

## Submitting a ticket—Termination Notice

Use this ticket 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 link to the Termination Notice form is available within the ticket. Please submit individual tickets for each student you are requesting be terminated. There should be one termination notice form attached to each ticket unless you are terminating a student who has multiple positions in your department. In that case you can attach multiple termination forms to a single ticket which clearly distinguish the multiple positions that need to be terminated. Adding a comment in the additional details box alerting us to the fact that the student had multiple positions within your department will also help us accurately process your request.

If you believe you have a termination for cause, please call the Student Employment office to discuss your situation. If it is agreed that your situation is a termination for cause, please refer to [Submitting a ticket—Termination for Cause](#).

## Step 1—Open the Termination Notice ticket type

Choose the **Termination Notice** ticket type on the Cherwell home page.

The screenshot shows the UCCS Student Employment Portal. The header includes the UCCS logo and the text "University of Colorado Colorado Springs". Below the header is a navigation bar with "Home" and "My Items". The main content area is titled "Student Employment Portal" and features a large image of a modern building with a glass facade. Below the image is a navigation menu with three columns: "Employer Links", "Student Employee Links", and "Information Links". The "Termination Notice" link in the "Employer Links" column is circled in red. A "See My Items" button is located in the "Information Links" column.

Employer Links	Student Employee Links	Information Links
<a href="#">Offer Review (Required before a SEPO or WCO is submitted)</a>	<a href="#">My Leave (Bi-weekly timesheet)</a>	<a href="#">Pay Day</a>
<a href="#">Student Employee Position Offer (SEPO)</a>	<a href="#">Direct Deposit</a>	<a href="#">SEAN</a>
<a href="#">Late Pay Requests</a>	<a href="#">W-4</a>	<a href="#">Other</a>
<a href="#">Background Check</a>	<a href="#">W-2</a>	
<a href="#">Wage Change Offer (WCO)</a>	<a href="#">Work Study Appeal</a>	
<b><a href="#">Termination Notice</a></b>	<a href="#">Paycheck Deduction</a>	<input type="button" value="See My Items"/>
<a href="#">Change in Funding Request</a>	<a href="#">Paycheck Issue</a>	
<a href="#">Change in Reports To Request</a>	<a href="#">Name Change</a>	
<a href="#">Request to Fill Student Faculty (1500)</a>	<a href="#">Grievance</a>	
<a href="#">Payroll Expense Transfer (PET) Requests</a>		
<a href="#">Change in Working Title Request</a>		
<a href="#">One Time/Additional Pay Request</a>		
<a href="#">Overpayment Notice Request</a>		
<a href="#">Termination For Cause</a>		

## Step 2—Select the Student Name

Put your cursor in the student name box. Then either type the student name (as the name is in CU-SIS) or use the search button (see red circle below) to look up the student. We ask for this information so that we can search within Cherwell for requests specific to a student.

**Tip:** If you are having trouble finding the student, type their email address in the student name box. This will usually match the student in the system.

Home My Items

Save Cancel Refresh Delete Attach (0) Record 1 of 1

### Student Employment - SE Case ID : 30936

Submit

#### Details Required to Complete the Request

##### Termination Notice

\*\*\*Reminder: If an evaluation has not been completed within the calendar year, please be sure to complete an evaluation prior to termination and keep this evaluation in the student's personnel file.\*\*\*

Special note on Terminations for Cause  
 -Please do not use this ticket for a Termination for Cause.  
 -If you believe you have a Termination for Cause, please call Shannon Cable, Director of Student Employment, to discuss the situation.  
 -Once you have Shannon's approval, please submit using the Termination for Cause ticket type.

Please fill out the student information below and use the link below that to access the Termination Notice form. Please save that to your computer, fill it out and attach to this ticket.

Student Name:  

[Link to Termination Notice Form](#)

[Attach filled out Termination Notice form](#)  
 (Do not use quotations in the file name)

Additional Details:

If you have already completed the Termination Notice, skip to [Step 4: Attaching Your Documents](#). Otherwise, proceed to [Step 3: Completing Your Documents](#).

## Step 3—Completing Your Documents

Click on the link for the Termination Notice form. This is the same form you would access from our website: <https://stuemp.uccs.edu/forms>.

