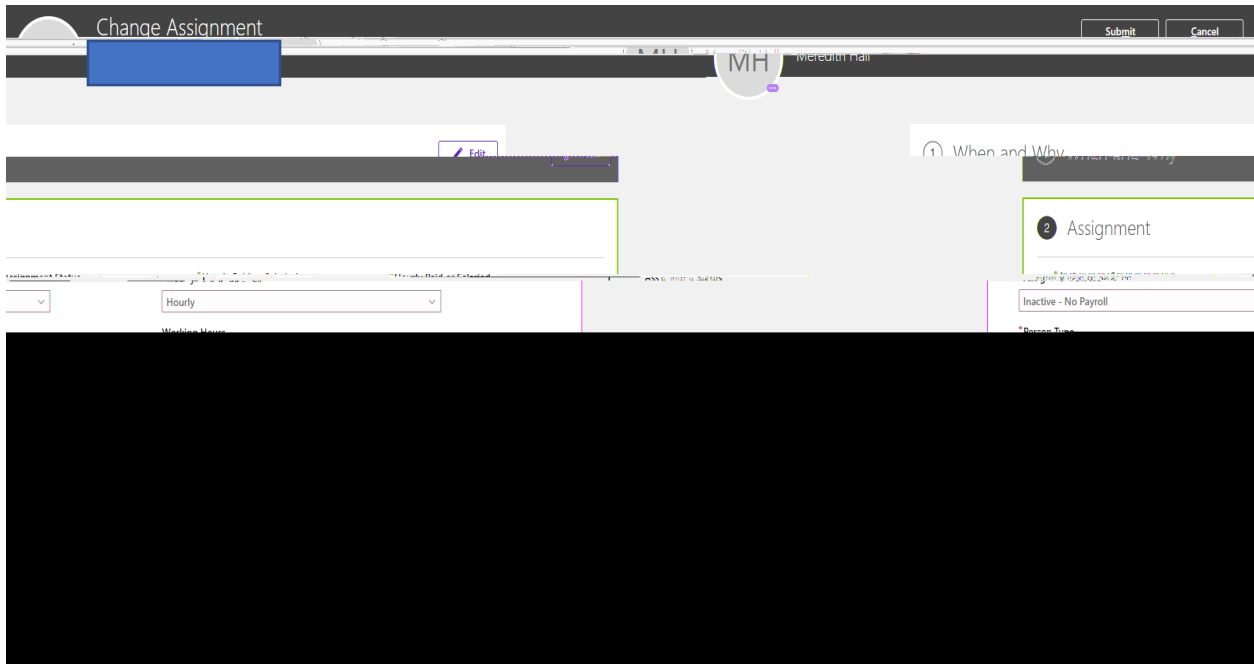




On the next screen check off all of the boxes and select continue.

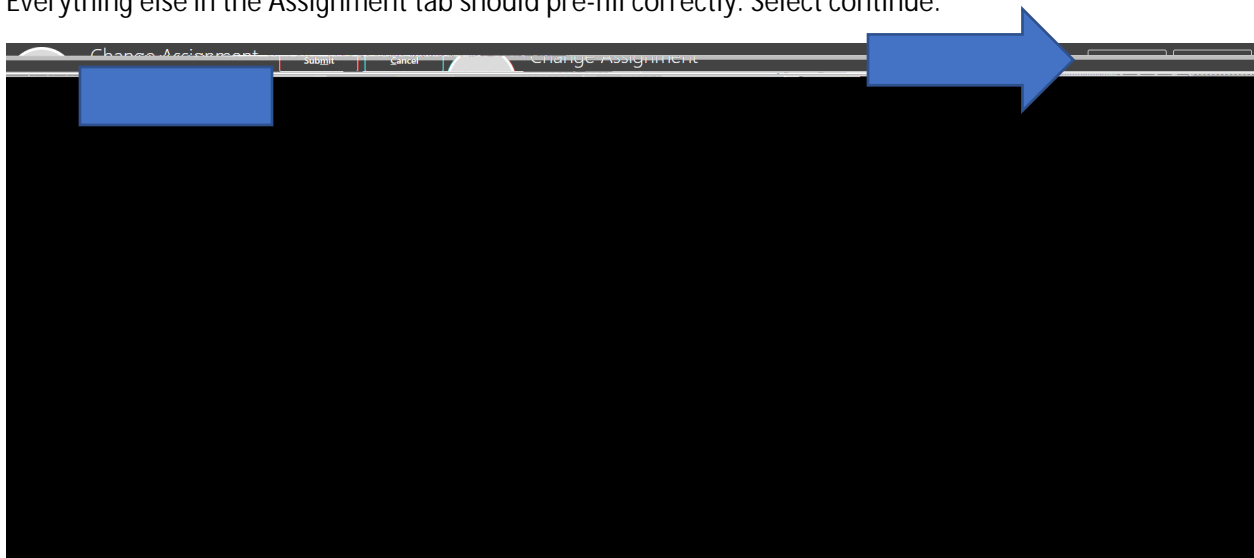


When ending a student's assignment please use the first day of the next pay period for an end date. Please refer to the Payroll Schedule on the Student Employment Website to see this information. Under "what's the way to change the assignment" select end assignment. Select continue.



Under the Assignment tab select Inactive-No Payroll 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.