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 <u>no later</u> 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 return it to Student Employment in Cragmor Hall, Room 104.

☐ 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.

☐ 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.