

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=AbO3IA3ppsm7p8R4BrI8PhMlWRT4fs9G3y%2bvowZFq%2fmsGaXVQogoRCFvMabINJwIOUo6T7jBz3JV7epNODf5bUafLRnf7Bc5FzJjx7TGkIJ1PWeC3MJGaCTJR5Upm0GCqL667gRP5c8xvg1NhZLm7%2bYqo8nk9VLFSStqJgLOxCCb%2frZbJ39E9%2f1UbWVG92L1rFBC7aomzJzxH4%2bMGBnHAS2akCDDrUCfOuwHIDemWyz>

Student Employee Termination Notice

UCCS Financial Aid and Student Employment
UNIVERSITY OF COLORADO COLORADO SPRINGS

1420 Austin Bluffs Parkway
Cragmoor Hall, Room 104
Colorado Springs, CO 80918

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

Student First Name* Student Last Name* Date of Form Completion*

This document serves as notice that your student employee position with the University of Colorado Colorado Springs has been terminated.


Termination Effective Date* Working Title* Department*

Either party, employer or employee, may end employment at any time. A work study employee who's position is terminated during the semester may not get another work study job that semester.

Student First Name* Student ID*
Student Last Name* Employee ID #*
Effective Date* Position Number*
Working Title* Pay Rate*
Action Reason* Job Code*
Department* Supervisor Name*
Supervisor Email Address*
Department Approver Name*
Department Approver Email Address*

Reason for termination*

Person Completing This Form, Enter Your Email Address*

I'm not a robot 

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.

Student Employee Termination Notice

UCCS Financial Aid and Student Employment
UNIVERSITY OF COLORADO
COLORADO SPRINGS

1420 Austin Bluffs Parkway
Cragmor Hall, Room 104
Colorado Springs, CO 80913

Phone: 719-235-1454
Email: ajacobs@uccs.edu
Web: ajacobs@uccs.edu

Student First Name* Student Last Name* Date of Form Completion*

This document serves as notice that your student employee position with the University of Colorado Colorado Springs has been terminated.

Termination Effective Date* Working Title* Department*

Either party, employer or employee, may end employment at any time. A work study employee who's position is terminated during the semester may not get another work study job that semester.

Student First Name* Student ID*

Student Last Name* Employee ID #*

Effective Date* Position Number*

Working Title* Pay Rate*

Action Reason* Job Code*

Department* Supervisor Name*


Supervisor Email Address*

Department Approver Name*

Department Approver Email Address*

Reason for termination*

Person Completing This Form, Enter Your Email Address*

I'm not a robot 

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.

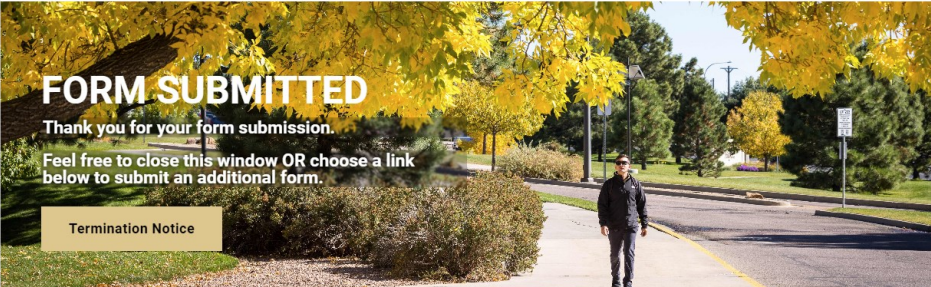
UCCS University of Colorado Colorado Springs

COVID-19 Info UCCS Status Board Give Today Apply Now Links & Tools

[Translate this page](#)


FORM SUBMITTED
Thank you for your form submission.
Feel free to close this window OR choose a link below to submit an additional form.


