



Workday Instructions: How to Remove a Volunteer Profile (Volunteer Termination - End Contingent Worker Contract)

OVERVIEW: How to Remove a Volunteer from Workday

Volunteers of the Diocese of San Jose are tracked in the Diocesan Compliance Database – Workday. When a volunteer ends their service with the Diocese, or if volunteer is going to be hired as a Diocesan employee, the on-site Volunteer Coordinator must “end” the volunteers Contingent Worker’s “contract.” Please use the following process to complete the “End Contingent Worker Contract” task to remove inactive volunteers in Workday.

IMPORTANT NOTICE: If the “Contingent Worker” (i.e. Volunteer) is transitioning to a Diocesan employee position, please contact the OPCVA and HR Departments to inform them of the forthcoming transition prior to starting this task. Doing so will help preserve the individuals fingerprint data, and may fulfill the employee background screening requirements.

PRELIMINARY INSTRUCTIONS:

The quickest (*and easiest*) way to initiate the “End Contingent Worker Contract” task is to search for the “Contingent Worker” by name using the Workday search box:

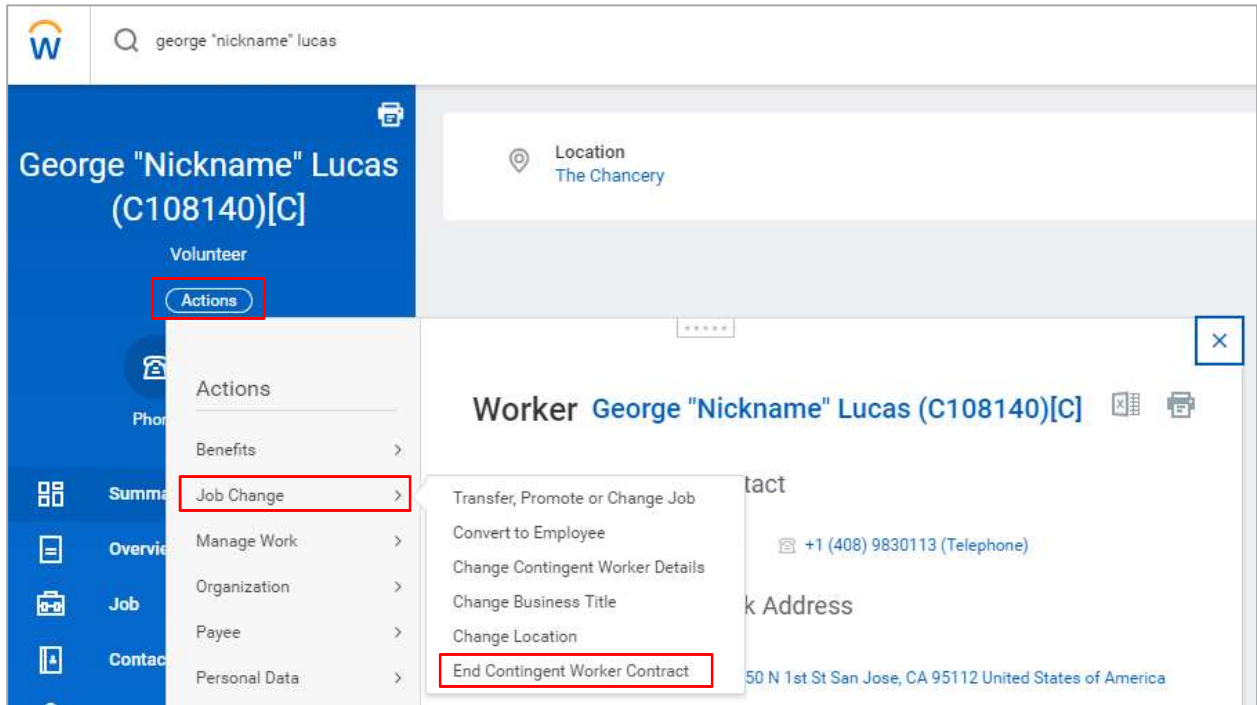
Workday search interface showing a search box with the text "george "nickname" lucas" and a dropdown menu displaying the search result: "George "Nickname" Lucas (C108140)[C] - Contingent Worker".

NOTE: You can select the name directly from the pre-populated dropdown menu by clicking on the “Contingent Worker” profile or OR you can hit “Enter” on your keyboard and select the volunteer’s “Contingent Worker” profile accordingly (image on next page).

Workday search results page showing search results for "George "Nickname" Lucas (C108140)[C]". The results are categorized under "Common".

END CONTINGENT WORKER CONTRACT (Step-By-Step Instructions): Process to remove a volunteer from the Workday database.

1. Locate the **“Contingent Worker”** profile for the volunteer (see first page of this document).
2. Once you have selected the **“Contingent Worker”** profile for the volunteer, and are on the volunteer’s profile page, use the **“Actions”** button underneath the volunteer’s name to access the **“Job Change”** options. Once you have accessed the **“Job Change”** options, then select the **“End Contingent Worker”** task.

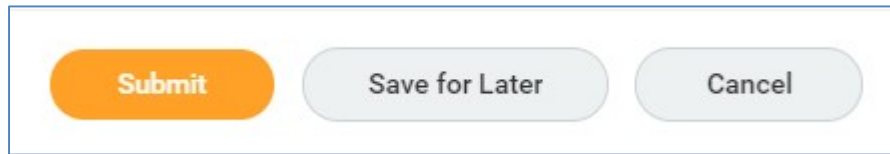


3. Once you have initiated the **“End Contingent Worker Contract”** task, you will need to submit a **“Contract End Date”** and **“Reason”** for removal of the volunteer’s profile from the database:
 - **Contract End Date** = Date task was processed in Workday, or retroactively date back to one month prior if the volunteer is transitioning to a DSJ employee.
 - **Reason** = Voluntary > Contract Ended (unless otherwise instructed)



NOTE: Use the prompt to select the “Reason”

4. Once you have provided a "Contract End Date" and a "Reason," you will need to click the orange "Submit" button at the bottom of your screen.



CONGRATULATIONS – TASK COMPLETE!

IMPORTANT NOTICE: Once you have completed this portion of the of the "End Contingent Worker" task, the OPCVA will be notified to process a "No Longer Interested" (NLI) form with the California Department of Justice (DOJ). Once that form has been submitted to the DOJ, the Diocese will no longer have access to the individual's background information. If the individual is transitioning to employee status, please be sure to inform the Diocesan Human Resources Department and the Office for the Protection of Children & Vulnerable Adults for assistance.

For additional assistance, please contact the Office for the Protection of Children & Vulnerable Adults:

Direct Phone: 408-983-0113

Thank You!