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: stuemp.uccs.edu

Student Employee Check-Out Procedures

Department/Supervisor Responsibilities

Complete no later 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 submit via Cherwell.
- [ ] 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.

Last updated 7/18/2022