[Termination Notice](#)



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.

| | |
|--|--|
| Student First Name * <input type="text" value="Jennifer"/> | Student ID * <input type="text"/> |
| Student Last Name * <input type="text" value="Biga"/> | Employee ID # * <input type="text"/> |
| Effective Date * <input type="text" value="06/07/2023"/> | Position Number: * <input type="text"/> |
| Working Title * <input type="text" value="Payroll & Processing Assistant"/> | Pay Rate: * <input type="text"/> |
| Action Reason * <input type="text" value="Termination for Cause"/> | Job Code: * <input type="text"/> |
| Termination for Cause – have you called the Student Employment Office for pre-approval to submit this request? * <input type="text" value="No"/> | Supervisor Name * <input type="text"/> |
| You must call 719-255-3564 to discuss the situation and receive pre-approval to submit this request. | Supervisor Email Address * <input type="text"/> |
| Department * <input type="text" value="40126 - VCAF-FIN AID/STDT EMPLOYMENT"/> | Department Approver Name * <input type="text"/> |
| | Department Approver Email Address * <input type="text"/> |
| Reason for termination: * <input type="text"/> | |
| Person Completing This Form, Enter Your Email Address: * <input type="text"/> | |
| <input type="checkbox"/> I'm not a robot  | |
| You May Not Submit This Form Until You Call Student Employment and Change Your Answer to "Yes" You've Spoken to Student Employment | |

| | |
|---|--|
| Student First Name * <input type="text" value="Jennifer"/> | Student ID * <input type="text"/> |
| Student Last Name * <input type="text" value="Biga"/> | Employee ID # * <input type="text"/> |
| Effective Date * <input type="text" value="06/07/2023"/> | Position Number: * <input type="text"/> |
| Working Title * <input type="text" value="Payroll & Processing Assistant"/> | Pay Rate: * <input type="text"/> |
| Action Reason * <input type="text" value="Termination for Cause"/> | Job Code: * <input type="text"/> |
| Termination for Cause – have you called the Student Employment Office for pre-approval to submit this request? * <input type="text" value="Yes"/> | Supervisor Name * <input type="text"/> |
| Department * <input type="text" value="40126 - VCAF-FIN AID/STDT EMPLOYMENT"/> | Supervisor Email Address * <input type="text"/> |
| | Department Approver Name * <input type="text"/> |
| | Department Approver Email Address * <input type="text"/> |
| Reason for termination: * <input type="text"/> | |
| Person Completing This Form, Enter Your Email Address: * <input type="text"/> | |
| <input type="checkbox"/> I'm not a robot  | |
| <input type="button" value="Submit"/> | |

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



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.

Feedback



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.

Your Signed Copy of Termination for JENNIFER BIGA



stuemp@uccs.edu
To Jennifer Biga

Reply
 Reply All
 Forward

Wed 6/7/2023 11:31 AM

Start your reply all with: [Thank you!](#) [Great, thank you so much!](#) [Received, thank you.](#) Feedback



Financial Aid and Student Employment

UNIVERSITY OF COLORADO
COLORADO SPRINGS

Your termination request for JENNIFER BIGA has been signed by the Department Approver and the Supervisor. Please go to the link below to access the form and print to PDF for your records.

<https://dm-unityform.prod.cu.edu/UnityForms/docpop/formpop.aspx?docid=43694412&chksum=5cc58c8869b248c19da46cb575c329280d6051beca153e1e7e2279d6f501557b>

