

1. Select the **My Team** icon
2. Select the Employee you want to **End Additional Job**
3. Click the **Actions** button hover over the **Job Change** action
4. Select **End Additional Job**
5. Click **OK**
6. Enter the **End Date**
7. Use the drop down menu to choose a **Reason** for the job to end
 - a. You may select **End Additional Employee Job > Involuntary** or **End Additional Employee Job > Voluntary** from there select the option that relates best to the situation
8. Click **Submit**

Note:

- *This action is for employees who have multiple jobs. If this option or the **Switch Primary Job** option is not available, see the **Termination** script.*
- *If you attempt to terminate the employee and you receive a notice saying you cannot terminate them because they have another job, see the **Switch Primary Job** tutorial and then continue on to the **End Additional Job** tutorial.*

What's Next?

- *If the reason for ending the job is Involuntary, a notification will be sent to Human Resources. If there are any questions about a situation, please contact Zach Hoskin the Student Employment Specialist Ext. 1717*