



## Convert Contingent Worker to Employee

The term Contingent Worker refers to contractors, volunteers, and non-employees. These are entered into Workday by the department manager and exist within the supervisory organization structure of the department. The hiring manager of the employee position is responsible for converting the Contingent Worker appropriately after communicating through email to the current Contingent Worker manager. Follow the steps below to convert a contingent worker to an employee.

### Convert Contingent Worker to Employee

Through the regular recruiting process, proceed at the point of 'Ready for Hire':

**Note: The Hiring Manager (employee position) in coordination with their Recruiter performs this process. The Contingent Worker must apply to the posted requisition (open position) like any other external applicant.**

1. Set **Hire Date**.
2. Complete all **Required Fields (\*)**.

**Note: The Contract End Date and Last Day of Work** should be the Day Prior to the Hire Date. The **Reason** should be set to **Voluntary > Contract Ended**.

The process now follows the regular 'Hire' process to completion.

**Revise Employee Hire**  
2 second(s) ago - Due 12/25/2023; Effective 01/01/2024

**1** Hire Date \* 01/01/2024

Reason x Hire Employee > Conversion

Initiated From Job Application: Bridget Wells (Contingent Worker) - R

**Job Details**

Position \* x P001670 Licensed Practical Nurse 2 - Metro Nashville Public Schools (\$10,000 Sign-On Bonus)

**End Contract Details**

Current Position P00106837 Visiting Student Observer

Contract End Date MM/DD/YYYY

Reason **2** \* Voluntary > Contract Ended

Close Position

Is this position available for overlap?

Secondary Reasons

Last Day of Work **2** \* MM/DD/YYYY