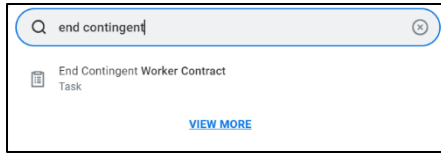


HCM: End Contingent Worker Contract

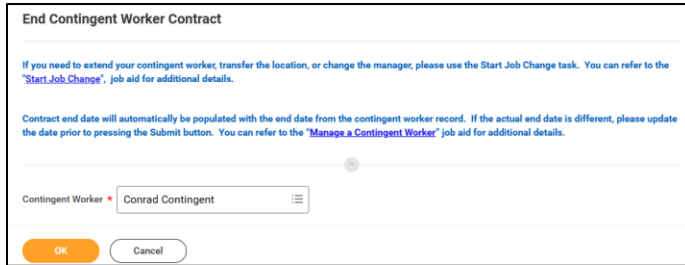
Use this job aid to end a contingent workers contract.

1. Navigate to the search bar > type **End Contingent Worker Contract**.



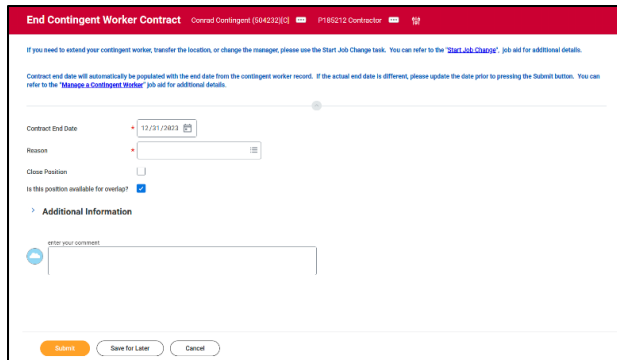
A search bar containing the text 'end contingen'. Below the search bar, a dropdown menu shows a search result: 'End Contingent Worker Contract Task'. Below the dropdown is a blue link labeled 'VIEW MORE'.

2. Select **End Contingent Worker Contract** from the tasks.
3. This will open the **End Contingent Worker Contract** page. Enter the name of the Contingent Worker.



The page title is 'End Contingent Worker Contract'. It contains instructional text: 'If you need to extend your contingent worker, transfer the location, or change the manager, please use the Start Job Change task. You can refer to the "Start Job Change" job aid for additional details.' and 'Contract end date will automatically be populated with the end date from the contingent worker record. If the actual end date is different, please update the date prior to pressing the Submit button. You can refer to the "Manage a Contingent Worker" job aid for additional details.' Below this is a dropdown menu for 'Contingent Worker' with 'Conrad Contingent' selected. At the bottom are 'OK' and 'Cancel' buttons.

4. Click **OK**. The **End Contingent Worker** screen will populate.

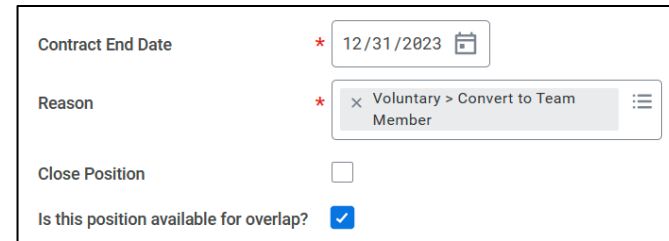


The page is now populated with data. The 'Contract End Date' field is set to '12/31/2023' and has a red asterisk. The 'Reason' dropdown is set to 'Voluntary > Convert to Team Member' and has a red asterisk. The 'Close Position' checkbox is unchecked. The 'Is this position available for overlap?' checkbox is checked. Below these fields is an 'Additional Information' section with a text area for 'ENTER YOUR COMMENT'. At the bottom are 'Submit', 'Save for Later', and 'Cancel' buttons.



NOTE: A red asterisk * indicates the field must be completed.

5. The **Contract End Date** will default from what was entered when the contingent worker was contracted. Update as appropriate.
6. In the **Reason** field, select one of the following.
 - a. Involuntary > Company Decision
 - b. Voluntary > Contractor Decision
 - c. Voluntary > Convert to Team Member



A close-up of the form fields. 'Contract End Date' is '12/31/2023' with a red asterisk. 'Reason' is 'Voluntary > Convert to Team Member' with a red asterisk. 'Close Position' is an unchecked checkbox. 'Is this position available for overlap?' is a checked checkbox.

7. To close the position, select the **Close Position** box.
8. To allow for overlap, select the **Is this position available for overlap** box. This defaults as checked automatically.
9. Review details for accuracy and click **Submit**. This submits the transaction to the next approver. The review and approval process varies.