



Student Assignment Termination

Step 1

Define Employee, Query Date, and Approval Category

Notes

Query Date = last day of pay period in which assignment is terminated
Approval Category = "STUTER, Student Assignment Termination"

New Job

Position:

Suffix:

Existing Jobs

Number and Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
B79999-54 On Campus Work Study	1, USF	Aug 23, 2007		Mar 05, 2008	Active



Step 2

Job Selection

Click on the link to the job that is to be modified.

Step 3

Enter Main Job Information

Notes

Most of the screen populates. Confirm the data and select appropriate **Job Change Reason**. (see drop-down list)

Termination of Assignment

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	06/01/2007	03/20/2008
Job Status:	Active	Terminated
Job Change Reason:	CONV	TRMAS, Termination of Assignment

For instructions on **Steps 4-7**, including:

- Confirming or Revising FOAP
- Defining Approval Routing Queue
- Adding Comments
- Saving, Confirming & Submitting your EPAF

please refer to the section of this guide entitled Part I "EPAFs for Student Assignments."