and thus, you do not need to enter them into Infor HR. However, some charter schools do hire these types of non-employees directly into the system.

- Community Partner organizations such as Goodwill, Mi Casa, Boys and Girls Clubs of Metro Denver are hired centrally through the Extended Learning department.
- School-Based Volunteers are hired centrally through the FACE department.
- Student Teachers will be hired centrally through the Human Resources department.
- Psychology / Social Work Interns are hired centrally through the Student Equity & Opportunity department.

## Before You Begin

### Step 1)

Ensure you have a non-employee position in your department/school.

- A single non-employee position can be held by multiple people; you do not need multiple non-employee positions.
- If you don’t have a non-employee position, you will need to create one. [Step-by-step instructions can be found here.](#)
- Charters - position numbers are created centrally for you by CISS. If you do not have a non-employee position you can use, reach out to CISS at CISS@dpsk12.org.
Before You Begin

Step 2)

Determine whether your non-employee needs email/systems access, fingerprinted by DPS, or both.

- If you are unsure whether a contractor should be fingerprinted, contact Strategic Sourcing.
- If you are unsure whether an unpaid intern should be fingerprinted, contact HR Employee Relations.
- Charter Schools will always need a DPS email address in order to obtain access to DPS systems. Some Charter Schools complete their own fingerprinting processes, and some have their employees fingerprinted by DPS.

If fingerprinting is required (regardless of the need for email/systems access), you will need to open a job posting through Infor HR, and the individual will need to apply through the non-employee job board.

If email/systems access is required, but fingerprinting is not, no posting is needed. You will enter this individual into the system yourself. Step-by-step instructions can be found here.

FAQs

1. I received an error message saying this record was a duplicate. What causes this and what do I do?

   - A duplicate record indicates the individual already exists in the Infor HR database, either as a current or former employee or non-employee relationship. If you encounter this situation, you will need to work with HR Data to rehire the non-employee. Step-by-step instructions can be found here.

2. How do I add email or change systems access for my non-employee?

   - If the non-employee has a DPS email, but not systems access: contact DoTS Help to change/add systems access.
   - If the non-employee has systems access, but not a DPS email: contact DoTS Help to have an email account created.
   - If the non-employee does not have either email or systems access: the non-employee does not have a DPS logon and you will need to terminate and rehire the non-employee in the Infor HR system. Creation of a DPS logon is only possible at the time of hire.

   Step-by-step instructions to terminate a non-employee can be found here.

   Step-by-step instructions to rehire a non-employee can be found here.

3. How is email and/or systems access granted and revoked?

   All non-employees must have an anticipated work assignment end date. This end date should be the end date of their contract/internship or 18 months in the future, whichever comes first. As that end date approaches, as the hiring manager of the non-employee, you will receive an e-mail notification.

   If the non-employee’s end date needs extended, the manager can change the end date to no more than 18 months in the future; otherwise, the non-employee will be terminated in Infor HR and systems access will be disabled on the end date. Step-by-step instructions to change a non-employees end date can be found here.

   You can terminate a non-employee at any time. When you do that, any systems access will be disabled automatically. Step-by-step instructions can be found here.

   Non-employee system accounts will automatically be disabled if not used for 150 days, even though the non-employee is still active in Infor HR. Tell your non-employees that they need to use their DPS logon at least once every 150 days. If systems access becomes disabled for non-use, as the manager, you can request to re-enable this access. Step-by-step instructions can be found here.
Additional Resources

Use the links below to access related non-employee guides for Managers:

- **Hire a Non-Employee - Non-Charter (Manager)** - Use this guide to enter a non-employee into Infor HR yourself if the position does not require fingerprinting. *If the non-employee needs to be fingerprinted by DPS, contact your recruiter.*

- **Create a New Non-Employee Position (Manager)** - Use this guide if you do not already have a contractor or unpaid intern position in your position list. *You can put many contractors (or many unpaid interns) in the same position.*

- **Rehire a Non-Employee (Manager)** - Use this guide if the individual already exists in the Infor HR database due to a pre-existing employee or non-employee relationship.

- **Re-Enable Systems Access for a Non-Employee (Manager)** - Use this guide to re-enable a non-employee's systems access that was disabled due to lack of usage.

- **Change Non-Employee Work Assignment Anticipated End Date (Manager)** - Use this guide to update the non-employee's end-date.

- **Terminate a Non-Employee (Manager)** - Use this guide to terminate a non-employee when the non-employee leaves the position occurs sooner than originally anticipated. This will ensure the non-employee's access is revoked timely.
  - If you know that your non-employee has another position at DPS (for example, they are a contractor for two different departments), you should **End a Work Assignment for a Non-Employee (Manager)** instead of terminating them. *This is a rare situation.*

- **Add a Work Assignment for a Non-Employee (Manager)** - Use this guide to add an additional work assignment for a non-employee. You will only follow this process if the non-employee has already been hired by another department.

Who to Contact

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

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