



## TIPS

As a self-service function, employees have the ability to resign in Workday.

If the student has additional jobs, you can select **Actions > Job Change > End Job**.

## RELATED TASK(S)

- Onboard Student Worker

## RESOURCES

- [Student Employment Support Site](#)

*Still need help? Contact your HR Business Partner or call Jobs on Campus at (703) 284-7781.*

# 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.**