Objective: To document the process to hire a moonlighter in the Perelman School of Medicine. A moonlighter will only do occasional work and will not be eligible for FT or PT benefits.

1. Begin the credentialing process. **Do not establish a Workday record to initiate the credentialing process.** Submit the Attestation form to the Offices of Medical Affairs and Professional Liability: [https://www.med.upenn.edu/workday/assets/user-content/documents/oma-and-opl-integrated-attestation-form.pdf](https://www.med.upenn.edu/workday/assets/user-content/documents/oma-and-opl-integrated-attestation-form.pdf)

2. No earlier than three month before the appointment date, a Workday record may be established for the moonlighter. This will allow the moonlighter to go through the on-boarding process before their work start date. **On-boarding must be successfully completed no later than the fourth workday after the moonlighter’s work start date.**
   a. Follow the Workday Tip sheet to Create a Job Requisition and then to initiate the hiring process for non-staff in Workday: Hiring Non-Staff
   b. Job Requisition specifics:
      i. Position Title and Business Title: CPUP Clinical
      ii. Job Family: Academic > CPUP
      iii. Employee type: Academic
      iv. Time Type: Part-time
      v. Scheduled hours: 1 hours

3. Add the monthly payment via Hyperion bulk upload. Alternatively, add an allowance plan to the CPUP role and on a monthly basis, adjust the monthly amount on the allowance plan to reflect actual work.