


Terminating Student Employees

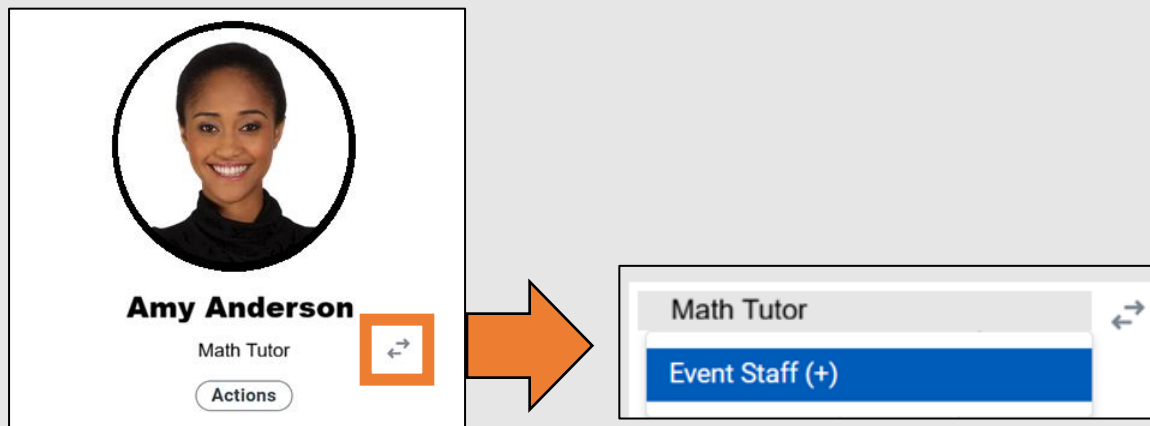
<p>1. Enter the employee name in the search bar at the top of the page.</p>	
<p>2. On the left-hand navigation, click the Actions button. Move down the resulting menu list to Job Change, then click Terminate Employee from the submenu.</p>	
<p>3. On the resulting form, indicate the reason for the employee's departure in the Primary Reason field.</p>	
<p>4. 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.</p>	
<p>5. 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.</p>	
<p>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.</p>	



Terminating Students with More Than One Job

Identifying Students with More Than One Job

You can identify that a student has more than one job by viewing their Workday profile. Those with more than one job have an icon of bi-directional arrows to the right of their job title . Click on the icon to reveal secondary positions which are indicated by a plus sign (+) next to the title. The primary position does not have this symbol next to it.



Terminating an Additional Position

Click on the secondary position you manage with the (+) sign after the job title, then follow the steps outlined on page one.

Terminating a Primary Position When a Secondary Position Will Continue

You are not able to terminate a primary position if the student has other jobs. Contact Human Resources at hr@willamette.edu if this occurs. HR will switch the Primary position into a secondary position, and it will then be possible for you to follow the instructions on page one to end the secondary position.