### Putting the Pieces Together

The purpose of this transaction is to hire a non-employee (Community Partner Staff (for select departments), Contractor, or Unpaid Intern). This process is not used for charter schools.

This guide outlines how to:
- Log in to Infor HR - (pg. 2)
- Hire a Non-Employee - (pg. 4)

### Which Outcome to Expect

Upon completion of this process, you’ll have immediately hired a non-employee.

### Navigating the Process

Related guide:

*Terminate 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** and **Password (a)**, then click the **blue arrow (b)** to log in.
ACTION:
Hire a non-employee

Please Note
- This process outlines how to hire a non-employee. Not all fields on the Hire Non-Employee form are required, only fill out the fields as requested in this document. If you enter values in other fields, error messages appear.

1) Click the Manager icon to open Manager Space.

2) Under My Staff (a), click My Staff (b).
3 ) Click the All Actions Menu chevron (a) and then click Hire Non-Employee Resource (b).
4) Enter the first name in the **Given Name (First)** field and the last name in the **Family Name (Last)** field.

Please Note

- The Effective Date defaults to today's date. The Reason field defaults to NONEMP.

5) Enter the **Relationship To Organization**.

Please Note

- The Relationship To Organization corresponds to the type of non-employee you are hiring.

6) Enter the employee's social security number (a), and the date of birth (b).

Things to Avoid

- When typing the social security number, please do not include hyphens.
- Do not enter Gender or Race values.
7) Enter the **Start Date (a)**, **Anticipated End Date (b)** and the corresponding **Position (c)**.

### Required
- Start Date must be within 9 months of today’s date.
- Anticipated End Date must be within 18 months of Start Date.

### Required
- If hiring a Community Partner, you must select a value for the Community Partner Organization field.

### Please Note
- You will only be able to see positions you maintain.
- After a Position is selected, several fields default, including Job, Organization Unit, Location, and Direct Supervisor.

### Things to Avoid
- Do not enter information under the Charter School – Work Assignment Information section, you will receive errors when
Enter an Alternate Email Address (b) for the non-employee.

The Non-Employee Information section is required.

If entering a volunteer, you must select "No" under the Non-Employee Information fields.

Avoid answering questions 9a and b (above) incorrectly as you cannot change your answers after the non-employee is hired. If you say "No" to both questions, the non-employee will not be issued a DPS logon; adding email or systems access later will require terminating the non-employee in the system and rehiring.
Which Outcome to Expect

- The non-employee is immediately hired in Infor HR.
- The non-employee appears in your My Staff menu.

Things to Avoid

- Do not enter information under the Charter School - Years Of Experience section, you will receive errors when submitting the form.

Please Note

- If, after submitting, you receive the error message below, the employee is already in the system and should be rehired instead. Refer to the Rehire a Non-Employee guide.

10) Click Submit to complete the transaction.