Termination Notice for Student Employees

This guide is intended for use at UCCS specifically for the termination (separation) of student employees. This guide will be used in the case of any end of employment. The termination process will be completed entirely via the Termination Notice form.

STEP 1: Completing the Form


2. Click on the Forms tab.

3. Under Forms for Supervisors, click the link for the Termination Notice.

4. Fill in all fields and return the completed form to the Student Employment Office via the Student Employment Cherwell portal at https://cherwell3.uccs.edu/cherwellportal/se