

# My.Butler – How To Terminate Your Student Employee

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

MY. BUTLER









Home Help

Log out

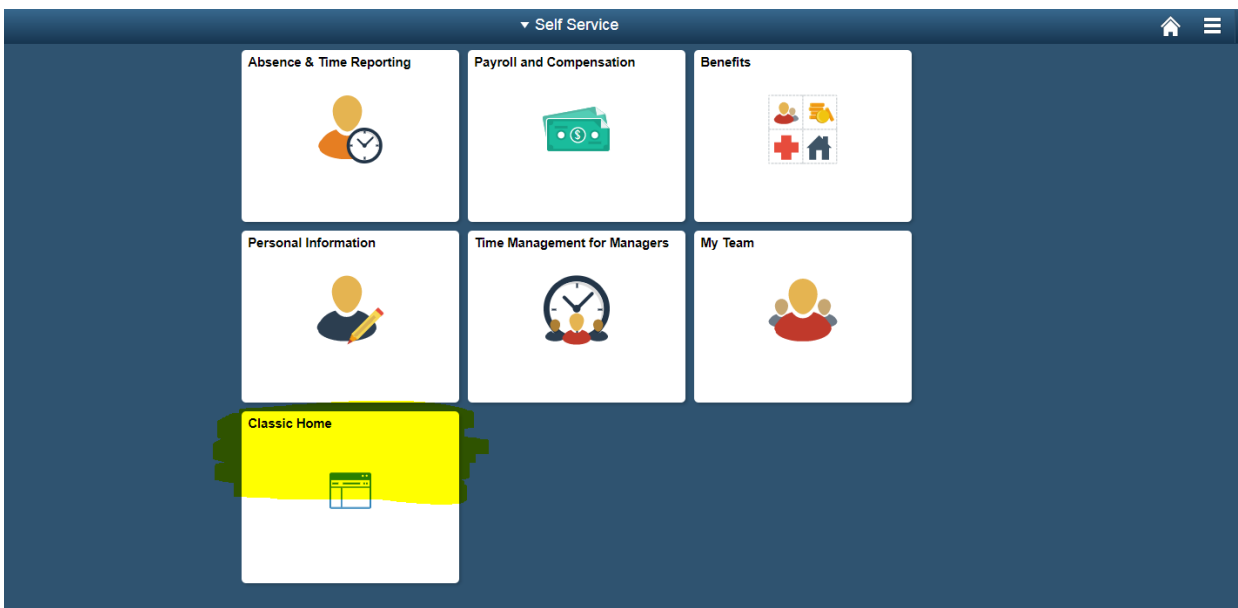
Welcome to My.Butler

If you are being directed to an Oracle login page, please clear your web browser cache. For instructions, go to [google.com](http://google.com), type the name of your web browser followed by "clear browser cache." Hit Enter and follow the instructions provided. Then, try accessing [my.butler.edu](http://my.butler.edu) again.

By clicking on any link below you agree to the [Terms and Conditions](#) of use. If you do not agree to these terms and conditions you should immediately log out of the Butler portal.

Academic Tools	Employee Tools	Financial Tools	Quick Links
 <b>PeopleSoft Campus Solutions</b> This set of tools provides access, based on your own permissions, to the student information system. Or, click on one of the icons below to go directly to a specific PeopleSoft Interior page.	 <b>PeopleSoft HR / Payroll</b> This set of tools provides access to the PeopleSoft Human Resources and Payroll tools needed by employees of the University. Or, click on one of the icons below to go directly to a specific PeopleSoft Interior page.	 <b>PeopleSoft Financials</b> For those who work in the University's financial system, this set of tools facilitates vouchers, requisitions, and more. Or, click on one of the icons below to go directly to a specific PeopleSoft Interior page.	 <b>Popular Butler Sites</b> These quick links will help you easily navigate to popular Butler websites, systems and informational pages. Those most often visited are provided below for even faster access.
 Self Service Student Homepage	 Timesheet	 Financials Worklist	 Butler University

