

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.



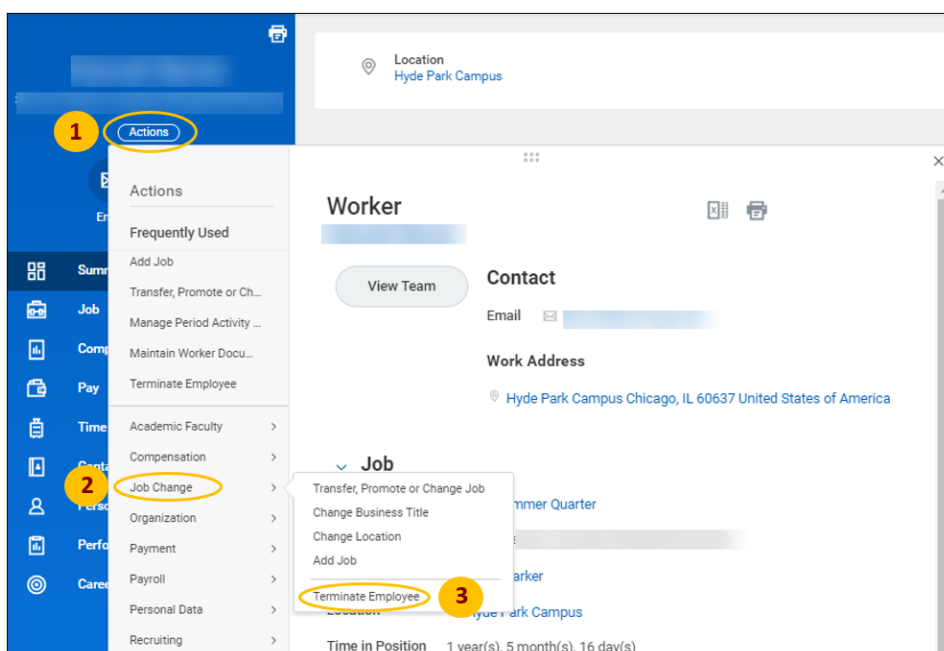
Supporting Training:

Foundations of Student Employment for HRPs

[Click Here to Register](#)

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

Reason

Primary Reason *

Search

Voluntary > Left/Graduated from School

Secondary Reasons

- 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.
 - o For the UChicago pay date schedule, click [here](#) and scroll to the bottom.
- F. Resignation Date: Leave Blank.

Details

Termination Date *

12/04/2020

Last Day of Work *

12/04/2020

Pay Through Date *

12/04/2020

Resignation Date

MM/DD/YYYY



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.

Position Details

Close Position

Is this position available for overlap?

- C. Click Submit.
D. Click Done

4 – Approvals

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