

Undergraduate Asst, Resident Housing Asst, Fellowship/Traineeship & Vince Demuzio Govt Intern Resignation/Termination Process

Carbondale Campus End User Business Processes

PROCESS – Undergraduate Assistant, Resident Housing Assistant, Fellowship /Traineeship Vince Demuzio Governmental Internship: Resignation/Termination Process

Process: Follow this process when an undergraduate assistant is resigning or being terminated.

Access: Obtain necessary form(s). Electronic forms are available through the eforms website  <http://eforms.siu.edu/>

Actions:

Responsible Party	Action
Undergraduate Student OR Department	1. Notifies the department of his/her intention to resign before the end of his or her appointment. OR Makes a decision to terminate an undergraduate assistant's appointment before the end of his or her term.
Department	2. Completes Resignation Termination for Undergraduate Assistantship, Housing Resident Assistant, Fellowship/Trainee & Vince Demuzio Governmental Internship form. Makes and distributes copies as appropriate.
Undergraduate Student	3. For a resignation, signs <i>Resignation/Termination for Undergraduate Assistantship, Housing Resident Assistant, Fellowship/Traineeship & Vince Demuzio Governmental Internship</i> form or submits a signed written letter of resignation.
Administrative Channels	4. Signs <i>Resignation/Termination for Undergraduate Assistant, Housing Resident Assistant, & Vince Demuzio Governmental Internship</i> form. The last approver submits the form to the Financial Aid Office.
Financial Aid Office	5. Makes two copies of the form. Maintains one copy for Financial Aid Office records. Forwards one copy to the dean/director. Forwards original to Human Resources.
Human Resources	6. Modifies HRMS. Makes copies and distributes <i>Resignation/Termination for Undergraduate Assistant, Housing Resident Assistant, & Vince Demuzio Governmental Internship</i> form to: <ul style="list-style-type: none"> ▪ Payroll ▪ Undergraduate assistant file (original) Files the <i>Resignation/Termination for Undergraduate Assistant, Housing Resident Assistant, & Vince Demuzio Governmental Internship</i> form in the student's file.
End of Process	

Special Notes: This document is intended as an overview to assist the end user in easily identifying the basic steps in the resignation/termination process for undergraduate assistants. For more detailed information, the end user can also consult the *Financial Aid Office*.

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The *Resignation/Termination Process* should be followed only if the student separates prior to the end of his/her appointment period. If the student serves the entire term appointment, it is not necessary to follow this process.

A resignation will not be processed without the student's signature. The signature may be either on the *Resignation/Termination for Undergraduate Assistant, Housing Resident Assistant, & Vince Demuzio Governmental Internship* form or on a letter of resignation submitted by the student and attached to the *Resignation/Termination for Undergraduate Assistant, Housing Resident Assistant, & Vince Demuzio Governmental Internship* form.

A list of the documentation required to process an undergraduate assistant resignation/termination follows.

<u>Form/Document</u>	<u>Source</u>
<i>Resignation Termination for Undergraduate Assistantship, Housing Resident Assistant, Fellowship/Traineeship & Vince Demuzio Governmental Internship form</i>	http://eforms.siu.edu/siuforms/info/hro7005.html
Letter of resignation signed by the student (if the student is resigning and has not signed the <i>Resignation Termination for Undergraduate Assistantship, Housing Resident Assistant, Fellowship/Traineeship & Vince Demuzio Governmental Internship form</i>)	Student