Home My Items

Save Cancel Refresh Delete Attach (0) Record 1 of 1

Student Employment - SE Case ID : 30936

**Details Required to Complete the Request**

**Termination Notice**

\*\*\*Reminder: If an evaluation has not been completed within the calendar year, please be sure to complete an evaluation prior to termination and keep this evaluation in the student's personnel file.\*\*\*

Special note on Terminations for Cause  
 -Please do not use this ticket for a Termination for Cause.  
 -If you believe you have a Termination for Cause, please call Shannon Cable, Director of Student Employment, to discuss the situation.  
 -Once you have Shannon's approval, please submit using the Termination for Cause ticket type.

Please fill out the student information below and use the link below that to access the Termination Notice form. Please save that to your computer, fill it out and attach to this ticket.

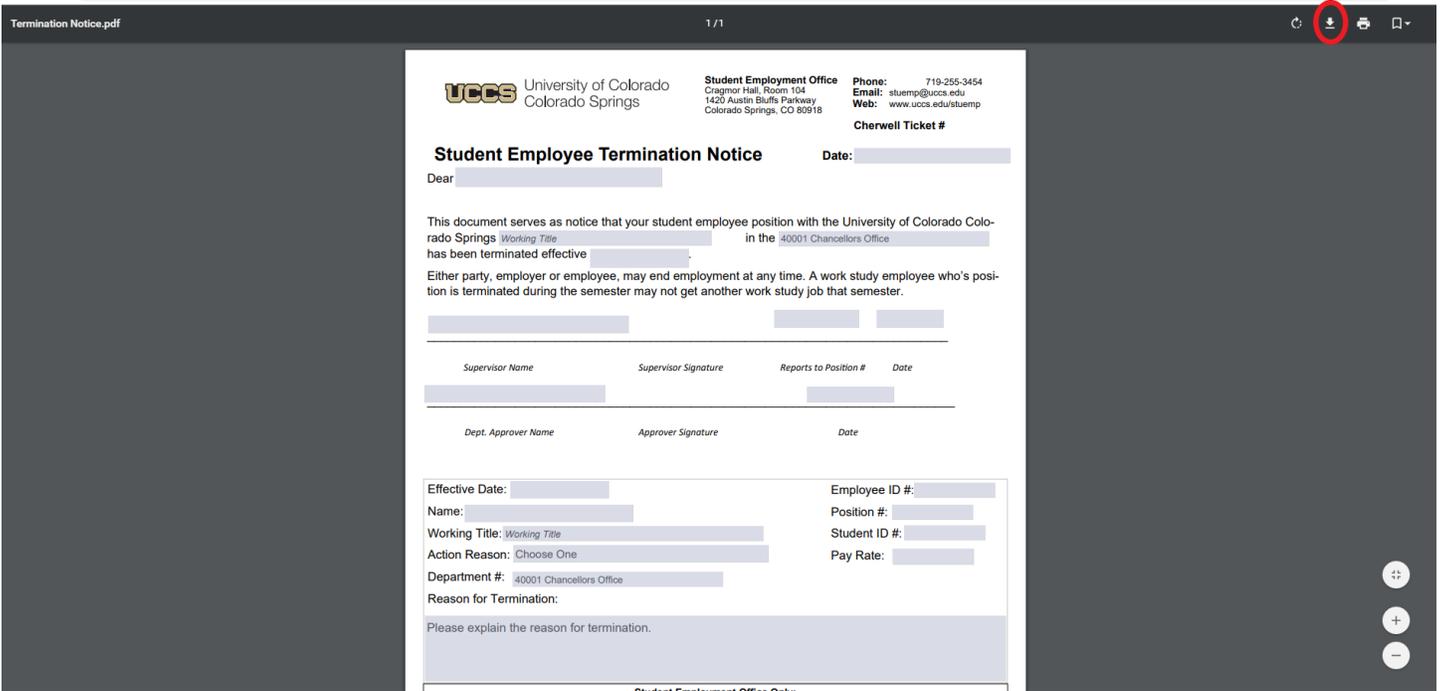
Student Name:

[Link to Termination Notice Form](#)  
[Attach filled out Termination Notice form](#)  
(Do not use quotations in the file name)

Additional Details:

You will need to download and save the form to your computer before filling out the information. If you open the form and just start typing, the information will not save when you save the document.

