Termination Notice

Complete this process to request a student be removed from a position within your department. Evaluations do not need to be submitted with the Termination Notice; however, evaluations need to be current within the personnel file in your office.

A Termination for Cause will only be done in the case of egregious behavior on the part of the student. If you believe you have a termination for cause, please call Shannon Cable, Director of Student Employment at 719-255-3055 to discuss your situation. If it is agreed that your situation is a termination for cause, please refer to the highlighted areas in this guide regarding a termination for cause. You will be requested to provide additional documentation in order for our office to process your request. You will be asked to provide that documentation after the form has been submitted.

Complete the Termination Notice Form

Access the Termination Notice from the stuemp.uccs.edu/forms webpage or via this link:

https://dm-unityform.prod.cu.edu/UnityForms/UnityForm.aspx?d1=AbO3lA3ppsm7p8R4BrI8PhMluJRT4fs9G3y%2bvowZFq%2fmsGaXVQogoRCFvMablNJwl0Uo6T7jBz3JV7epN0Df5bUafLRnf7Bc5FzJjx7TGKkIJ1PWeC3MJGaCTJR5Upm0GCqL667gRP5c8xvg1NhZLm7%2bYqo8nk9VLFSsTqJgL0xCCb%2frZbJ39E9%2f1UbWG92L1rFBc7aomzJzxH4%2bMGBnHAS2akCDDrUCfOuwhIDemWyZ

In the first section, fill in the Student First Name, Student Last Name, Termination Effective Date, Working Title, and select your Department from the drop down. You can type in your department number and it should allow you to select rather than needing to scroll through the list.

In the second section, select the Action Reason from the drop down on the left side (all information from the first section will have auto-populated into this section of the form). If applicable or curious, please see the next page for additional information regarding selecting the Termination for Cause Action Reason.

Then complete the right side of the form with Student ID, Employee ID #, Position Number, Pay Rate, Job Code (select from drop down), Supervisor Name, Supervisor Email Address, Department Approver Name, and Department Approver Email Address. **NOTE:** If the supervisor is no longer available, please list their name with your email address. When you receive the email for signature, please note that the supervisor is no longer available in the signature box.

At the bottom of the second section, fill in the Reason for termination and enter your email address as the Person completing this form. Then click the Captcha "I'm not a robot." Once everything is complete, you can click the Submit button at the bottom of the form.

Once you submit the form, you will see the following. Please close your browser window or click the Termination Notice box to start a new form.
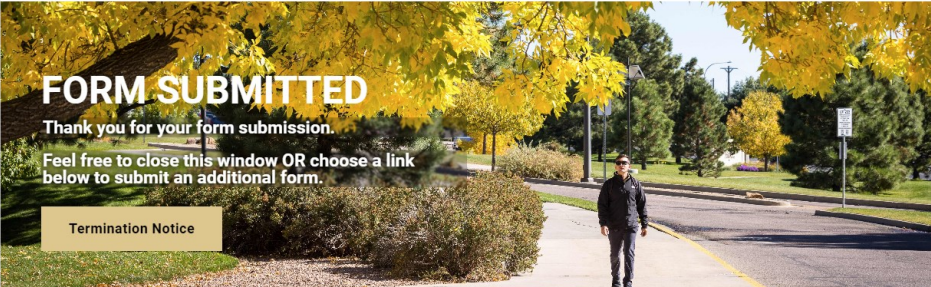
Termination for Cause

When selecting the Action Reason, if you select Termination for Cause, an additional box will appear. Here you need to select whether you have contacted our office to discuss the situation or not. If you select No, the phone number you need to call will show up as an additional comment. With No selected you will be unable to submit your form. Once you have talked to Shannon and are able to select Yes, there will be no additional error messages and you will be able to submit the form.

What happens next?

Once the form is submitted, you will receive a copy of the email that is sent to the supervisor requesting their signature. If the supervisor does not sign the form within 3 days, a reminder email will be sent to both the supervisor and form completer email addresses. If you notice that the email address for the supervisor is incorrect, please forward your copy of the email to them so they can access the form to sign it.