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

Sincerely,

Student Employment

719-255-3454

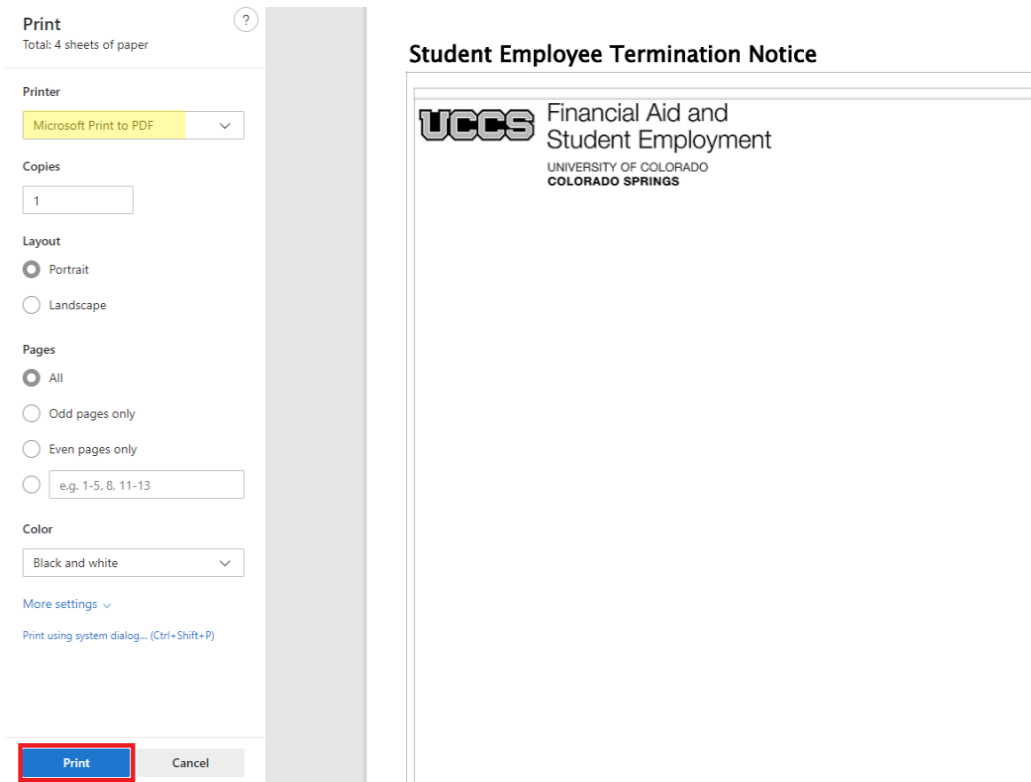
stuemp@uccs.edu

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

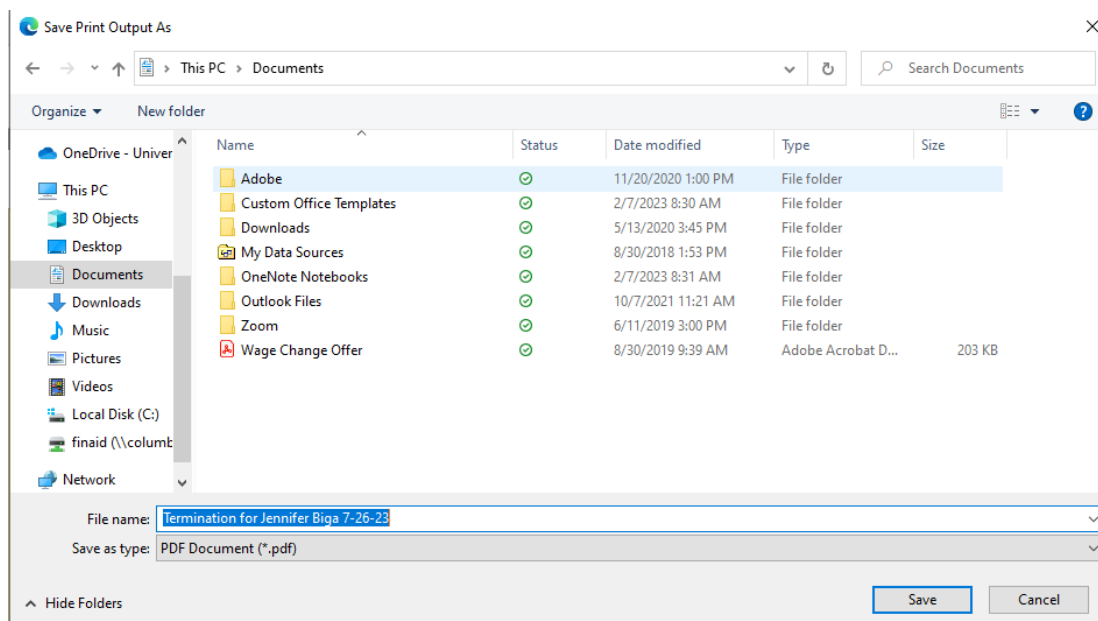
The screenshot shows a browser window with the URL <https://dm-unityform.prod.cu.edu/UnityForms/docpop/FormPop.aspx>. The main content is a 'Student Employee Termination Notice' form from UCCS Financial Aid and Student Employment. The form includes fields for Student First Name (JENNIFER), Student Last Name (BIGA), Date of Form Completion (07/24/2023), Termination Effective Date (07/24/2023), Working Title (Payroll & Processing Assistant), and Department (40126 - VCAF-FIN AID/STDT EMPLOYMENT). It also features signature lines for the Supervisor and Department Approver, both dated 07/27/2023. To the right, an Outlook email preview is visible, showing the same UCCS logo and a link to the form.

