

END ADDITIONAL JOB

From the Worker Profile:

1. Click the additional job navigation button next to the employee's job listed in the navigational pane to view all the employee's jobs.



2. Click **Actions**.
3. Hover over **Job Change**.
4. Click **End Job**.
5. Select the additional job to end within the **Job** data field.
6. Click **OK**.
7. Select the job's **End Date**.
8. Select the **Reason** for ending the job.



Note: Do not close the position or designate the position as available for staffing overlap. HR will maintain headcounts.

9. Enter a comment in the text box, if applicable.
10. Click **Submit**.



Note: At this point, the end of the job has been successfully recorded. If the end of the additional job impacts the employee's benefits, the employee's assigned Benefits Partner will complete a new task from their respective Workday Inbox.