UCCS University of Colorado
Colorado Springs

Student Employment Office
Cragmor Hall, Room 104
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918

Phone: 719-255-3454
Email: stuemp@uccs.edu
Web: www.uccs.edu/stuemp

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