CONTRACTUAL WORKERS

A Guide to the New Process Effective FY 2020
TIPS FOR THE NEW PROCESS

All Programs will be assigned an HR Contract Analyst!

Anita Evans:
Health Services
Health Equity
Jackson Heart Study
Regions 1 and 3*
(*for all admin service contracts)

Contact Information:
601-576-8127
anita.evans@msdh.ms.gov

LaShun Smith:
All Other Program Areas
Region 2*
(*for all admin service contracts)

Contact Information:
601-576-7897
lashun.smith@msdh.ms.gov
TIPS FOR THE NEW PROCESS

• All required forms are now fillable PDF files located on the MSDH intranet.
• All contract workers need a valid email address.
• DocuSign will be utilized for all contract workers.
• No more handwritten forms accepted.
• Make sure all forms are signed and dated prior to submission.

• Submit contract into Q-Pulse for processing at least thirty (30) days prior to the contract effective date.
• For an effective date in May, June, or July, submit contract into Q-Pulse for processing sixty (60) days prior to the contract effective date if possible.
STEP 1: SELECTING A CONTRACT WORKER

Will this be a **RENEWAL/REISSUE** contract worker?

- This individual is currently on contract and MSDH intends to issue an identical contract for the new fiscal year effective immediately after the current contract ends.

- This individual will receive a new contract with identical terms and services that will be effective July 1\(^{st}\) of the new fiscal year. There will be no break in service between the new contracts.
STEP 1: SELECTING A CONTRACT WORKER

Will this be a **NEW** Contract?

- This individual has NEVER been a contract worker for MSDH.
- This individual is not currently in a contract with MSDH.
- This individual was a contract worker for MSDH, but had a break in service since the previous contract was issued.
STEP 1: SELECTING A CONTRACT WORKER

Does your candidate meet all criteria for the position?

• Check education.
• Check experience.
• Check to make sure that all licenses and certifications required are current and valid.
• Check that you have valid contact information for your worker including an email address.

Is the candidate a PERS Retiree?

• If yes, then complete PERS Form 4B located on the intranet.
FORMS NEEDED FOR CONTRACT WORKERS

NEW
• Contract Worker Request [Form 1144]
• Authorization for Release Information for Background Check [Form 159]
• IRS Form I-9, Employment Eligibility Verification and valid documents
• PERS Form 4B (if applicable)

RENEWAL/REISSUE
• Contract Worker Request [Form 1144]
• PERS Form 4B (if applicable)
STEP 2: COMPLETE THE FORMS

All Forms are located on the MSDH Intranet.

- Go to https://msdh.ms.gov.
- Scroll down to the bottom left corner and look for the column titled “Agency.”
- Click on “Intranet.”
STEP 2: COMPLETE THE FORMS

On the MSDH Intranet:
- Click on “Forms.”
- Scroll to the ‘Contracts/Grants’ section.
- Click on “Contract Workers.”
- Double click on the available forms and save to your computer.
STEP 2: COMPLETE THE FORMS

• Complete the forms electronically.
• Save the completed forms as pdf files.
• Name the pdf file using the contract worker’s name and the form number [Last Name+First Initial+space+Form Number.pdf]

Example: Contract Worker - Anna Smith

Authorization for Background Check   SmithA F159.pdf
PERS Form 4B   SmithA F4B.pdf
IRS Form I-9   SmithA FI9.pdf
Contract Worker Request Form   SmithA F1144.pdf
STEP 3: SUBMIT IN Q-PULSE

• Create a Draft File in Q-Pulse.
STEP 3: SUBMIT IN Q-PULSE

- Select Contract Worker under “Type” and “Restricted-HR-SPA.”
- Make sure to select your Program Area.
- This ensures the correct routing order for approval.
STEP 3: SUBMIT IN Q-PULSE

• Title the Draft Action the Last Name, First Name of the contract worker.

For example, the Q-Pulse entry for Anna Smith to be approved as a contract worker would be titled Smith, Anna.
STEP 3: SUBMIT IN Q-PULSE

- Enter yourself as the “Owner.”
- Enter the name of your program’s “Analyst.”
STEP 3: SUBMIT IN Q-PULSE

• Enter the effective date of the contract as the “Implement by Date.”
STEP 3: SUBMIT IN Q-PULSE

Upload required forms into Q-Pulse.

Click on the dots next to “Filename.”

Upload files by clicking on “Add Files.”
STEP 3: SUBMIT IN Q-PULSE

NEW Contract Worker

RENEWAL/REISSUE Contract Worker
STEP 4: DRAFTING AND ROUTING FOR APPROVAL

Each Contract Analyst will review the draft request.

• If rejected, the changes needed will be in the comments section. An email notification will be sent to the Q-Pulse owner.

• If approved, you are finished for now. All other steps in the process will be completed by the contract analyst or payroll.
STEP 5: DRAFT APPROVED STATUS IN Q-PULSE

Contract Analyst will:

• Send out contracts for signature using DocuSign.
• Upload signed contract into Q-Pulse.
• Add the Contract Number into “Keywords.”
• Change the status in Q-Pulse to say “Draft Approved.”
  • Email notification will be sent to the Q-Pulse Owner.
STEP 5: DRAFT APPROVED STATUS IN Q-PULSE

Contract Number
STEP 5: DRAFT APPROVED STATUS IN Q-PULSE

Will say “Draft Approved.”
What does this mean?

• Draft Approved status means that the contract has been completely signed by both parties. However, information has not yet been entered into SPAHRS and no payments may be issued.

• The Contract Worker can legally perform services for the agency.
  • No NEW contract workers should be working at this stage.
  • Renewals/Reissues may begin to work.
STEP 6: ONBOARDING

This step is only for NEW contract workers.

• The contract will be automatically routed to Onboarding in Q-Pulse.

• The contract worker’s supervisor will be contacted by HR regarding all necessary paperwork and policies.

• Once the contract worker has completed Onboarding, it will be approved in Q-Pulse.
STEP 7: ACTIVE STATUS IN Q-PULSE

• Contract routed to Payroll for financial processing.
• Payroll will change the status to “Active.”
• The contract has now been completely processed both legally and financially.
STEP 7: ACTIVE STATUS IN Q-PULSE

Will say “Active.”
CONTRACT TERMINATIONS

• Legal Authority to Terminate a Contract
  • Dr. Dobbs
  • Mitchell Adcock

• Contact Human Resources to request a termination
  • Rebecca Henley
  • Designated Contract Analyst
    • Anita Evans
    • LaShun Smith