



MISSISSIPPI STATE DEPARTMENT OF HEALTH

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!

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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 1st 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.

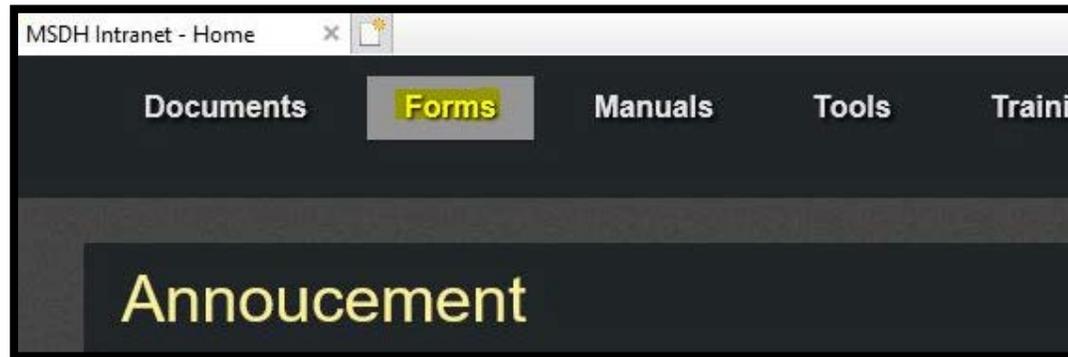
- Go to <https://msdh.ms.gov>.
- Scroll down to the bottom left corner and look for the column titled “Agency.”
- Click on “Intranet.”

AGENCY	INFORMATION	I NEED A ...
About Us	Apps	Birth Certificate
Administration	Calendar of Events	Certificate of Need
Board of Health	Contact Us	Children's Health Insurance
County Offices	Health Resources	Complaint Form
Institutional Review	Hotlines	Criminal History Check
Intranet	Locations	Death Certificate
Jobs	Meetings	Food Permit
Locations	News	Immunization Record

