

Internal Traveler Contract Renewal: Process Overview

1. The Internal Traveler Contract Renewal process is an automated process through Workday that is initiated six (6) weeks prior to the Internal Traveler's end date.
2. Workday generates an automated renewal request to the Internal Traveler. It is important the Internal Traveler monitor their emails for this request from Workday.
3. The Internal Traveler with an existing contract in Workday will receive a task to renew for an additional 13 weeks or terminate when their current contract ends.
4. Once the Internal Traveler submits their request, the workflow is directed to the Manager via Workday.
5. The Manager will enter their decision in Workday. The Manager's decision will route to LMST if the request is to extend. If the manager's decision is NOT to extend- they should enter termination in Workday for contract end date.
6. Upon LMST review, the decision will be updated in Workday. LMST will document extension details such as rate change, manager change, etc in the Comments section. Approvals by LMST to extend will route to Internal Traveler.
7. The Internal Traveler will receive notification via Workday to accept the extension or decline and terminate.
8. If Internal Traveler declines to extend and termination is selected, the manager will initiate the termination.
9. If Internal Traveler accepts to extend and extension is selected, Talent Support will update the contract end date and initiate a change job transaction based on the comment string from LMST.

The initiation of the renewal request will be generated automatically in Workday or can be initiated by Talent Support. Neither the Manager or employee can start the review themselves.

Please see following pages for screen shots of Workday process:

Step 1: Employee Review

Step 2: Manager Approval

Step 3: LMST Approval

Step 4: Employee Review/Approval of Renewal details

Step 5a: If Extend then Talent Support updates end date and completes Job Change as noted in LMST comments

Step 5a1: Extend Contract

Step 5a2: Start Change Job

Step 1: Employee Review

Employee will receive this task in their inbox 6 weeks before their current contract ends.

All Items 4 items

Search: All Items

[Advanced Search](#)

Review Employee Contracts: [redacted] - Registered Nurse Traveler (Internal) on 04/24/2023 04/24/2023 ☆

Due: 04/25/2023
Effective: 04/24/2023

Employee Contract Review Alan I. [redacted]

☆ ⚙️ 🗨️

P113889 Registered Nurse Traveler (Internal) - [redacted]
5 second(s) ago - Due 04/25/2023; Effective 04/24/2023

Contract Start Date 11/14/2022

Location University Hospital

Employee Type Wage

Status Open

Contract End Date 02/12/2023

Contract Renewals

Contract Rule Information Alan I. [redacted] is eligible for 2 contract renewal(s) over 39 Week(s)

Renewals To Date 0

Combined Contract Duration To Date 13 week(s), 0 day(s)

Action [dropdown menu]

enter your comment

Process History

- Rachel Cash** Just now
Review Employee Contracts - Step Completed
- Alan I. [redacted]** Due 04/25/2023
Employee Contract Review - Awaiting Action


Submit **Save for Later** **Cancel**

The employee will select to extend for an additional contract or to end their contract. Once submitted the process will move through the review/approval process within Workday.



Employee Contract Review



P113889 Registered Nurse Traveler (Internal) - 
5 second(s) ago - Due 04/25/2023; Effective 04/24/2023

Contract Start Date 11/14/2022

Location University Hospital


Employee Type Wage

Status Open

Contract End Date 02/12/2023

Contract Renewals


Contract Rule Information  is eligible for 2 contract renewal(s) over 39 Week(s)



Renewals To Date	Combined	Action
	<input type="radio"/> Extend Contract <input type="radio"/> Terminate from Review Employee Contract	Search 