Supervisor Signature Requested - Termination for JENNIFER BIGA

stuemp@uccs.edu
To ● Jennifer Biga; ✓ Sharla Windle

Mon 10:21 AM

Start your reply all with: | Thank you, I will do that. | Completed. | I completed it. | ⓘ Feedback

UCCS Financial Aid and Student Employment

UNIVERSITY OF COLORADO
COLORADO SPRINGS

Dear Sharla Windle–

Your signature has been requested as the supervisor for the termination for JENNIFER BIGA. This means that you are currently the supervisor of record for this position.

Please see the form at

https://dm-unityform.prod.cu.edu/UnityForms/docpop/FormPop.aspx?docid=43864509&chksum=1fbc52e10cc79adb695719dce2c280af72bb848a20d6c0eb2aabdf247af35614

and provide your signature.

Please let our office know if you have any questions or issues.

Sincerely,
Student Employment
719-255-3454
stuemp@uccs.edu

Once the supervisor signs the form, an email will be sent to the department approver requesting their signature. The form completer will also be copied on this email. If the department approver does not sign the form within 3 days, a reminder email will be sent to both the department approver and form completer email addresses. If you notice that the email address for the department approver is incorrect, please forward your copy of the email to them so they can access the form to sign it.

Department Approver Signature Requested - Termination for JENNIFER BIGA

stuemp@uccs.edu
To ● Jennifer Biga

Mon 10:23 AM

Start your reply all with: | Completed. | Thank you, I will do that. | I signed it. | (i) Feedback

UCCS Financial Aid and Student Employment

UNIVERSITY OF COLORADO
COLORADO SPRINGS

Dear Jennifer Biga,

Your signature has been requested as the department approver for the termination for JENNIFER BIGA. The department approver is typically the supervisor's supervisor or the person with fiscal responsibility over this student's position.
Please see the form at https://dm-unityform.prod.cu.edu/UnityForms/docpop/formpop.aspx?docid=43864509&chksum=1fbc52e10cc79adb695719dce2c280af72bb848a20d6c0eb2aabdf247af35614
and provide your signature.

Please let our office know if you have any questions or issues.

Sincerely,
Student Employment
719-255-3454
stuemp@uccs.edu

These emails allow the form completer to know where the form is while it is being routed for signatures. You can also contact our office and we can see where in queue the form is sitting.

After all signatures have been obtained, you will receive an email to print or save your signed copy of the form.

Click the link to access the form. The form will open in a browser window.

Use Ctrl+P to print the document so that the entire document prints. Using the Print function from the browser options will only print part of the document. By using Ctrl+P the entire document will print. You can then use the Microsoft Print to PDF option to save the document as a pdf file.

