How do I terminate a student employee?

Login to my.butler

Click on “Manager Self Service”
You will see this screen

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.