My.Butler – How To Terminate Your Student Employee

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

Follow the Classic Home menu option:
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](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.

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.