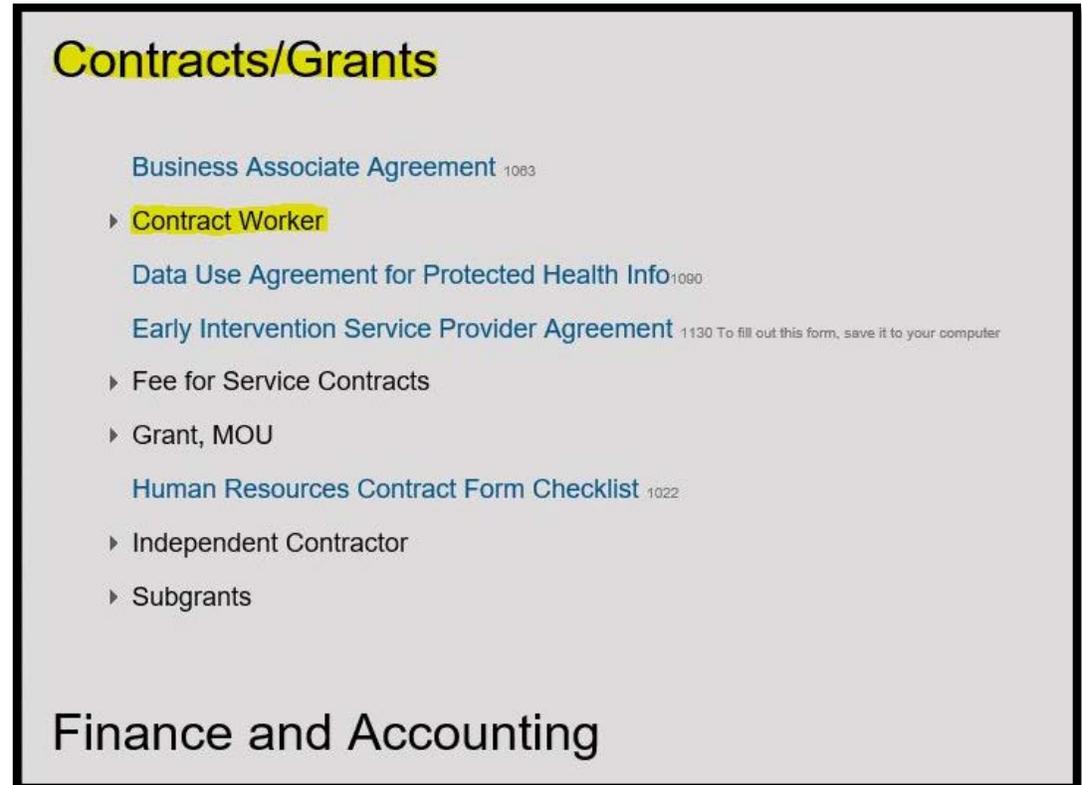
STEP 2: COMPLETE THE FORMS

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**

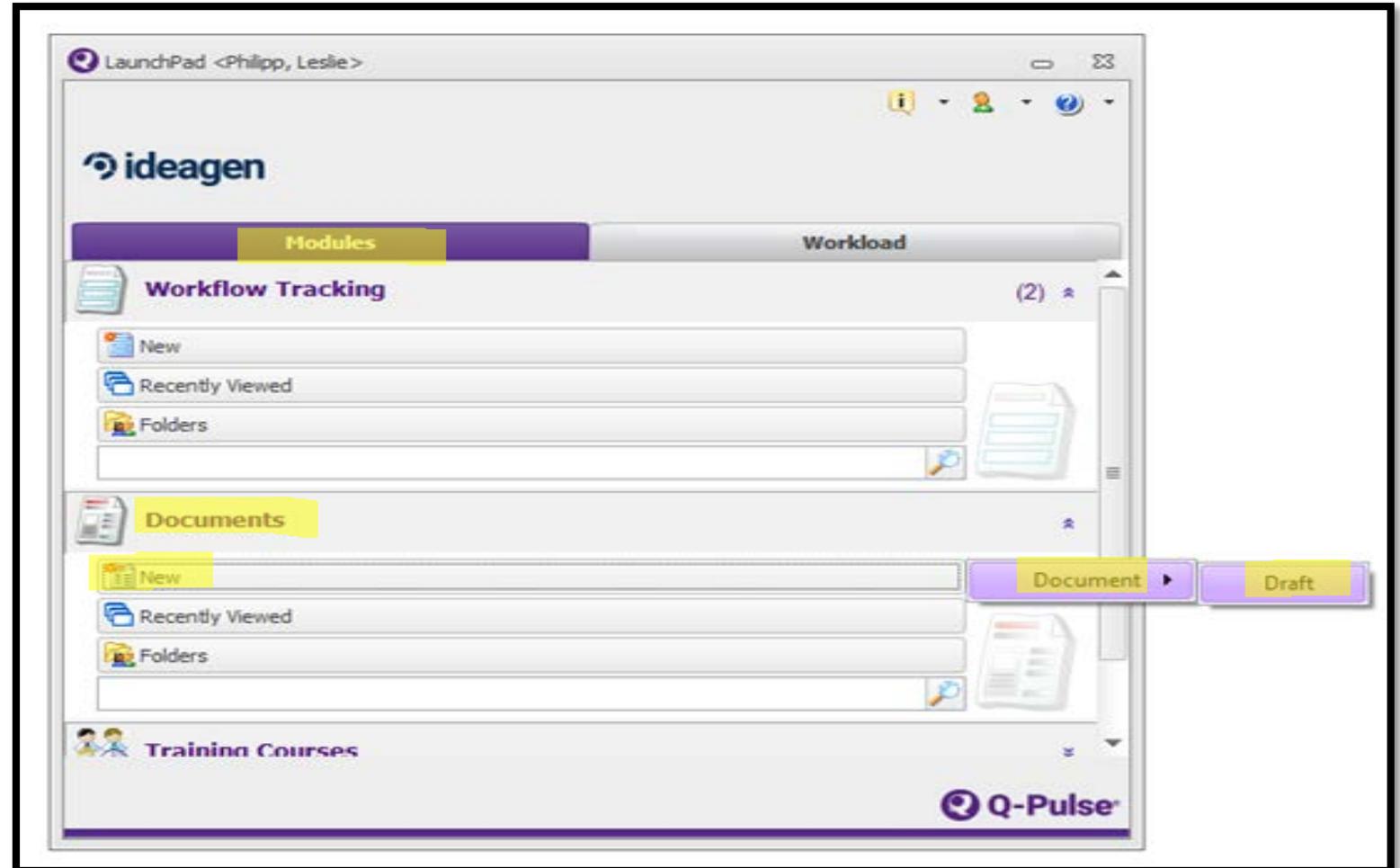
PERS Form 4B  **SmithA F4B.pdf**

IRS Form I-9  **SmithA FI9.pdf**

Contract Worker Request Form  **SmithA F1144.pdf**

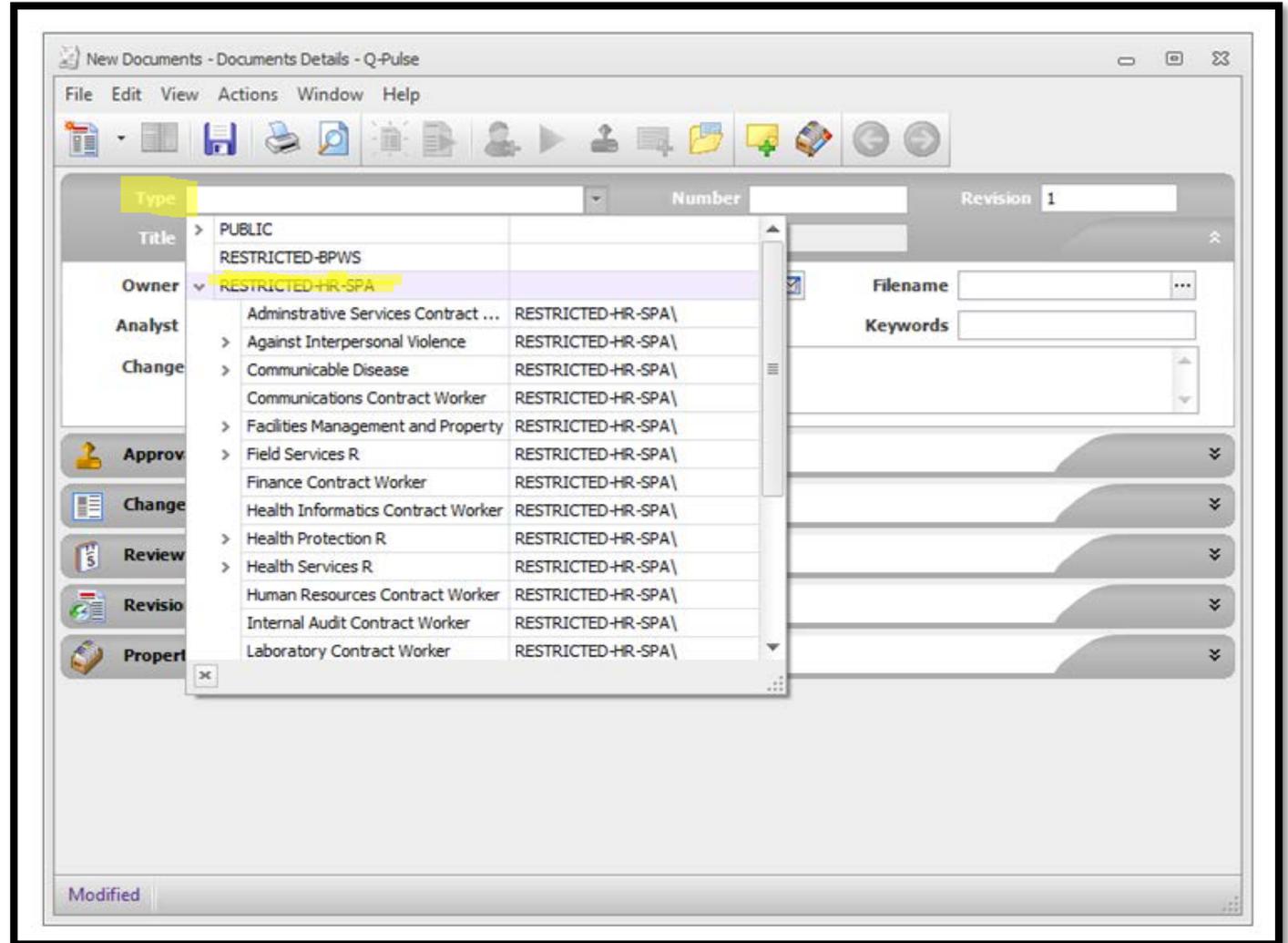
