# Change Job: Extending a Contingent Worker's End Date

This job aid details **how to extend a Contingent Worker's estimated Contract End Date** when you **do not know for certain when the Contingent Worker will be leaving**.

NOTE: Do you have a delegate? Change job is a process that is available for delegation. That means a delegate can initiate a change job transaction. However, certain subprocesses, such as Propose Compensation Change, will still route to you as the manager for you to take action and/or approve.

PROCESSING THE CHANGE JOB

1. Log into Workday. On your home screen, select your **My Team Management** application.

My Team Management

2. On the right-hand side, you can see the **Staffing Actions** menu. Select the first option: **Transfer, Promote, or Change Job**.

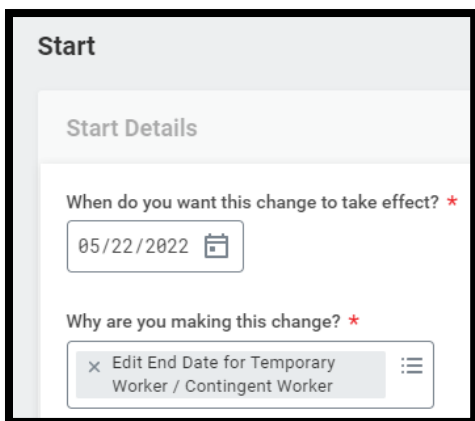Staffing Actions: Add/Change
Transfer, Promote or Change Job
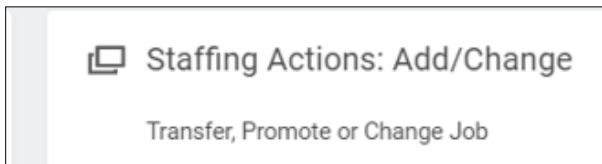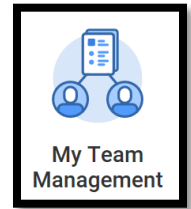
3. At this point, identify the worker by **typing their name** in the box and **hitting Enter** then clicking **OK**.

NOTE: If you cannot see the worker's name in the drop down menu for Change Job or End Contingent Worker Contract, that means a future dated End Contingent Worker contract has been entered for the worker.

If the End Contingent Worker Contract transaction was **submitted in error**, please contact the Employee Contact Center at 570-271-6640 or EmployeeContactCenter@geisinger.edu.

Start

Start Details

When do you want this change to take effect? *
05/22/2022

Why are you making this change? *
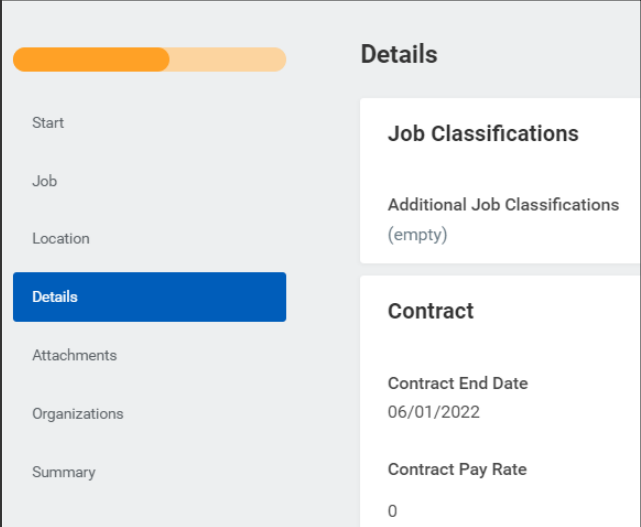× Edit End Date for Temporary Worker / Contingent Worker

4. Select an **Effective Date** of **Today**. Using today's date means you are updating their end date **as of** Today.

5. Select **Data Change > Edit End Date for Temporary Worker / Contingent Worker** as the reason.

6. The other fields on this screen will most likely stay the same when Extending a Contingent Worker's End Date. However, pay special attention to be sure the data is accurate. To proceed to the additional screens, click **Start.**

7. Take a moment to review the **Job** and **Location** screens using the **Next** button. While nothing else typically changes when extending a Contingent Worker's end date, review

carefully to **be sure the data is accurate**.

8. On the **Details** screen, update the **Contract End Date** to the **estimated end date**.
Click **Next** and then **Next** again.

9. The last screen, **Summary**, allows you to review all the information to confirm its accuracy. If you need to make a correction, click on the section you need to correct and make the edit. When you have finished reviewing, click **Submit.**

10. A pop-up window will tell you what is next.
You will have no further tasks for this process.

WHAT ABOUT THE WORKER?

Your worker will not receive any inbox tasks as part of this Change Job process.

However please be sure to **encourage them to log into their Workday account** frequently to ensure they do not miss any other tasks.