





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.

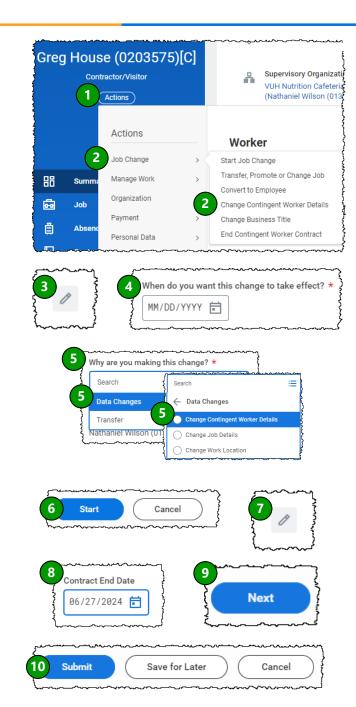
From the Contingent Worker's Profile:

- 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.



QUESTIONS?

Please email <u>BusinessEducation@vumc.org</u>.