STEP 3: SUBMIT IN Q-PULSE

- Create a Draft File in Q-Pulse.



STEP 3: SUBMIT IN Q-PULSE

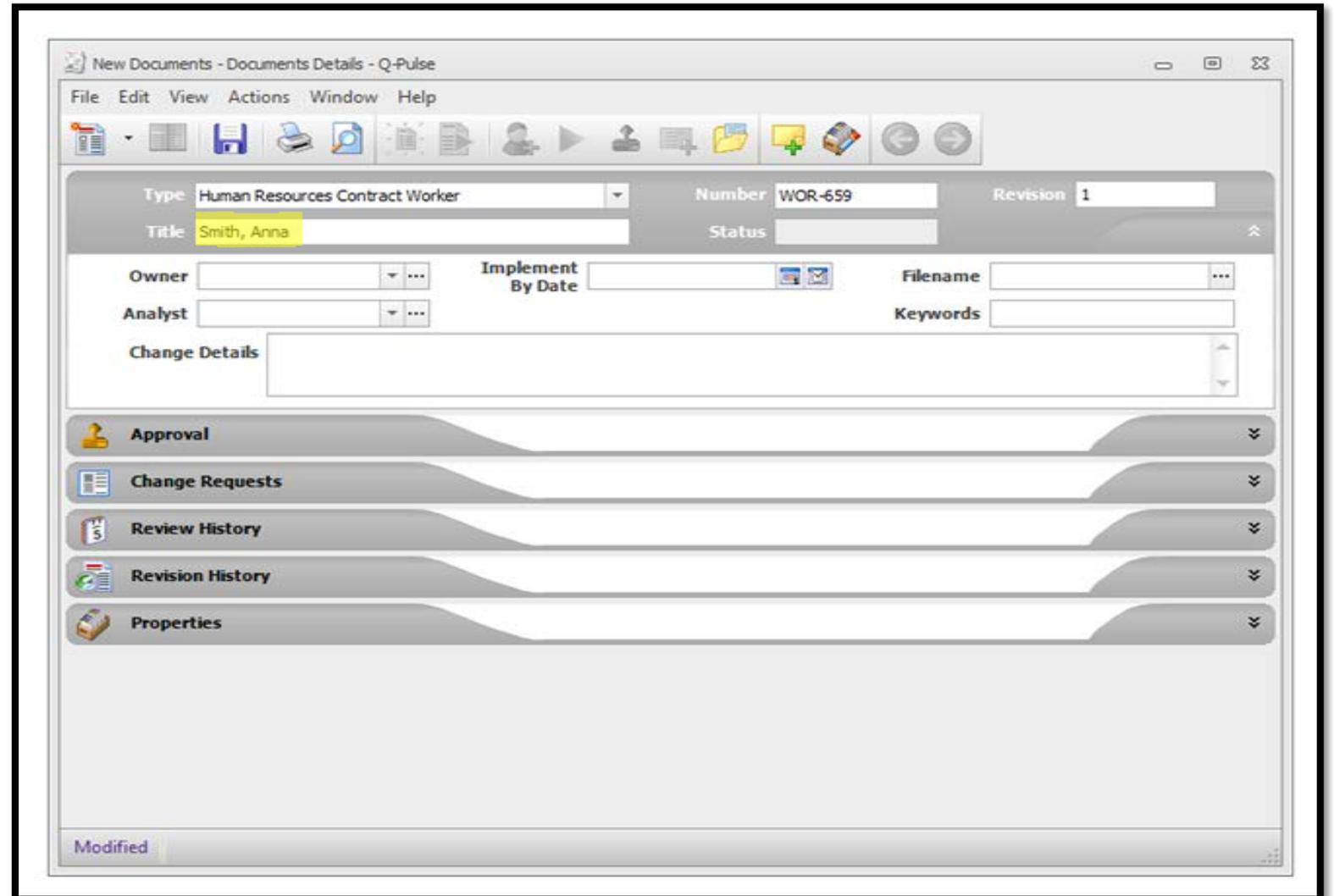
- Select Contract Worker under “Type” and “Restricted-HR-SPA.”
- Make sure to select your Program Area.
- This ensures the correct routing order for approval.



