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.

In order to fully extend the job, you must complete all 4 steps in the process:

1. **Step 1) Extend the Job End Date**
2. **Step 2) Request Compensation Change**
3. **Step 3) Change Organization Assignments** (you can skip this step if the organization does not change)
4. **Step 4) Assign Costing Allocations**

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](#).

If you have any questions, submit a [Workday Help Desk Ticket](#) or contact the Workday Help Desk at 775-784-6086.