Terminating a Student Employee

Quick Reference Guide

**Purpose:** This document informs HRPs who hire students on how to terminate students in Workday

- A student can only be terminated based on the following criteria, which will be confirmed by the Student Employment Administrator:
  - Student with a graduated/completed AIS status who has not received payment within three (3) months.
  - Current/active student who has not received payment through Workday within 12 months.

- HRPs can terminate a student only if the position a student holds is within a supervisory organization they support, and the student has graduated. All additional jobs for the student must be ended.

1 – **Initiate Termination**

1. Click on the Related Action button
2. Click Job Change
3. Click Terminate Employee
1 – **Complete Termination Details**

A. Primary Reason: **Select Voluntary>Left/Graduated from School**

B. Secondary Reasons: Leave this blank

C. Termination Date: Indicate the date that the student will be the last day of the current pay period.

D. Last Day of Work: Will auto-fill based on the termination date

E. Pay Through Date: Will auto-fill based on the termination date.
   - For the UChicago pay date schedule, click [here](#) and scroll to the bottom.

F. Resignation Date: Leave Blank.
2 – Eligibility

A. For students, do not fill in the eligibility.

3 – Position Details

A. Close Position: Check the box.
B. Overlap: Do not check this box.

<table>
<thead>
<tr>
<th>Position Details</th>
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<tbody>
<tr>
<td>Close Position</td>
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<tr>
<td>☐</td>
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<tr>
<td>Is this position available for overlap?</td>
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C. Click Submit.
D. Click Done

4 – Approvals

- This termination routes to a Student Employment Administrator for review and approval.