**Be sure to get signatures before you attach your document to your Cherwell ticket.**



**Note:** When saving your documents, please do not use quotation marks in the file name. For some reason, Cherwell will not allow us to open documents with quotation marks in the file name.

## Step 4—Attaching Your Documents

Once you have the form completed and signed, attach it to your ticket using one of the options shown below:

Home   My Items
Use the attachment tool

Save Cancel Refresh Delete Attach (0) ▼ Record 1 of 1

Student Employment - SE Case ID : 30936

Submit

Details Required to Complete the Request

Termination Notice

\*\*\*Reminder: If an evaluation has not been completed within the calendar year, please be sure to complete an evaluation prior to termination and keep this evaluation in the student's personnel file.\*\*\*

Special note on Terminations for Cause  
 -Please do not use this ticket for a Termination for Cause.  
 -If you believe you have a Termination for Cause, please call Shannon Cable, Director of Student Employment, to discuss the situation.  
 -Once you have Shannon's approval, please submit using the Termination for Cause ticket type.

Please fill out the student information below and use the link below that to access the Termination Notice form. Please save that to your computer, fill it out and attach to this ticket.

Student Name:

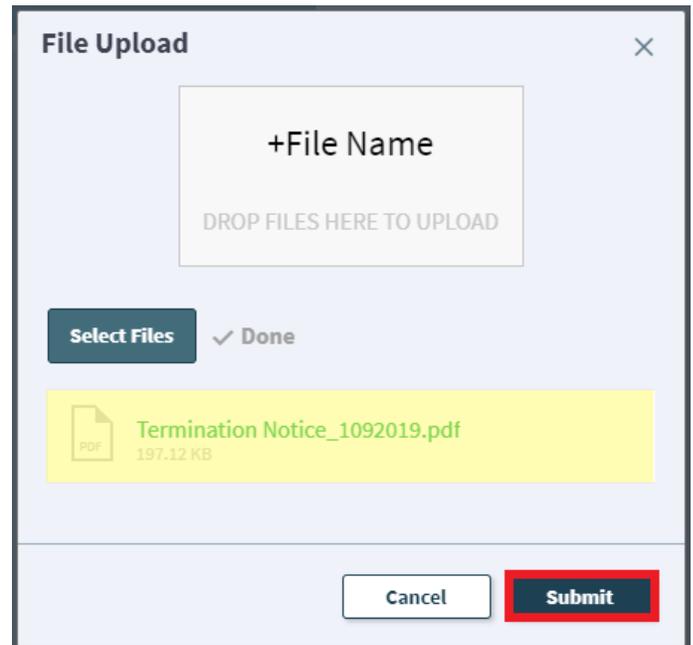
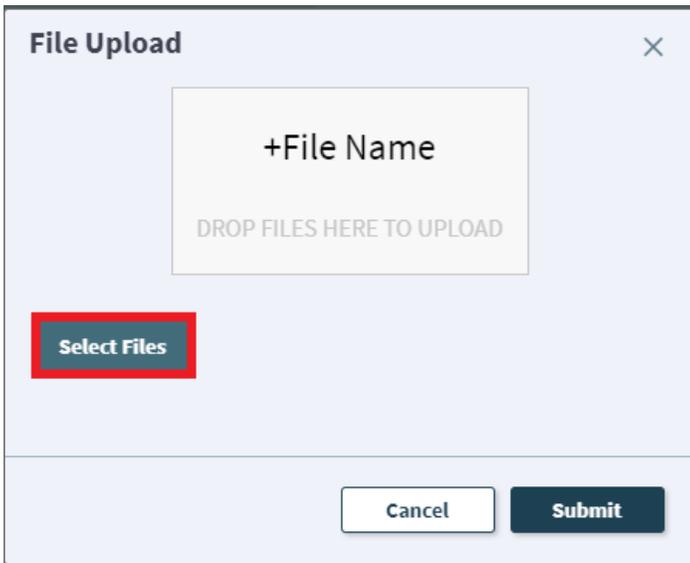
[Link to Termination Notice Form](#)  

[Attach filled out Termination Notice form](#)
Use the link

(Do not use quotations in the file name)

Additional Details:

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.



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 any 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.