enter your comment



Process History

 **Rachel Cash** Just now
Review Employee Contracts - Step Completed

  Due 04/25/2023
Employee Contract Review - Awaiting Action

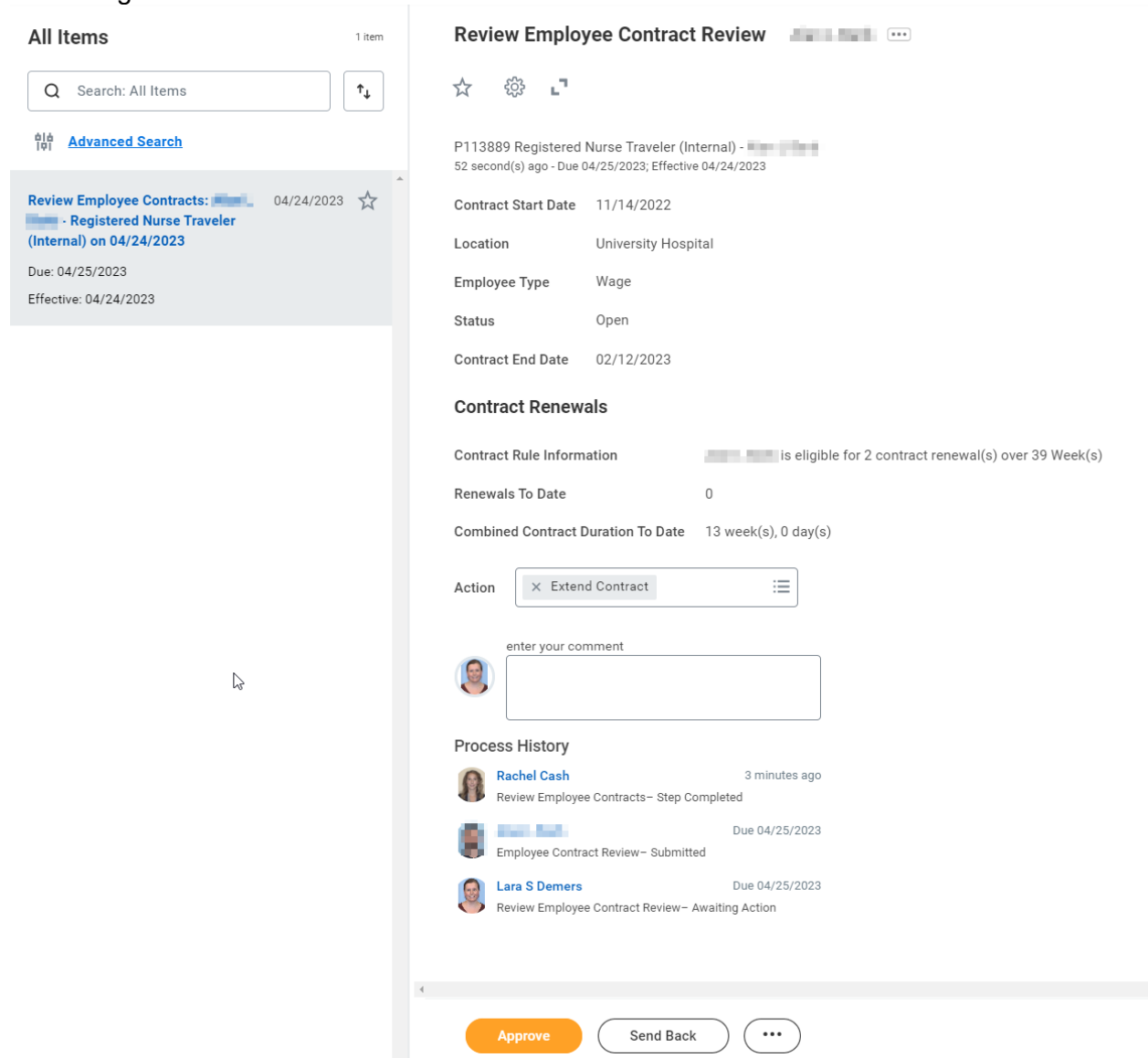
Submit

Save for Later

Cancel

Step 2: Manager Approval

Once the employee submits their decision, the employee can review and submit their decision. The manager will see the selection made by the employee and at this step can change it before submitting for LMST.



All Items 1 item

Search: All Items

[Advanced Search](#)

Review Employee Contracts: [redacted] 04/24/2023 ☆

[redacted] - Registered Nurse Traveler (Internal) on 04/24/2023

Due: 04/25/2023

Effective: 04/24/2023

Review Employee Contract Review

☆ ⚙️ ↻

P113889 Registered Nurse Traveler (Internal) - [redacted]
52 second(s) ago - Due 04/25/2023; Effective 04/24/2023

Contract Start Date 11/14/2022

Location University Hospital

Employee Type Wage

Status Open

Contract End Date 02/12/2023

Contract Renewals


Contract Rule Information [redacted] is eligible for 2 contract renewal(s) over 39 Week(s)

Renewals To Date 0


Combined Contract Duration To Date 13 week(s), 0 day(s)


Action ✕ Extend Contract ⋮


enter your comment



Process History

 **Rachel Cash** 3 minutes ago
Review Employee Contracts - Step Completed

 [redacted] Due 04/25/2023
Employee Contract Review - Submitted

 **Lara S Demers** Due 04/25/2023
Review Employee Contract Review - Awaiting Action

Approve **Send Back** ⋮

Step 3: LMST Approval

Comment Required, if missing an error message will appear with a recommended format that can be copied and pasted in the comment box to fill in.

