Workday Job Aid for Managers

End Non-Employee Contract

Use this job aid to terminate a non-employee’s relationship with Trinity Health (if non-employee is in the Workday system).

To learn more about Workday, find job aids and videos at workday.trinity-health.org.

For additional assistance, contact your Tier 1 resource, as noted on the Workday Help website at workday.trinity-health.org.
End Non-Employee Contract

Business Process Steps and Roles

As a manager, you may initiate the End Non-Employee Contract process for your team members only. You will also participate in the process as shown below in blue.

<table>
<thead>
<tr>
<th>Step</th>
<th>Process Role(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiate End Non-Employee Contract</td>
<td>Manager, HR Partner, or HR/HRSS Representative</td>
</tr>
<tr>
<td>Review</td>
<td>HR/HRSS Representative</td>
</tr>
<tr>
<td>Remove User-Based Security Group Assignments</td>
<td>Security Administrator</td>
</tr>
<tr>
<td>Assign Roles to Worker</td>
<td>Security Partner</td>
</tr>
<tr>
<td>Offboarding Procedures</td>
<td>Manager</td>
</tr>
<tr>
<td>Review Assign Roles to Worker</td>
<td>Security Administrator</td>
</tr>
<tr>
<td>Manage Business Processes for Worker</td>
<td>Manager</td>
</tr>
</tbody>
</table>

Process roles are designated by “security role,” which do not reflect actual job titles.

When to Use

Use this process to terminate the non-employee's relationship with Trinity Health for one of the following category topics. You will also be required to choose a subtopic.

- **Conversion**
  - Conversion

- **Voluntary:**
  - Commute Time
  - Contract Ended
  - Dissatisfaction with Job
  - Dissatisfaction with Management
  - Project Completed
  - Unknown

- **Involuntary:**
  - Breach of Contract
  - Death
  - Harassment
  - Not Authorized to Work
  - Performance
  - Reorganization

Related Reports

- SSN Search
- All Non-Employees
- Non-Employees by Tenure Category
- Non-Employees in My Organization

NOTES:

- You should initiate the End Non-Employee Contract process; however, when necessary, it may be initiated by an HR Partner, HR Representative, or HR Shared Services (HRSS) Representative.
- This process may be cancelled or rescinded in case there is a change in circumstances. See page 16.
- While adding comments where indicated may be helpful for the process, please note that comments are auditable and therefore should be appropriate for the section.
Before You Start

Ensure local policies and procedures have been followed and appropriate approvals have been received before starting a termination. This may include:

- Manager reviews contract for end-date
- Manager and HR determine if the position will be closed or refilled and works with agency contact as needed

Data Needed for End Non-Employee Contract

The following data will be requested

- **Non-Employee**: Name of non-employee whose contract is ending
- **Contract End Date**: Date end of contract is effective
- **Reason**: Primary reason for ending contract; choose from menu options
- **Close Position**: Know if the position will be closed or refilled
- **Last Day of Work**: Last day of work for non-employee
- **Attachments**: Any supporting documentation for HR file (e.g., resignation letter, disciplinary information)
- **Assigned To**: Name of colleague who will assume non-employee’s Workday roles

Notifications

* (a colleague or department should be notified outside of the Workday system)

- No notifications.

Variations

- Documentation may vary by Health Ministry.

Other Resources

- Contact your Tier 1 resource, as noted on the Workday Help website at [workday.trinity-health.org](http://workday.trinity-health.org).
End Non-Employee Contract

_Process Steps_

1. Log in to Workday

2. Type **End Non-Employee** in the search box and press **Enter**

3. Click **End Non-Employee Contract** from the search results

Alternate Starting Steps:

1. Type the non-employee’s name in the search box and press **Enter**
2. Click the related actions icon (“brick”) that appears next to the name
3. Go to **Job Change** and click **End Non-Employee Contract**
4. Continue with this job aid at step 6

Updated as of May 26, 2016
End Non-Employee Contract

Process Steps (continued)

