

How Do I's (HDI) Content Supplier – Self Service HDIs

Get SLAC ID and Access to SLAC

Who does this? Non-employee – contractor, sub-contractor, consultant

When? You have been contracted or otherwise engaged to perform work for SLAC.

How? Complete onboarding form online portal

Get ID and Access to SLAC

People who are not employees but are performing work for SLAC are categorized as Contingent Workers. The **Contingent Worker** category can be thought of all those people who perform work for SLAC and are paid indirectly by SLAC, either through an invoice or an SLAC/Stanford inter-department transfer of funds. This includes the following groups:

- Stanford Employees rostered on Stanford's payroll but performing work for SLAC – this includes joint faculty
- Contractors
- Sub-contractors
- Agency temps
- Personal Service Agreement
- Consultant – independent contractor through 1099

How to Gain Access to SLAC

Step 1: Get a SLAC ID Number

1. Open a new Contingent Worker Form https://erp-hprdext.slac.stanford.edu/psc/hprdext/EMPLOYEE/PSFT_HR/c/SL_HR.SL_CNTNGNT_WRKR_GBL?FolderPath=PORTAL_ROOT_OBJECT.SLAC_PERSONAL_INFORMATION.SL_CNTNGNT_WRKR_GBL&IsFolder=false&IgnoreParamTempl=FolderPath%2cIsFolder&
2. All fields with an * are required. Complete all required fields.
3. Clarification on some required fields on the Contingent Worker Form:
 - a. **Country Citizenship** requires the country code. To search for the correct code, click on the magnifying glass icon.
 - i. Select the method of search by clicking on the pull down menu next to "Search by"
 1. Search by "Country" if you know the country code.
 2. Search by "Description" if you know the country name
 - ii. Click "Look Up"
 - iii. Click on the selected country.
 - b. **Provider ID** is the vendor number. To search for a Provider ID, click on the magnifying glass icon.
 - i. Select the method of search by clicking on the pull down menu next to "Search by"
 1. Search by "Provider ID" if you know the vendor number.
 2. Search by "Description" if you know the vendor name.
 - ii. Click "Look Up"
 - iii. Click on the selected vendor.

- c. **Point of Contact** must be a SLAC employee who can validate the contingent worker's need to come to SLAC. To search for a Point of Contact, click on the magnifying glass icon. The default is the persons employee ID but you can also select last name as well as several other search choices.
 - i. Select the method of search by clicking on the pull down menu next to "Search by"
 - ii. Enter the search data.
 - iii. Click "Look Up"
 - iv. Click on the selected employee.
 - d. **Estimated End Date** is when you expect the assignment or project to end. The point of contact will receive a notification of the end date 30 days prior to that date. Click on the calendar icon to select a date.
 - e. **Employee Classification** is the type of worker (i.e. SU employee, contractor, etc.)
 - i. Select the type of worker by clicking on the pull down menu, then click the type.
4. When completed, click **Submit**.
 5. Once approved by the Point of Contact, the continent worker and the Point of Contact will receive an automatic email with the work's ID number.

Step 2: Take Training and Get a Badge (to be completed by individual subcontractors who will be working on site): Instructions to complete required training and secure a security badge follow this link:

http://www-group.slac.stanford.edu/esh/security/badge_subcontractor.htm