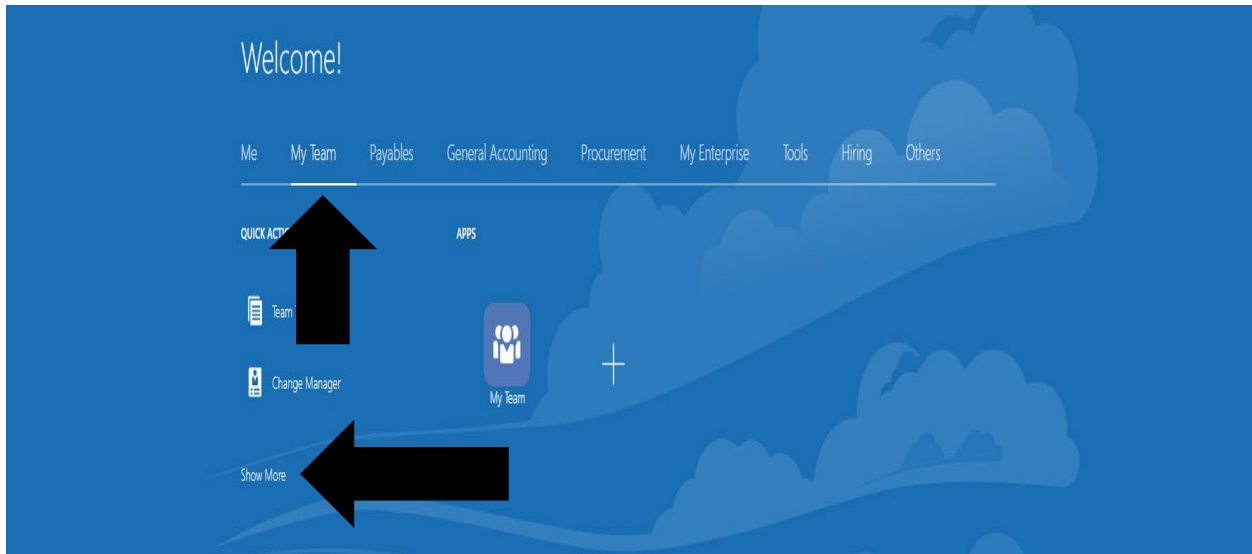
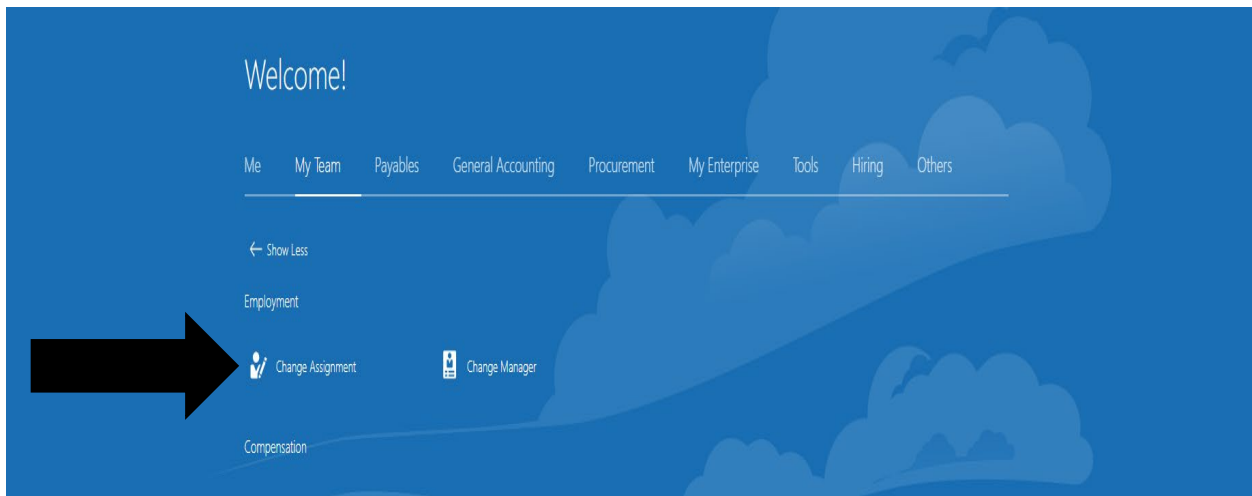


## Oracle-Ending a Student Job Assignment

In Okta at the screen below click on My Team and then Show More.



On the next screen select Change Assignment



The next screen will show the students you supervise. Click on the student name you would like to end their job assignment for.



On the next screen check off all of the boxes and select continue.

The screenshot shows the 'Change Assignment' interface. At the top left is a circular logo with 'MH' and a name field. The title 'Change Assignment' is centered at the top. On the right are 'Continue' and 'Cancel' buttons. Below the title is the question 'What info do you want to manage?' followed by four checkboxes: 'Maintain Managers', 'Payroll Details', 'Salary', and 'Add Direct Reports'. Blue arrows point upwards from below each checkbox and from below the 'Continue' button.

The screenshot shows the 'Change Assignment' interface with a form titled '1 When and Why'. The form has three sections: 'When does the assignment change start?' with a date field containing '03-11-2024', 'Why are you changing the assignment?' with a dropdown menu, and 'What's the way to change the assignment?' with a dropdown menu containing 'End Assignment'. A brown 'Continue' button is at the bottom of the form. Below the form are five numbered steps: 1 When and Why, 2 Assignment, 3 Maintain Managers, 4 Payroll Details, and 5 Salary.

When ending a student's assignment please use the first day of the next pay period for an end date. Please refer to the Payroll Schedule on the Student Employment Website to see this information. Under "what's the way to change the assignment" select end assignment. Select continue.

Under the Assignment tab select Inactive-Payroll Eligible under Assignment Status.

Everything else in the Assignment tab should pre-fill correctly. Select continue.

Everything else should remain and just select submit on the upper right.