## Putting the Pieces Together
The purpose of this transaction is to end a work assignment for a non-employee (Community Partner Staff, Contractor, Unpaid Intern, Student Teacher, or Charter Staff).

This guide outlines how to:
- Log in to Infor HR - *(pg. 2)*
- End a Work Assignment - *(pg. 4)*

## Which Outcome to Expect
Upon completion of this process, the request will route to HR for approval. Once approved, the work assignment will be inactivated.

## Navigating the Process
Related guide:

*Add a Work Assignment for a Non-Employee*

To locate these guides, check out the Infor HR Resource Center.

## Who To Contact
Please contact your HR Partner or the CISS Team (for Charter Schools only) for any questions.
ACTION:
Log in to Infor HR

1) Access thecommons.dpsk12.org. Using the Portals and Tools (a) dropdown at the top of the screen, select Employee Action Center (b).

Where to Find Additional Resources
- From this page, you can access the Infor HR Resource Center (a) on the left for quick access to step-by-step guides & resources for all Employee & Manager Space processes.
2) Click **Visit (a)** under the **Manager Space** section to access **Infor HR**.

3) Using your district credentials, enter your **User Name** and **Password (a)**, then click the **blue arrow (b)** to log in.
ACTION: End a Work Assignment

1) Click the Manager icon to open Manager Space.

2) Under My Staff (a), click My Staff (b).
3) In the Search bar, type the name of the non-employee for whom you will end a work assignment (a), then double-click their name (b).

4) On the left-hand side, click the Work Assignments tab.
5) Under the Work Assignment section, select the work assignment you are inactivating (a), and then click DPS Inactivate Work Assignment (b).

6) In the Effective Date (a) field, type the date this request is effective, and in the Action Reason (b) field, select the appropriate reason for your request. Comments are optional but can be entered in the Work Assignment Comments (c) field.

7) Once the form is complete, click Submit.

Which Outcome to Expect
• The request routes to HR for approval. Once approved, the work assignment is inactivated.