Change Job: Extend Fixed Duration Employee (Non-Academic) and Contingent Workers

1. Before creating a request in Workday, be sure to submit an ITS Personnel Change request for review & approval.
2. This training guide provides instructions on how to extend the end date for a fixed duration employee or contingent worker using the Change Job business process in Workday.

Objective: This guide is to be used for completing the following task:
• Change Job (Non-Academic): Extend Fixed Duration Employee

If you attempt to make a change to an employee while they are awaiting approval on another change, you may receive the following message: “The employee has pending actions that conflict with this one. Complete the listed action before starting the new action.” If this is the case, you must wait until approval has been granted on the process listed.

Note: The Change Job business process cannot be initiated for any individual eligible for Merit during the period that Merit is being processed in Workday. The individual would need to first be removed from the Merit process – these requests can be submitted to the Employee Service Center.

Change Job: Extend Fixed Duration Employee or Contingent Worker

1. From the Workday Home Page, click in the Search bar, type Change Job, and select Change Job.

2. Search and select the Worker that you would like to extend.

3. Click OK to proceed to the Start page. Most Start Details will be pre-populated with information for the employee selected.

4. Edit the following fields as instructed below by clicking the Pen on Paper icon 🖋.

<table>
<thead>
<tr>
<th>Workday Field (if applicable)</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>When do you want this change to take effect?</td>
<td>Enter the date on which you want this change to take effect. Note: The next pay period will automatically default as the effective date, but this can be edited by selecting a new date.</td>
</tr>
<tr>
<td>Why are you making this change?</td>
<td>Enter “Extend Fixed Duration.”</td>
</tr>
<tr>
<td>Who will be the manager after this change?</td>
<td>Skip this field.</td>
</tr>
<tr>
<td>Which team will this person be on after this change?</td>
<td>Skip this field.</td>
</tr>
<tr>
<td>Where will this person be located after this change?</td>
<td>Skip this field.</td>
</tr>
</tbody>
</table>

5. Click Start to proceed to the Job page.

6. Locate the toolbar at the top of the screen.

7. Click on the Details page.

8. Navigate to Administrative Details and click the Pen on Paper icon 🖋 to edit the End Employment Date.

9. Click Next.

10. Navigate back to the toolbar and click on Summary.

11. Review all information to ensure that it is correct. If you wish to make any additional edits, click the Pen on Paper icon 🖋.

For help contact the Employee Service Center: 432-5552 or employee.services@yale.edu
or visit the Workday@Yale website: http://workday.yale.edu/training
Note: Any Comments entered will become part of a permanent record viewable by others.

12. Click Submit.

Note: Upon submission, the request will get routed appropriately to the next reviewer. To view the approval process after submitting, click Details and Process, and select the Process tab. Email copy of approval to itsvm@yale.edu
Obtain funding for contingent labor from TOC/ROC

Supervisor completes Workday contractor extension request

Supervisor completes ITS Personnel Change Request (on Finance & Business Adm website)

Approved? Yes

Request routed to ITS Lead Administrator for review/ approval (if IT Project related, will confirm funding available from Director SPGM)

Approved? Yes

Supervisor receives confirmation of approval in their Workday Inbox

Internal approval process in Fieldglass

End date changed in Fieldglass

Yes

Contingent worker terminated in Workday and Fieldglass, per original end date.

No

Supervisor creates Work Order Revision to extend resource in FieldGlass