Home My Items

Save Cancel Refresh Delete Attach (1) Record 1 of 1

Student Employment

Attach file...  
Termination Notice\_1092019.pdf Open Delete

Submit

Details Required to Complete the Request

Termination Notice

\*\*\*Reminder: If an evaluation has not been completed within the calendar year, please be sure to complete an evaluation prior to termination and keep this evaluation in the student's personnel file.\*\*\*

Special note on Terminations for Cause  
-Please do not use this ticket for a Termination for Cause.  
-If you believe you have a Termination for Cause, please call Shannon Cable, Director of Student Employment, to discuss the situation.  
-Once you have Shannon's approval, please submit using the Termination for Cause ticket type.

Please fill out the student information below and use the link below that to access the Termination Notice form. Please save that to your computer, fill it out and attach to this ticket.

Student Name:

[Link to Termination Notice Form](#)  
[Attach filled out Termination Notice form](#)  
(Do not use quotations in the file name)

Additional Details:

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 are navigation links for "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\_1092019" with options to "Open" or "Delete". A red circle highlights the "Attach (1)" button and the dropdown menu. Below the toolbar, the page title "Student Employment" is visible. A "Submit" button is located below the title. The main content area is titled "Details Required to Complete the Request" and contains a section for "Termination Notice". This section includes several paragraphs of text, including a reminder about evaluations, special notes on terminations for cause, and instructions to fill out a form. Below the text is a "Student Name:" field. At the bottom of the page, there are two links: "Link to Termination Notice Form" and "Attach filled out Termination Notice form", with a note "(Do not use quotations in the file name)". An "Additional Details:" field is also present. A modal dialog box is overlaid on the page, asking "Are you sure you want to delete Termination Notice\_1092019?". The dialog has a close button (X) in the top right corner and two buttons at the bottom: "No" and "Yes". The "Yes" button is highlighted with a red border.

Home My Items

Save Cancel Refresh Delete Attach (1) Record 1 of 1

Student Employment

Submit

Details Required to Complete the Request

Termination Notice

\*\*\*Reminder: If an evaluation has not been completed in the current year, please be sure to complete an evaluation and keep this evaluation in the student's personnel file.

Special note on Terminations for Cause

- Please do not use this ticket for a Termination for Cause.
- If you believe you have a Termination for Cause, please contact the Director of Student Employment.
- Once you have Shannon's approval, please create a Termination for Cause ticket type.

Please fill out the student information form and attach it to this ticket. Please access the Termination Notice form. Please fill it out and attach to this ticket.

Student Name:

[Link to Termination Notice Form](#)

[Attach filled out Termination Notice form](#)  
(Do not use quotations in the file name)

Additional Details:

Are you sure you want to delete Termination Notice\_1092019?

No Yes

## Step 5—Submitting Your Ticket

You can add any comments in the Additional Details box, if needed. Then you can submit your ticket by clicking on one of the options shown below:

Home My Items

Save Cancel Refresh Delete Attach (1) Record 1 of 1 Current Record List Grid

Submit

### Details Required to Complete the Request

#### Termination Notice

\*\*\*Reminder: If an evaluation has not been completed within the calendar year, please be sure to complete an evaluation prior to termination and keep this evaluation in the student's personnel file.\*\*\*

Special note on Terminations for Cause  
 -Please do not use this ticket for a Termination for Cause.  
 -If you believe you have a Termination for Cause, please call Shannon Cable, Director of Student Employment, to discuss the situation.  
 -Once you have Shannon's approval, please submit using the Termination for Cause ticket type.

Please fill out the student information below and use the link below that to access the Termination Notice form. Please save that to your computer, fill it out and attach to this ticket.

Student Name:

[Link to Termination Notice Form](#)  
[Attach filled out Termination Notice form](#)  
 (Do not use quotations in the file name)

Additional Details:

Submit

Please note that clicking Save does not save the ticket for you to edit later. It does submit the ticket same as if you click on either of the Submit buttons.

## Step 6—Communication

Once you have submitted your ticket, you will receive a confirmation email. This email provides you with your ticket number, the type of ticket submitted, and which documents you attached to the ticket.



