

End Additional Job

Quick Reference Guide

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

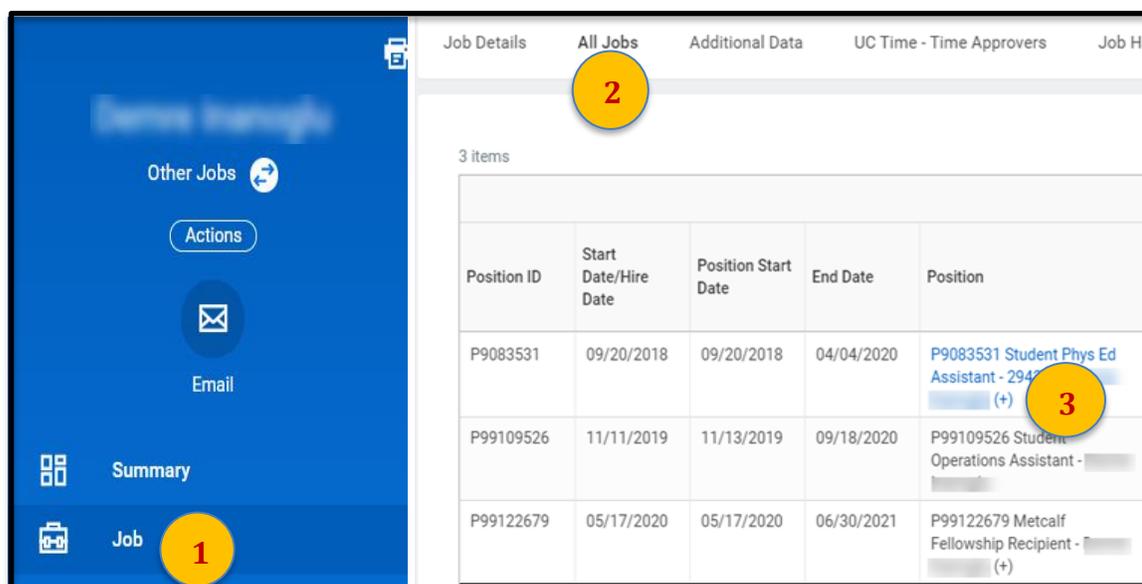
- Ending an additional job will not terminate an employee. They will remain active in the system until the Termination business process has been completed.
- If the employee's primary job is ending, the Switch Primary Job business process should be initiated before the End Additional Job business process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

Information Needed

- Employee name
- Effective date of job that is ending

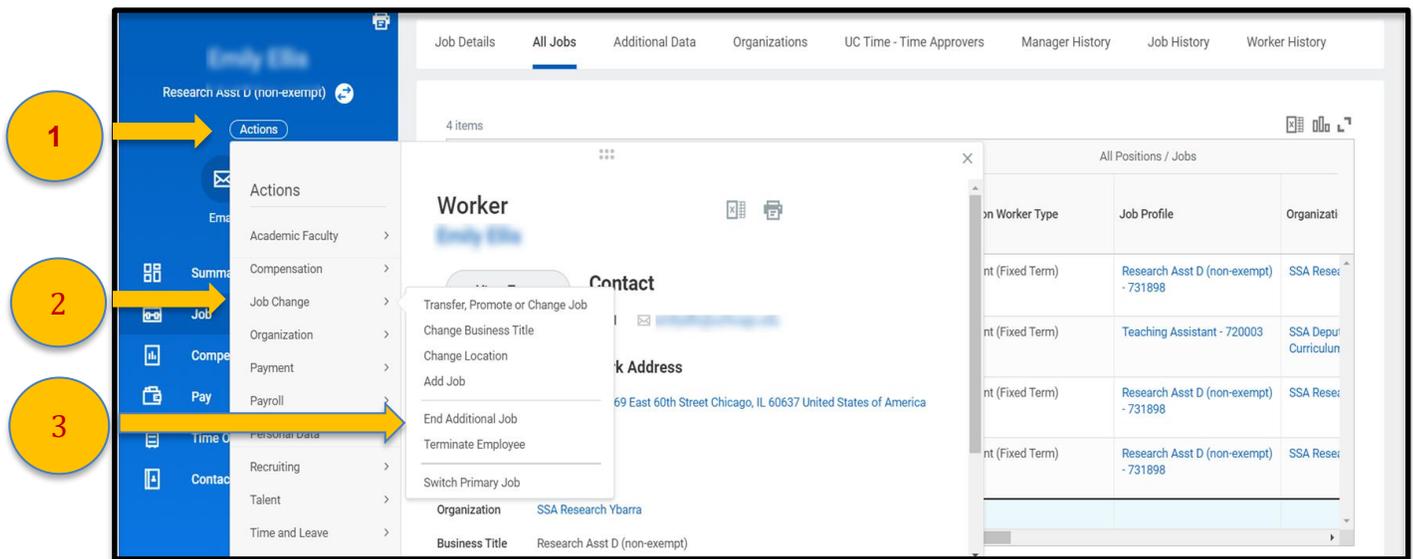
Steps

1. In order to determine whether the job that needs to end is primary, navigate to the worker's profile.
 - 1.1 From the employee's navigation tool bar, select **Job**.
 - 1.2 Under the Job tab, select **All Jobs**.
 - 1.3 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.

