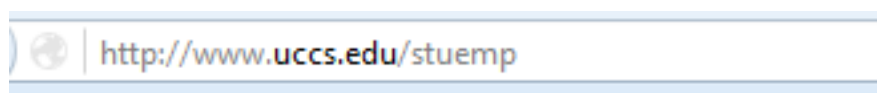


# Termination Notice for Student Employees

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

1. Access the Student Employment webpage at <http://www.uccs.edu/stuemp>.



2. Click on the **Forms** tab.

Forms

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>

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](mailto:stuemp@uccs.edu)  
Web: [www.uccs.edu/stuemp](http://www.uccs.edu/stuemp)

Student Employee Termination Notice

Date: \_\_\_\_\_

Dear \_\_\_\_\_

This document serves as notice that your student employment position with the University of Colorado Colorado Springs as a **Choose One** in the **40001 Chancellors Office** has been terminated effective \_\_\_\_\_.

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.

\_\_\_\_\_  
Supervisor Name      Supervisor Signature      Reports to Position #      Date

\_\_\_\_\_  
Dept. Approver Name      Approver Signature      Date

Effective Date: \_\_\_\_\_ Employee ID #: \_\_\_\_\_  
Name: \_\_\_\_\_ Position #: \_\_\_\_\_  
Student Assistant Level: **Choose One** Student ID #: \_\_\_\_\_  
Action Reason: **Choose One** Pay Rate: \_\_\_\_\_  
Department #: **40001 Chancellors Office**

Reason for Termination:  
Please explain the reason for termination.

Student Employment Office Only:

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

