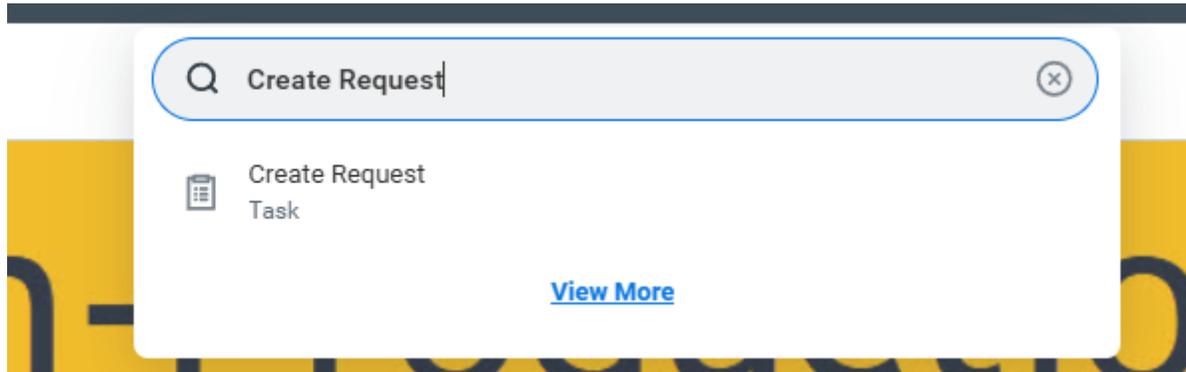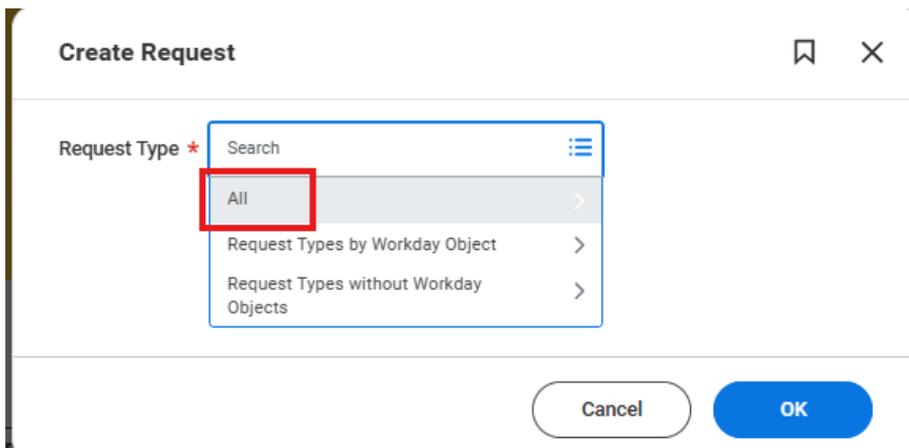# How to Request an SH Term

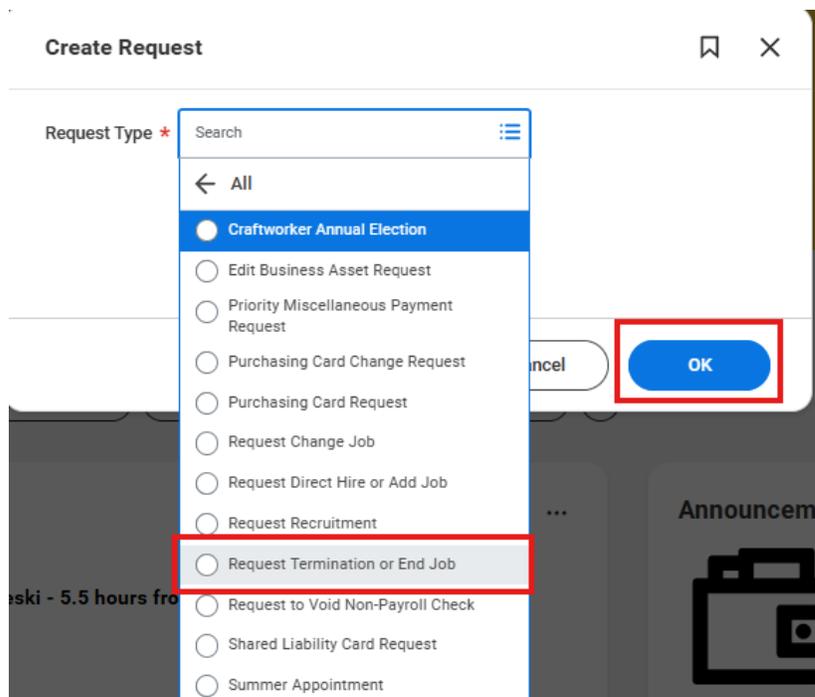Overview: Describes how to request a termination for a student employee.

1. Type 'create request' into the Workday Search bar

2. In 'Request Type', choose 'All'.

3. Then, choose 'Request Termination or End Job', and 'OK'

4. Fill out the form with the student's information.

What is the employee's name? (Required)

Sally Student

What is the employee's ID number?

868951

These can be found on the employee's profile

Who does this person report to? (Required)

Supervisor Name

What is the job profile (official UW title) of the terminating position? (Required)

Be sure you enter 'Student Help' along with the position/job number

Student Help 10041435

What is the business title for this position?

IT Assistant

a. Empl ID and Job/Position # can be found on the employee's profile

Job Details

Employee ID	00998522
Supervisory Organization	Universities of Wisconsin (Jay R: (Karlyn Jakusz)
Job	10041435 Student Help

5. Fill out the termination reason and appropriate dates.
   a. Discharge is exclusively reserved for students with ongoing performance issues, repeated gaps in attendance, or negative behaviors directed towards their coworkers or manager. You should work with Nora Boomer if you are requesting a term with the reason of 'Discharge'
   b. Ensure the end date is accurate. Ex: If a student graduated last summer, don't use the day you submitted the request as the termination date. Exact (or at least relatively accurate) dates are essential for document retention purposes
   c. Reason for termination for students is never contract end, even if they were hired under the pretense their employment would last a set amount of time.

What is the termination or end job reason?
(Required)

- ○ Resignation
- ○ Retirement
- ○ Other State Service
- ○ Contract End
- ● Graduation
- ○ Unsatisfactory Probation or Evaluation Outcome
- ○ Discharge

Choose the appropriate term reason. The two most common term reasons are Resignation and Graduation.

What is the effective date of this termination/end job?
(Required)

05/29/2026 ⬅ Enter the student's last day worked as the effective date

What is the employee's last day worked?
(This is typically the same as the termination date)

(Required)

05/29/2026 ⬅ Enter the student's last day worked

What is the employee's pay through date?
(This is typically the same as the termination date)
(Required)

05/29/2026 ⬅ Enter the student's pay through date (last day worked)

6. Finish filling out the remainder of the form and hit Submit. The request will go to HR to term the student.

Would you like to close this position?
(If this is a student hourly job, select N/A below
(Required)

○ Yes

○ No

◉ N/A ⬅

Is the position available for overlap?
(If this is a student hourly job, select N/A below)
(Required)

○ Yes

○ No

⦿ N/A ⬅

Please attach a copy of the employee's resignation or retirement letter, if applicable.

Please provide any additional comments or information that may be needed for this termination request:

While not required, feel free to attach or add any additional comments or information.

Submit   Save for Later   Cancel