

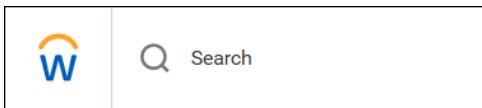
Change End Employment Date

This job aid will walk an HR Partner, HR Assistant, Manager, and Compensation Partner through the steps to change End Employment Date on a Fixed-Term employee type. These are limited duration and temporary employees.

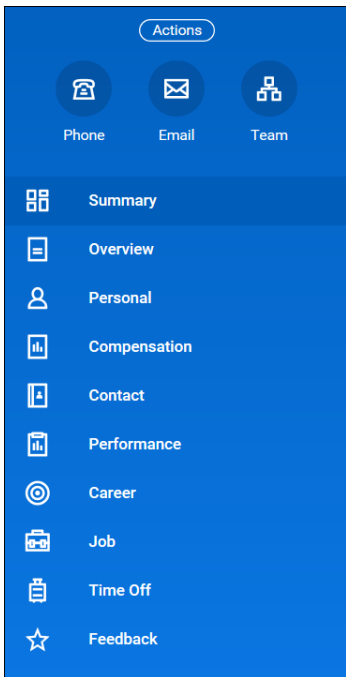


The end employment date is for reporting purposes only. It does not kick off a termination task on the effective date. End employment date is not the same as a termination date, although they could be effective on the same day.

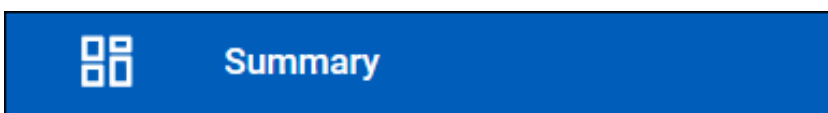
Step 1: In the search bar, type in the employee's name you are making the change for.



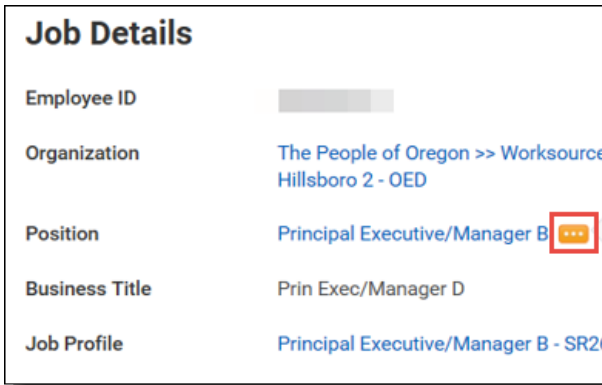
Step 2: The search results will bring you to the landing page on the employee's profile.



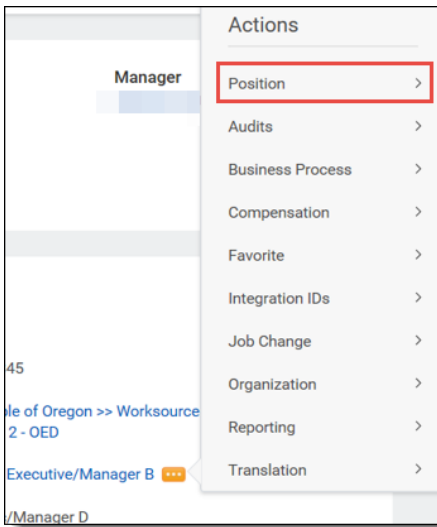
Step 3: From the employee profile menu, click on *Summary*.



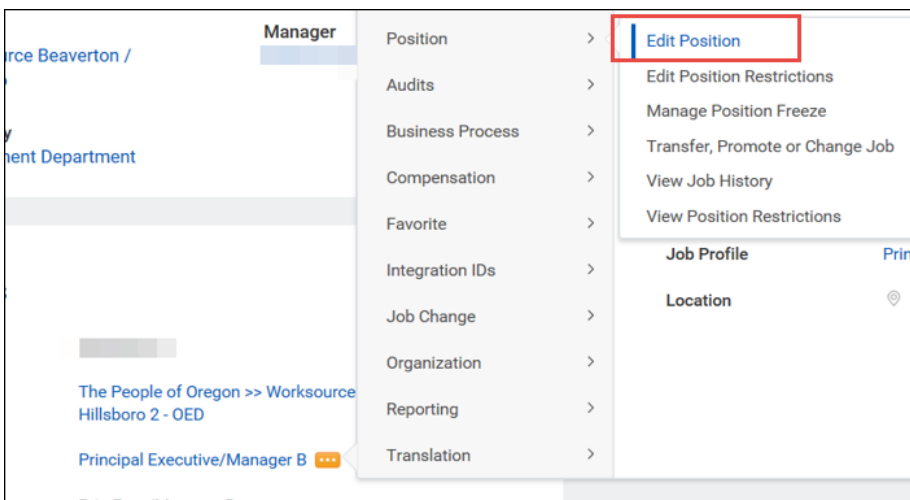
Step 4: From the *Job Details* field, click on related actions from the **Position**.



Step 5: In the *Actions* menu, hover over **Position**.



Step 6: From the *Position* menu, click on **Edit Position**.



Step 7: In the *Effective Date* field, enter an effective date from the calendar or type one in.

The screenshot shows a form with the following fields: Position (Principal Executive/Manager B - [redacted]), Worker ([redacted]), Organization (Worksource Beaverton / Hillsboro 2 - OED), Effective Date * (01 / 14 / 2019 with a calendar icon), and Reason ([redacted]). The Effective Date field is highlighted with a red rectangular box.

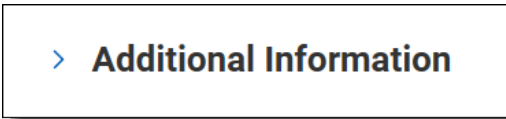
Step 8: From the *Reason* box, click on **Edit Job**.

The screenshot shows the Reason dropdown menu open. The menu items are 'Edit Job' and 'Reclass'. The 'Edit Job' option is highlighted with a red rectangular box.

Step 9: Click on **Edit Job > Add Additional Data**.

The screenshot shows the 'Edit Job > Add Additional Data' menu open. The menu items are: 'Edit Job > Add Additional Data' (selected and highlighted with a red box), 'Edit Job > Budget Changes', 'Edit Job > Employee Type Change Only', 'Edit Job > Modify Position', 'Edit Job > Pay Basis Code Change', and 'Edit Job > Reclass Complete'. The background shows the job details form with fields for Position, Worker, Organization, Effective Date, Reason, Job Details, Employee Type, Job Profile, Job Title, Business Title, Time Type, Location, and Pay Rate Type.


Step 10: Click on **Additional Information** to open the field.



Step 11: Scroll down to the *End Employment Date* field.

End Employment Date * 12/31/2018

Step 12: Click on the calendar icon to change the effective date.



Changing the End Employment Date can only be done for future dates, prior to reaching the initial end date entered. For assistance with changing dates retroactively, contact the Workday helpdesk.

End Employment Date * 12/31/2018

January 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Difficulty to Fill (empty)

Critical Job

Available For Hire

Hiring Freeze

Exclude from Headcount

Step 13: Click **Submit** and **Done**.