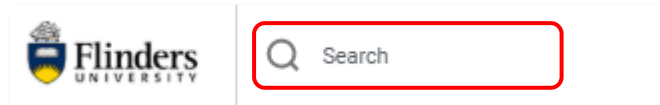
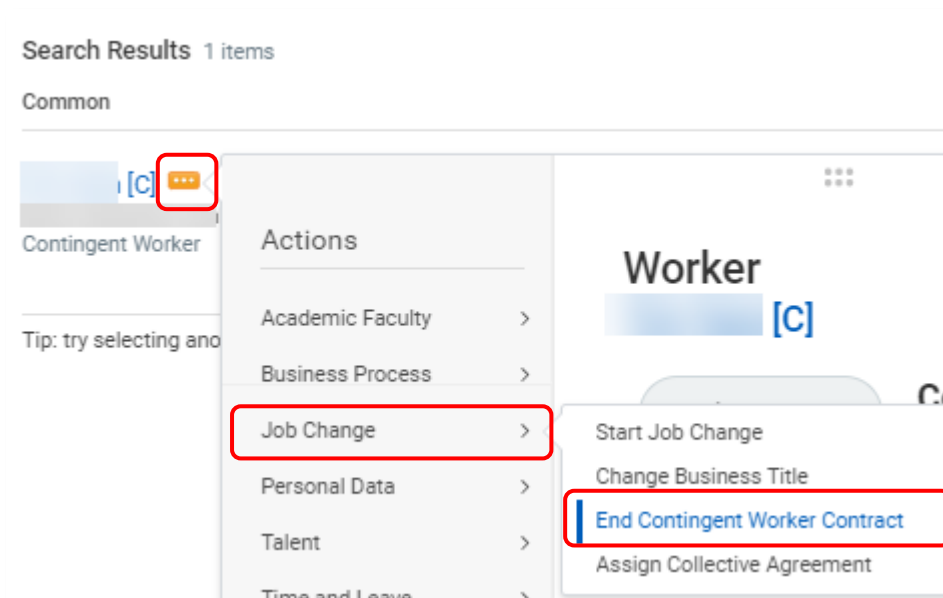


As a contingent worker's (Contractor's) supervisor, you will receive a notification 60, 30 and 14 days prior to the contingent worker's end date. It is your responsibility to complete the 'termination' of a contingent worker's engagement in Workday.

Search for the affiliate



Click on the *Related Action*, *Job Change* and *End contingent Worker Contract*.



The *End contingent Worker Contract* screen will appear.  
Enter the *Contract End Date*, *Reason* tick the *Close Position* box if the position is to also be closed.  
Enter and required *comments* and *attachments*.

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

Contract End Date \* 02 / 09 / 2020

Reason \*

Close Position

Is this position available for overlap?

> **Additional Information**

enter your comment

**Attachments**

Drop files here

or

Select files

Select **Submit** Save for Later Cancel

Once submitted, the *You have submitted End Contract* screen will appear.  
Up Next will be an Offboarding procedure *To Do* task for you.

Click *To Do*

## You have submitted

End Contract: [C] [Actions](#)

### Up Next

Offboarding Procedure  
Due Date 28/02/2020

**To Do**

> **Details and Process**

Complete the *Offboarding Procedure* outside of Workday; when completed, click *Submit*.

## Complete To Do

### Offboarding Procedure [Actions](#)

For [redacted] [C]

Overall Process End Contract: [redacted] [C]

Overall Status Successfully Completed

Due Date 21/07/2022

**Instructions** You are receiving this notification as a result of a staff member reporting to you ceasing employment with the university. As the supervisor of this employee, it is your responsibility to ensure that the below actions (where applicable) for your departing employee are taken before their last day of work:

- Access to university networks and shared drives will cease 48 hours after the employee's end date. Other systems will be notified that the employee has been terminated, however please ensure access to Teams groups and Service One groups is removed.
- Ensure final timesheet is approved (if applicable).
- Out of Office is in place for the departing employee. Please contact IDS to arrange, if required.
- If the departing employee had staff reporting to them, please ensure all employees have been moved to report to an alternative supervisor. Please refer to the workday user guide for further guidance on this process: [Change Supervisor User Guide](#).
- Notify Property, Facilities and Development of departing employee and request building/room/lab access to be ceased. To do this, please go to [Service One](#) and select "Cease building or room access".
- Collect Visa Card, Laptop, Room Keys, Flinders ID card, Mobile and any other university property.
- To comply with Flinders University Work, Health & Safety requirements, please ensure the employee completes the WHS Exit Checklist, where appropriate. The WHS Exit Checklist can be located [here](#). Please retain a copy of the completed form locally.

enter your comment

[Submit](#) [Save for Later](#) [Close](#)