

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.

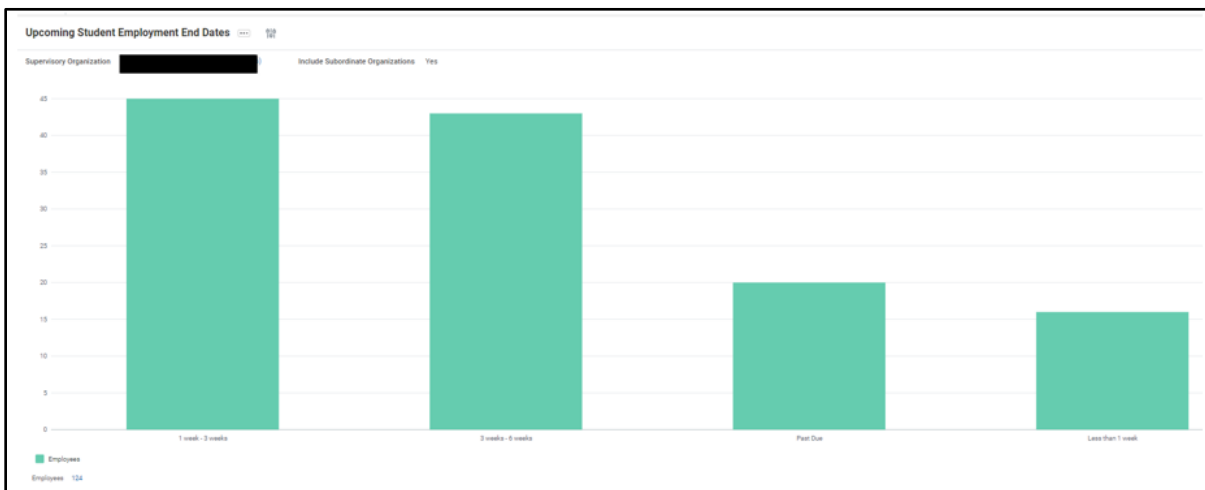
Tasks to end or revise a job must be submitted and finalized in advance.

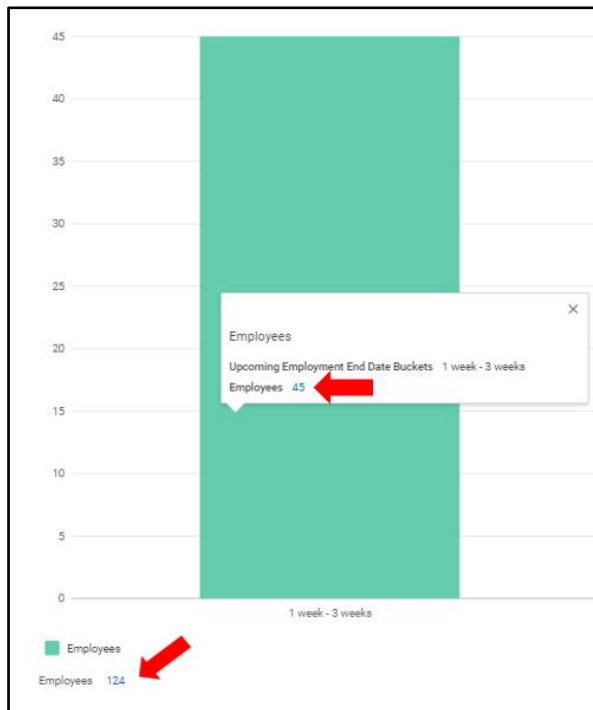
Report Process

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.