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.

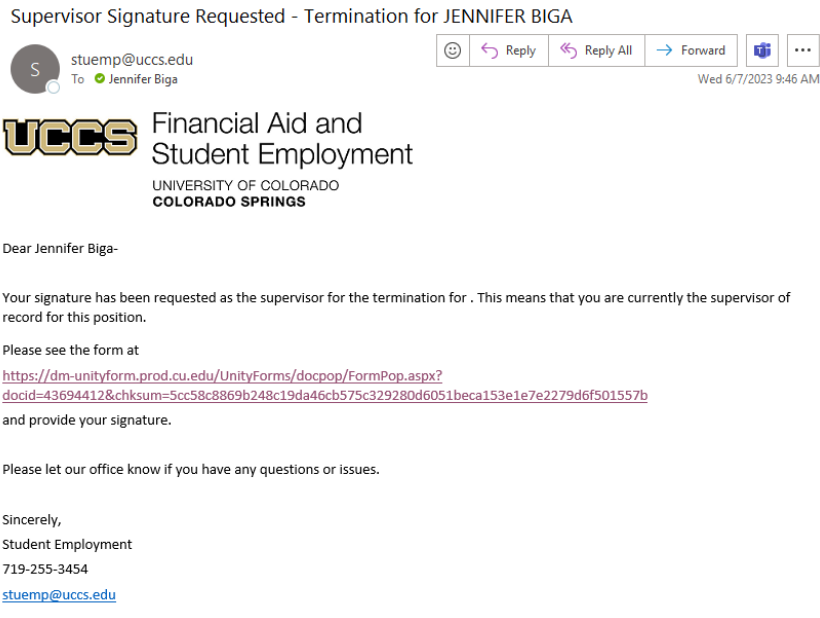


Select the folder where you want to save your file, add the file name, and click Save.



Signing the Form—Supervisors

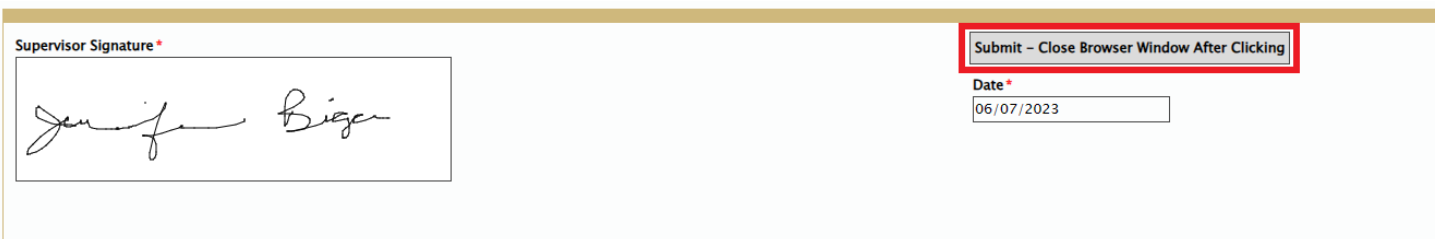
When a termination notice has been submitted that lists you as the Supervisor and/or Department Approver, you will receive an email requesting your signature. Click on the link in the email to view the form.



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.



