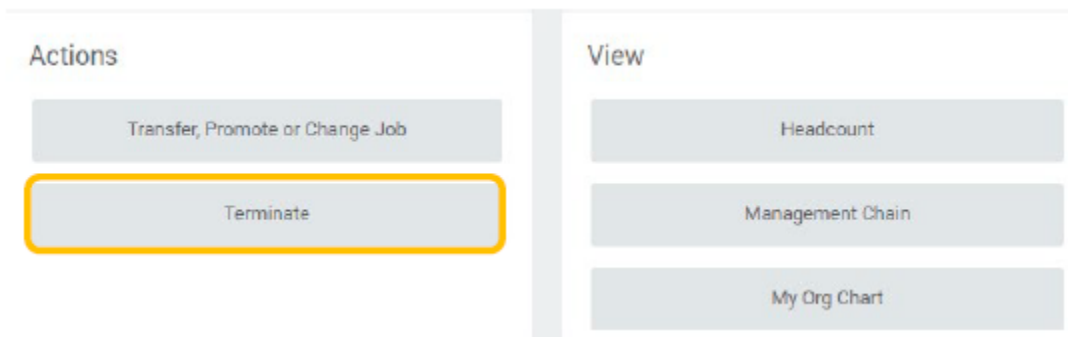


# How to terminate Student Employment

1. From your Applications, click on My Team.



2. Click Terminate.



3. Enter the student employee's name you are terminating.

**Terminate Employee**

Employee \*

4. Click OK.



5. Click the Edit icon to enter information. Red asterisks indicate required fields.

**Reason**

Primary Reason \*

Involuntary > Assignment Ended

Secondary Reasons

**Details**

Termination Date \*

04/30/2022

Last Day of Work \*

04/30/2022

Pay Through Date \*

04/30/2022

Note – if you plan to refill position in the next academic year, leave position open. If you do not plan to refill position, check Close Position.

**Position Details**

Close Position

☐

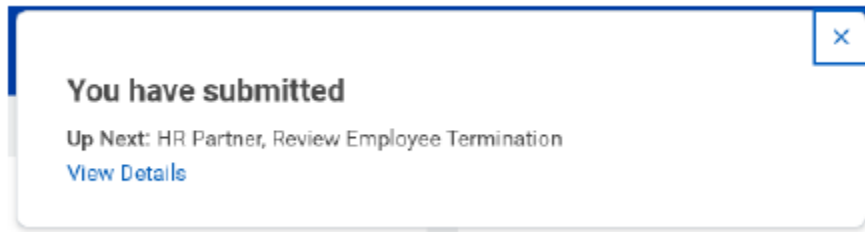
Is this position available for overlap?

☐

6. Click “Submit”.

Submit

7. 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](#)
- [Use Your Inbox and Delegations](#)