



**Student Employment Separation Notice**

**Employee Name:** \_\_\_\_\_ **Student ID #:** \_\_\_\_\_

**Department Name:** \_\_\_\_\_ **Date Employment Will End:** \_\_\_\_\_

**Student Position Title:** \_\_\_\_\_

**Reason for Separation:** ☐ Graduated ☐ Quit ☐ Fired ☐ Lack of Funds ☐ Lack of Work ☐ Other

**Employers Account Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Account student is being paid out of, 13 digit number)

**Employers Account Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Account student is being paid out of, 13 digit number)

**I CERTIFY that the above worker has been separated from work and the information furnished here on is true and correct. This report has been given to the Student Employment Office.**

**Department/Student Supervisor:** \_\_\_\_\_  
(Signature) (Date)

**Department/Student Supervisor Printed Name:** \_\_\_\_\_  
(Printed Name) (Date)

**Student Employment Office:** \_\_\_\_\_  
(Signature) (Date)

**Notice to Employer:**

Within 48 hours of separation you need to submit this form to the department of Human Resources. This process eliminates the chance of a student being overpaid by your department. The Payroll Office and the Business Office will be notified of your decision to release the student worker and on what grounds you have done such.

Student Employment Office  
Lower Simmons 104  
Phone: 614-8699; Email: [hrintern2@leeuniversity.edu](mailto:hrintern2@leeuniversity.edu)

*For Office Use Only*

**Student Employment Office:**

Data Entry: \_\_\_\_\_

Processed: \_\_\_\_\_

**Payroll Office:**

Data Entry: \_\_\_\_\_

Complete: \_\_\_\_\_