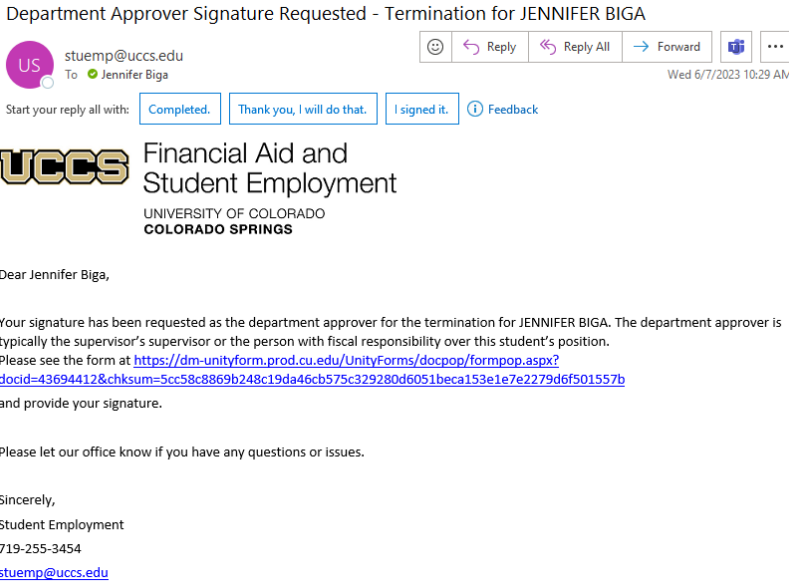
The date should auto-populate once your signature has been added to the form. Click the Submit button and then be sure to close your browser window. If you leave the form open in your browser, the department approver may be unable to sign the form.



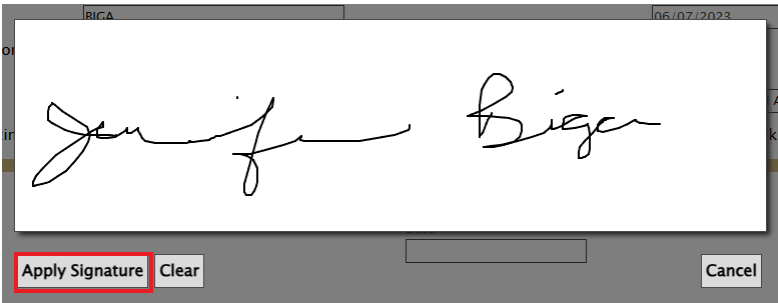
NOTE: If you are listed as both the supervisor and department approver, you will have to sign the form twice using the link sent in each separate email.

Signing the Form—Department Approvers

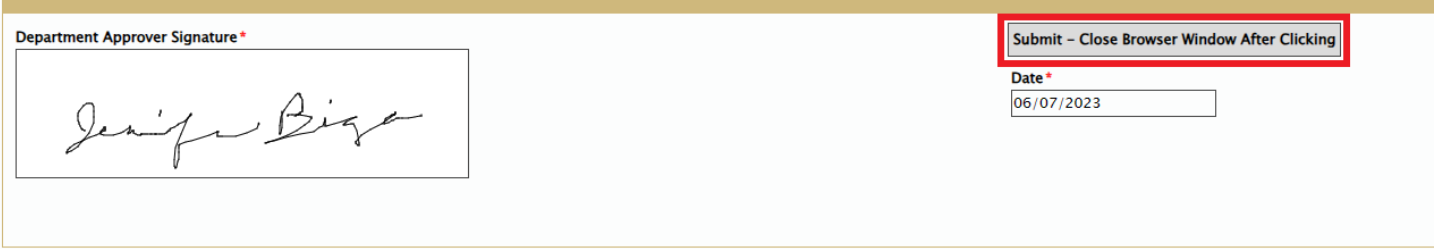
When a termination notice has been submitted that lists you as the Supervisor and/or Department Approver, you will receive an email requesting your signature. Click on the link in the email to view the form.



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



Student Employment Help
To ● Jennifer Biga



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:

The screenshot shows the UCCS Student Employment Portal interface. At the top, there is a navigation bar with the UCCS logo, the text 'University of Colorado Colorado Springs', a 'Login using single-sign on' link, and a user profile for 'Jennifer Biga'. Below the navigation bar is a blue banner with 'Home' and 'My Items Click Here' buttons. The main content area is titled 'Student Employment Portal' and features a large image of a modern glass building. Below the image are three columns of links: 'Employer Links', 'Student Employee Links', and 'Information Links'. The 'Information Links' column includes a red-bordered button labeled 'See My Items' with the text 'Or Click Here' next to it.

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

My Open Student Employment Tickets

Below you will find a listing of all your open and recently closed Student Employment Case tickets.