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**.



The screenshot shows the 'New Documents - Documents Details - Q-Pulse' window. The interface includes a menu bar (File, Edit, View, Actions, Window, Help) and a toolbar with various icons. The main form area contains the following fields:

- Type:** Human Resources Contract Worker (dropdown)
- Number:** WOR-659
- Revision:** 1
- Title:** Smith, Anna (highlighted in yellow)
- Status:** (empty)
- Owner:** (dropdown menu)
- Implement By Date:** (calendar icon)
- Filename:** (text input)
- Analyst:** (dropdown menu)
- Keywords:** (text input)
- Change Details:** (text area)

Below the form are several expandable sections:

- Approval
- Change Requests
- Review History
- Revision History
- Properties

A 'Modified' status indicator is visible at the bottom left of the window.

STEP 3: SUBMIT IN Q-PULSE

- Enter yourself as the “Owner.”
- Enter the name of your program’s “Analyst.”

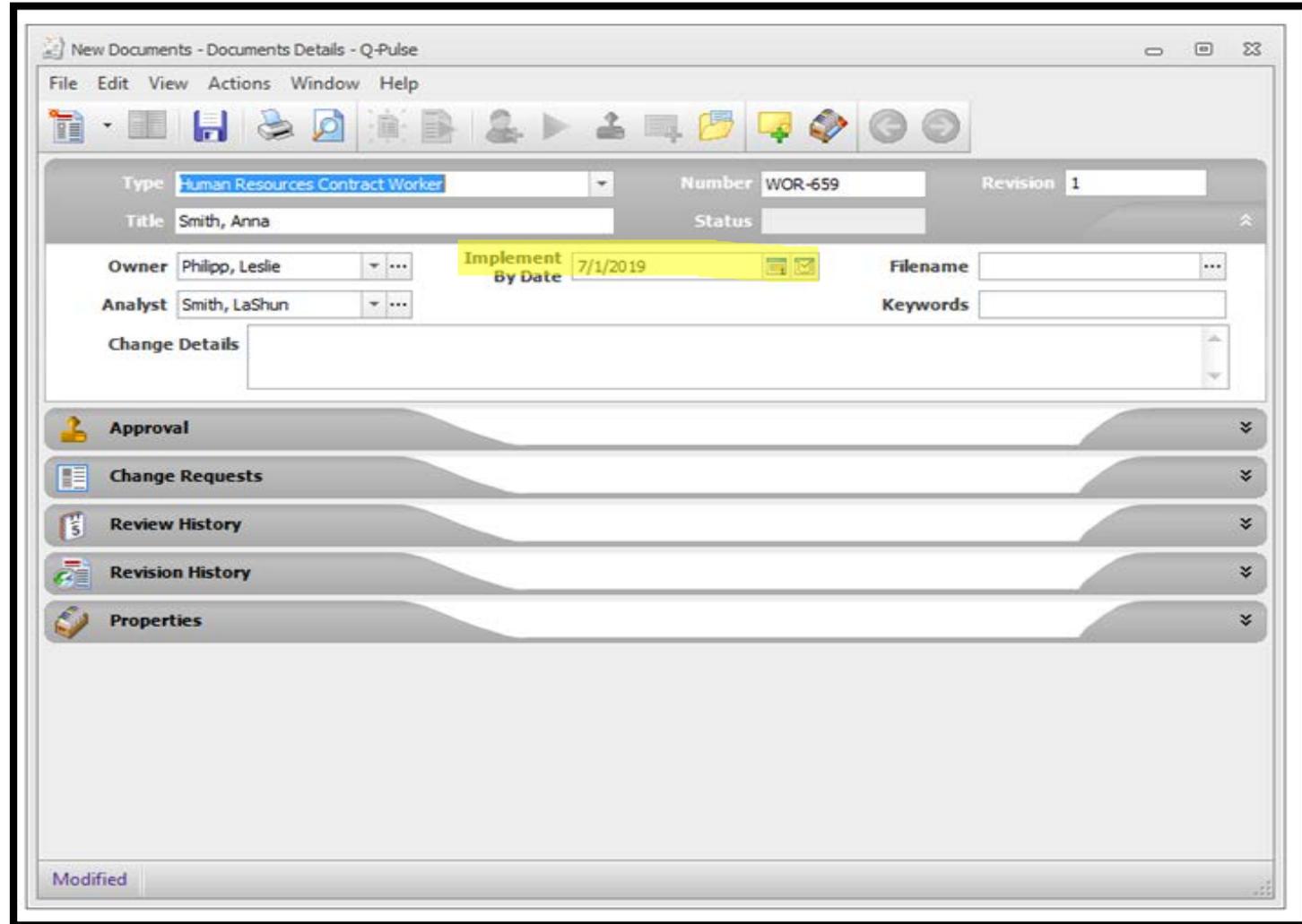
The screenshot shows the 'New Documents - Documents Details - Q-Pulse' window. The form includes the following fields and sections:

