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”

**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)

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jobs Effective Date</td>
<td>MM/DD/YYYY</td>
<td>06/01/2007</td>
</tr>
<tr>
<td></td>
<td>03/20/2008</td>
<td></td>
</tr>
<tr>
<td>Job Status:</td>
<td>Active</td>
<td>Terminated</td>
</tr>
<tr>
<td>Job Change Reason:</td>
<td>CONV</td>
<td>TRMAS, Termination of Assignment</td>
</tr>
</tbody>
</table>

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.”