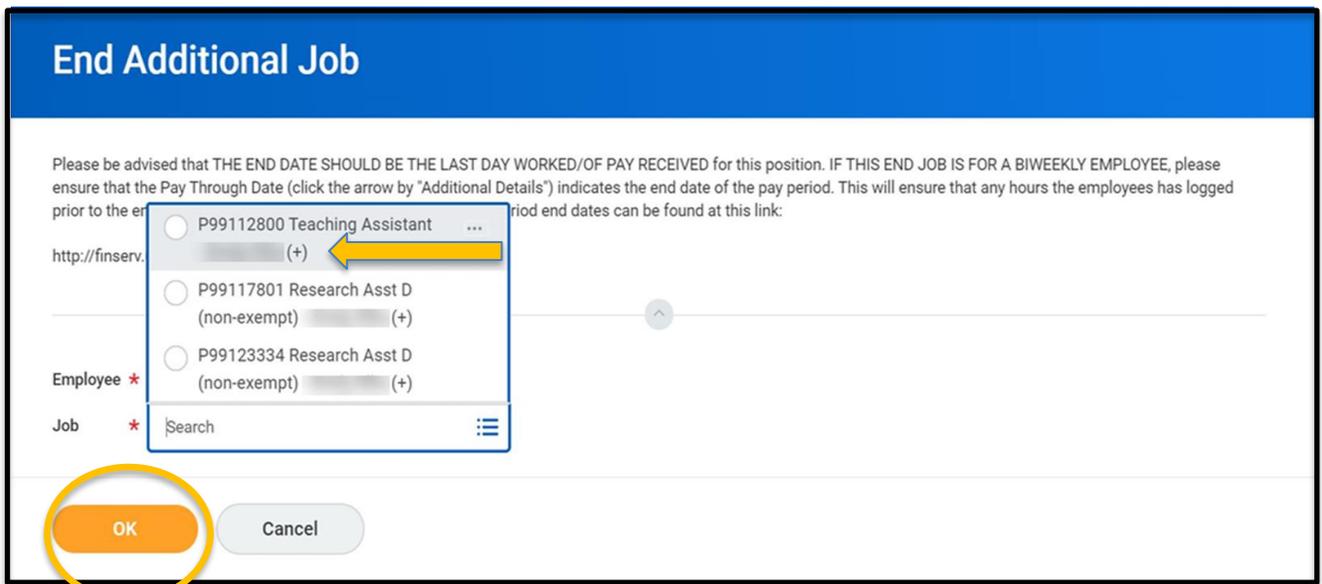




2. After you have determined which position to end.
 - 2.1 Click on the **Action** button from the employee's navigation tool bar.
 - 2.2 Select **Job Change**.
 - 2.3 Select **End Additional Job**.



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





- 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>

- 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 item

Period Activity > Add Activity Pay

Period Activity > Correction

Period Activity > End Activity Pay

Period Activity > Summer Salary

Period Activity > End Activity Pay > Assignment End

Period Activity > End Activity Pay

Period Activity > End Activity Pay > Termination

Quantity	Default Quantity	Assigned Unit Rate	Default Unit Rate	Total Amount	Currency	Start	End	Nurr	Rem
6	0	366.666667		2,200.00	USD	03/2020	06/2020	6	0.00

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 End Date * <input type="text" value="05 / 16 / 2020"/>
Rate Matrix UChicago	Task	Weeks in Activity Period 8
	Comment TA for Harold Pollacks 45400 Spring Course	

- 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 <input type="text" value="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



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 * ✕ 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	



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

The screenshot shows a notification titled "Success! Event submitted" for "Period Activity Pay: [redacted] P99112800 Teaching Assistant". It includes a timestamp "6 hour(s) ago - Effective 05/16/2020" and an "Actions" link. Below the notification, there are two columns: "Up Next" with the text "Student Employment Administrator" and "Review Period Activity Pay Assignment", and "Do Another" with the link "Manage Period Activity Pay Assignments". A "Details and Process" link is also visible. At the bottom left, a yellow circle highlights an orange "Done" button.