Upcoming Student Employment End Dates – for Managers and HR Partners

Workday’s Upcoming Student Employment End Dates report is a tool to track job end dates for GSA, College Role, and FWS student workers.

Tasks to end or revise a job must be submitted and finalized in advance.

Report Process
1. Search for Upcoming Student Employment End Dates
2. Enter parameters
   a. Organization – select supervisor organization(s) to review
      i. Managers and HR Partners can both run the report
      ii. To run for a hierarchy, the user must have access to all applicable subordinate supervisory organizations
         1. Select Include Subordinate Organizations
3. Click OK to run

Results:
1. End Dates are listed: 1-3 weeks, 3-6 weeks, Past Due, and Less than 1 week
2. The **Employees** hyperlink in the lower left will access a comprehensive list

3. Or clicking a category will display an **Employees** hyperlink for that timeframe

4. Results may be exported to .pdf or .xl format

5. Finalize tasks to update each job before its end date
   a. A **Job Change**/Data Change may revise an active student position’s end date
   b. A **Termination** or End Job will end the student’s position and remove timesheet access
      1. **End Job**: access student’s WD profile: Actions/Job Change/End Job
         a. **Important**: if an alert notes the student has active additional jobs, the update is a 2-step process:
            1. **Switch Primary Job**: access student’s WD profile: Actions/Job Change/Switch Primary Job
               a. Once finalized, the position name for the job you manage will be followed by + indicating it is now a secondary position.
            2. **End Job** can be submitted successfully
               a. **End Job**: access student’s WD profile: Actions/Job Change/End Job

**Important**: if an hourly student’s job duties continue past the end date wages will not successfully process until the job is updated in Workday.