Finding Students who Currently Are Listed as Working for Your Department in Workday:

- Type your name in the main Search bar of Workday.
- Your name should appear twice. Choose the “Student Supervisor (Student Employees Only)” option.
- Hit enter on your keypad

- A list will appear of all students who are currently employed under your name.
Ending A Student Job in Workday:

- Hover your mouse over the name of the student whose job you want to end. An orange highlighted ellipsis will appear. Click on the ellipsis.
- A list of actions will appear. Scroll down and hover your mouse over “Job Change”.
- Another list of actions will appear. Click on “End Job”.

- This will bring you to the “End Job” screen.
- Click on the menu bar and choose “Additional Jobs”. Click on the > icon.
• Click on the job you want to end then click the OK button.

• Input End Date (this can be the date of when you are completing this action)
• Input Reason:
  - End Additional Employee Job > Involuntary
  - End Additional Employee Job > Voluntary
• The > icon will bring up a list of specific reasons of why the job is ending. Choose the appropriate reason
• Enter any additional comments in the “Comments” section if applicable.
• Include any additional files in the “Attachments” section if applicable
• Hit the “Submit” button.

• Hitting the Submit button will bring you to this page.
• Hit Done to complete the action.