



Extending Contingent Worker

In Workday, the Job Changes business process allows managers to update a variety of job-related changes on a contingent worker in their Supervisory Organization. One of these changes is extending contingent workers beyond their original end date. This will keep their VUMC login active. Managers will receive a bell notification 14 days prior to a contingent worker's end date. After you initiate the job change, the business process will route to your manager and HR for approval. Follow the steps below to learn how to initiate an extension (job change) in Workday.

From the Contingent Worker's Profile:

1. Select **Actions**.
 2. Hover over **Job Change**, and then select **Change Contingent Worker Details**.
 3. Select the **Pencil** icon to make edits.
 4. Enter the **Current Date** for changes to take effect.
 5. Under **Why are you making this change**, select **Data Changes**, and then select **Change Contingent Worker Details**.
 6. Select **Start** once all edits have been made.
 7. Select the **Pencil** icon to make edits.
 8. Update the **Contract End Date** field to the **New Extended Date**.
- Note:** It is recommended to not exceed 1 year from current date.
9. Select **Next** to continue.
 10. After all edits are completed, select **Submit**.

Note: The process will complete after your manager and HR complete their approvals. IT will receive the updated data and the contingent worker's login will remain active.

The screenshot illustrates the Workday interface for extending a contingent worker's contract. The worker's name is Greg House (0203575)[C], and the Supervisory Organization is VUH Nutrition Cafeteria (Nathaniel Wilson (013)).

- 1:** Click on the **Actions** button.
- 2:** Hover over **Job Change** and select **Change Contingent Worker Details**.
- 3:** Click the **Pencil** icon to edit.
- 4:** Enter the **When do you want this change to take effect?** date (MM/DD/YYYY).
- 5:** Under **Why are you making this change?**, select **Data Changes** and then **Change Contingent Worker Details**.
- 6:** Click the **Start** button.
- 7:** Click the **Pencil** icon to edit.
- 8:** Update the **Contract End Date** field to the new date (06/27/2024).
- 9:** Click the **Next** button.
- 10:** Click the **Submit** button.

QUESTIONS?

Please email BusinessEducation@vumc.org.