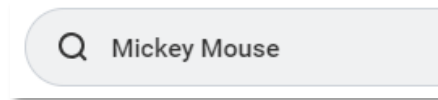


Initiated by: HR Analyst

1. Search the Contingent Worker's name in Workday.



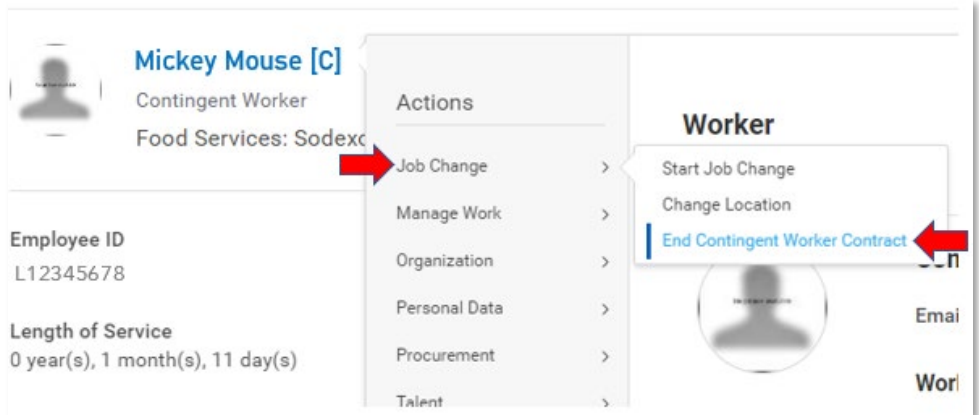
2. Hover over their name.



Click the **three dots**.

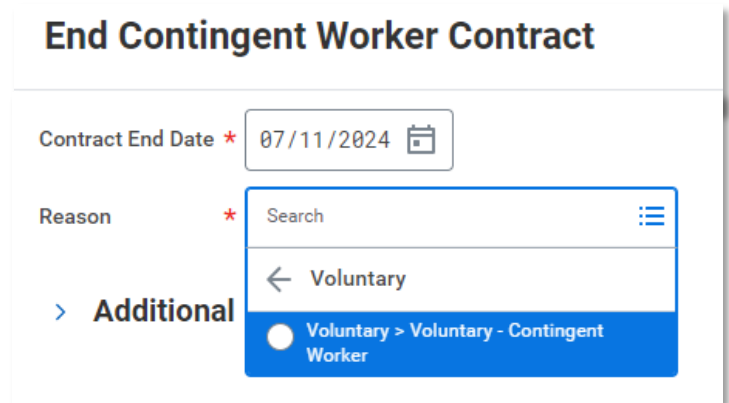
Hover over **Job Change**.

Click **End Contingent Worker Contract**.



3. Choose their **Contract End Date**.

Select the **Reason** their contract is ending (Voluntary or Involuntary)





# End Contingent Worker Contract

## 4. Submit.

Submit

- The **HR Partner** will receive a Workday inbox task to approve the End Contingent Worker Contract process (if the HR Partner was not the initiator).
- This will route to the **Compensation HR Office Partner (internal LU HR)** for approval. Once approved, the business process comes back to the HR Analyst to submit the **Termination Checklist**. The End Contract is now complete.

### Complete To Do [Submit Termination Checklist in ServiceNow](#) ⋮

For [Joshua Selby \[C\]](#)

Overall Process [End Contract: Joshua Selby \[C\]](#)

Overall Status Successfully Completed

Due Date 07/13/2024

Instructions Please submit a [Permissions Checklist](#) in ServiceNow. If you are submitting the checklist for a end job, select transfer as the appropriate reason.

If the terminating employee is also a student, they will temporarily lose access to Canvas. Please ensure "Student of alumnus?" on the Permissions Checklist accurately.

Submit