

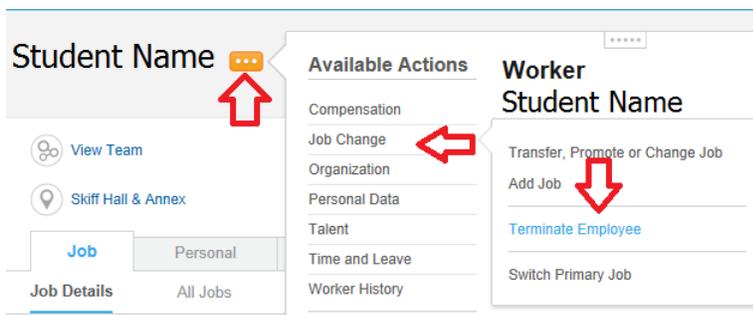
## How to terminate/end job in Workday

If you have students that are no longer working for you please follow the below process to end their position.

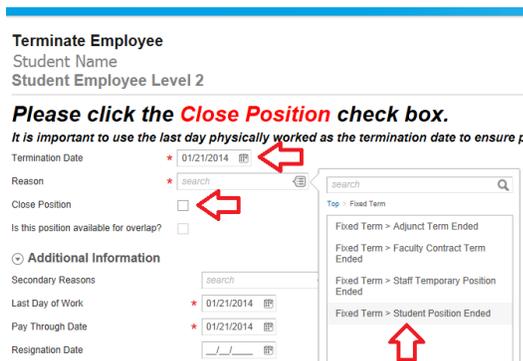
There are 3 current situations that your student can have. If you do not know if your student has other jobs you will want to start at step 1. Workday will give you an error if that step will not work and you can continue on to step 2 or step 3 if necessary

### 1. The student only has one job and it reports to you.

In this case you can go to the related actions off the student – job change and terminate

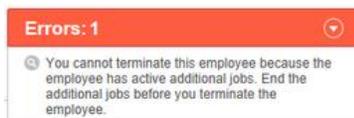


The screenshot shows the Workday interface for a student. The 'Available Actions' menu is open, and the 'Terminate Employee' option is highlighted with a red arrow. Other options include 'Job Change', 'Add Job', and 'Switch Primary Job'. The student's name is visible at the top, and the 'Job' tab is selected in the navigation bar.



The screenshot shows the 'Terminate Employee' form in Workday. The 'Close Position' checkbox is checked, and the 'Termination Date' is set to 01/21/2014. A search dropdown is open, showing 'Fixed Term > Student Position Ended' selected. The form includes fields for 'Reason', 'Additional Information', 'Last Day of Work', 'Pay Through Date', and 'Resignation Date'.

If your student does have multiple jobs you will get the below error: You will need to move on to step 2 or 3 now.



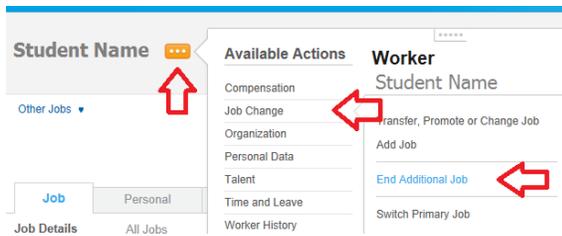
The screenshot shows an error message in Workday. The message states: "You cannot terminate this employee because the employee has active additional jobs. End the additional jobs before you terminate the employee."

### 2. The Student has multiple jobs and the position that reports to you is NOT considered their primary position.

In this case you will just need to End the Additional Job. To complete this you can go to the related actions off the student – job change and End Additional Job

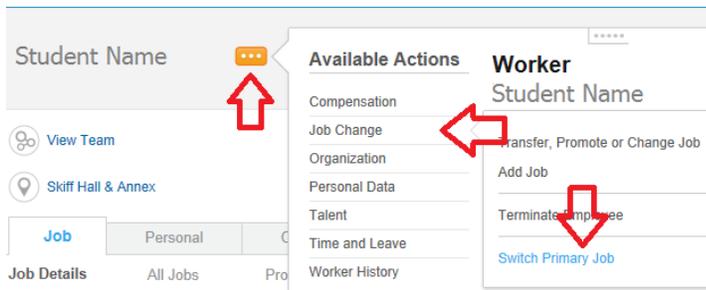


# CHAMPLAIN COLLEGE



### 3. The Student has multiple jobs and the position that reports to you is considered their primary position.

In this case you will need to switch their primary job first - you can go to the related actions off the student – job change and Switch Primary Job. This will require an approval. When you are switching the primary job please make sure the put the effective date as the beginning of the pay period date (Ex. 12/29, 1/12, 1/26)



#### Switch Primary Job

Student Name

##### Details

Date and Reason *Reason \**  
*Effective Date \**

Proposed Primary Job *Primary Job*  
*Proposed Primary Job \**

##### All Jobs

Primary Job

Additional Jobs

After completing the switch primary job you will then need to end the job of your student.

To do this you can go to the related actions off the student – job change and End Additional Job

