

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.

Example:

The screenshot shows a web form for entering a termination. The 'Last Day Worked' field is populated with '01/04/2025'. Below this is a calendar for January 2025. The calendar shows days from Sunday to Saturday. The 4th of January (Saturday) is highlighted with a red circle, indicating the required date for termination. The form also includes fields for 'Termination Reason' and 'Organization Unit'.

- 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.)

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