You can view, edit, comment on and reopen any of your tickets listed below.

| Open SE Case Tickets | | | | | |
|-----------------------|-----------------------|----------------|---------------|---------------|--|
| SE Cases Opened by Me | | | | | |
| Case ID | Short Description | Effective Date | Full Name | Requestor | |
| 102835 | Termination for Cause | | Jennifer Biga | Jennifer Biga | |

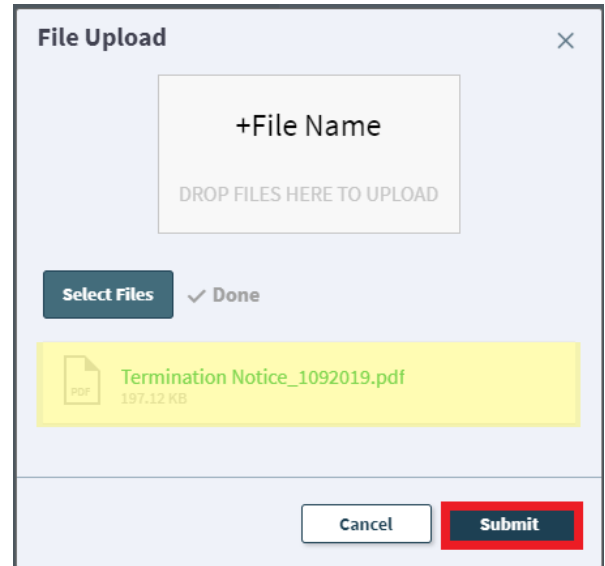
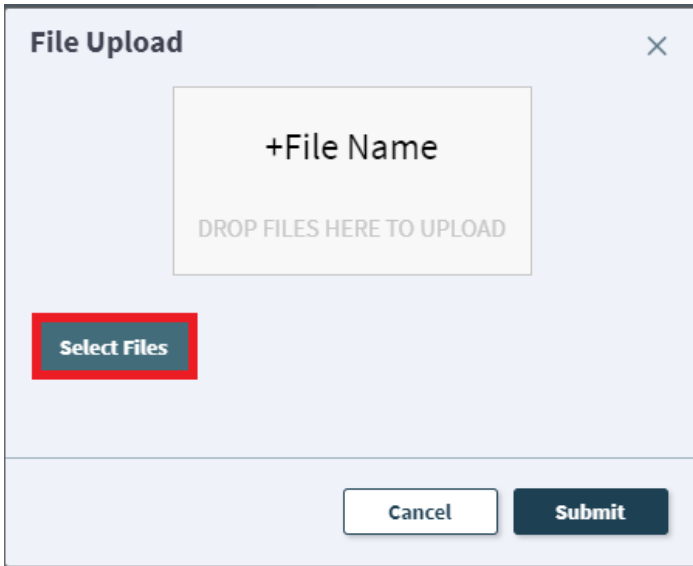
In the ticket, click on the Edit button.

The screenshot shows the top navigation bar of the UCCS HR system. The 'Edit' button is highlighted with a red box. Below the navigation bar, the page title is 'Student Employment - SE Case ID: 102835'. The main content area is divided into two sections. The left section contains a 'Short Description' field with the text 'Termination for Cause' and an 'Add Comment' button. Below this is an 'Additional Details' section with a 'Notify SEO Termination Cause' checkbox and fields for 'Student ID' and 'Position Number: 00756154'. The right section is a box titled 'Your HR Case is owned by:' containing a profile for Jennifer Biga, with her email 'jbiga@uccs.edu' and team 'SE Admins'.

Click the Attach button and then select Attach File.

