

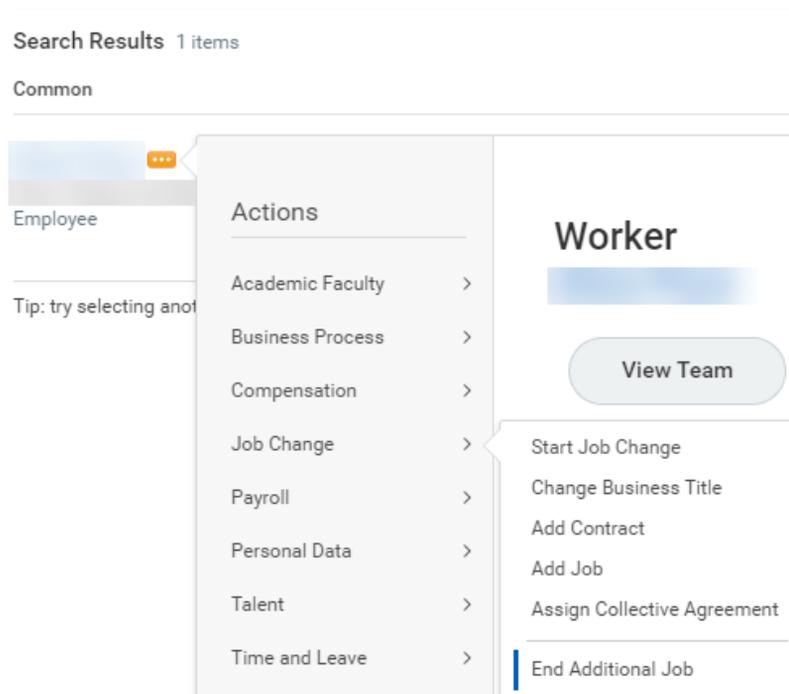
In the instance an employee you supervise no longer requires an additional job, it is your role as their supervisor to initiate the end of the additional job. This process may also be required upon notification of an end of contract for your employee.

If the staff member has more than one job, ensure the additional job you are ending is NOT their primary job. Please contact P&C to assist if required prior to commencing the End additional job process.

Search for the employee who requires the end of additional job.



Click on the employee's *Related Actions, Job Change, End Additional Job*.



Select *End Date* = Date end job to take effect.

Select *Reason* = *End Additional Employee Job > Reasons*> required reason.

End Additional Job

Supervisory Organization

End Date * DD / MM / YYYY

Reason * [Dropdown Menu]

Close Position

Is this position available for overlap?

> Additional Information

enter your comment

Attachments

Submit Save for Later Cancel

Search [Dropdown Menu]

- End Additional Employee Job > Reasons
- End Additional Employee Job > Reasons > Death
- End Additional Employee Job > Reasons > Dismissal
- End Additional Employee Job > Reasons > End of Contract**
- End Additional Employee Job > Reasons > Redundancy
- End Additional Employee Job > Reasons > Resignation
- End Additional Employee Job > Reasons > Retirement

Do not close the position if it can be repurposed.
If you know the position should be closed, tick *Close Position*.
If you are going to keep the position open and have a new person fill it while hand over of role takes place, tick *Is this position available for overlap?*

Close Position	<input type="checkbox"/>
Is this position available for overlap?	<input type="checkbox"/>

Expand *Additional Information*  **Additional Information**

Enter the following:

Last Day of Work = last day employee to work in role Should be same date as entered for *End Date* (see previous page).

Pay Through Date = last day employee to be paid until.

Notify By = last day employee to work in role.

 **Additional Information**

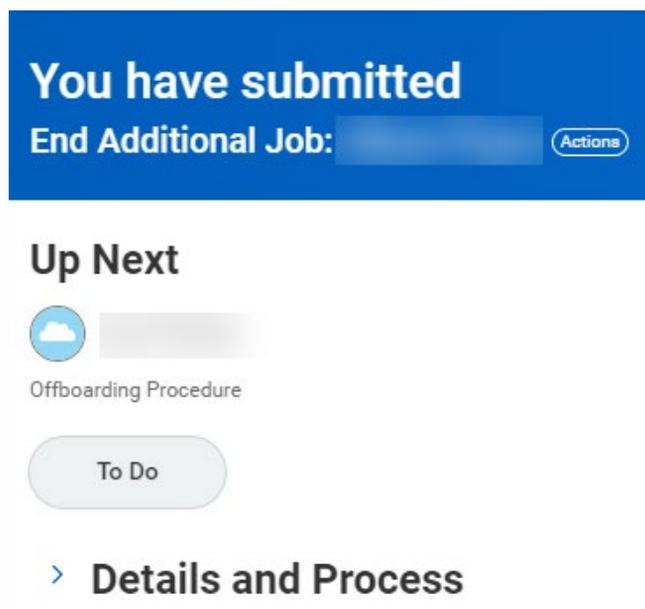
Last Day of Work *	18 / 03 / 2020	
Pay Through Date	18 / 03 / 2020	
Notify By	18 / 03 / 2020	

Click *Submit*.

Submit	Save for Later	Cancel
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Once you submit the end job request, the *You have submitted* screen will appear. The submission will trigger a notification to Payroll to complete the pay out of any remaining salary and leave balances can be paid out if the remaining active job(s) are not paid through Flinders.

The *You have submitted* screen will also advise the *Up Next* step to yourself for the *Offboarding Procedure*.



Complete the *Offboarding Procedure* outside of Workday.

Complete To Do

Offboarding Procedure Actions

For: [Redacted]

Overall Process: [End Additional Job:](#) [Redacted]

Overall Status: In Progress

Instructions

- Cancel network access
- Submit final expense report
- Turn in badge and security pass
- Turn in computer
- Turn in home computers and turn off home connections
- Turn in pager, cell phone, and any other data devices
- Turn in automobile

enter your comment

Click *Submit* once offboarding procedure has been completed.

Submit Save for Later Close

Once submitted the *You have marked as Complete* screen will appear. As stated in this screen the *Process Successfully Completed*.

You have marked as Complete

End Additional Job: [Redacted] Actions

Process Successfully Completed

> [Details and Process](#)