How do I terminate a student?

First login to My.Butler and click on Employee Tools:

Follow the Classic Home menu option:
Navigate to Manager Self Service:

Select ‘Terminate Employee’ under Job and Personal Information

Find the student(s) you wish to terminate and click “Select.” If you have one student in multiple positions, you must also verify that you are selecting the correct position.

On the last page, you will need to verify this is the student employee(s) you wish to terminate. You will then need to select the last day of employment. You click “submit” and you are finished.