



Student Employee Termination Form

Student Name: _____ ID#: _____

DEPARTMENT INFORMATION	
<i>Department:</i>	<i>Title:</i>
<i>Supervisor:</i>	
REASON FOR TERMINATION	
Effective Date: ____/____/____*	

*Student will remain in supervisor’s ezLabor view until the end of the pay period.

Supervisor _____ Date _____

Please return completed for to Human Resources, Lewis Annex 129. Terminations due to violation of student employment policies or student code of conduct may result in judicial proceedings as defined in the Student Handbook.

HR Use Only:	
_____	Spreadsheet
_____	PayEx = Leave
_____	ezLabor = Leave
_____	WRP Removed
_____	Jenzabar Updated