Student Employment Help

■ Jennifer Biga

**Student Employment Ticket 5404 SE Termination Notice Inquiry has been created**



Termination,Douglas2016.pdf

171 KB

SE Case 5404

**Description:**

SE Termination Notice Inquiry

**Customer Name:** Jennifer Biga

**Phone:** +1 (719)255-3564

**Email:** [jbiga@uccs.edu](mailto:jbiga@uccs.edu)

We are pleased to inform you that your case has been added to the Student Employment system. Your record ID is 5404. 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 5404](#).

UCCS Student Employment  
 1420 Austin Bluffs Parkway  
 Colorado Springs, CO 80918  
 Cragmor Hall 104  
 719-255-3454 office  
 719-255-3650 fax

If we review your ticket and find that we cannot process the ticket without additional information, we will send you an email requesting the information we need. The case will remain pending. The easiest way to resolve issues is to reply to any emails you receive that were sent through Cherwell regarding the ticket. The other option is to use the Editing a Ticket section of the Abbreviated User Guide.



Student Employment Case 5404

Dear Jennifer,

Regarding your [SE Case 5404](#) , logged on 6/18/2018 11:35 AM, we have the following question or update:

Please attach an updated form with signatures. We cannot process this termination until we receive a signed termination notice request.

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view [SE Case 5404](#) for more details.

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.



We have reviewed the termination request you submitted for [REDACTED]. Due to the effective date of 6/14/2018, we will not complete this process until after 6/29/2018. You will receive further notification once we have completed this request. Thank you!

{CMI: HRPROD018686}

Note: This step may be skipped if the termination happens 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.

Once we have completed the termination, you will receive an email confirming that we have resolved the ticket.

 Reply  Reply All  Forward  IM



Student Employment Help

 Jennifer Biga

Student Employment Case 5404 SE Termination Notice Inquiry has been resolved

### Student Employment Case 5404

We are pleased to inform you that your Student Employment Case 5404 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 6/29/2018 for 

Description of the request:

SE Termination Notice Inquiry

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 5404](#).

UCCS Student Employment  
1420 Austin Bluffs Parkway  
Colorado Springs, CO 80918  
Cragmor Hall 104  
719-255-3454 office  
719-255-3650 fax

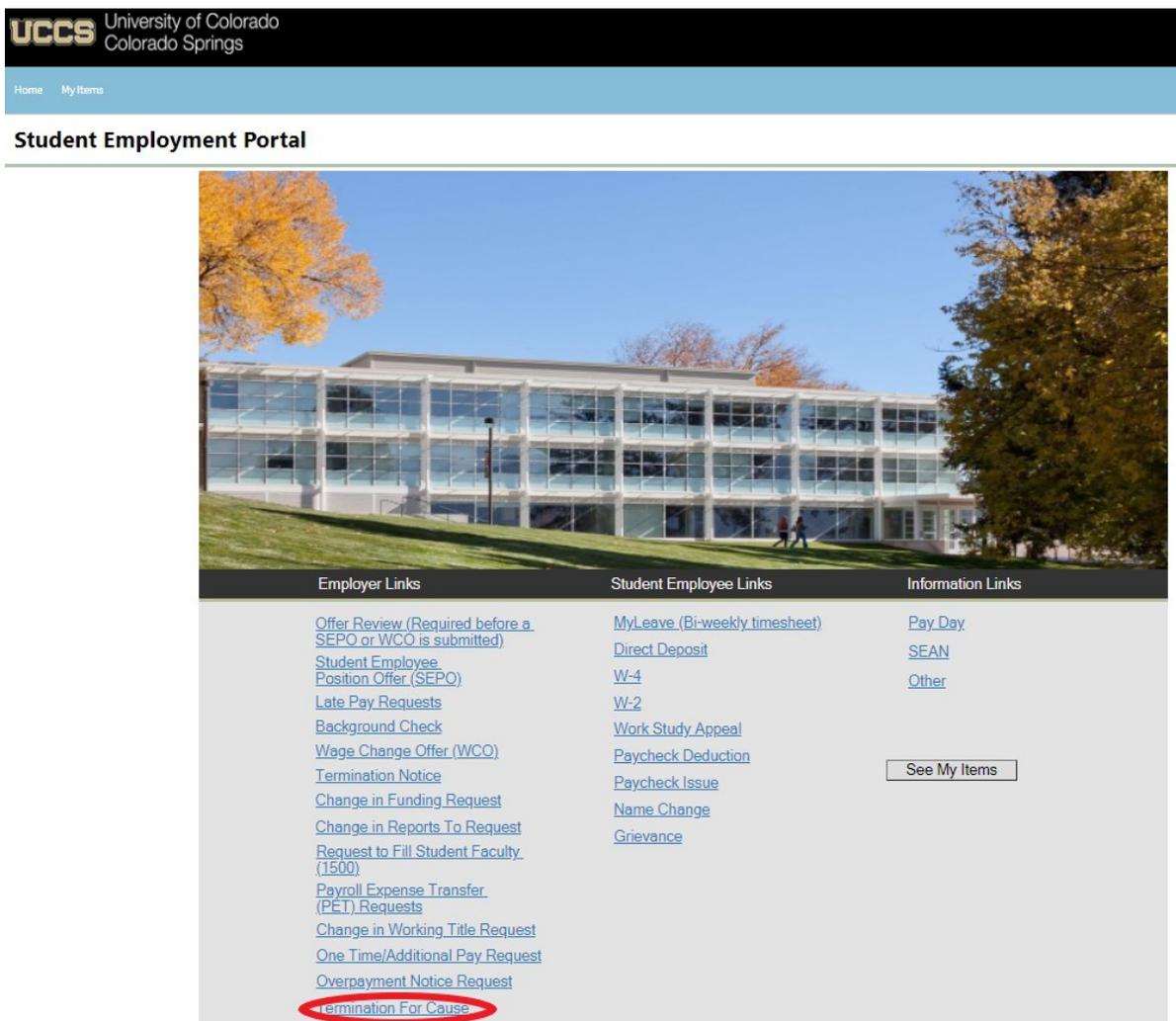
## Submitting a ticket—Termination for Cause

