

Change Job: Extending a Temporary Worker's End Date

This job aid details **how to extend a Temporary or Fixed Term Worker's End Date**. Temporary and Fixed Term are Worker Subtypes, or "Employee Types". There are several Employee Types:

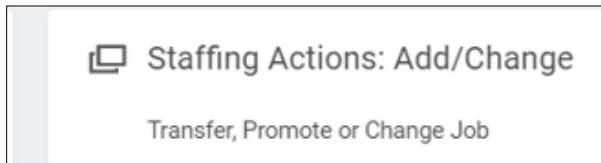
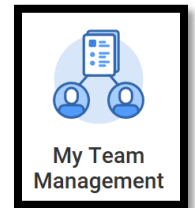
Type	Definition
Fixed Term	A person with a contract of employment which is due to end when a specified fixed end date is reached; extension possible if contract allows.
Intern	A person who works to gain professional work experience. Employment has an estimated end date; limited to 1 year with possibility of extension. (Excludes Resident Physicians)
Regular	A person who is permanently employed who does not have a fixed end date.
Temporary	A person employed for a particular period of time or for a special project. Employment has an estimated end date; limited to 1 year with possibility of extension.



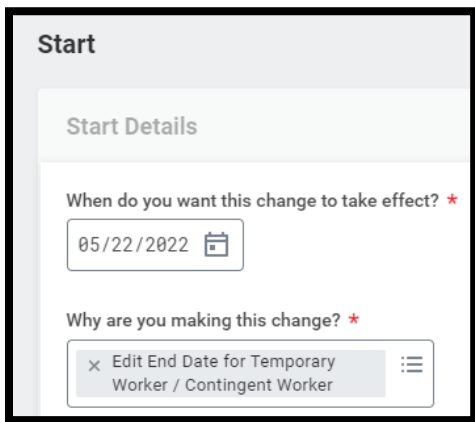
NOTE: Do you have a delegate? Change job is a process that is available for delegation. That means a delegate can initiate a change job transaction. However, certain subprocesses, such as Propose Compensation Change, will still route to you as the manager for you to take action and/or approve.

PROCESSING THE CHANGE JOB

1. Log into Workday. On your home screen, select your **My Team Management** application.
2. On the right-hand side, you can see the **Staffing Actions** menu. Select the first option: **Transfer, Promote, or Change Job**.



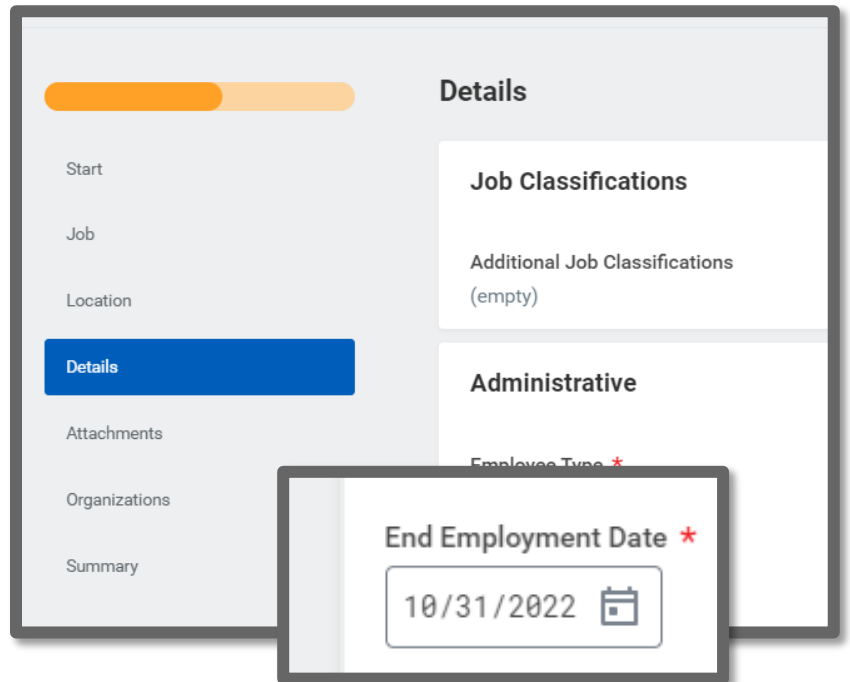
3. At this point, identify the worker by **typing their name** in the box and **hitting Enter** then clicking **OK**.



4. Select an **Effective Date** of **the beginning of the pay period**.
5. Select **Data Change > Edit End Date for Temporary Worker / Contingent Worker** as the reason.
6. The other fields on this screen will stay the same. 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 temporary worker's end date, review carefully to **be sure the data is accurate**.

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8. On the **bottom** of the **Details** screen, update the **End Employment Date** to the **estimated end date**.
9. Click **Next**.
10. On the **Organizations** screen, confirm or update the company, **cost center**, region, (and if applicable) grant. While nothing else typically changes when Extending a Temporary Worker's End Date, **be sure the data is accurate**.
11. Click **Next**.
12. 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**. **You will have no further tasks for this process**.



The screenshot shows the 'Details' screen in Workday. The left sidebar has a blue bar under 'Details'. The main content area has a 'Details' section with a white background. It contains 'Job Classifications' (empty) and 'Administrative' information. A modal window is open over the 'End Employment Date' field, showing the date 10/31/2022 with a calendar icon.

It is important to note that employment will not automatically end on the End Employment Date that is entered. A [Termination](#) must still be entered for the worker. The **End Employment Date** field represents an **anticipated date**, and it will automatically populate into the Termination screen for you when you start the termination action in Workday.

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.