Please be aware that there is fixed formatting within OnBase that makes the document print as a four-page document. This is something we are trying to correct but have been unable to at this point.
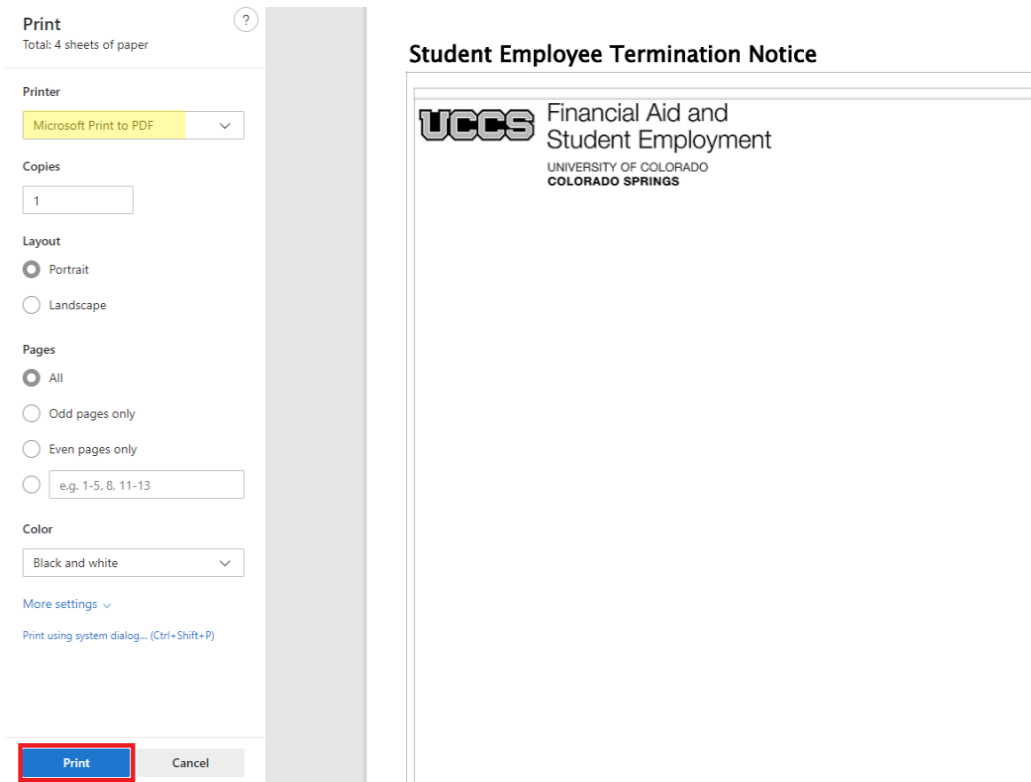
Select the folder where you want to save your file, add the file name, and click Save.
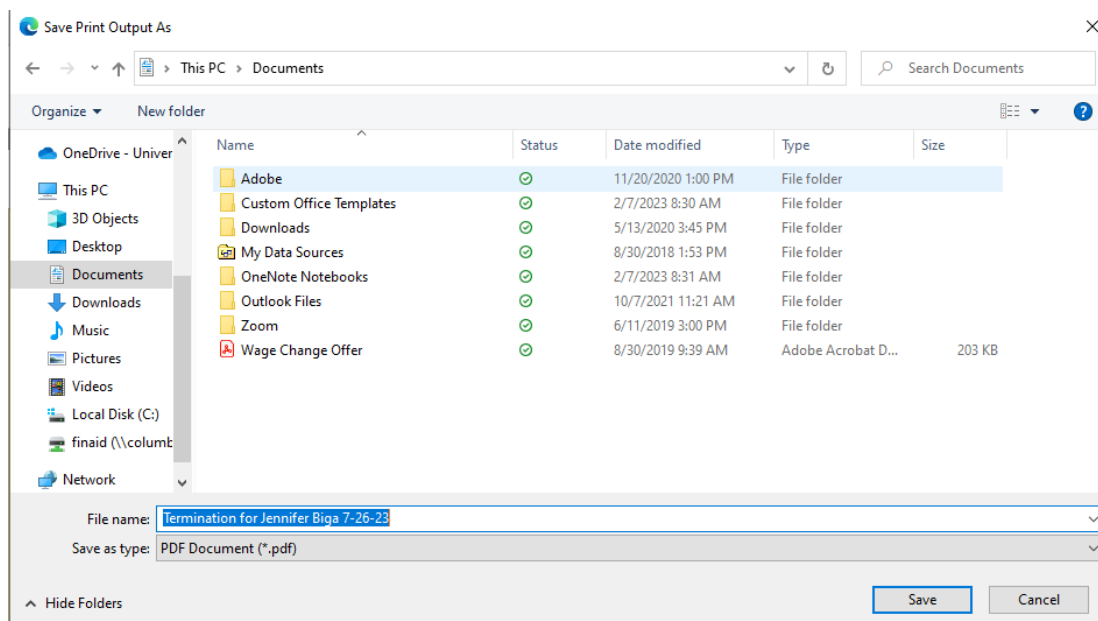
Signing the Form—Supervisors

When a termination notice has been submitted that lists you as the Supervisor and/or Department Approver, you will receive an email requesting your signature. Click on the link in the email to view the form.
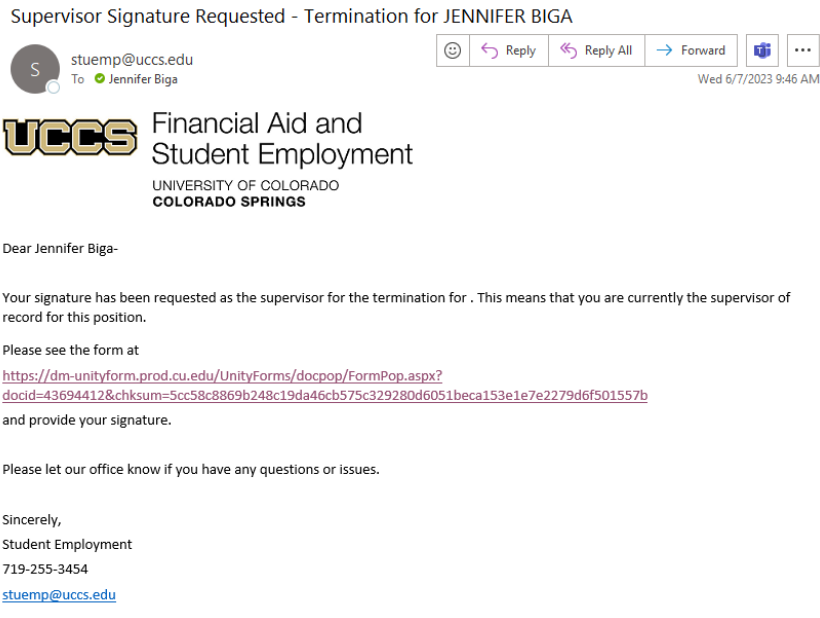
When the document opens, click in the box to add your signature. A popup box will appear. Sign the form with your mouse or a touchscreen and then click the Apply Signature button.

