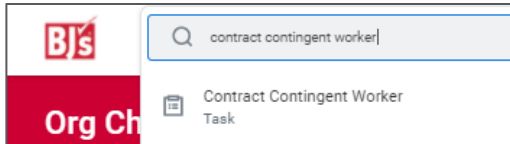


**NOTE:** Use this job aid to contract contingent workers and end their contracts. Before you begin the Contract Contingent Worker transaction, make sure there is a position available to fill. If there isn't an open position, see the ***I Need to Create a Position*** job aid for more information.

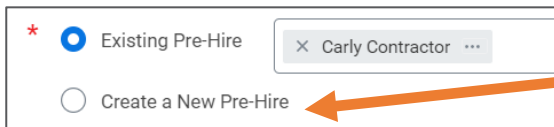
## Contract Contingent Worker

From your home screen:


1. Navigate to the Search bar > type **Contract Contingent Worker**.
2. Select **Contract Contingent Worker** from the Tasks & Reports.



3. If the contingent worker is an existing pre-hire, select **Existing Pre-Hire**. If the contingent worker is not in Workday, select **Create a New Pre-Hire** to enter their information. The position must be approved to create a pre-hire.

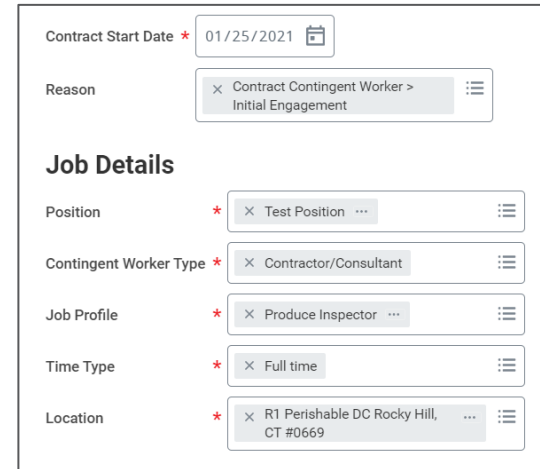


Routes to create a New Pre-Hire process

4. Click **OK**.  
 If you created a new pre-hire, In the **Country** field, keep the default of **United States of America**.
5. Enter the start date in the **Contract Start Date** field.
6. Select a **Reason** from the drop-down menu.
  - Contract Contingent Worker > Initial Engagement
  - Contract Contingent Worker > Re-Engagement

## Job Details

7. In the **Position** field, select the position the contingent worker will fill. The Contingent Worker Type, Job Profile, and Location populate based on the selected position.
8. In the **Time Type** field, select **Full time** or **Part time**.



## Contract Details

9. In the **Supplier** field, select the vendor associated with the contingent worker.
10. Enter the date the contract ends in the **Contract End Date** field.
11. **Contract Pay Rate** is optional. This field is most commonly used for IT contingent workers. You can leave this field, Currency, and Frequency blank.
12. Review details for accuracy and click **Submit**.



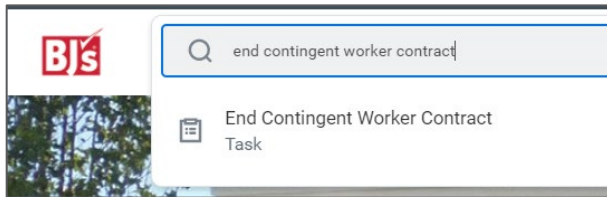
If you need to extend the end date of a contingent worker, process a Job Change by searching “Start Job Change”. Refer to the *I Need to Change a Team Member’s Job* job aid for more information.

6. To close the position, select the **Close Position** box.
7. To allow for overlap, select the **Is this position available for overlap?** box.
8. Review details for accuracy and click **Submit**.

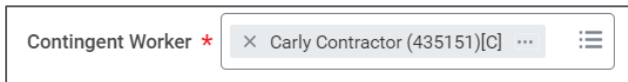
## End Contingent Worker Contract

From your home screen:

1. Navigate to the Workday Search bar > type **End Contingent Worker Contract**. Select **End Contingent Worker Contract** from the Tasks and Reports.



2. Enter the name of the contingent worker in the **Contingent Worker** field.



3. Click **OK**.
4. In the **Contract End Date** field, enter the contingent worker’s last day.
5. In the **Reason** field, select **Voluntary** or **Involuntary**.
  - Involuntary > Company Decision
  - Voluntary > Contractor Decision or Voluntary > Convert to Team Member