



Brown University
University Human Resources
student_employment@brown.edu



Student Employment

DATE: April 23, 2021

TO: Student Worker Managers

Departments with active student workers whose student jobs will continue past the end of the spring 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 to extend the end employment date.

Departments must include confirmation of approval from their senior leadership in the Comments box in 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 Friday, April 30th. Expired student jobs that are not updated by April 30th will be ended by Student Employment.**

Bulk processing via EIB is available for ending and extending student jobs. If you have more than 20 students, please reach out to workdayprogram@brown.edu for assistance.