The date should auto-populate once your signature has been added to the form. Click the Submit button and then be sure to close your browser window. If you leave the form open in your browser, the department approver may be unable to sign the form.

NOTE: If you are listed as both the supervisor and department approver, you will have to sign the form twice using the link sent in each separate email.

Signing the Form—Department Approvers

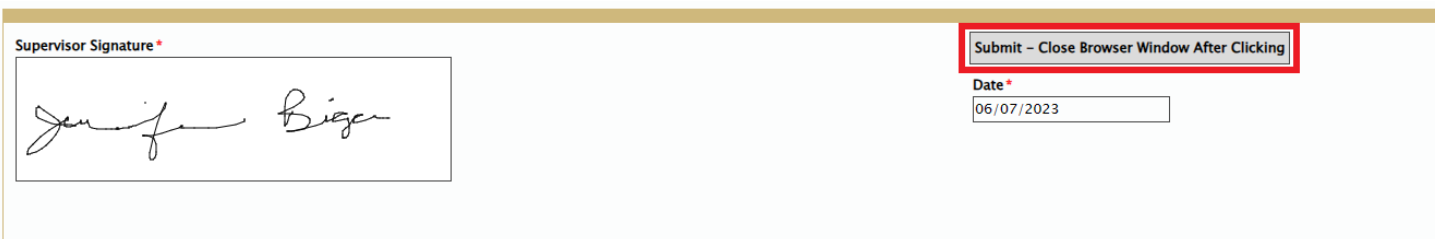When a termination notice has been submitted that lists you as the Supervisor and/or Department Approver, you will receive an email requesting your signature. Click on the link in the email to view the form.

When the document opens, click in the box to add your signature. A popup box will appear. Sign the form with your mouse or a touchscreen and then click the Apply Signature button.
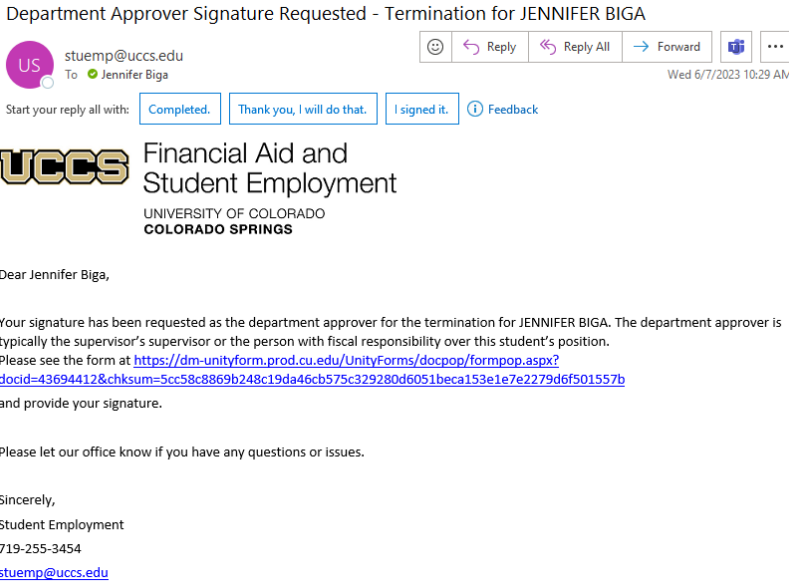

