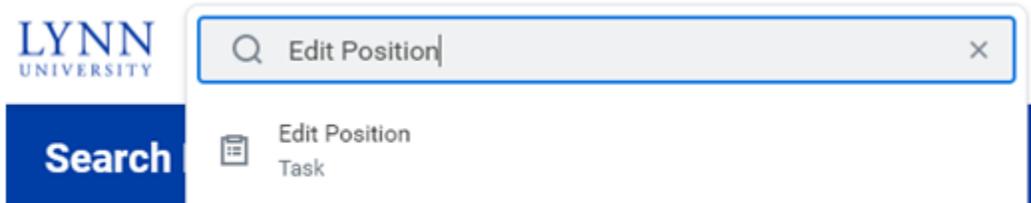


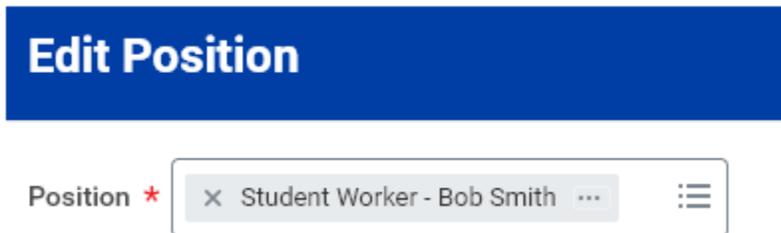
How to edit position

How to update a student employee's end employment date using "Edit Position"

1. From your homepage in Workday, search "Edit Position".



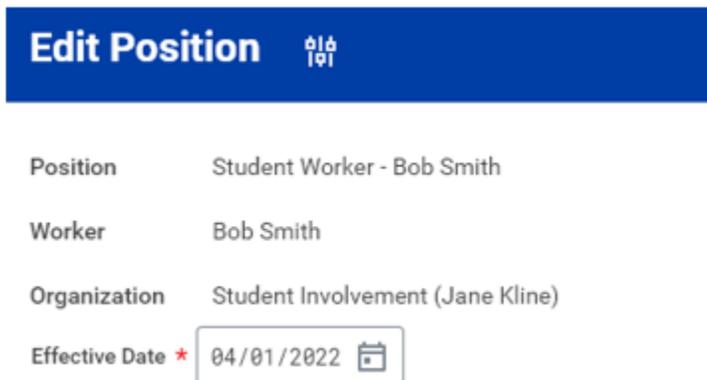
2. Enter student employee's name you are looking to extend the end date.



3. Click "OK".



4. Enter effective date of today (e.g., 4/1/2022).



5. Click the arrow left of “Additional Information” to expand this section.

> Additional Information

6. Enter date you are extending employment through (e.g., 5/6/2023).

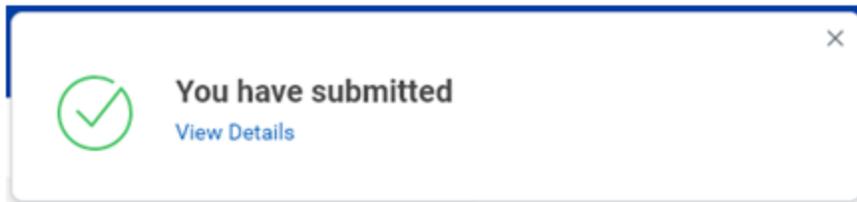
End Employment Date

* 05/06/2023 

7. Click “Submit”.

Submit

8. You will receive a confirmation once successfully completed.



Related articles

- [How to Add a Dependent to Your Benefits - Birth & Adoption](#)
- [Manage Your Benefits](#)
- [How to Make Changes to Your Health Savings Account \(HSA\)](#)
- [My Tasks and Notifications](#)
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