- Type:** Human Resources Contract Worker
- Number:** WOR-659
- Revision:** 1
- Title:** Smith, Anna
- Status:** (empty)
- Owner:** Philipp, Leslie
- Analyst:** Smith, LaShun
- Implement By Date:** (empty)
- Filename:** (empty)
- Keywords:** (empty)
- Change Details:** (empty text area)
- Approval:** (empty)
- Change Requests:** (empty)
- Review History:** (empty)
- Revision History:** (empty)
- Properties:** (empty)

The 'Owner' and 'Analyst' fields are highlighted in yellow. The 'Modified' status is visible at the bottom left.

STEP 3: SUBMIT IN Q-PULSE

- Enter the effective date of the contract as the “Implement by Date.”



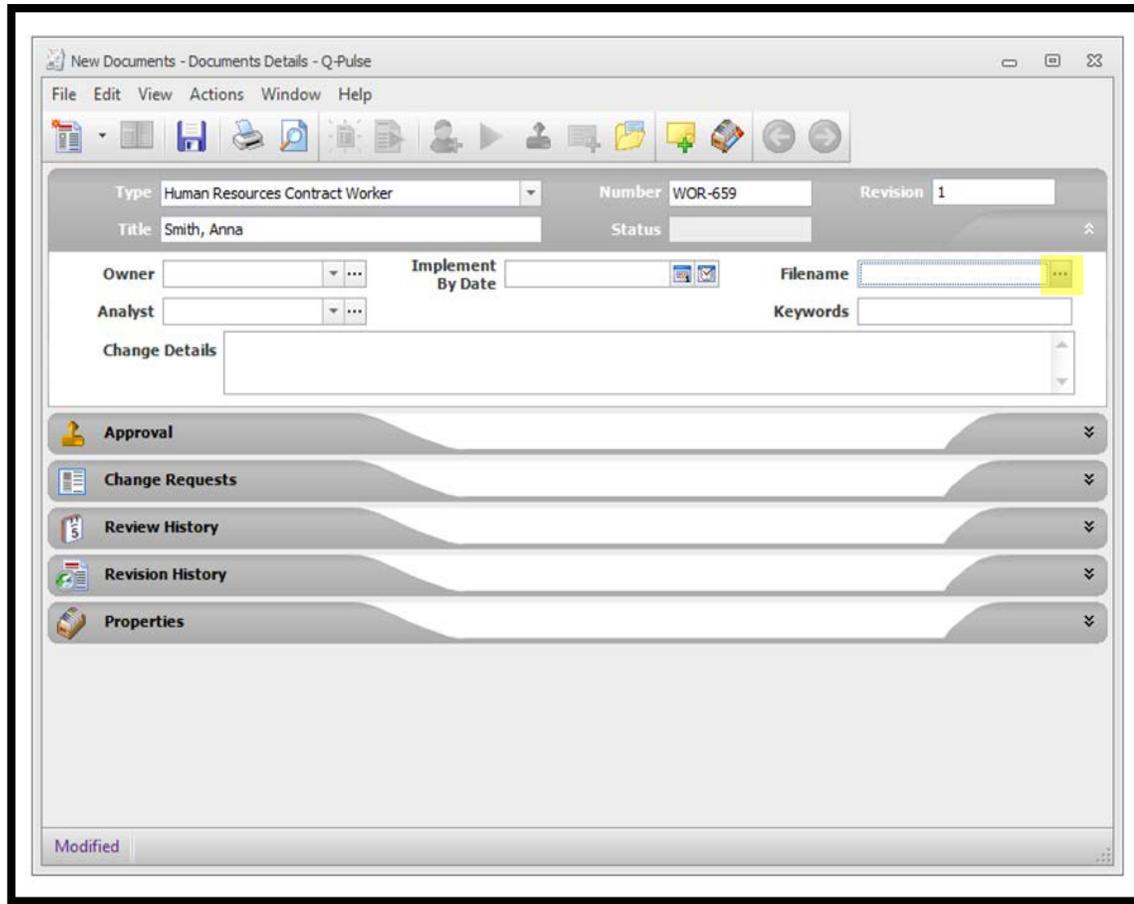
The screenshot displays the 'New Documents - Documents Details - Q-Pulse' window. The interface includes a menu bar (File, Edit, View, Actions, Window, Help) and a toolbar with various icons. The main form contains the following fields:

- Type: Human Resources Contract Worker
- Number: WOR-659
- Revision: 1
- Title: Smith, Anna
- Status: (empty)
- Owner: Philipp, Leslie
- Analyst: Smith, LaShun
- Implement By Date: 7/1/2019 (highlighted in yellow)
- Filename: (empty)
- Keywords: (empty)
- Change Details: (empty text area)

