

End of Student Work Assignment

Last updated September 2, 2020

Once a work assignment has ended, the student will either need to be terminated or have the additional job manually ended. Supervisors can manually end additional jobs:

1) Use Workday search to find a worker.

- Workers show up under the **People** category, not the **Student** category.

2) Hover over the worker's name in search results.

3) Click the **Related Actions** button (a box with three dots) to the right of the employee's name.

4) Hover over the **Job Change** tab, then click **End Additional Job** from the mini-menu.

5) Fill out and submit required fields on the following screen.

If the student is in only one job, the job will need to be terminated by HR. Please contact your HR Lead for assistance.