The date should auto-populate once your signature has been added to the form. Click the Submit button and then be sure to close your browser window.
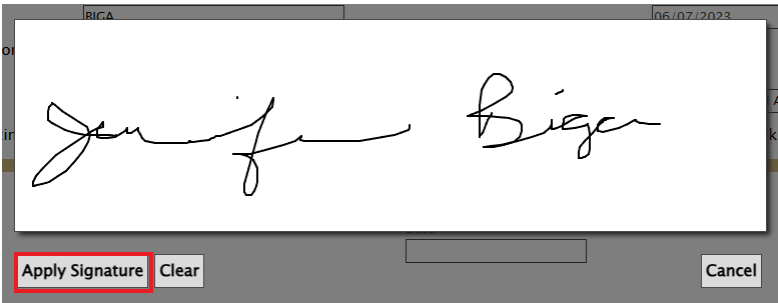

NOTE: If you are listed as both the supervisor and department approver, you will have to sign the form twice using the link sent in each separate email.
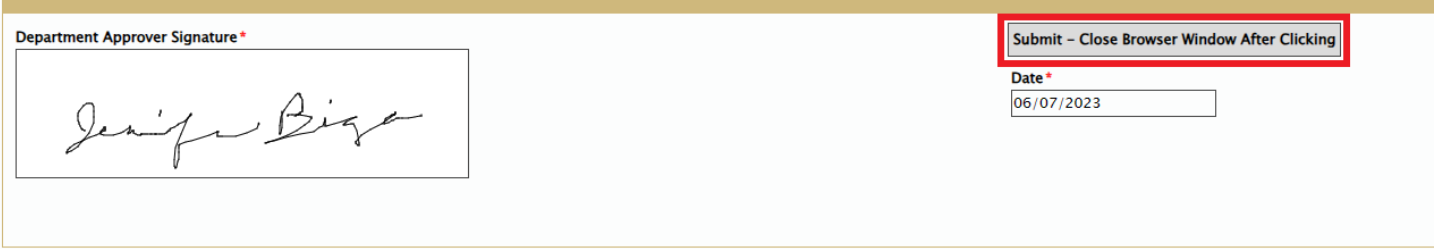
Cherwell

Once your termination notice has been signed by both the supervisor and department approver, it will submit itself to Cherwell. You will receive a confirmation email that provides you with your ticket number, the type of ticket submitted, and the name of the student for which the ticket has been created.

Student Employment Ticket 100158 Termination Notice for Jennifer Biga has been created

Student Employment Help
To Jennifer Biga

☺ | ↩ Reply | ↩ Reply All | → Forward | 📑 | …

Wed 6/7/2023 11:32 AM

SE Case 100158

Description:
Termination Notice for Jennifer Biga

Customer Name: Jennifer Biga
Phone: +1 (719)255-3564
Email: jbiga@uccs.edu

We are pleased to inform you that your case has been added to the Student Employment system. Your record ID is 100158. Please retain this number for reference purposes. One of our representatives will contact you shortly.

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: SE Case 100158.

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

Once we have reviewed your ticket, if everything looks accurate, we will log an effective date and a follow-up date on the ticket in our system. This will generate another email and move the case to pending.

Termination Request

SE Student Employment Help To 🔴 Jennifer Biga	☺ ↩ ↩↩ → Tᴊ ⋯ 10:25 AM

Thank you for your confirmation. | Thank you for letting me know. | Ok, thank you. | ⓘ Feedback

We have reviewed the termination request you submitted for Jennifer Biga. Due to the effective date of 7/24/2023, we will not complete this process until after 8/18/2023. You will receive further notification once we have completed this request. Thank you!

{CMI: HRPROD274660}

Note: This step may be skipped if the termination effective date is in the past. In that case, we will review the ticket and, if we have all of the information, process the termination at any time. You may not receive the above email but you will receive the email on the following page confirming that the termination has been completed.

If the termination effective date is in the past and the student was paid on that position later than the date listed on the termination notice, you will receive additional communication regarding the effective date for the termination to be completed.

Please note that if you contact us to not process a termination after one has been submitted, that we will delete the form that was submitted and close the associated Cherwell ticket. You will receive a resolution email stating that the termination was closed per department request. At that point, you would have to start the entire process over by creating and submitting a new form for the termination to be completed. The original form will no longer exist.

