

# Student Employment Resignation/Termination Checklist

## **FOR ALL RESIGNATIONS/TERMINATIONS, A SUPERVISOR SHOULD:**

- ☐ Submit the Student Employment Resignation/Termination Form indicating the student's last day of employment and reason for resignation/termination to the Payroll Office.
- ☐ If the student is resigning, have the student complete the "reason for resignation" section of the Student Employment Resignation/Termination Form. *Be sure that the student signs this form.*
- ☐ Discontinue computer access by updating passwords to computer accounts, if applicable.
- ☐ Collect any items that the employee should return, such as keys and any Messiah equipment that may have been issued to them.
- ☐ Review any open tasks/projects to ensure a successful transition of these tasks.
- ☐ If the student is being terminated, submit the appropriate Student Employee Disciplinary Notification Forms, and any supplemental documentation, to the Student Employment Coordinator.