# Core HCM   End Additional Job

END AN ADDITIONAL JOB

In order to end an employee's additional job (either because they no longer are working in it or because they are terminating employment with Geisinger), the additional job manager will need to go to the employee's record and complete the following steps:

1. Click the **Actions** button, hover over **Job Change**, and then select **End Job.**
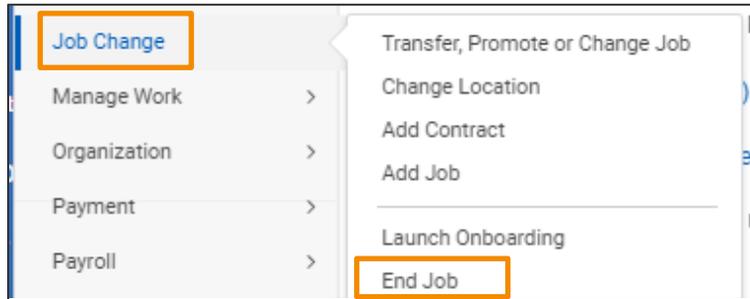
2. Click on the **Calendar Icon** to select **the last day of a pay period** as the effective date.

3. Use the **Prompt Icon** to select the appropriate reason.
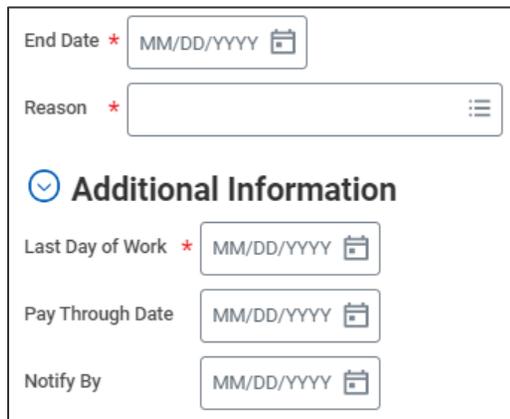
4. You may need to select the arrow next to **Additional Information** to review additional dates. These dates auto-populate based on the end date entered.

5. Click **Submit.**

    Note: All additional jobs need to be ended before a termination can be processed (the primary manager will be unable to submit the term until they are ended). Only the additional job manager and Human Resources can end an additional job.