Once we have completed the termination, you will receive an email confirming that we have resolved the ticket.

Student Employment Case 102741 Termination Notice has been resolved

Student Employment Help
To • Jennifer Biga

10:29 AM

Student Employment Case 102741

We are pleased to inform you that your Student Employment Case 102741 has been resolved. If you believe this is in error, please reply to this email or contact UCCS Student Employment to reopen it. Otherwise, your ticket will be closed automatically in 3 business days.
Resolution:
Termination Completed on 7/26/2023 for Jennifer Biga.

Description of the request:
Termination Notice

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: SE Case 102741.

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

{CMI: HRPROD274662}

Attaching Your Documents—Termination for Cause ONLY

If you submitted a Termination for Cause, when you receive the email from Cherwell confirming that your form has been submitted, please reply to that message with any additional documentation that may be necessary for our office to complete the termination. This documentation would have been discussed in your call with Shannon determining whether this was a termination for cause or regular termination. If we do not receive the additional documentation, we will send an email via Cherwell requesting the additional documentation. You can also reply to that email with the additional documentation attached and it will update the ticket in Cherwell.

The other option is to login to Cherwell and go to the My Items page. Here you would find your ticket and then attach your documents using the steps below:

Find your ticket in the Open Student Employment Tickets section and click to open the ticket.

In the ticket, click on the Edit button.

Click the Attach button and then select Attach File.

You can either drag and drop your file or you can click the Select Files button to find your saved file. When you have selected the file to attach, you will see the file you are attaching below the Select Files button (see second image below). Click the Submit button to attach your document. Make sure you see Done before hitting submit.
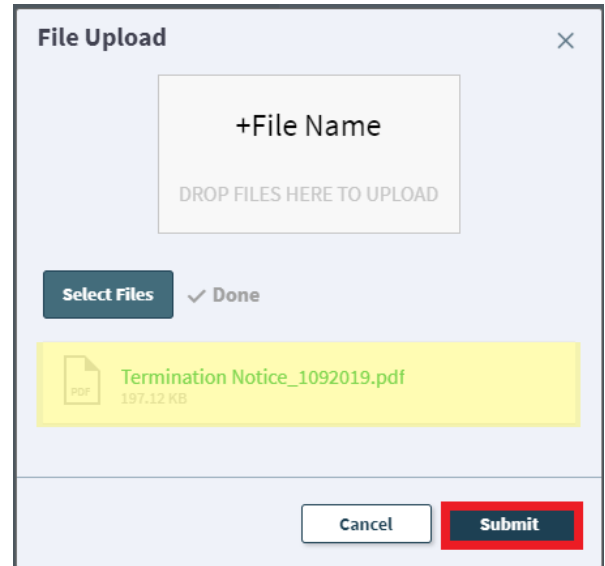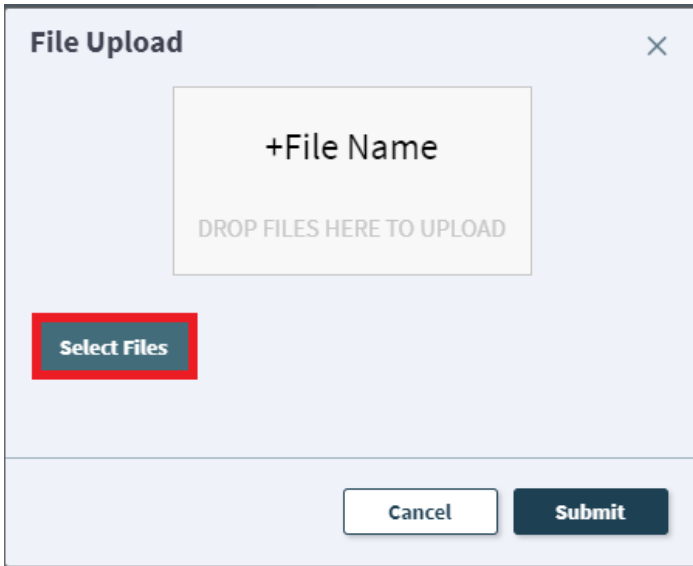
Repeat this step until all applicable documents have been attached.

