**How to extend a contingent worker's end date in USF Works?**

1) Login to USF Works and look up the contingent worker. Look up their profile (if the contingent worker doesn't come up in the search please be sure to check "All of Workday" search results).

2) Once you are viewing the profile, click on the "Actions" button below the picture. Then select **Job Change > Change Contingent Worker Details.**
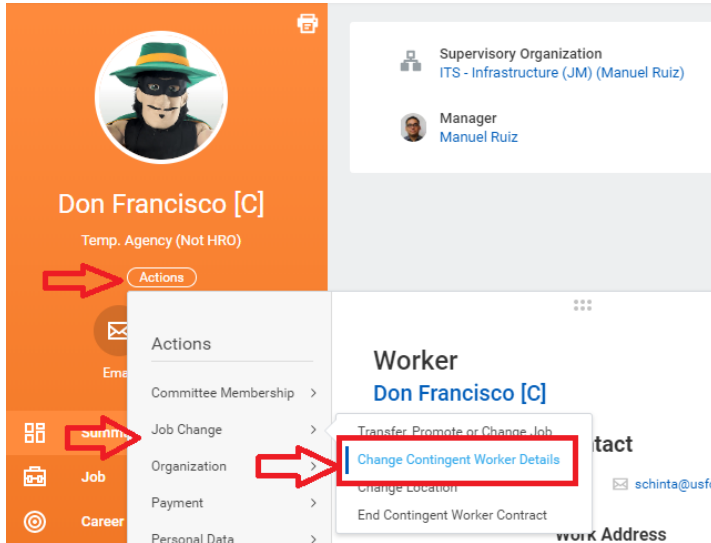


3) On the start details section use todays date as the effective date and **Data Change> Change Contractor details** as the change reason. Then click **Next.**
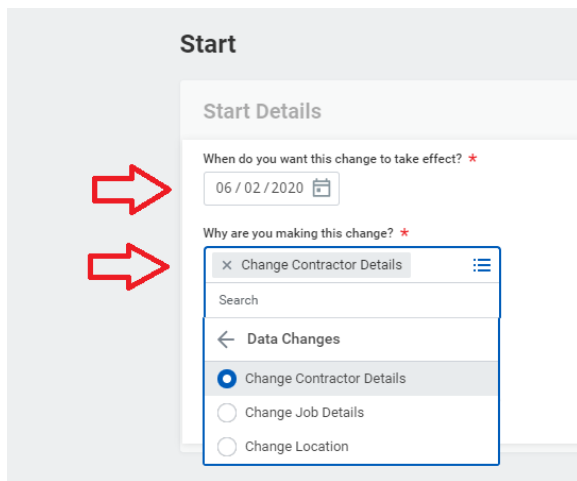


4) On the details tab, update the **"Contract End Date"** to the new date, then click **next.** Once you review the summary, click **submit.** Then you are done.