

CONTINGENT WORKER

Contingent Worker Operations Center Quick Guide for IDRF Rejections

Last Update: November 2016

Re-entry Check

If a Candidate has previously worked at JPMC as an Employee, a re-entry check is performed prior to the onboarding process to ensure that the individual is permitted to return to JPMC. The re-entry check is important in that it ensures that the individual was not removed for cause or if his/her job was eliminated that sufficient time has passed to return.

For re-entry employees, the Supplier SPOC submits a “Re-entry Check Form” to CWOC prior to submitting full onboarding data.

Once selection discussions have occurred and re-entry workers have been validated, the Supplier SPOC has the responsibility for submitting the required onboarding information to CWOC.

The Supplier completes the Identity Request Form (IDRF) for one or multiple Contingent Workers. All forms must be funneled through the Supplier SPOC for Submission via Secure Voltage.

Start Date Changes

- An email must be sent to CWOC (cwoc.group@jpmchase.com) with the subject line “Start Date Change Request”
- The request must come from the Assignment Sponsor, the Assignment Sponsor’s Manager, or one of the Suppliers SPOC’s (Single Point of Contact) to be accepted.
- Keep in mind, Pre Engagement Screening must be completed and the worker cleared two business days prior to the start date otherwise Global Security & Investigations will terminate the SID due to non-compliance.
- All Start Date change requests must be submitted three business days prior to the start date to ensure enough time for the change to take effect across all systems.
- The format should be as follows:

SID	First Name	Last Name	New Start Date

Assignment End Date Changes

- An email must be sent to CWOC (cwoc.group@jpmchase.com) with the subject line “Assignment End Date Change”
- The request must come from the Assignment Sponsor, the Assignment Sponsor’s Manager, or one of the Suppliers SPOC’s (Single Point of Contact) to be accepted.
- The requested assignment end date should not exceed the contract end date. The date should be equal to or less than the current contract end date.
- If a contract extension is in process, the modifications must show in Beeline before any changes can be made by CWOC. Contract must be listed as “Active”.
- If a different contract number is being provided for a contingent worker CWOC requires a new assignment end date to be included in the correspondence.
- The format should be as follows:

SID	First Name	Last Name	New Assignment End Date	Contract Number

IDRF Common Rejections

National ID/#14: (Required Field)

Source: Supplier.

Enter the worker's 9-digit National ID (for U.S., enter SSN). If the worker is U.S.-based and does not yet have an SSN, please supply 988+Vendor Employee Number. If the worker is working outside the U.S., please enter the National Identity number used in the specific country of his/her work location.

CW Work Location Code/#18: (Required Field)

Source: Assignment Sponsor.

Enter the worker's work location code, found in [GREDL](#). Code should be 5 digits long - if not, enter a leading zero in IDRF. The Work City, Work Location and Mail Drop must all correspond with the worker's location.

Job Code/#34: (Required Field)

Source: Assignment Sponsor

Enter the JPMC JobCode. The JobCode Table can be found in the [Manager's Toolkit](#). Please select the job that most closely approximates this engagement.

Confidential supervisory information (CSI)/#24: (Required Field)

Source: Assignment Sponsor.

Will supplier personnel have access to Confidential Supervisory Information (CSI) which includes any document prepared by, on behalf of, or for the use of JPMC's bank regulators, such as exam reports, MRAs, or confidential communications between JPMC and its regulators (including materials prepared by JPMC)?

Anti-Corruption/#25-27: (Required Field)

Source: Assignment Sponsor.

Was the candidate referred by a JPMC employee? If so, what type of relationship does the employee have with the contingent worker?

CW Mail Drop/#18: (Required Field)

Source: Assignment Sponsor.

Enter the JPMC Mailcode for this assignment, which can be found in the People Directory at JPMC.

Service Type/#29: (Required Field)

Source: Assignment Sponsor

Engagement types are established within the Contract terms, Sponsors should consult their managers if they are unsure how to classify the worker's engagement. (Refer to Legend tab on the IDRF for Service Type descriptions or follow this link for the [Contingent Worker Service Type Decision Tree](#))

Cost Center/#33: (Required Field)

Source: Assignment Sponsor.

Enter the JPMC Cost Center, the financial business unit detail that the resource is being funded through for this engagement. When providing the Cost Center for a contingent worker working outside of the United States, please be sure to provide the (Global) Cost Center as opposed to the Local Cost Center.

Projected Start Date/#36: (Required Field)

When providing a Hire Date, ensure that the date takes into consideration the full timeframe for CWOC processing and Pre-Employment Screening (PES). GS&I will terminate a SID if PES is not completed by the start date. As per NEIM, Hire Dates can be no greater than 30 days and less than 2 business days from today.