Independent Contractors and Guest Speakers in Workday

**Date:** October 26, 2017

**Topic/Function:** Independent Contractors and Guest Speakers will be managed through the Purchasing module in Workday

**Audience:**
- PCB
- Network

*Please share with your impacted employees*

**Description:**

In Workday, Independent Contractors and Guest Speakers contracts are initiated using the Create a Requisition process. You can access this using the Purchases worklet or typing Create Requisition directly in the search bar. For requisition type, use either Independent Contractor or Guest Speaker as appropriate. You must attach the Independent Contract or Guest Speaker Agreements to the requisition.

Go to the [Creating a Requisition for an Independent Contractor or Guest Speaker](#) job aid for step-by-step instructions.

**Supplier Registration**

All Independent Contractors and Guest Speakers need to register using our Supplier Registration (SREG) site prior to creating the requisition. Contractors must first [Create an Account](#). Once they receive email verification, they must then [Complete Registration](#). Once their registration is complete in SREG, departments can initiate the requisition. For more information, see the [SREG Checklist](#).

**Business Process Routing**

Once an Independent Contractor or Guest Speaker requisition is submitted and approved, it routes to the Tax Specialist role. The Tax Specialist performs a review of the supplier (Independent Contractor or Guest Speaker) to ensure they meet the independent contractor government guidelines and ensure appropriate taxes are applied. Once they complete their review, they will source the request and issue a purchase order for the service.

**Receipt and Invoicing**

If you have any questions, submit a [Workday Help Desk Ticket](#) or contact the Workday Help Desk at 775-784-6086.
Upon completion of the service, the departments must Create a Receipt in Workday for the service provided. Accounts Payable will match the purchase order, receipt, and invoice for the contract. As long as there are no match exceptions on the invoice, it will be paid according to terms. If the invoice is sent to the department, please send it directly to the AP Office.

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