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.

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.

Information Needed

- Employee name
- Effective date of job that is ending
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’.
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.

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.
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
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.

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

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**End Period Activity Pay**

Position: P9912000 Teaching Assistant

<table>
<thead>
<tr>
<th>Item</th>
<th>Activity</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>09/22/2020</td>
<td>05/16/2020</td>
</tr>
</tbody>
</table>

**Payments**

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit Type</th>
<th>Quantity</th>
<th>Default Quantity</th>
<th>Assigned Unit Rate</th>
<th>Default Unit Rate</th>
<th>Total Amount</th>
<th>Currency</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Term</td>
<td>6</td>
<td>0</td>
<td>366.666667</td>
<td>0.00</td>
<td>2,200.00</td>
<td>USD</td>
<td>09/22/2020</td>
<td>05/16/2020</td>
</tr>
</tbody>
</table>
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’.
9. The end additional job is now complete. Select ‘Done’. The process routes to Student Employment Administrator for approval.