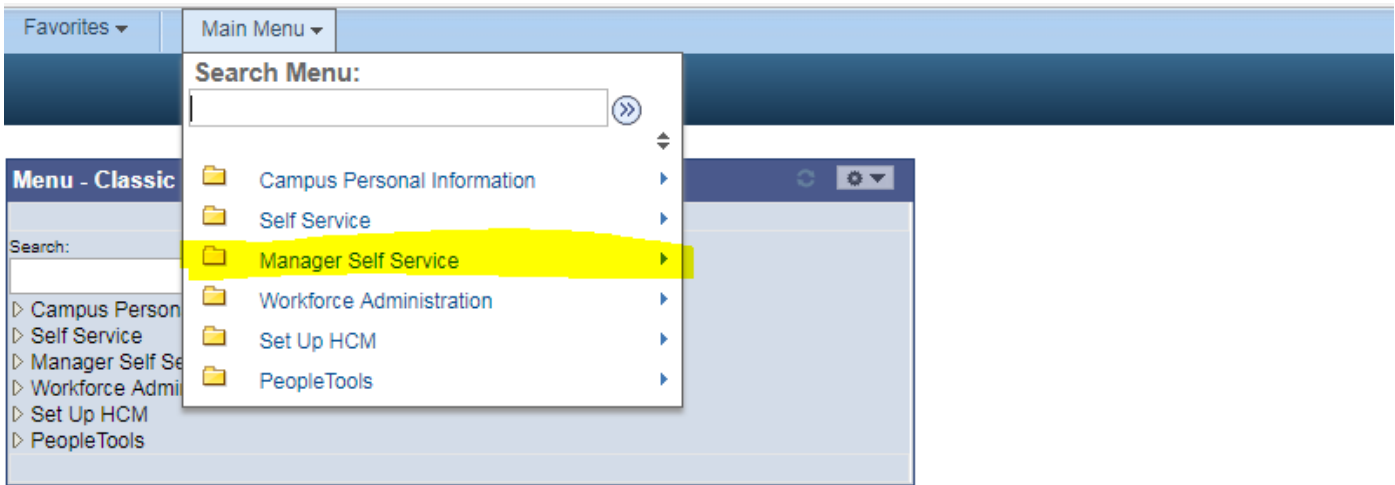
Follow the Classic Home menu option:



The screenshot shows the 'Self Service' menu with the following options:

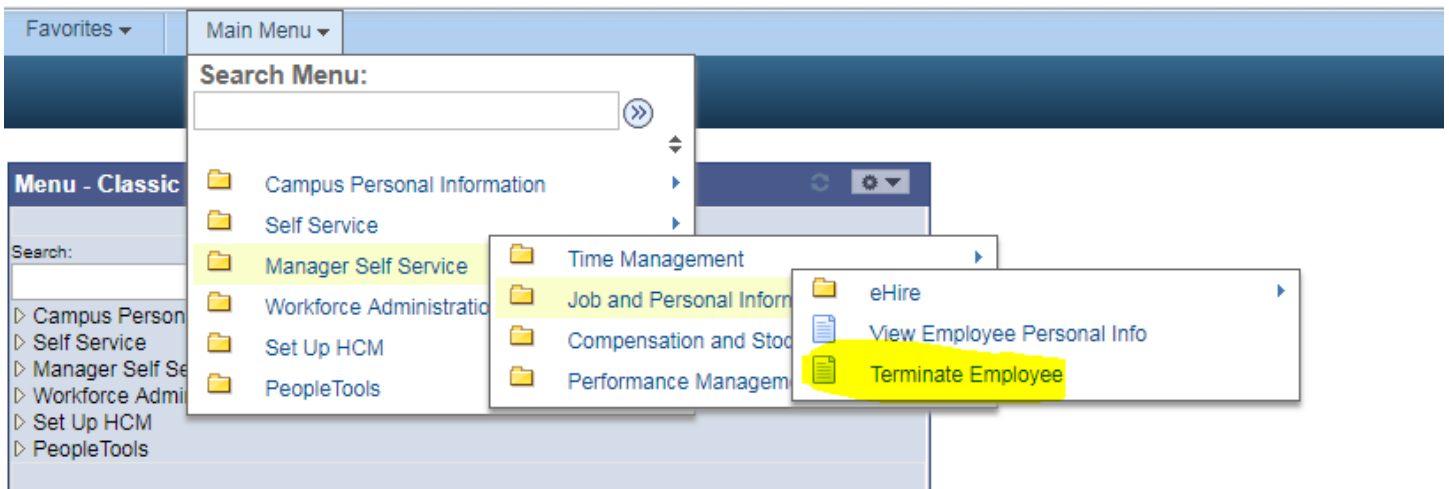
- Absence & Time Reporting
- Payroll and Compensation
- Benefits
- Personal Information
- Time Management for Managers
- My Team
- Classic Home (highlighted in yellow)

## Navigate to Manager Self Service:



How to verify you have access to eHire: You will see folders for Time Management, Job and Personal Information, and Compensation. If not, please submit a request for eHire access to the IT help desk request website: <https://itrequest.butler.edu>

## Under Job and Personal Information, select "Terminate Employee":



# Terminating Student Employees

Find the student 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.

Favorites ▾ Main Menu ▾ > Manager Self Service ▾ > Job and Personal Information ▾ > Terminate Employee

## Terminate Employee

### Employee Selection Criteria

Select the employee to be terminated. You will be able to process only those employees that report to you as of the date entered on this page.

As Of Date

Select	Name	Empl ID	Job	Empl Status	HR Status	Position	Job Title	Department
<input type="button" value="Select"/>	[REDACTED]	[REDACTED]	0	Active	Active	00003994	SA, Operations Asst, Indianapolis Symphonic Choir	Fin Aid Scholarships-- Unfunded

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

## Terminate Employee



[REDACTED]  
Student Assistant  
Actions ▾

### Instructions

The Termination Date is the first day the employee is no longer employed at the company. Select Submit once you have entered the termination information.

### Reason for Termination

Empl ID [REDACTED]

Job Title Student Assistant

\*Termination Date

Reason for Termination

Comments

\* Required Field

[Return to Select Employees](#)