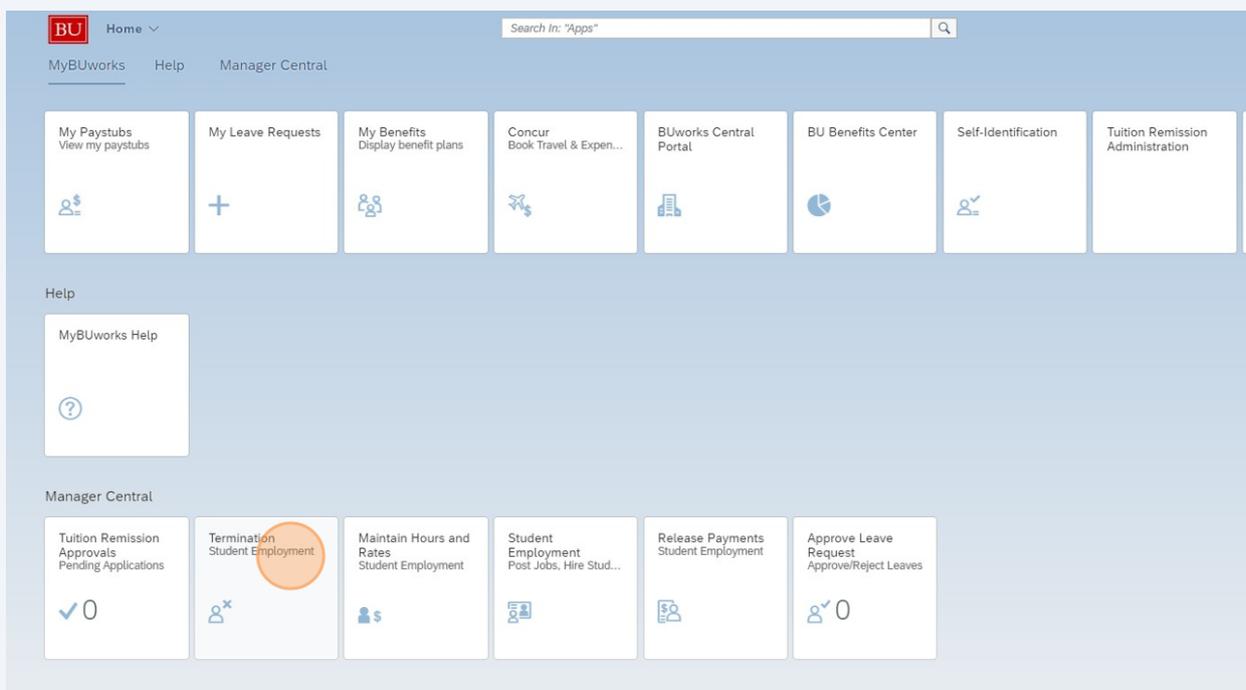


Guide to Terminating a Student Employee

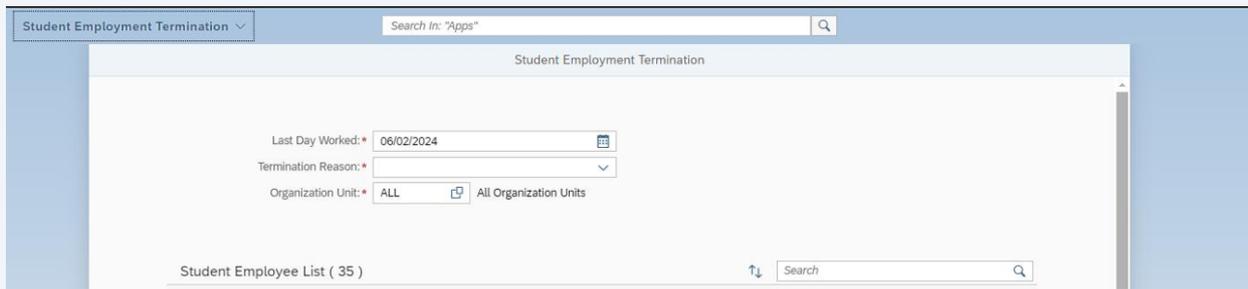
Please ensure that student employees are terminated on time. If a student employee, who is paid on a weekly basis, is not terminated by the specified date, it will result in the department overpaying the student. End dates set at the time of hiring will not transfer to SAP. Staff members are advised to keep track of student employee end dates and set a reminder to complete this task when necessary.

