



Student Employee Check-Out Procedures

Department/Supervisor Responsibilities

Complete no later than the last day of work:

- ♦ Ensure student employee has entered all remaining hours worked into MyLeave and submitted final timesheet for approval.
- ♦ Complete the [Termination Notice](#) and submit via Cherwell.
- ♦ Complete a [performance evaluation](#) for any student who has not been evaluated within the previous year regardless of the amount of time worked. Keep the evaluation in the student employee's personnel file.
- ♦ Terminate work/department computer access (not email or NT account) and retrieve keys or any other department specific property.
- ♦ Print and complete Check-Out Procedures.

Student Employee Responsibilities

- ♦ Provide written or verbal notice in resignation situations.
- ♦ Return any departmental keys, equipment, etc.
- ♦ Ensure all remaining hours worked have been entered into MyLeave and final timesheet has been submitted for approval.
- ♦ Complete the [Student Employee Exit Survey](#) (optional).
- ♦ Sign Check-Out Procedures and evaluation (if applicable).

Other department specific action items:

Certification of Completion

Employee Name _____ Employee ID # _____
 Employee Signature _____ Date _____
 Supervisor Name _____ Title _____
 Supervisor Signature _____ Date _____

File this form in student employee's departmental personnel file. Keep personnel file for 5 years following termination, and then send file to the Student Employment Office.