Errors: 1

[View All](#) ^

1. - A comment is required; please include the following:

Rate Change Only?

If Yes, enter new amount here:

If no, fill-in the following with changes only (not all required):

Manager:

Supervisory Org:

Job Profile:

Rate: (Employee Contract Review Event)

All Items

243 items

Search: All Items

[Advanced Search](#)

Review Employee Contracts: 04/24/2023 ☆
- Registered Nurse Traveler
(Internal) on 04/24/2023

Due: 04/25/2023

Effective: 04/24/2023

Review Employee Contract Review



P113889 Registered Nurse Traveler (Internal) -
26 second(s) ago - Due 04/25/2023; Effective 04/24/2023

Contract Start Date 11/14/2022

Location University Hospital

Employee Type Wage

Status Open

Contract End Date 02/12/2023

Contract Renewals

Contract Rule Information is eligible for 2 contract renewal(s) over 39 Week(s)

Renewals To Date 0

Combined Contract Duration To Date 13 week(s), 0 day(s)

Action × Extend Contract

enter your comment

Process History

Rachel Cash 5 minutes ago
Review Employee Contracts- Step Completed

Due 04/25/2023
Employee Contract Review- Submitted

Lara S Demers Due 04/25/2023
Review Employee Contract Review- Approved

Kelly K Riley Due 04/25/2023
Review Employee Contract Review- Awaiting Action

Approve Send Back ...

Step 4: Employee Review/Approval of Renewal details

Comment Required

All Items 4 items

Search: All Items

[Advanced Search](#)

Review Employee Contracts: 04/24/2023 ☆

- Registered Nurse Traveler (Internal) on 04/24/2023

Due: 04/25/2023

Effective: 04/24/2023

Review Employee Contract Review

☆ ⚙️ ↻

P113889 Registered Nurse Traveler (Internal) - 19 second(s) ago - Due 04/25/2023; Effective 04/24/2023

Contract Start Date 11/14/2022

Location University Hospital

Employee Type Wage

Status Open

Contract End Date 02/12/2023

Contract Renewals

Contract Rule Information A is eligible for 2 contract renewal(s) over 39 Week(s)

Renewals To Date 0

Combined Contract Duration To Date 13 week(s), 0 day(s)

Action × Extend Contract ⋮

enter your comment

View Comments (1)

Maggie D Breeden on behalf of **Kelly K Riley** Just now
Renew at rate \$\$\$ and in the same department.

Process History

Rachel Cash 7 minutes ago
Review Employee Contracts- Step Completed

Approve **Send Back** ⋮

Step 5a: If Extend then Talent Support updates end date and completes Job Change as noted in LMST comments

Step 5a1: Extend Contract

All Items 729 items

Search: All Items

[Advanced Search](#)

Contract 04/24/2023 ☆
Effective: 04/24/2023

Extend Contract

22 second(s) ago - Effective 04/24/2023

Part Of Review Employee Contracts: Registered Nurse Traveler (Internal) on 04/24/2023 on 04/24/2023

Employee Contract P113889

Contract Start Date 11/14/2022

Contract Details

Effective Date	02/13/2023
Location	University Hospital
Employee Type	Wage
Reason	Employment Agreement
Contract ID	P113889
Contract Type	Internal Nurse Traveler
Status	Open
Date Employee Signed	(empty)
Date Employer Signed	(empty)
Current Contract End Date	02/12/2023
Extended Contract End Date	<input type="text" value="MM/DD/YYYY"/>
Contract Description	AG
Contract Attachments	<input type="text"/>

enter your comment

Submit **Save for Later** **Cancel**

Step 5a2: Start Change Job

Success! Event submitted

Up Next: Rachel Cash | Start Change Job (Internal Nurse Traveler)

[View Details](#)



All Items

729 items



[Advanced Search](#)

Start Change Job (Internal Nurse Traveler): Review Employee Contracts: Alan L Barb - Registered Nurse Traveler (Internal) on 04/24/2023 04/24/2023 ☆

Effective: 04/24/2023

Complete To Do **Start Change Job (Internal Nurse Traveler)** ⋮



9 second(s) ago - Effective 04/24/2023

For **2**

Overall Process **1** [Review Employee Contracts: Registered Nurse Traveler \(Internal\) on 04/24/2023](#)

Overall Status In Progress

Instructions The contract review process has been approved for this Internal Nurse Traveler. Based on the comments in the process start a change job process to update current job. If no changes are needed; complete the To Do without a job change.

[Start Job Change](#)

enter your comment



[Click here to view comment string in Review Contract process](#)

3

[Submit](#)

[Save for Later](#)

[Close](#)