

Student Employment Services Separation/Termination Form

Complete and return this form when a student is terminated from your department. If a student drops below six credits or does not maintain a 2.0 GPA they must be terminated immediately. A graduating student may retain student status until the end of the payroll: December graduates may continue to work until January 15 and May graduates may continue to work until June 30.

Student's Name:

Employee ID

PeopleSoft ID:

Supervisor:

Hiring Department:

Last Day of Employment

Last payroll submitted to R: Yes No

PLEASE SELECT REASON FOR SEPARATION/TERMINATION:

- | | |
|---|--|
| <input type="checkbox"/> Hours awarded are expended | <input type="checkbox"/> Graduated |
| <input type="checkbox"/> GPA less than 2.0 | <input type="checkbox"/> Unsatisfactory performance |
| <input type="checkbox"/> Enrolled less than half time | <input type="checkbox"/> Unable to workork74(ce)]TJ-DC q 1 0 0 1 325. |
| <input type="checkbox"/> Other | |

Please explain:

Forward to Student Employment Services

Funding Department Notified: Human Resources Notified:

Eligible for rehire: Yes No