

# Student Employment Termination/Inactivation Process

## Carbondale Campus End User Business Processes

### PROCESS – Student Employment Termination/Inactivation Process

**Process:** Follow this process to terminate a student employee when the student is resigning or being terminated from a student employment position. Follow this process to inactivate a student employee when the student will be gone for a period of time not to exceed one academic semester and the student is expected to return to work the following academic semester.

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

**Actions:**

Responsible Party	Action
Student Employee	1. Notifies the department of his/her intention to leave their student employment position within the department for the following reasons: <ul style="list-style-type: none"> <li>▪ Graduation</li> <li>▪ Withdraw/Under Enrollment</li> <li>▪ Voluntary Resignation</li> <li>▪ Internship</li> <li>▪ Non Attendance for a Semester</li> </ul>
Department	2. Completes <a href="#">Student Employment Termination/Inactivation</a> form. Notification from the student employee is not required for the following separation reasons: <ul style="list-style-type: none"> <li>▪ Withdraw/Under Enrollment</li> <li>▪ Involuntary Termination</li> </ul> <p>Obtains Dean, Director, or Chair signature. Makes one copy of the form for departmental records. Submits the form to Student Employment Services in the Financial Aid Office.</p>
Student Employment Services/Financial Aid Office	3. Enters information in HRMS. Files the Student Employment Termination/Inactivation form in the student employee'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 processing an *Student Employment Termination/Inactivation* form for the purpose stated above.

A list of the documentation required to process a termination/inactivation for the purpose stated above follows.

**Form**

**Source**

*Student Employment Termination/Inactivation* form <http://eforms.siu.edu/siuforms/info/fao1005.html>

Departments should keep a copy of the completed form. A copy will not be returned from Student Employment Services after processing.