CONTRACT EXAMPLE – Temporary Fixed Term Direct Hire (formerly C1)

The below screenshots show how the Generate Document step will appear to the HCM Action Initiator in Workday.

* The fields highlighted in GREEN populate from your contract submission. Be sure to review them for correctness. It is possible they will not populate the right information if the employee has multiple jobs/past jobs—it can pick up old, incorrect info. You can manually overwrite the information in these fields as needed.
* The fields highlighted in ORANGE require you to manually enter information. Be aware that some of the spots requiring manual entry are not highlighted, so all parts that require manual entry are underlined/indicated with RED.



