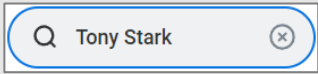
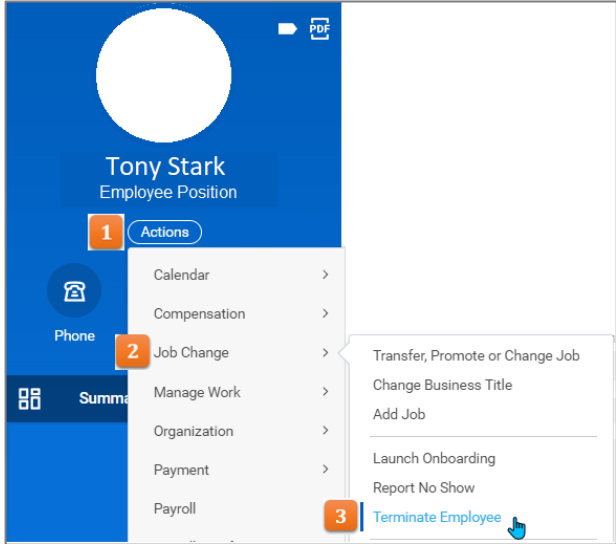
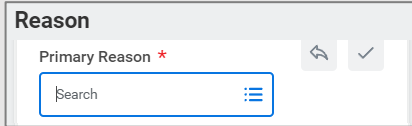


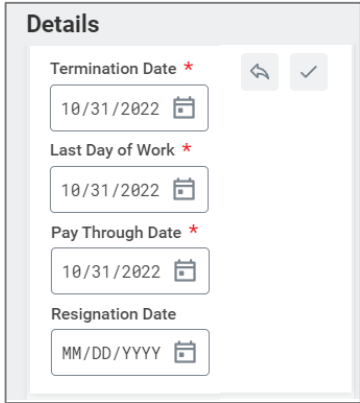
Terminating Student Employees

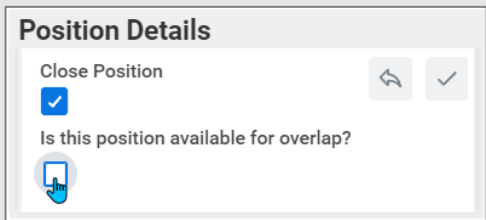
- Enter the employee name in the search bar at the top of the page.


- On the left-hand navigation, click the **Actions** button. Move down the resulting menu list to **Job Change**, then click **Terminate Employee** from the submenu.



- On the resulting form, indicate the reason for the employee's departure in the **Primary Reason** field.


- In the next section of the form, enter the **Termination Date**. The Last Day of Work and Pay Through Date fields will automatically fill with the same date. Make any changes as needed. If provided, please also enter the resignation date.


- Open the Position Details box and click in the Close Position checkbox. Student positions are rarely available for overlap, so in most cases, you will uncheck this box unless there are concrete plans to have the departing student and incoming student worker working at the same time.



Once submitted, the process will forward to the Human Resources department for review. Upon approval, you will receive a Notification with actions to complete prior to the employee's last day of work. Notifications are found by clicking the bell icon in the upper right navigation.

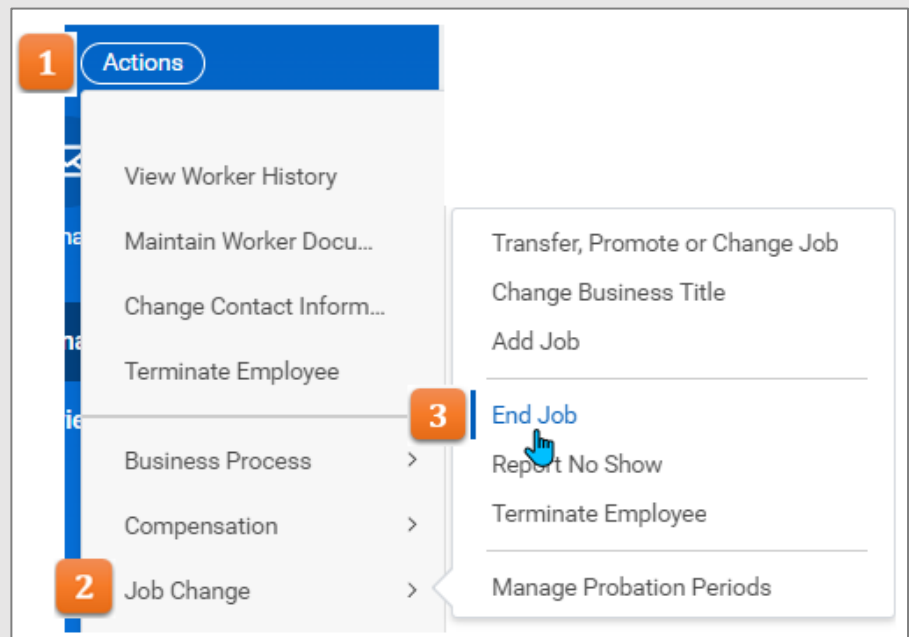


Ending Student Employment

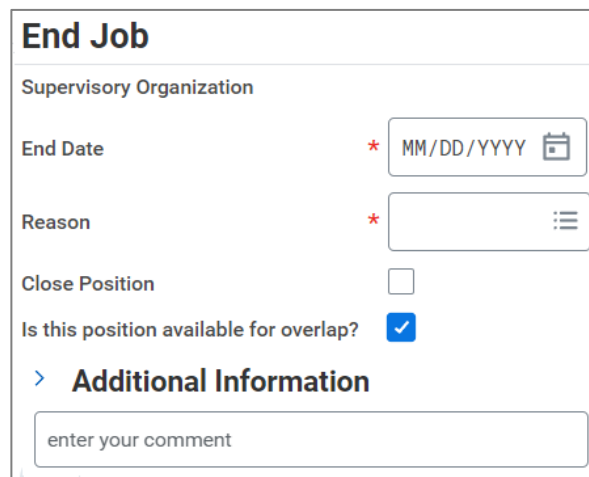
Terminating Students with More Than One Job

Students who have more than one job have a primary position, which is typically the job assigned the most hours. Other positions are secondary. In order to terminate all positions, the secondary jobs need to be ended first by using a similar process called End Position.

1. Search for the employee and on the profile page click the **Action** button, followed by **Job Change** and then **End Job**.



2. Enter the date the position ended along with the **Reason** that it ended. You can indicate whether the position is available for overlap and enter additional information as desired.



3. You will receive a message confirming your action has been submitted.



Once all of the secondary jobs have been ended, the supervisor for the primary position will follow the steps described on the first page to fully end the student's employment.