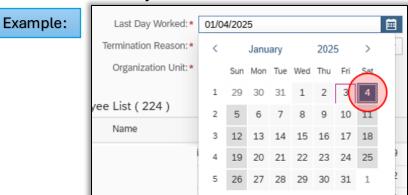
## **Job End Dates & Terminations**

When a student's job is ending, a termination MUST be initiated by the supervisor/manager or payroll coordinator in MyBUWorks.

- Terminations are NOT automatic. If it's the end of the semester and a student is not continuing in their job into the next semester, they should be terminated from the job.
  - → This applies for all semesters and all hourly and salaried student employment positions, including union jobs.\*
- The Job End Date entered upon hire in JobX gets replaced with a placeholder end date once the hire is processed in SAP. The correct job end date will only display back on JobX once the termination is successfully processed in MyBUWorks

## When entering a termination in MyBUWorks...

 Always input Last Day Worked as the Saturday after the actual last day worked.



- → Any subsequent start dates should be entered on a Monday.
- It's best to enter the termination within the last two weeks of the student's work.

Be sure to double check your work! Once a termination is processed, it is final and cannot be reversed.

Refer to the **Guide to Terminating a Student Employee** for detailed instructions.

## A few more important rules to keep in mind. . .

- Note that all PhD students within the 5-year funding model require payment for 12 months of the year as per BU Graduate Student Workers Union (BUGWU) regulations.
- BUGWU jobs should not be terminated until the end of the contract, unless under special circumstances.
- If a non-PhD salaried student employee is NOT planning to work over Winter Break (i.e., between the last day of Fall finals and the first day of Spring classes), a ticket must be submitted to SEO in order to pause payment for those weeks not worked. (No Winter Break action is required for Hourly workers.)

<sup>\*</sup> If a student is transitioning directly from student employment to full-time employment at the University, refer to HR procedures.