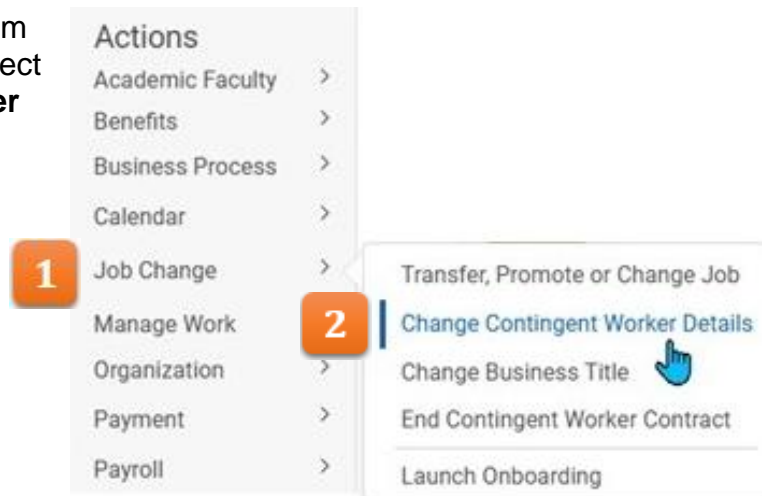


1. Go to the contingent workers profile and click the **Action** button. Hover over Job Change from the resulting menu, and select Change Contingent Worker Details from the submenu.




2. Hover over **Job Change** from the resulting menu, then select **Change Contingent Worker Details** from the submenu.



3. Select the date in which you wish to have the change take effect and make the changes in the fields you wish to adjust. See the next steps for change options for each category.

When do you want this change to take effect? \*

Select Date MM/DD/YYYY 

**Job Details**

What will this person's new job profile be? \*

What is the job title? \*

**Administrative Details**

Contingent Worker Type \*

**Work Location**

Where is the new location? \*

Select a work space at this location


#### 4. Job Details

Contingent Worker Type. In order to see the types of contingent workers, follow the steps below. If you know the change type already, you can short cut this process by entering the name in the search field. Contact HR if you are unsure which profile name to choose.

- a. Click the menu icon.

**Job Details**

What will this person's new job profile be? \*




- b. Select **By Job Family**.

What will this person's new job profile be? \*

Suggested >

Recent >


By Job Family >



- c. Click **Willamette Jobs**.

← By Job Family

Willamette Jobs >

Search 

- d. Select Contingent Worker

← Willamette Jobs

Contingent Worker >

Faculty >

Staff >

Student >



- e. Select the desired contingent worker category

← Contingent Worker

Affiliated/Associated Scholar

Other Contractor

STU-SUP - Student Worker Supervisor

Temp Agency Staff

TIUA Employee

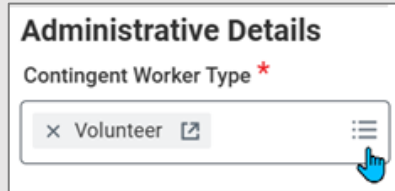
VOL - Volunteer

- f. Change the job title if needed.

What is the job title? \*

**5. Administrative Details**  
Contingent Worker Type

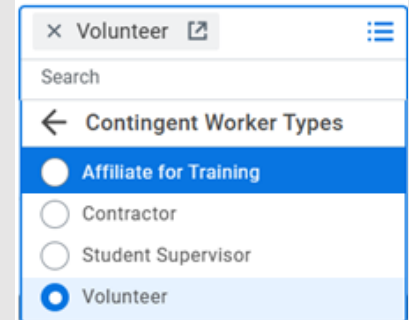
a. Click the **Menu** icon.



b. Select **Contingent Worker Type**.

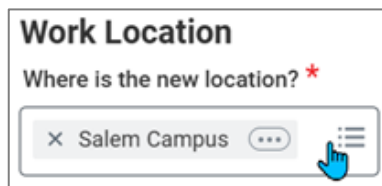


c. Select the desired change from the resulting list.



**6. Work Location**

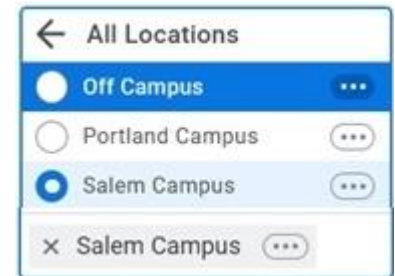
a. Click the Menu icon.

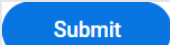


b. Select All Locations



c. Select the desired location.



7. When done, click the  button.