Use this procedure for employees that have more than one job at Bowdoin.

Only the direct manager of the employee can end a job. If the employee has more than one manager, each manager must end the specific additional job(s) he/she manages.

Additional jobs can be ended at any time in any order, but all additional jobs must be ended before the employee’s primary job can be terminated.

**To end an additional job**

1. Log into Workday using your Bowdoin username and password.
2. Search for the employee whose job you are ending.
3. Click the Related Actions button next to the employee’s name. If you don’t see the button, hover over the space next to the name.
4. In the Actions menu, select Job Change > End Additional Job.
5. In the End Date field, enter the date you want the change to be effective.
6. In the Reason field, select the appropriate reason for ending this job.
7. Click Submit.