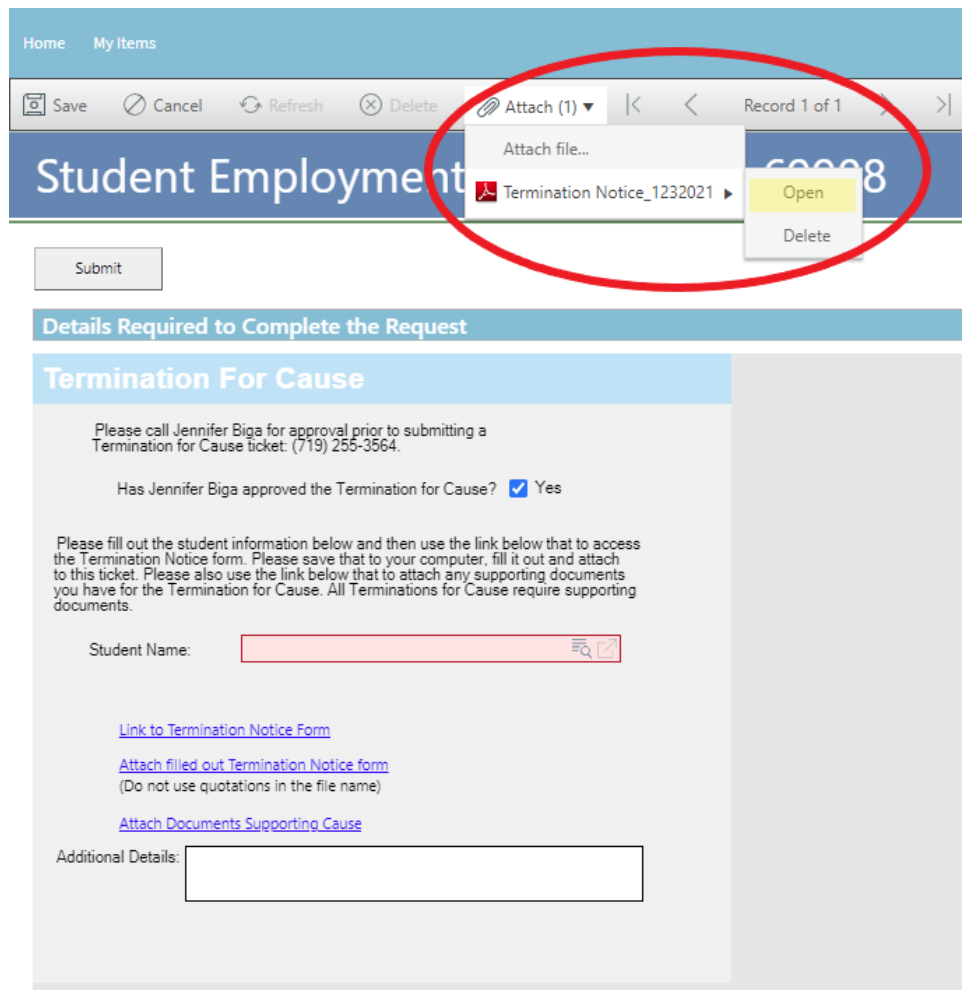
The screenshot shows the 'Attach (0)' button highlighted with a red box. Below the navigation bar, the page title is 'Student Employment - SE Case ID : 102835'. A 'Submit' button is visible. Below this is a section titled 'Details Required to Complete the Request' with a sub-header 'Termination For Cause'. This section contains several form fields: 'Student Name:', 'Student ID:' (with a redacted field), 'Position Number:' (with the value '00756154'), and 'Transaction ID:'. There is also an 'Additional Details:' text area and a 'Termination Completed' button.

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.

The screenshot displays a web application interface for a ticket system. At the top, there is a navigation bar with "Home" and "My Items". Below this is a toolbar with icons for "Save", "Cancel", "Refresh", "Delete", and "Attach (1)". A dropdown menu is open under "Attach (1)", showing a file named "Termination Notice_1232021" with options to "Open" or "Delete". A red circle highlights the "Attach (1)" button and the dropdown menu.

Below the toolbar, there is a "Submit" button and a section titled "Details Required to Complete the Request". Under this section, there is a heading "Termination For Cause" and a paragraph of instructions: "Please call Jennifer Biga for approval prior to submitting a Termination for Cause ticket: (719) 255-3564." Below this, there is a question "Has Jennifer Biga approved the Termination for Cause?" and a paragraph of instructions: "Please fill out the student information below and then upload the Termination Notice form. Please save that to your computer and attach it to this ticket. Please also use the link below that to attach any documents you have for the Termination for Cause. All Termination for Cause tickets require supporting documents." Below this, there is a "Student Name:" label and a text input field. There are three links: "Link to Termination Notice Form", "Attach filled out Termination Notice form (Do not use quotations in the file name)", and "Attach Documents Supporting Cause". At the bottom, there is an "Additional Details:" label and a text input field.

A confirmation dialog box is overlaid on the right side of the screen. The dialog box has a title bar with a close button (X) and the text "Are you sure you want to delete Termination Notice_1092019?". Below the text are two buttons: "No" and "Yes". The "Yes" button is highlighted with a red border.

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.