4. Type the name of the non-employee whose contract is ending

5. Click **OK**

6. Complete the End Non-Employee Contract form (*indicates required information)

7. Click the **arrow** next to Additional Information to expand the section

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**End Contract Reason Topics**

**Conversion:**
- Conversion

**Involuntary:**
- Breach of Contract
- Death
- Harassment
- Not Authorized to Work
- Performance
- Reorganization

**Voluntary:**
- Commute Time
- Contract Ended
- Dissatisfaction with Job
- Dissatisfaction with Management
- Project Completed
- Unknown

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**WHAT IS THIS?**

Close Position
Check box if position will be closed after contract termination

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SCREEN INSTRUCTIONS
CONTINUE ON NEXT PAGE
End Non-Employee Contract

Process Steps (continued)

8. Validate the auto-populated information under Additional Information (* indicates required information)

9. Click the **add icon** and **Attach** to add attachments (if applicable)

WHAT IS THIS?

- Secondary Reason
  - DO NOT USE
- Last Day of Work
  - Auto-populates from Contract End Date
- Notify Worker By
  - Auto-populates from Contract End Date
- Regrettable
  - DO NOT USE
End Non-Employee Contract

Process Steps (continued)

10. Type comments and click Submit

11. Process moves to next step; click Done
End Non-Employee Contract

Process Steps (continued)

Process continues by the HR function as follows:

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<td>Security Partner</td>
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</table>

To learn how to check the status of the process, go to page 17.

NOTE: The process may be returned to you if there are questions or issues.

For additional assistance, contact your Tier 1 resource, as noted on the Workday Help website at workday.trinity-health.org.
End Non-Employee Contract

**Process Steps (continued)**

1. Log in to Workday
2. Click **Inbox**
3. Find the email and click to open (opens in the right pane of the screen)
End Non-Employee Contract

Process Steps (continued)

4. Read Instructions and act; type comments

5. Click Submit

6. The next step is dependent on the change; click Done

NOTE: Do not click submit until all applicable offboarding activities are completed.
End Non-Employee Contract

Process Steps (continued)

Process continues by the HR function as follows:

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<th>Process Role(s)</th>
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<tbody>
<tr>
<td>Review Assign Roles to Worker</td>
<td>Security Administrator</td>
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To learn how to check the status of the process, go to page 17.

For additional assistance, contact your Tier 1 resource, as noted on the Workday Help website at workday.trinity-health.org.
End Non-Employee Contract

**Process Steps (continued)**

1. Log in to Workday
2. Click **Inbox**
3. Find the email and click to open (opens in the right pane of the screen)

**NOTE:** Steps will vary based on the role. This step may not be required.

**NOTE:** This step gives the manager an opportunity to clear out:
- Business processes currently assigned to the colleague,
- Business processes related to the colleague, and/or
- Delegations assigned to the colleague
This may include removing the process, reassigning the process, etc.
End Non-Employee Contract

Process Steps (continued)

4. Review Inbox Items Assigned to Worker and make any changes

5. Click **Business Processes about the Worker**, review, and make any changes
End Non-Employee Contract

**Process Steps (continued)**

6. Click **Delegations to the Worker**, review, and make any changes

7. Click **Submit**

8. Process is complete, click **Done**
End of Non-Employee Contract

End of Process: Next Steps

WHEN END NON-EMPLOYEE CONTRACT PROCESS IS COMPLETE

- Manager and HR determine next steps of if/when/how to refill the position.
Quick Tip: To Cancel a Process

1. Log in to Workday
2. From Inbox, click the Archive tab
3. Find the item you wish to view and click to open (opens in the right pane of the screen)
4. Click Cancel at the bottom of the screen
5. Scroll down and type comments (required)
6. Click Submit
7. Process cancelled, click Done

NOTE: If canceling is not an option, the process may have already been completed. In this case, please contact your HR Partner to rescind the process.
Quick Tip: Check the Status of a Process

1. Log in to Workday
2. From Inbox, click the Archive tab
3. Find the item you wish to view and click to open (opens in the right pane of the screen)
4. Click Process

View steps Completed or Awaiting Action

Click Remaining Process to view upcoming steps

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