



Brown University  
University Human Resources  
student\_employment@brown.edu



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Student Employment

DATE: September 11, 2020  
TO: Student Worker Managers

Departments with active student workers whose student jobs will continue into the Fall semester will be required to extend the end date on the student jobs in Workday. This can be accomplished by submitting an **Edit Job request** (submit edit job) to extend the end employment date.

**Departments must include confirmation of approval from their senior leadership in the 'Comments' box located on the Edit Job process in Workday.**

If a student is showing as active in your student org but is no longer working for your department, please submit **End Additional Job** to remove the job from the student's record.

Departments can run the **Expired Fixed Term Positions** report in Workday to review end dates and compensation data on student jobs in their student organizations.

All Edit Job requests must be submitted by **Thursday, September 17th**. Expired student jobs that are not updated by September 17th will be ended by Student Employment.