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:

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<th>Responsible Party</th>
<th>Action</th>
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| Student Employee  | 1. Notifies the department of his/her intention to leave their student employment position within the department for the following reasons:  
  - Graduation  
  - Withdraw/Under Enrollment  
  - Voluntary Resignation  
  - Internship  
  - Non Attendance for a Semester  
| Department         | 2. Completes Student Employment Termination/Inactivation form. Notification from the student employee is not required for the following separation reasons:  
  - Withdraw/Under Enrollment  
  - Involuntary Termination  
  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.  

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.