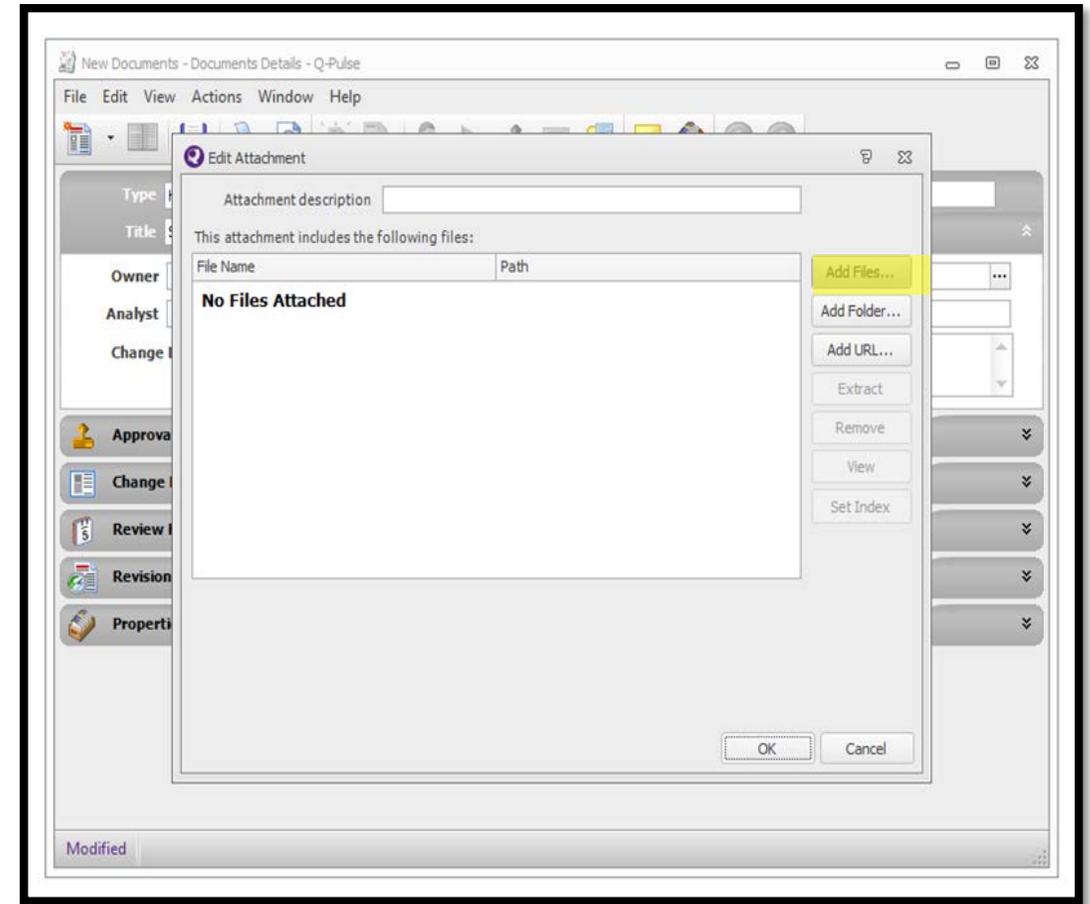
Below the form are several expandable sections: Approval, Change Requests, Review History, Revision History, and Properties. A 'Modified' status indicator is visible at the bottom left of the window.

STEP 3: SUBMIT IN Q-PULSE

Upload required forms into Q-Pulse.



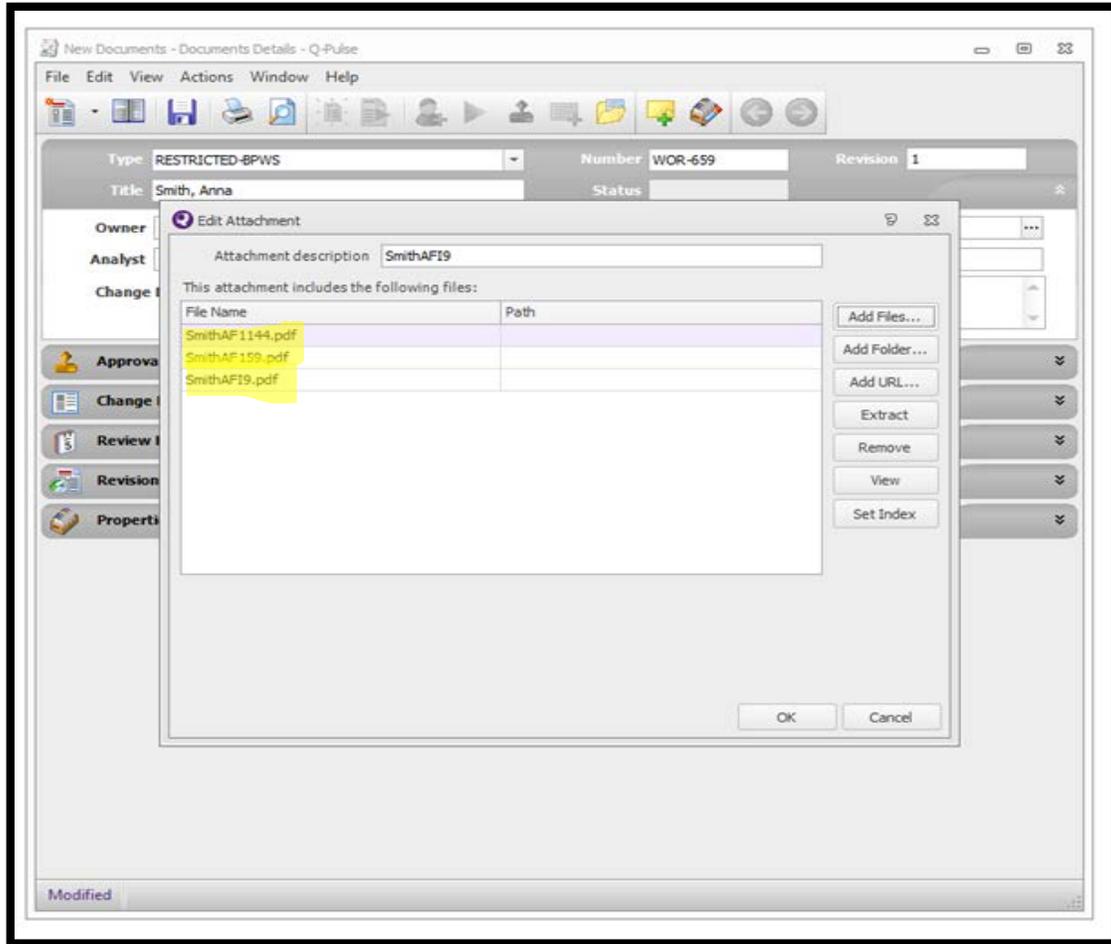
Click on the dots next to “Filename.”



