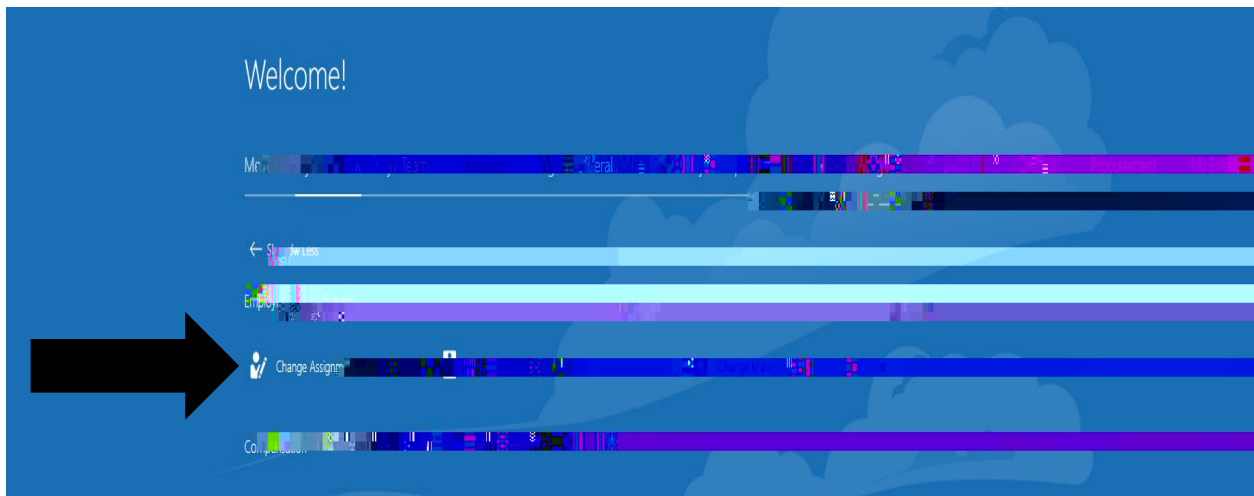


Oracle-Ending a Student Job Assignment

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

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.