

## Remove Additional Job (Rotation / WOC)

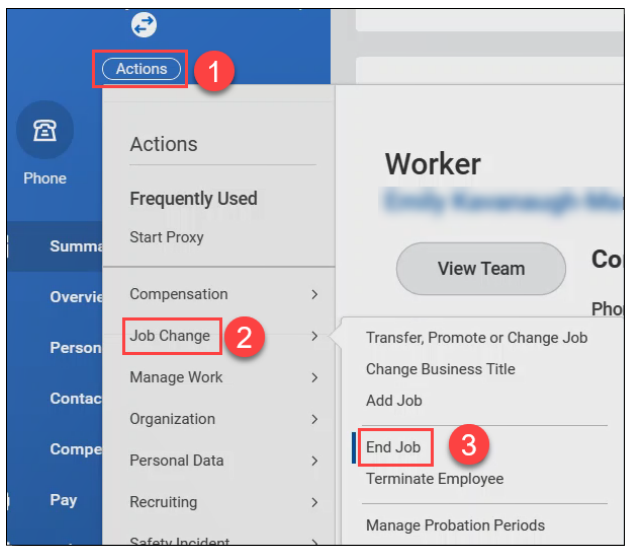
This job aid outlines the process for removing a second job from a worker. The second job could be a job rotation or a work-out-of-class. This action can be initiated by a Manager, HR Partner, or Compensation Partner.



If the employee truly has two paid positions, contact the Workday Helpdesk for assistance. The task will require the Workday integration team's involvement.

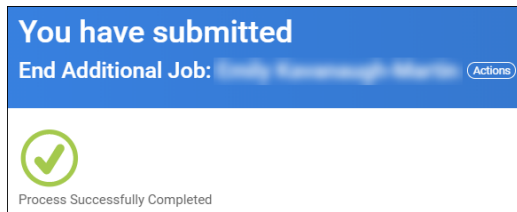
**Step 1:** If the employee is receiving an allowance, you will first need to review the allowance on the base position to determine if it already has an appropriate end date or if it needs to be removed. Follow the job aid [Compensation Change](#).

**Step 2:** From the employee profile page click on **Actions** (1), hover over **Job Change** (2), and select **End Job** (3).



**Step 3:** Enter an **End Date** (1). Use the menu prompt to select the appropriate **Reason** (2). Leave the **Close Position** box unchecked. To close the position, see the job aid [Close a Position](#) (3). Click **Submit**.

End Date	1 *	12 / 18 / 2019	
Reason	2 *	<div style="border: 1px solid gray; padding: 2px;"> <span>×</span> End Additional Employee Job &gt; Assignment &gt; Completed Assignment             </div>	
Close Position		<input type="checkbox"/>	3



The task is now complete. A single job will be reflected on the employee's profile page as of the effective date.