Contingent Workers: End Contract

END CONTINGENT WORKER CONTRACT

The quickest (and easiest) way to initiate the "End Contingent Worker Contract" process is to search for the Contingent Worker task using the Workday search box:



- 1. Search for the task using the first few letters of the task title.
- 2. Select the task.
- 3. Search the name of the contingent worker.



4. Click OK to continue.



Note: Contract End Date should represent the last date the individual was/will be engaged with Geisinger. If you are extending or changing the contingent worker contract end date, this should be done with a change job task.

- 5. Select a Contract End Date and Reason.
- 6. Attach any files if needed.
- 7. Click Submit.

Access to the system will not end until this process is completed.

← End Contingent Worker Contract Mary Morris (900075214)[C] (™™ P-42859 Volunteer (™™)		
If the Contingent Worker should not be reconsidered for a future worki	ing relationship with Geisinger, please atta	ach appropriate documentation explaining this decision.
Contract End Date * MM / DD / YYYY		
 Additional Information 	Search Deceased (Death) End of Fixed Appointment	i≡ > >
Attachments	Involuntary Voluntary	> >
Drop files here		Voluntary > Job Abandonment Voluntary > Resignation
Sele	ct files	

Geisinger