**Use only with Student Employment permission. These tickets will only be processed by Student Employment professional staff.**

A Termination for Cause will only be done in the case of egregious behavior on the part of the student. Please call Jennifer Biga at 719-255-3564 to discuss your situation prior to submitting a Termination for Cause ticket. As with the regular Termination Notice ticket, there should only be one student on a Termination for Cause ticket. This ticket type will require both the Termination Notice form (link within ticket type) and supporting documentation.

### Step 1—Open the Termination for Cause ticket type\*

Choose the **Termination for Cause** ticket type on the Cherwell home page.



The screenshot shows the UCCS Student Employment Portal. At the top, the UCCS logo and name are displayed. Below the logo, there are navigation links for 'Home' and 'MyItems'. The main heading is 'Student Employment Portal'. Below this, there is a large image of a modern building with a glass facade. Underneath the image, there are three columns of links: 'Employer Links', 'Student Employee Links', and 'Information Links'. The 'Employer Links' column contains several links, with 'Termination For Cause' circled in red. The 'Student Employee Links' column contains links for 'MyLeave', 'Direct Deposit', 'W-4', 'W-2', 'Work Study Appeal', 'Paycheck Deduction', 'Paycheck Issue', 'Name Change', and 'Grievance'. The 'Information Links' column contains links for 'Pay Day', 'SEAN', and 'Other'. A 'See My Items' button is also visible.

Employer Links	Student Employee Links	Information Links
<a href="#">Offer Review (Required before a SEPO or WCO is submitted)</a>	<a href="#">MyLeave (Bi-weekly timesheet)</a>	<a href="#">Pay Day</a>
<a href="#">Student Employee Position Offer (SEPO)</a>	<a href="#">Direct Deposit</a>	<a href="#">SEAN</a>
<a href="#">Late Pay Requests</a>	<a href="#">W-4</a>	<a href="#">Other</a>
<a href="#">Background Check</a>	<a href="#">W-2</a>	
<a href="#">Wage Change Offer (WCO)</a>	<a href="#">Work Study Appeal</a>	
<a href="#">Termination Notice</a>	<a href="#">Paycheck Deduction</a>	
<a href="#">Change in Funding Request</a>	<a href="#">Paycheck Issue</a>	<input type="button" value="See My Items"/>
<a href="#">Change in Reports To Request</a>	<a href="#">Name Change</a>	
<a href="#">Request to Fill Student Faculty (1500)</a>	<a href="#">Grievance</a>	
<a href="#">Payroll Expense Transfer (PET) Requests</a>		
<a href="#">Change in Working Title Request</a>		
<a href="#">One Time/Additional Pay Request</a>		
<a href="#">Overpayment Notice Request</a>		
<a href="#">Termination For Cause</a>		

\*This step assumes that you have already called Jennifer Biga at 719-255-3564 and received permission to submit a Termination for Cause ticket.

