

Extend Contract End Date for Contingent Workers - SCO

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INTRODUCTION

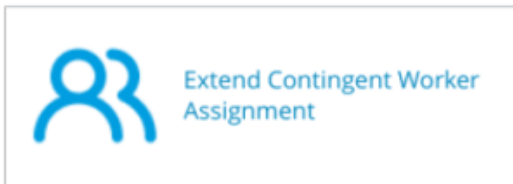
Contingent workers deliver services to the company on a non-permanent basis, therefore an estimated assignment end date (contract end date) is added upon creation.

Once the end date is reached, the contingent worker will be terminated by the system. Unlike with a regular employee, for contingent workers the Employment Details portlet is managed in the background by the Work Order. To make a change on the end date of if your Contingent Worker got their access revoked follow the steps below.

STEP ONE

Assignment end date is the same as contract end date (field available in My HR Services).

2a. If the end date has been reached and the Contingent Worker is already terminated in the system and the access have been revoked, if the decision is that the contingent worker will continue to work at Syensqo, the Manager needs to open a [ticket in Service One](#) to request the reactivation:



(Click on the image to go to Service Request)

STEP TWO

The Manager also needs to open a ticket to the IT Team to request that the access are reactivated as well.

2b. If the end date has been reached and the Contingent Worker is already terminated in the system and the access have been revoked but the CW will no longer work the Manager only needs to open a [ticket in Service One](#) for "Offboarding".



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