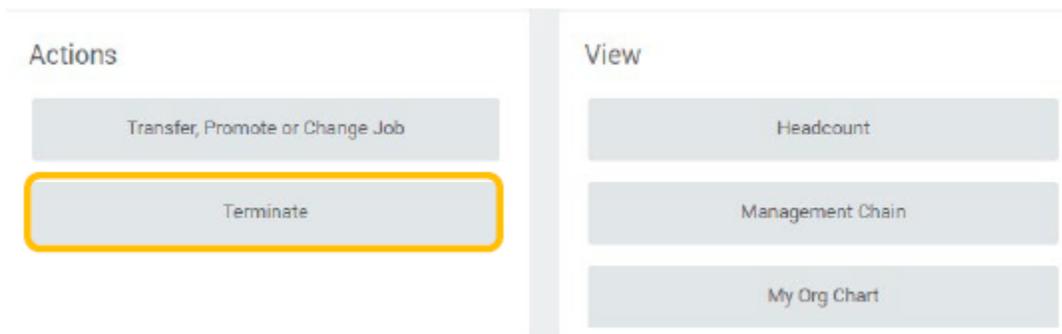


How to terminate Student Employment

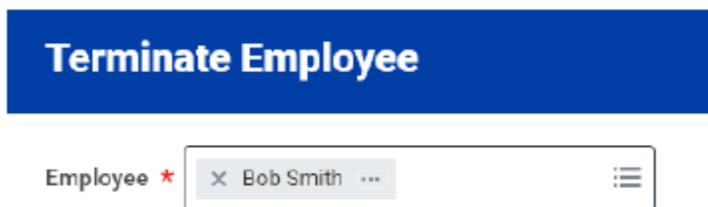
1. From your Applications, click on My Team.



2. Click Terminate.



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



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

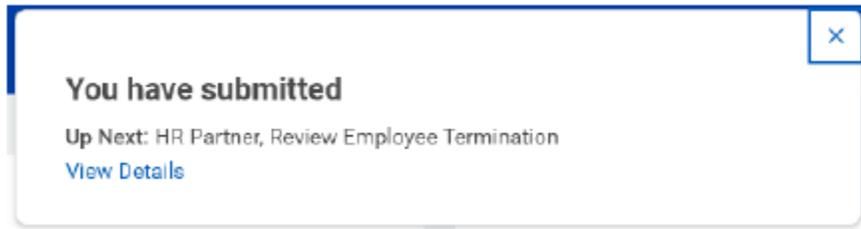
Close Position  

Is this position available for overlap?

6. Click "Submit".



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](#)