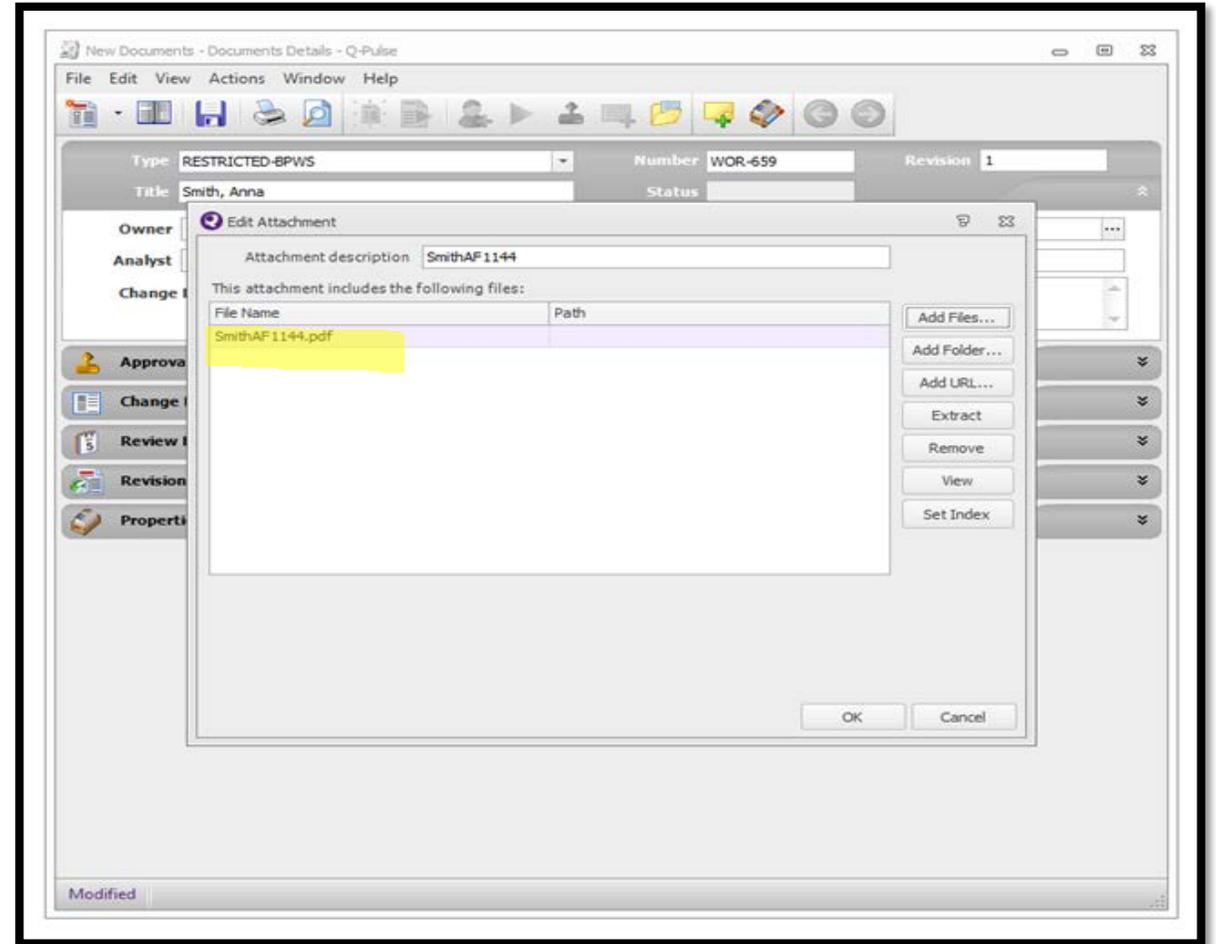
Upload files by clicking on “Add Files.”

