



End Additional Job

Quick Reference Guide

Purpose: This document informs HRPs who hire students how to complete the process for End Additional Job.

- Ending an additional job will not terminate an employee. They will remain active in the system until the Termination business process has been completed.
- If the employee's primary job is ending, the Switch Primary Job business process should be initiated before the End Additional Job business process can be initiated.

Information Needed

- Employee name
- Effective date of job that is ending

Steps

- In order to determine whether the job that needs to end is primary, navigate to the worker's profile.
 - From the employee's navigation tool bar, select **Job**.
 - Under the Job tab, select **All Jobs**.
 - The job without the (+) next to the position name is primary. (Below, notice that the job with the (+) is secondary). A job cannot be ended unless it is designated as secondary.

| Position ID | Start Date/Hire Date | Position Start Date | End Date | Position |
|-------------|----------------------|---------------------|------------|--|
| P9083531 | 09/20/2018 | 09/20/2018 | 04/04/2020 | P9083531 Student Phys Ed Assistant - 294... (+) |
| P99109526 | 11/11/2019 | 11/13/2019 | 09/18/2020 | P99109526 Student Operations Assistant - ... (+) |
| P99122679 | 05/17/2020 | 05/17/2020 | 06/30/2021 | P99122679 Metcalf Fellowship Recipient - ... (+) |



2. After you have determined which position to end.
 - 2.1 Click on the **Action** button from the employee's navigation tool bar.
 - 2.2 Select **Job Change**.
 - 2.3 Select **End Additional Job**.

The screenshot shows the Workday interface for an employee named 'Research Asst D (non-exempt)'. The 'Actions' menu is open, and the 'Job Change' option is selected. The 'End Additional Job' option is highlighted. A table of positions is visible on the right, showing the current position and the position to be ended.

| Position Worker Type | Job Profile | Organization |
|---------------------------------|---------------------------------------|---------------------------|
| Research Asst D (non-exempt) | Research Asst D (non-exempt) - 731898 | SSA Research Ybarra |
| Teaching Assistant (Fixed Term) | Teaching Assistant - 720003 | SSA Department Curriculum |
| Research Asst D (non-exempt) | Research Asst D (non-exempt) - 731898 | SSA Research Ybarra |
| Research Asst D (non-exempt) | Research Asst D (non-exempt) - 731898 | SSA Research Ybarra |

3. Choose the position you want to end. Then select 'OK'.

The screenshot shows the 'End Additional Job' dialog box. The 'Employee' field is selected, and a dropdown menu shows the list of positions. The 'OK' button is highlighted.

Please be advised that THE END DATE SHOULD BE THE LAST DAY WORKED/OF PAY RECEIVED for this position. IF THIS END JOB IS FOR A BIWEEKLY EMPLOYEE, please ensure that the Pay Through Date (click the arrow by "Additional Details") indicates the end date of the pay period. This will ensure that any hours the employees has logged prior to the end date are properly recorded. For more information on how to set end dates can be found at this link:

http://finserv...

Employee *

Job *

OK Cancel



4. Use the calendar icon to select the End Date, the end date should be the end of a pay period. After you have completed all details click submit.

End Additional Job

Supervisory Organization: SSA Deputy Dean for Curriculum

Please be advised that THE END DATE SHOULD BE THE LAST DAY WORKED/OF PAY RECEIVED for this position. IF THIS END JOB IS FOR A BIWEEKLY EMPLOYEE, please ensure that the Pay Through Date (click the arrow by 'Additional Details') indicates the end date of the pay period. This will ensure that any hours the employees has logged prior to the end date during the pay period are paid out. The pay period end dates can be found at this link:
<http://finserv.uchicago.edu/pdf/2015PayrollCal.pdf>

End Date: 05 / 16 / 2020

Reason: End Additional Employee Job

Close Position: ☐

Is this position available for overlap?: ☐

Additional Information

enter your comment

Submit Save for Later Cancel

To access the Current Year, Pay Schedule

<https://finserv.uchicago.edu/payroll/index.shtml>

5. The "Up Next" step will only appear if the additional position has outstanding Period Activity Pay associated with the position. Click the Open button to begin this task.

