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 today’s 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.