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

The screenshot shows the 'Documents Details' window in Q-Pulse. The window title is 'New Documents - Documents Details - Q-Pulse'. The menu bar includes 'File', 'Edit', 'View', 'Actions', 'Window', and 'Help'. The toolbar contains various icons for document management. The main form fields are as follows:

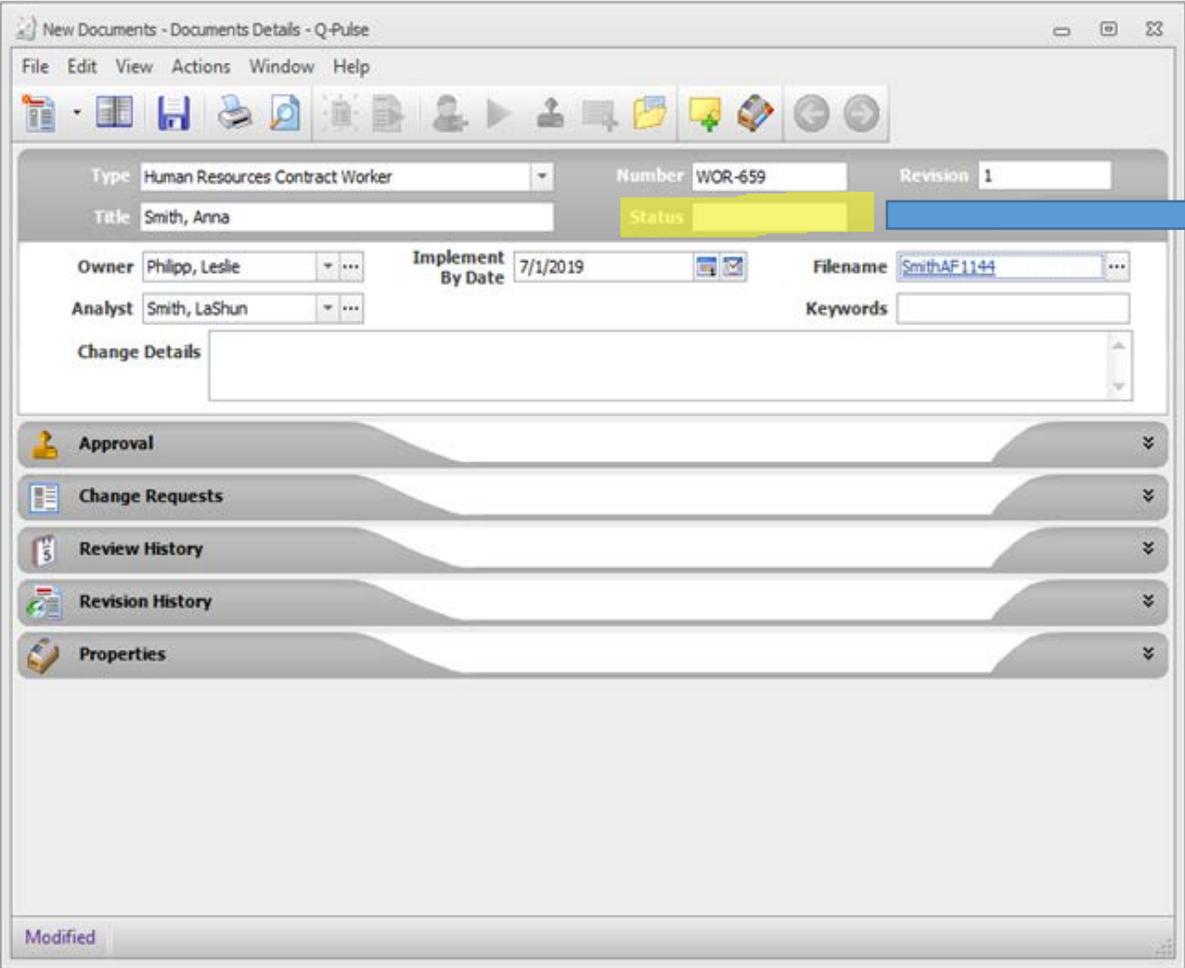
Type	Human Resources Contract Worker	Number	WOR-659	Revision	1
Title	Smith, Anna		Status		
Owner	Philipp, Leslie	Implement By Date	7/1/2019	Filename	SmithAF1144
Analyst	Smith, LaShun	Keywords			
Change Details	<input type="text"/>				

Below the main form are several expandable sections: 'Approval', 'Change Requests', 'Review History', 'Revision History', and 'Properties'. A 'Modified' status is visible at the bottom left.



Contract Number

STEP 5: DRAFT APPROVED STATUS IN Q-PULSE



Will say "Draft Approved."

STEP 5: DRAFT APPROVED STATUS IN Q-PULSE

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

The screenshot shows a web application window titled "New Documents - Documents Details - Q-Pulse". The window has a menu bar (File, Edit, View, Actions, Window, Help) and a toolbar with various icons. The main content area displays document details for a "Human Resources Contract Worker".

Type	Human Resources Contract Worker	Number	WOR-659	Revision	1
Title	Smith, Anna				
Owner	Philipp, Leslie	Implement By Date	7/1/2019	Filename	SmithAF1144
Analyst	Smith, LaShun	Keywords			

Below the form fields is a "Change Details" text area. At the bottom of the window, there are several expandable sections: "Approval", "Change Requests", "Review History", "Revision History", and "Properties". A "Modified" status indicator is visible at the bottom left.

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