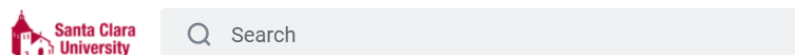


Terminating Students: Removing from your Organization

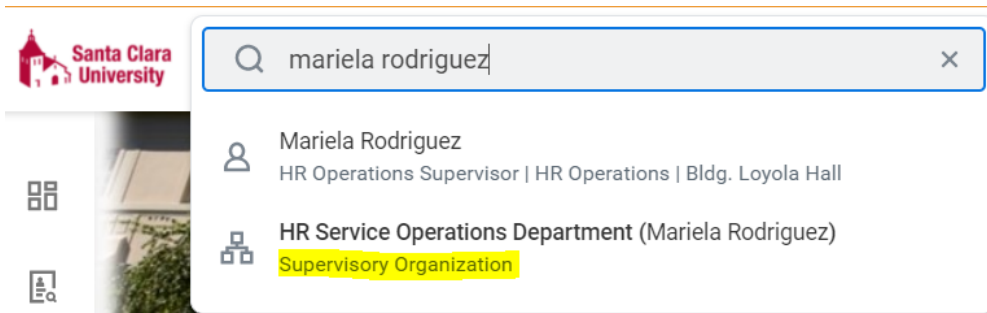
Student Employment

This process is to remove students from your organization. Please note we will only terminate if the student does not have any other active jobs on-campus.

1. Login to **Workday**
2. Type your name in the **search box** on the top:



3. Click on the **Supervisory Organization** option:

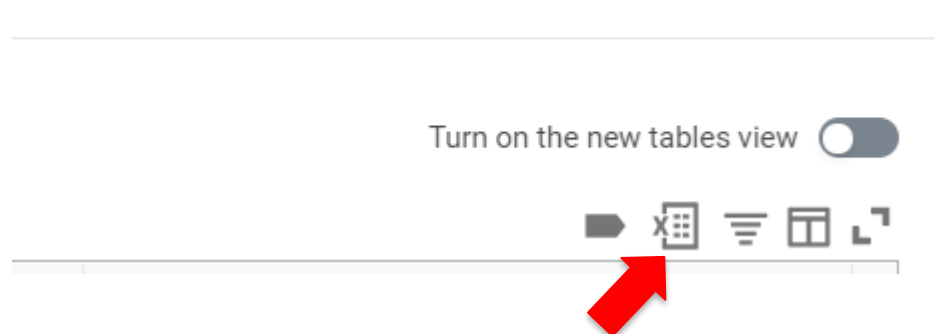


4. Click on the **Members** tab to see the list of current active employees under your organization:

Type	Supervisory
Organization ID	SUP_0146

Details **Members**

5. Download list to **Excel** sheet for review and select who should be removed from your organization:



6. In column **F** put **TERMINATE** next to the student you wish to remove from your organization. Send **Excel** sheet to Student Employment to be process.

What's Next?

- Student Employment will process the termination. Please send all excel forms to studentemployment@scu.edu