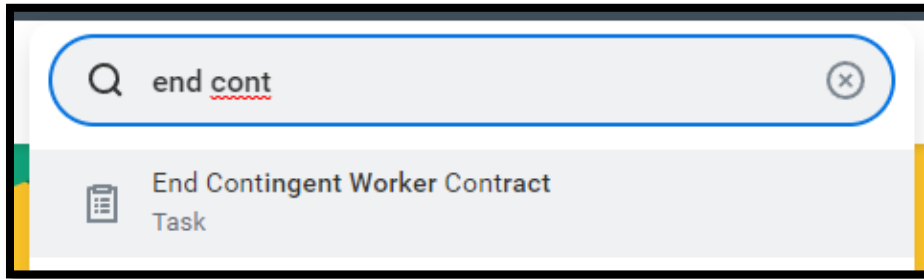


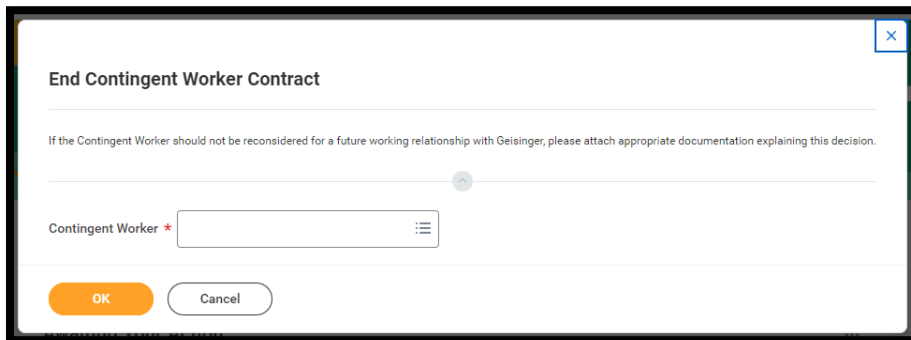
# Contingent Workers: End Contract

## 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.

