Carbondale Campus End User Instructions
FORM – Student Employment Termination/Inactivation

**Use:**
To terminate a student employee’s employment with a department and remove his/her name from the student employment payroll for the assignment or to inactivate a student employee’s employment with a department and remove his/her name from the student employment payroll for the assignment for a specific academic semester. Student Employment Services will use the information on this form to either terminate or inactivate the student employee’s assignment in the Human Resource Management System (HRMS).

**Access:**
Obtain necessary form(s). Electronic forms are available through the eforms website [http://eforms.siu.edu/siuforms/info/fao1005.html](http://eforms.siu.edu/siuforms/info/fao1005.html)

**Instructions:**
Complete the form using the following instructions. If you enter terminate on a line all fields on that line except for semester are required. If you enter inactivate on a line all fields on that line are required.

- **Terminate**
  Select terminate to end a student's employment with a department and remove his/her name from the student employment payroll for the assignment. If the student returns to work for the department a new referral will need to be processed.

- **Inactivate**
  Select inactivate to inactivate a student’s employment with a department and remove his/her name from the student employment payroll for the assignment for a specific semester. The student will automatically reappear on the student employment payroll for the assignment the following semester.

- **Semester**
  Select the applicable academic semester from the drop down list.
  - Fall
  - Spring
  - Summer

- **Name**
  The last, first and middle name of the student employee.

- **Assignment Number**
  The applicable assignment number of the student employee.

- **Job**
  Select the job, listed below from the drop down list, in which the student employee was employed.
### Student Employment Termination/Inactivation Form

<table>
<thead>
<tr>
<th>Aerobic / Fitness Instructor</th>
<th>Agriculture &amp; Horticulture</th>
<th>Aircraft Mechanic</th>
<th>Art / Design, Media / Entertain</th>
<th>Building &amp; Grounds</th>
<th>Bus Driver</th>
<th>Cashiering &amp; Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Control Panel</td>
<td>Classroom Assistant</td>
<td>Clerical &amp; Office Related</td>
<td>Community Service Tutors</td>
<td>Craft Shop Instructor</td>
<td>Flight Instructor</td>
<td>Food Service</td>
</tr>
<tr>
<td>Laboratory Assistant</td>
<td>Law Related</td>
<td>Library Assistant</td>
<td>Lifeguard</td>
<td>Media Specialist</td>
<td>Mental Health Companion</td>
<td>Model (Nude)</td>
</tr>
<tr>
<td>Newspaper Asst Manager</td>
<td>Newspaper Manager</td>
<td>Outside Commission Sales</td>
<td>Personal Care &amp; Service</td>
<td>Protection &amp; Security</td>
<td>Sports &amp; Recreation</td>
<td>Sports Official</td>
</tr>
<tr>
<td>Teachers Assistant</td>
<td>Technical</td>
<td>Transportation &amp; Delivery</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Last Day of Work**
Enter the last day the student employee’s employment. (Date format DD Mmm YYYY)

**Signature Section:**

**Dean/Director/Chair Signature/Date**
Signature of the Dean/Director/Chair and date signed. (Date format DD Mmm YY)

**Department/Organization**
Enter the department or organization.

**Special Notes:**
The Student Employment Resignation/Separation/Inactivation form maybe submitted any time in advance, but must be submitted no later than one week after the student employee’s last day of employment.

The hiring department should maintain a copy of the completed Student Employment Termination/Inactivation form.

**Routing:**
Print this form, acquire the appropriate signature, and either mail or FAX to: Student Employment Services, Financial Aid Office, MC 4702, FAX number 453-4612.