



## Ending a Student in your Position

Anytime a student leaves your position for a semester or longer for any reason\*, you'll want to follow the process below. *\*Doesn't include Graduating students or ending students for the end of a semester.*

1. Login to Workday
2. Search the student's name and select them (will take you to student's profile)
3. Click Actions (under their Name and position)
4. Select End Jobs
5. Select the job you'd like to end (*Note you don't have to select position if there is only 1 position*)
6. Click OK  
End Date:
  - a. This date *typically* is the same as their Last Day of Work, Pay Through Date, and Notify By
    - i. Once you select an End Date, the rest of the dates should auto-populate
7. Reason:
  - a. If Voluntary, End Additional Employee Job > Voluntary
    - i. End Additional Employee Job > Voluntary > Voluntary
  - b. If Involuntary, due to performance or other issues, [Review the 4 step disciplinary action](#) and discuss with Student Employment. Once you've done this, then you can proceed if still ending the student in your position is the outcome.
    - i. Choose Involuntary, then choose appropriate choice
8. Comment: Enter a more detailed reason for the position being ended.
  - a. Such as:
    - i. Accepted Another Position,
    - ii. Promoted to Another Position,
    - iii. Studying Abroad,
    - iv. Withdrew from University, etc.
    - v. Performance Issues/Other with explanation. (only involuntary)
9. Click OK
10. This will then go to the Student Employment Team to confirm.

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