



CONTRACTOR PROCESSING INSTRUCTIONS



Provided below are detailed processing instructions for the following actions related to contractors:

1. Establish a contractor position;
2. Appoint a contract employee; and
3. Separate the contractor upon completion of the contract or project.

1. ESTABLISH POSITION – NO POSITION DESCRIPTION REQUIRED	
FORM FIELD:	SELECTION/CONTENTS:
Effective Date	<i>First report date or prior (if new establishment)</i>
<i>Note: This field will default with current date and must be updated.</i>	
Job Number	20000004 (Contractor) 20000003 (Contractor Supervisor)
Personnel Area	(0001) Executive
Personnel Subarea	(2000) Non-paid
Employee Group	(M) Contractors – Unpaid
Employee Subgroup	(31) Contractor – Unpaid
Pay Grade Type	(99) Non-Paid
Pay Grade Area	(99) Non-Paid
Pay Grade	(99) Non-Paid
Unclassified	<i>Check the Unclassified box</i>
Cap	<i>Select "Not Included in Cap"</i>
Work County	<i>Contractor's Work County</i>
Function Group	Leave the Field Blank
Time Approver	Leave the Field Blank
Cost Center	<i>Enter Agency's Cost Center</i>
Supervisor Position Number	<i>Enter Supervisor's Position Number</i>
Order Number	<i>Agency Order Number will Populate</i>
Unit	Leave the Field Blank
Location	Leave the Field Blank
Activity	Leave the Field Blank
WBS Element	Leave the Field Blank
Functional Area	Leave the Field Blank
Remarks	Non-paid Contractor

2. APPOINTMENT

FORM FIELD:	SELECTION/CONTENTS:
Action Reason	Appoint
Effective Date	<i>First report date</i>
<i>Note: This field will default with current date and must be updated.</i>	
New Position	<i>Contractor Position Number</i>
<i>Initialize</i>	
First Name	<i>Contractor's Official First Name</i>
Middle Name	<i>Contractor's Official Middle Initial</i>
Last Name	<i>Contractor's Official Last Name</i>
SSN	<i>Contractor's SSN (#####)</i>
Gender	<i>Contractor's Gender</i>
Date of Birth	<i>Contractor's Date of Birth (MM/DD/YYYY)</i>
COS Requisition #	n/a
Home Address Line 1, etc.	<i>Contractor's Work Address</i>
<i>Note: The contractor's home address is on file with the employer and is not stored in KHRIS.</i>	
Work Address Line 1, etc.	<i>Contractor's Work Address</i>
Work Schedule Rule	40HR24/7 or 37.5HR24/7
Shift Premium Indicator	10
Overtime Status	C
Actual Pay Amount	0.00 (Upon Check & Send, this will be blank)
Residence Tax Area	KY
Work Tax Area	<i>Applicable Tax Area</i>
Residence Status	<i>Applicable Residence Status</i>
Ethnic Origin	<i>Applicable Ethnicity</i>
Military Status	Leave the Field Blank
Retirement Code	NO RETIREMENT PLAN
Check Distribution Code	Leave the Field Blank
Remarks	Non-paid Contractor
<i>Note: Forms should be keyed using proper casing.</i>	

3. SEPARATION

FORM FIELD:	SELECTION/CONTENTS:
Action Reason	T – Time Limit
Effective Date	<i>First day the Contractor is no longer employed</i>
<i>The address information populates on the form from Infotype 0006 (Addresses) and should not be changed.</i>	
Remarks	Non-paid Contractor