Initiated by: HR Analyst

End Job does not terminate an employee. This is meant for an employee holding two or more positions, and one position needs to end.
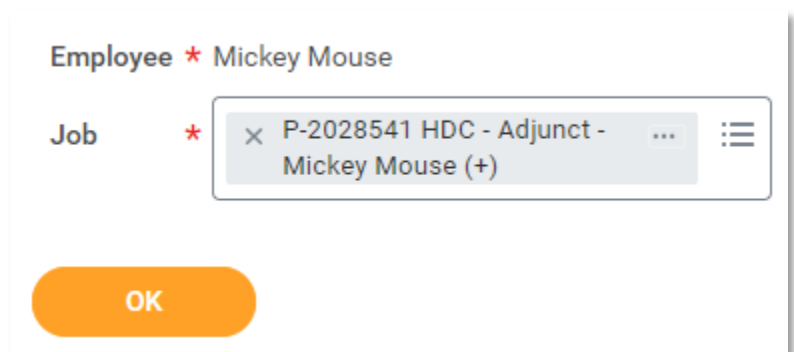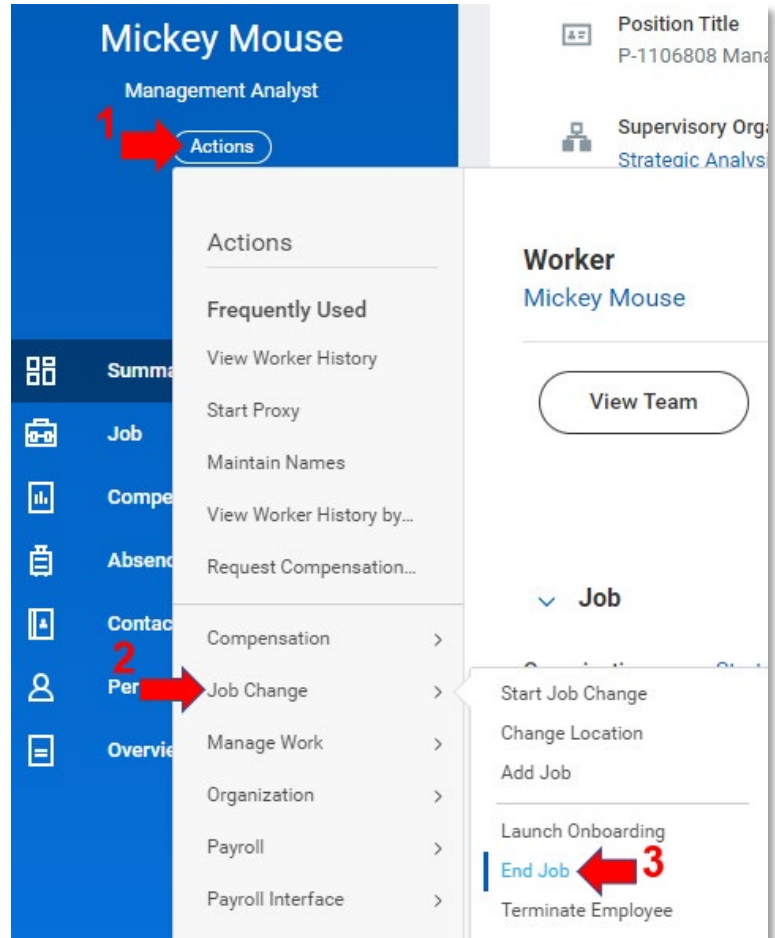
1. Go to your employee's Workday profile.

2. Click **Actions**.

3. Hover over **Job Change**. Click **End Job**.

4. **Select the job** you wish to end.

   Click **OK**.

5. Choose the **End Date** of the additional job. This will be the final day they are in that role.

   Select the **Reason** the job is ending.

End Date	* 09/12/2023 📅
Reason	* ✕ End Additional Employee Job > Voluntary > Adjunct Voluntary

6. Indicate if you would like to **Close the Position** (keep unchecked in you would like the position to remain open and someone else eventually be hired into the position. Check the box if you would like this position to go away, not allowing anyone to ever be hired into this position).
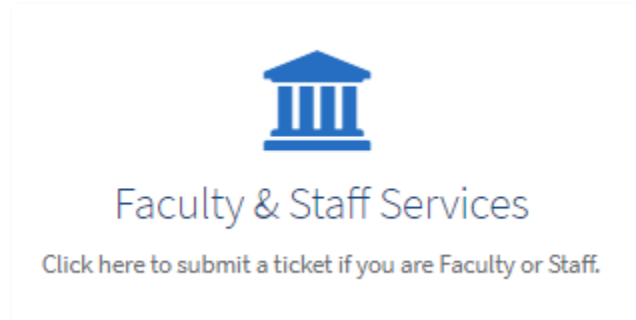
   "Is this position available for overlap" will remain checked.

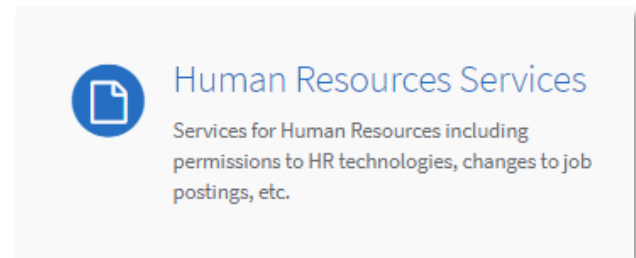| Close Position	☐
Is this position available for overlap?	☑

If the job you wish to end is their primary job, please submit a ServiceNow ticket to have their Primary Job switched before ending the additional job.
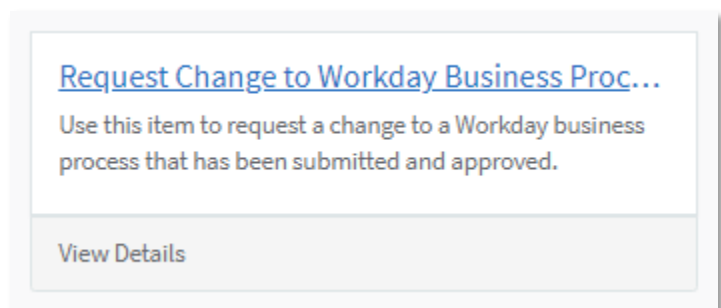
1. Log in to **ServiceNow**

2. Select **Faculty & Staff Services**

Faculty & Staff Services
Click here to submit a ticket if you are Faculty or Staff.

3. Select **Human Resources Services**

Human Resources Services
Services for Human Resources including permissions to HR technologies, changes to job postings, etc.

4. Select **Request Change to Workday Business Process**. Here you will indicate which position will need to be the new Primary Job.

Request Change to Workday Business Proc...
Use this item to request a change to a Workday business process that has been submitted and approved.

View Details

5. Once the Primary Job Change is approved by the HR Office Partner, you can move forward with End Job.