# Notification of contingent (external) worker details including Oracle access (RUC) for Finance workers

Please use this form to notify People Operations of a contingent (external) worker who starts, leaves, is extended in or transfers between positions, as they must have a record created on Oracle. Complete all sections as detailed below for each action:

* to **create** a contingent (external) worker in Oracle - complete sections 1, 2 and 6
* to **transfer/move** a contingent (external) worker in Oracle - complete sections 3 and 6
* to **extend** a contingent (external) worker in Oracle - complete sections 4 and 6
* to **end** a contingent (external) worker record in Oracle - complete sections 5 and 6

| **Section 1** | **Worker details** (all fields mandatory) |
| --- | --- |
| Worker name | Click or tap here to enter text. |
| Gender | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |
| Start date | Click or tap here to enter text. |
| End date | Click or tap here to enter text. |
| Position number | Click or tap here to enter text. |
| Position title | Click or tap here to enter text. |
| Line manager | Click or tap here to enter text. |
| Division | Click or tap here to enter text. |
| Directorate | Click or tap here to enter text. |

| **Section 2** | **Type of contingent worker** |
| --- | --- |
| **Finance Oracle (RUC) access for agency worker** | [ ]  (if yes, add details below) |
| **Finance Oracle (RUC) access for interim/consultant** | [ ]  (if yes, add details below) |
| Team name | Click or tap here to enter text. |
| ADDM ID | Click or tap here to enter text. |

| **Section 2 - continued** | **Type of contingent worker** |
| --- | --- |
| BCC or BCT access (if you believe access to both BCC and BCT company codes is required, please give an explanation in additional comments section below) | Choose an item. |
| What access do you require? | Click or tap here to enter text. |
| Was this access previously in place for the user in SAP? | Choose an item. |
| **Agency worker (excluding day rate workers)** |[ ]
| **Interim/consultant paid through BCC payroll** |[ ]
| **Interim/consultant not paid through BCC payroll** |[ ]
| **Interim/consultant paid through third party supplier** eg Tile Hill, Penna, Allen Lan |[ ]
| **Commissioning Gateway Panel Number**A record **will not be created without all** documentation to comply with HMRC and procurement regulations | Click or tap here to enter text. |

| **Additional Comments** |
| --- |
| Click or tap here to enter text. |

| **Section 3** | **Transfer details** (all fields mandatory) |
| --- | --- |
| Worker name | Click or tap here to enter text. |
| Payroll number | Click or tap here to enter text. |
| Reason for transfer | Click or tap here to enter text. |
| Effective date | Click or tap here to enter text. |
| New position number | Click or tap here to enter text. |
| New position title | Click or tap here to enter text. |
| New directorate | Click or tap here to enter text. |

| **Section 4** | **Extension details** (all fields mandatory) |
| --- | --- |
| Worker name | Click or tap here to enter text. |
| Payroll number | Click or tap here to enter text. |
| Revised end date | Click or tap here to enter text. |
| Commissioning Gateway Panel Number | Click or tap here to enter text. |

| **Section 5** | **Leaver details** (all fields mandatory) |
| --- | --- |
| Worker name | Click or tap here to enter text. |
| Payroll number | Click or tap here to enter text. |
| Position number | Click or tap here to enter text. |
| Leaving date | Click or tap here to enter text. |

| **Section 6** | **Authorising manager details** (all fields mandatory) |
| --- | --- |
| Manager name | Click or tap here to enter text. |
| Payroll number | Click or tap here to enter text. |
| Telephone number | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |

**Please submit this form by raising a service request through the Oracle Helpdesk.**

| **Section 7** | **For People Operations use only**  |
| --- | --- |
| Payroll number | Click or tap here to enter text. |