

# Contingent Workforce Registration

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### INTRODUCTION

When there is a need to create/ register an external worker, a position should be created in order to assign a new profile (Employee ID). The external worker creation and access should be requested through the [Service One](#).

Please consult the page for [Onboarding a New Contingent/External Worker](#) to have access to all the detailed explanations on how to request External Worker accesses.

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### RATING PROCEDURE FOR SERVICE CENTER

[CLICK HERE TO ACCESS OPERATING PROCEDURE](#)

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### MANAGERS/SUPERVISORS

When an external worker joins the company, Service Center needs to register him or her in the tool. Therefore, it is necessary for his or her manager to fill out the form to inform the Service Center that an external worker will be onboarding.

Please refer to the [Onboarding a New Contingent/External Worker page](#) for all the information you need.

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