

VUMC BUSINESS EDUCATION



## **End Contingent Worker Contracts (People Leaders)**

The End Contingent Worker Contract task can be used to terminate a contingent worker in Workday. Managers can follow the steps below to end a contingent worker contract.

End Contingent Worker Contract	
<ol> <li>Type End Contingent Worker Contract in the Search bar.</li> </ol>	Q End Contingent Worker Contract 1
2. Select the task.	End Contingent Worker Contract Task
On the End Contingent Worker Contract page:	
3. Enter the <b>Contingent Worker</b> field with the contingent worker's name.	$\times$ End Contingent Worker Contract
4. Click <b>OK</b> .	Contingent Worker * 🗙 Greg House Test 📰 🔁
5. Enter the Contract End Date and Reason.	(CW100005)[C]
6. Click <b>Submit</b> .	
A notification box will display stating that the task	OK 4 Cancel
has been sent to the one-up manager for approval.	
End Contingent Worker Contract Greg House Test (CW100005)[C	:]
Contract End Date * 06/12/2022 🔂 5	
Reason * X Voluntary > Project Completed :=	
Close Position	×
Is this position available for overlap?	You have submitted

## **QUESTIONS?**

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

ave for Later

Cancel