Terminating Student Employees

1. Enter the employee name in the search bar at the top of the page.

2. On the left-hand navigation, click the **Actions** button. Move down the resulting menu list to **Job Change**, then click **Terminate Employee** from the submenu.

3. On the resulting form, indicate the reason for the employee's departure in the **Primary Reason** field.

4. In the next section of the form, enter the **Termination Date**