

Student Employment Office
104 Wilder Tower

Office (901) 678-3708
(901) 678-3680
Fax (901) 678-5902

SEPARATION/TERMINATION FORM

Complete and return this form when a student is terminated from your department. If a student drops below half-time(i.e. 6 hours-UG, 5 hours-GR), withdraws, or graduates, the employee will be terminated by the close of the next pay period through the Student Employment Office.

Student's Name _____ Banner ID _____

Social Security No. _____ Department Name _____

Position No _____ Organization No _____ Index No _____

Last Date of Employment _____

PLEASE SELECT A SEPARATION/TERMINATION REASON:

_____ Assignment ended

_____ Change from Federal Work-Study Program to Regular Student Employment

_____ Change from Regular Student Employment to Federal Work-Study Program

_____ Enrolled for insufficient hours (dropped to less than half-time)

_____ Withdrawal from school

_____ Graduated

_____ Transfer to another department

_____ Unable to comply with hours

_____ Unsatisfactory performance

_____ Other _____

Signature of Supervisor

Date

Name of Supervisor (Print)

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