

End Additional Job

Note:

- *This action is for employees who have multiple jobs. If this option or the **Switch Primary Job** option is not available, see the **Termination** script.*
- *If you attempt to terminate the employee and you receive a notice saying you cannot terminate them because they have another job, see the **Switch Primary Job** training and then continue on to the **End Additional Job** training.*

1. Search the **Employee** you want to end their position for. Confirm it is not the primary job.
2. Click the **Actions** button, and hover over the **Job Change** action
3. Select **End Job**
4. Choose the **Additional Job** you want to end
5. Click Okay
6. Enter the **End Date**
7. Use the drop down menu to choose a **Reason** for ending the job
 - a. **End Additional Employee Job > Voluntary** or **End Additional Job > Involuntary** (If the situation permits)
8. Click **Submit**