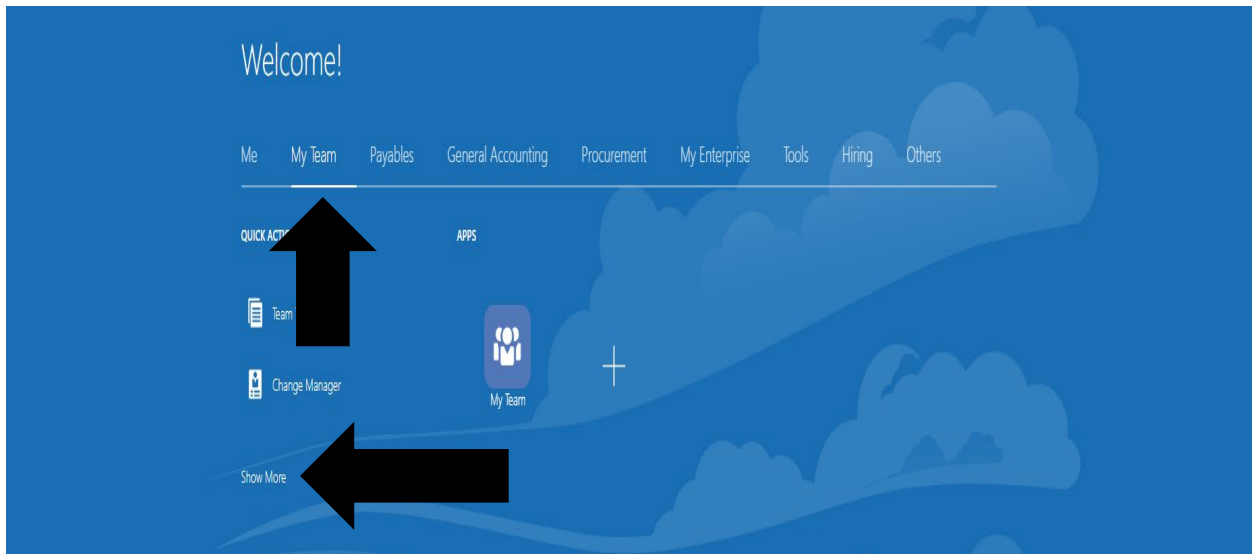
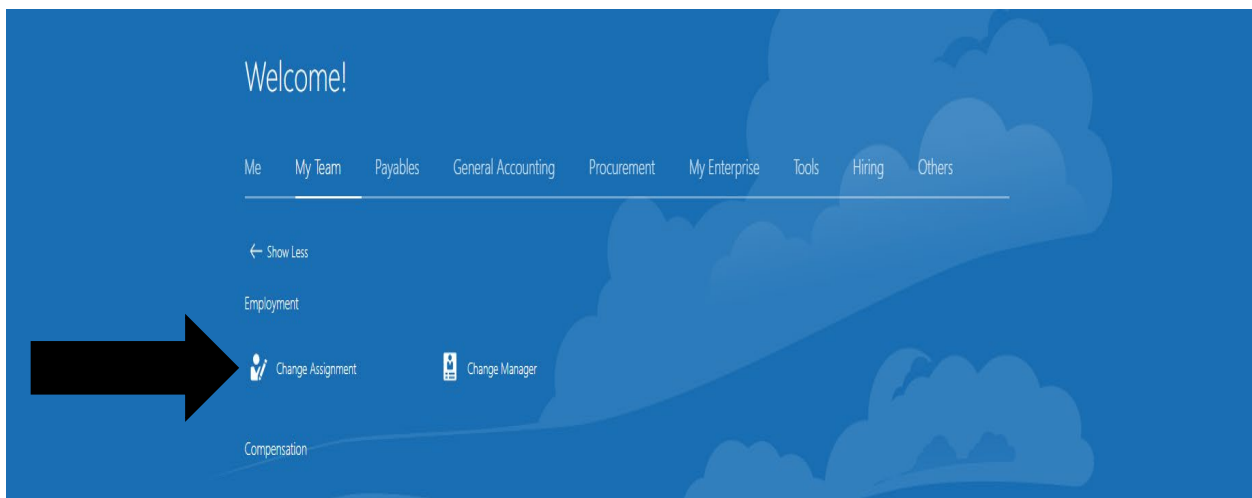


## Oracle-Ending a Student Job Assignment

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. The title 'Change Assignment' is in the top left, and 'Continue' and 'Cancel' buttons are in the top right. The main heading is 'What info do you want to manage?'. Below it are four checkboxes: 'Maintain Managers', 'Payroll Details', 'Salary', and 'Add Direct Reports'. Four blue arrows point upwards to each of these checkboxes. A fifth blue arrow points upwards to the 'Continue' button in the top right corner.

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: 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.

Change Assignment Submit Cancel

① When and Why Edit

② Assignment

*Assignment Status Inactive - No Payroll	*Hourly Paid or Salaried Hourly
*Person Type Student Worker	Working Hours [ ] [ ]
Primary Assignment No	Derived Standard Working Hours 35 Weekly
Projected End Date mm-dd-yyyy	FTE 0
Position Select a value	Bargaining Unit Select a value
Synchronize from Position No	Credit Teaching Hours [ ]
Grade Select a value	Hours Per Year [ ]
Reporting Establishment [ ]	People Group [ ]

Under the Assignment tab select Inactive-No Payroll under Assignment Status.

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

Change Assignment Submit Cancel

① When and Why Edit

② Assignment Edit

③ Maintain Managers + Add

CD	Coleen DaBiere Administrative Assistant	Line manager	[ ]
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**Continue**

④ Payroll Details

⑤ Salary

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