You can confirm that your documents have been attached by checking the paperclip icon. You can also open the attachments to be sure that you have attached the correct documents and that they are completely filled out. Be sure you have your pop-up blocker turned off if you are trying to open attachments.
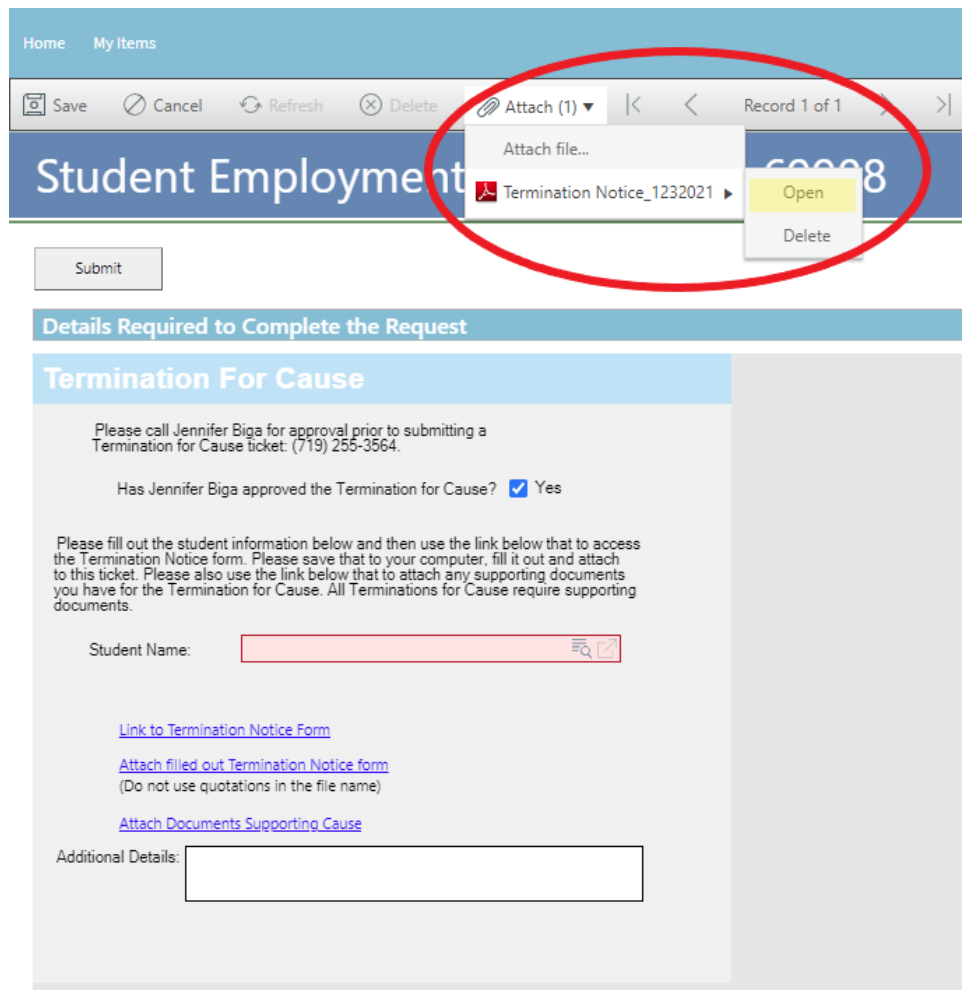
If you check your documents before submitting the ticket and see that you attached the wrong document, please attach the correct document before you submit. If you have already submitted your ticket, please refer to the Editing a Ticket section of the Abbreviated User Guide to attach the correct attachment to your ticket.

Users can delete any incorrect attachments. Follow the same steps described on the previous page to open and check a document but select Delete instead of Open. Cherwell will ask you if you are sure you want to delete. Once you confirm, your document will no longer be attached to the ticket.

Troubleshooting

If you are unable to find all of the required information to complete the form, you can send an email to stuemp@uccs.edu or call us at 719-255-3454. We are glad to provide the information needed. If you keep the resolution emails from SEPO tickets, you will have the employee ID number and position number in that email. If you have access to HCM, all needed information can be found by clicking the Non-Pay Actions tile and then selecting Job Data. You can then search for the student by name or employee ID number.

Student Employment Office

Student Employment is here to help. If you have questions about any step in this process, please contact Student Employment at (719) 255-3454, stuemp@uccs.edu, or visit us in Cragmor Hall Room 104.

University of Colorado
Colorado Springs