



TIPS

- As a self-service function, employees have the ability to resign in Workday.
- If the student has additional jobs, you must select **Actions > Job Change > End Job**.

RELATED TASK(S)

- Onboard Student Worker

How to Terminate a Student

- ▶ Login to Workday.
- ▶ Terminate a Student Worker.
 - In the search bar, type in the student employee's name
 - Click on **Actions > Job Change > Terminate Employee** task
 - Select the **Reason***
 - Enter the **Effective Date**
 - Add supporting comments if necessary
- ▶ Click **<Submit>** to complete the termination task.

UP NEXT: HR will review and approve the termination.

***Note:** The field will allow you to select a voluntary or involuntary reason.