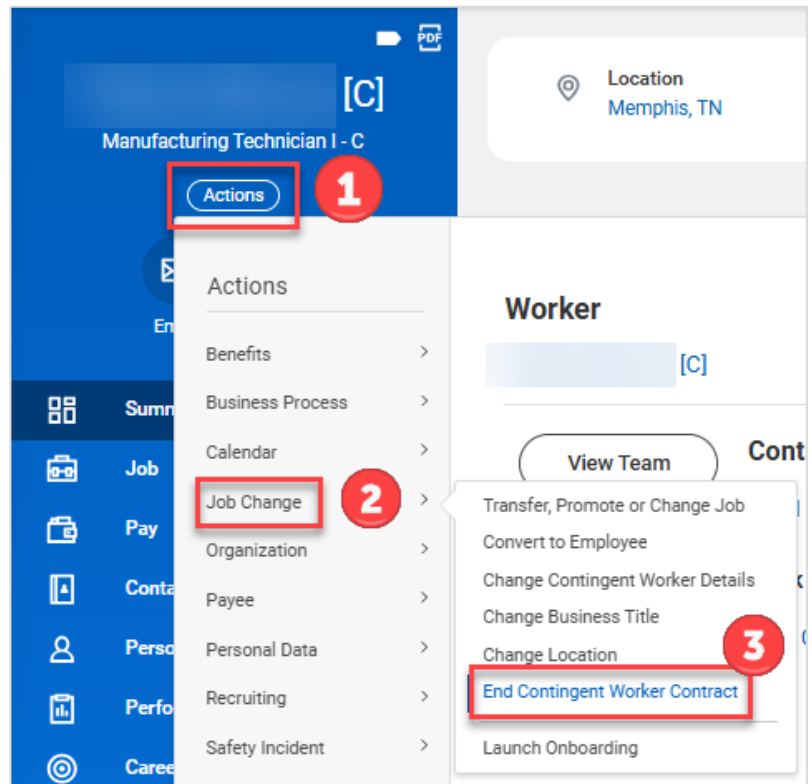


# Contractor Workday Termination Instructions

Go to the contractor's record in Workday.

1. Click "Actions."
2. Click "Job Change."
3. Click "End Contingent Worker Contract."
4. Contract End Date – Enter the last day of work.
5. Reason – Enter the reason for the end of contract.
6. Submit – task will route to HR Business Partner to review.



**End Contingent Worker Contract** [C] [⋮]

Contract End Date \* 05/09/2025 [📅]

Reason \* x Voluntary > Contract Ended [🔗] [⋮]

Close Position

Is this position available for overlap?

> Additional Information

4. Contract End Date – Enter the last day of work.
5. Reason – Enter the reason for the end of contract.
6. Submit – task will route to HR Business Partner to review.