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

1. Type **End Contingent Worker Contract** in the Search bar.

2. Select the task.

On the **End Contingent Worker Contract** page:

3. Enter the **Contingent Worker** field with the contingent worker's name.

4. Click **OK**.

5. Enter the **Contract End Date** and **Reason**.

6. Click **Submit**.

A notification box will display stating that the task has been sent to the one-up manager for approval.

QUESTIONS?

Please email BusinessEducation@vumc.org.