End Additional Job

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**