

Onboarding a New Contingent Worker (External/Temporary /Consultant)

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(External/Temporary/Consultant)

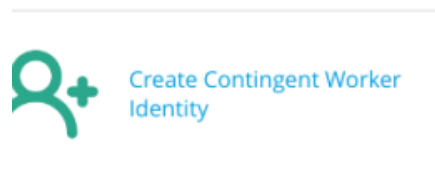
INTRODUCTION

Follow these steps to have your new contingent worker ready to start on their first day of assignment.

STEP 1 >

Create Contingent Worker Identity - SyRA

must be completed at a minimum six (6) business days prior to the start date of the contingent worker.



on the image above to be redirected to the Service One ticket]

Now be possible to ask for standard access in this service request. You only need to submit the "[IT access onboarding service request](#)" if you are asked to use more than these services:

- Network Account
- Google Account
- Remote Access
- Security Token

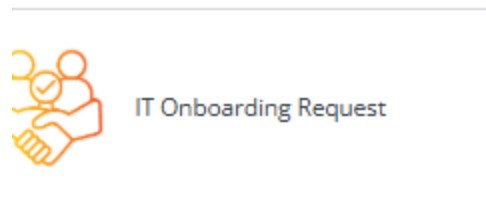


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STEP 2 >

Request Standard IT Equipment and Syensqo Access

Request as soon as possible, but no later than ONE (1) Week before start date. After submission of the service request, Service Desk will provide the services within 5 business days.



on the image to be redirected to the ticket in Service One]

Standard IT onboarding ticket will provide:

- Computer / Workstation
- Accessories Set (Keyboard, Mouse, Headset))
- SmartPhone/Mobile
- Office phone / Deskphone
- Syensqo Email and Google Workspace
- Badge Required to Enter Syensqo Facilities

Sign Business Justification is required if requesting these for a Contingent Worker

- Computer / Workstation
- Accessories Set (Keyboard, Mouse, Headset)
- Smartphone / Mobile
- Office Phone / Desk Phone

When the form is submitted you should request applications access through the following forms

- [Application Access Request \(Generic\)](#)
- [SAP Access Request](#)

Visit the [SyRA catalog](#) for any additional requests based on position and needs.



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Year as long as the contingent worker contract is in place, you will be asked to revalidate the access of your external worker, and will receive notifications by email. The recertification process will allow you to extend accesses for a maximum renewable period.

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- [Onboarding Guidelines for Managers](#)
- [Onboarding Visual Guide for Managers](#)