You have submitted

End Additional Job:

Up Next

End Period Activity Pay

Open Skip

Do Another

End Additional Job

Details and Process

Done



6. After clicking on the open button, you will be directed to End Period Activity Pay. Next you will:

6.1 Select Period Activity – End Activity Pay

6.2 Select Period Activity – End Activity Pay Assignment End

End Period Activity Pay

Position P99112800 Teaching Assistant (+)

Termination Date 05/16/2020

Pay Through Date 05/16/2020

Reason

1

Period Activity > End Activity Pay

2

Period Activity > End Activity Pay > Assignment End

Compensation

Total Amount 2,200.00 USD

Quantity 6

Default Quantity 0

Assigned Unit Rate 366.666667

Default Unit Rate

Submit Save for Later Cancel



7. For the Activity Dates column, the End Date will need to be changed to reflect the last pay period end date that the student should receive Period Activity Pay.

End Period Activity Pay

Position P99112800 Teaching Assistant - (+)

Termination Date 05/16/2020
Pay Through Date 05/16/2020
Reason ★ ✕ Period Activity > End Activity Pay > Assignment End

1 item

| | Activity | *Activity Dates |
|--|---|---|
| Academic Period 2019-2020 Academic Year | Activity Additional Duties - Additional Duties | Start Date 03/22/2020 |
| Rate Matrix UChicago | Task | End Date ★ 05 / 16 / 2020 |
| | Comment TA for Harold Pollacks 45400 Spring Course | Weeks in Activity Period 8 |

- 7.1 The same end date used for Activity Dates will also be used for Payments End Date.
Then select "Submit".

Termination Date 05/16/2020
Pay Through Date 05/16/2020
Reason ★ ✕ Period Activity > End Activity Pay > Assignment End

1 item

| Units | Compensation | Payments |
|----------------------------------|--------------------------|------------------------------|
| Unit Type Term | Total Amount 2,200.00 | Start Date 03/22/2020 |
| Quantity 6 | Currency USD | End Date 05 / 16 / 2020 |
| Default Quantity 0 | | Number of Payments 4 |
| Assigned Unit Rate 366.666667 | | Remaining Balance 0.00 |
| Default Unit Rate 0.00 | | Paid to Date 2,200.00 USD |

Submit Save for Later Cancel



8. Under 'Post Termination/End Job' column – change to 'Forfeit'. This will prevent the 'Remaining Balance' from being paid out. The amount shown in 'Remaining Balance' is the amount the student would receive if the position had not ended early. Then select 'Submit'.

Termination Date 05/16/2020
Pay Through Date 05/16/2020
Reason * x Period Activity > End Activity Pay > Assignment End

1 item

| Units | Compensation | Payments | Post Termination/End Job Payments |
|---|---------------------------------|-------------------------------------|--|
| Unit Type Term | Total Amount 2,200.00 | Start Date 03/22/2020 | <input type="radio"/> Pay |
| Quantity 6 | Currency USD | End Date 05 / 16 / 2020 | <input checked="" type="radio"/> Forfeit |
| Default Quantity 0 | | Number of Payments 4 | |
| Assigned Unit Rate 366.666667 | | Remaining Balance 0.00 | |
| Default Unit Rate 0.00 | | Paid to Date 2,200.00 USD | |

Submit Save for Later Cancel



9. The end additional job is now complete. Select 'Done'. The process routes to Student Employment Administrator for approval.

Success! Event submitted

Period Activity Pay: [REDACTED] · P99112800 Teaching Assistant [Actions](#)

6 hour(s) ago · Effective 05/16/2020

Up Next

Student Employment Administrator
Review Period Activity Pay Assignment

Do Another

[Manage Period Activity Pay Assignments](#)

> Details and Process

Done