Extending Student Jobs

**Topic/Function:** Extending Student Jobs

**Audience:**
- Administrative Assistants
- Managers of Student Workers

**Description:** As we approach the end of the semester, many of our student worker jobs will end in Workday. To extend those jobs for the next semester, you should complete an **Edit Job** transaction for your student. Use the Extend Student Job reference sheet to make sure you complete all the steps required to extend the student job.

If you have any questions, please contact Kristel Suanes at 784-4587 or submit a [Workday Help Desk Ticket](#).

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