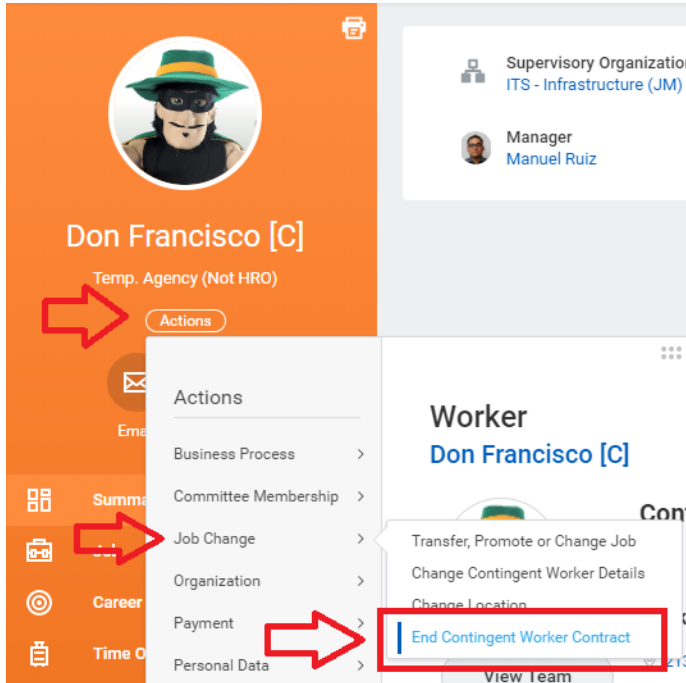


How to terminate a contingent worker's role in USF Works?

- 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 > End Contingent Worker Contract**.



- 3) Enter the **Contract End Date**, the reason and then click **Submit**. Then you are done.

