Extend the end date for a student employment position

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Question

How can I extend the end date for a student employment position?

Answer

As long as the student status is active, the supervisor for the position can extend the end date for the position by submitting an electronic Personnel Action Form (PAF). In the notes, it is helpful to include the existing (expired) position id, and the fact that this is a request to modify the end date for the existing position.

See also: Access Denied error for time sheet entry, ZHRI TIMESHEET Overview