1 Navigate to [BU Works Fiori App](#)

2 Select the Student Employment Termination Tile.

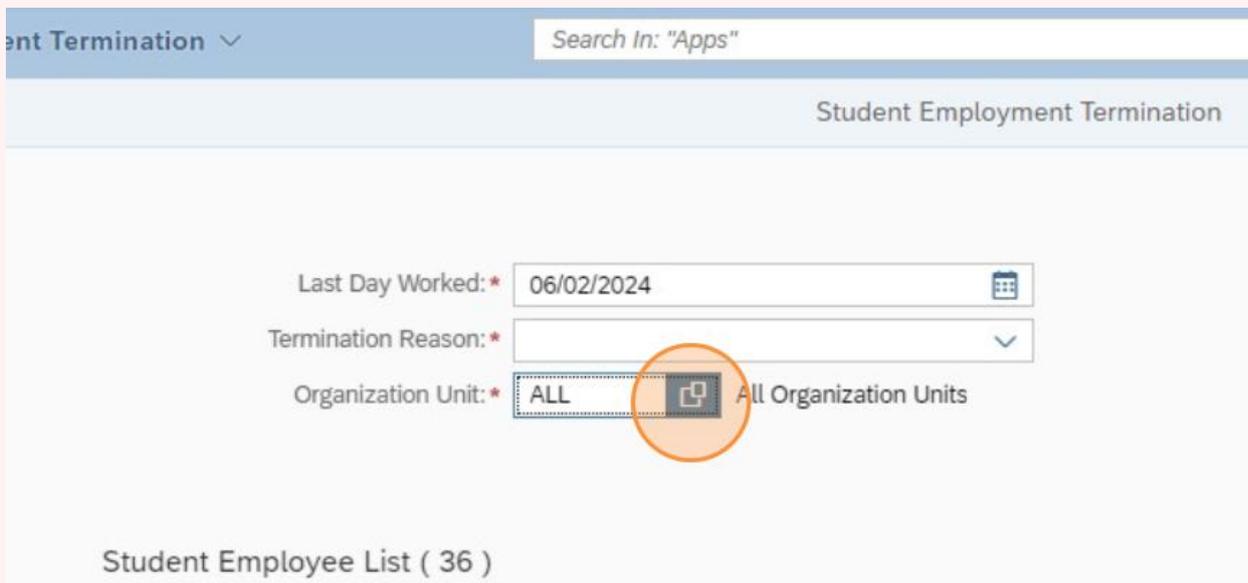


3 The termination landing page will display.



Alert!

The displayed list of students will default to include all Organization Units the user is assigned to within Boston University



<input type="checkbox"/>	BU ID	Name	Job Title
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Tip!

To narrow your search, follow these steps.

Step 1:

Last Day Worked: *

Termination Reason: *

Organization Unit: * All Organization Units

Open Selection Panel

Step 2:

Click "X" to clear field

Organization Unit

ALL

All Organization Units

Step 3:

Select appropriate Department/ Organization Unit

Organization Unit

ALL

All Organization Units

10007647

The Center for Mind and Culture

10007646

Museum of Fine Arts

10007645

Hillel House

10004380

Financial Assistance 1B

4

Select the "Last Day Work." (a.k.a Termination Date)

Student Employment Termination

Last Day Worked: *

Termination Reason: *

Organization Unit: *

< June 2024 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
22	26	27	28	29	30	31
23	2	3	4	5	6	7
24	9	10	11	12	13	14
25	16	17	18	19	20	21
26	23	24	25	26	27	28
27	30	1	2	3	4	5

Student Employee List (28)

<input type="checkbox"/>	BU ID	Job Title
<input type="checkbox"/>	U579	Research Assistant
<input type="checkbox"/>	U200	Office Assistant
<input type="checkbox"/>	U620	Office Assistant
<input type="checkbox"/>	U714	Senior Office Assistant
<input type="checkbox"/>	U054	Media Assistant

5 Select the "Termination Reason."

Student Employment Termination

Search In: "Apps"

Last Day Worked: * 06/02/2024

Termination Reason: *

Organization Unit: *

Student Employee List (28)

BU ID	Job Title	Hi
<input type="checkbox"/> U579	Research Assistant	09
<input type="checkbox"/> U200	Office Assistant	09
<input type="checkbox"/> U620	Office Assistant	08

Tran H.

6 Select the Student Employee(s) to be terminated.

Termination Reason: * Voluntary

Organization Unit: * 10004380 Financial Assistance 1

Student Employee List (28)

BU ID	Name
<input type="checkbox"/> U579	Tolulope
<input checked="" type="checkbox"/> U200	Abdullah
<input type="checkbox"/> U620	Tran Ha
<input type="checkbox"/> U714	Grace C
<input type="checkbox"/> U054	PATRIC
<input type="checkbox"/> U774	Corey F
<input type="checkbox"/> U808	Tiana M
<input type="checkbox"/> U834	Pamela
<input type="checkbox"/> U876	Kathryn



Alert!

Double-check your work. Once a termination is processed, it's important to understand that it's final and cannot be reversed. This underscores the need for careful consideration and ensures that terminations are not made hastily or without due process.

Students who are accidentally terminated and are expected to continue employment must be rehired.

Users who select the wrong end date or reason code must contact Student Employment to request a record adjustment.

7

When all selections are made, click "Submit."

Research Assistant	09/10/2023
Office Assistant	09/26/2021
Office Assistant	08/28/2022
Senior Office Assistant	08/28/2022
Media Assistant	07/23/2023
Media Assistant	10/10/2021
Event Coordinator	04/18/2021
Office Assistant	02/26/2023
Media Assistant	08/21/2022
Media Assistant	04/19/2024
Media Assistant	08/29/2021
Media Assistant	08/29/2021
Receptionist	10/18/2020

Submit

8

Once submitted, a message window will display confirming the termination.

