

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 *eforms* <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.

<i>Terminate</i>	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.
<i>Inactivate</i>	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.
<i>Semester</i>	Select the applicable academic semester from the drop down list. <ul style="list-style-type: none">• Fall• Spring• Summer
<i>Name</i>	The last, first and middle name of the student employee.
<i>Assignment Number</i>	The applicable assignment number of the student employee.
<i>Job</i>	Select the job, listed below from the drop down list, in which the student employee was employed.



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

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.