

Internal Traveler Contract Renewal: Manager Approval Step

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 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

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

Approve **Send Back** ⋮