## Step 2—Answer the question

Click the box next to “Yes” if you have already discussed the situation with Jennifer. Otherwise, **STOP** and call Jennifer to discuss the situation.

Home My Items

Save Cancel Refresh Delete Attach (0) Record 1 of 1

### Student Employment - SE Case ID : 69908

Submit

#### Details Required to Complete the Request

#### Termination For Cause

Please call Jennifer Biga for approval prior to submitting a Termination for Cause ticket: (719) 255-3564.

Has Jennifer Biga approved the Termination for Cause?  Yes

Additional Details:

## Step 3—Select the Student Name

Put your cursor in the Student Name box. Then either type the student name (as the name is in CU-SIS) or use the search button (see red circle below) to look up the student. We ask for this information so that we can search within Cherwell for requests specific to a student.

Home My Items

Save Cancel Refresh Delete Attach (0) < < Record 1 of 1 > >

Student Employment - SE Case ID : 69908

Details Required to Complete the Request

Termination For Cause

Please call Jennifer Biga for approval prior to submitting a Termination for Cause ticket: (719) 255-3564.

Has Jennifer Biga approved the Termination for Cause?  Yes

Please fill out the student information below and then use the link below that to access the Termination Notice form. Please save that to your computer, fill it out and attach to this ticket. Please also use the link below that to attach any supporting documents you have for the Termination for Cause. All Terminations for Cause require supporting documents.

Student Name:  🔍

[Link to Termination Notice Form](#)

[Attach filled out Termination Notice form](#)  
(Do not use quotations in the file name)

[Attach Documents Supporting Cause](#)

Additional Details:

**Tip:** If you are having trouble finding the student, type their email address in the student name box. This will usually match the student in the system.

## Step 4—Completing Your Documents

Click on the link for the Termination Notice form. This is the same form you would access from our website: <https://stuemp.uccs.edu/forms>.

Home My Items

Save Cancel Refresh Delete Attach (0) Record 1 of 1

Student Employment - SE Case ID : 69908

**Details Required to Complete the Request**

**Termination For Cause**

Please call Jennifer Biga for approval prior to submitting a Termination for Cause ticket: (719) 255-3564.

Has Jennifer Biga approved the Termination for Cause?  Yes

Please fill out the student information below and then use the link below that to access the Termination Notice form. Please save that to your computer, fill it out and attach to this ticket. Please also use the link below that to attach any supporting documents you have for the Termination for Cause. All Terminations for Cause require supporting documents.

Student Name:

[Link to Termination Notice Form](#)  
[Attach filled out Termination Notice form](#)  
 (Do not use quotations in the file name)  
[Attach Documents Supporting Cause](#)

Additional Details:

You will need to download and save the form to your computer before filling out the information. If you open the form and just start typing, the information will not save when you save the document. This is one of the few times you will choose “Termination for Cause” as the Action Reason.

**Be sure to get signatures before you attach your document to your Cherwell ticket.**

Termination.pdf 1 / 1

**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 Termination Notice

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

Dear \_\_\_\_\_

This document serves as notice that your student employee position with the University of Colorado Colorado Springs as a *Working Title* \_\_\_\_\_ 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 #: \_\_\_\_\_  
Working Title: *Working Title* \_\_\_\_\_ 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**

**Note:** When saving your documents, please do not use quotation marks in the file name. For some reason, Cherwell will not allow us to open documents with quotation marks in the file name.

## Step 5—Attaching Your Documents

Once you have the form completed and signed, attach it to your ticket using one of the options shown below:

Home My Items

Use the attachment tool

Save Cancel Refresh Delete Attach (0) ▾ Record 1 of 1

Student Employment - SE Case ID : 69908

Submit

**Details Required to Complete the Request**

### Termination For Cause

Please call Jennifer Biga for approval prior to submitting a Termination for Cause ticket: (719) 255-3564.

Has Jennifer Biga approved the Termination for Cause?  Yes

Please fill out the student information below and then use the link below that to access the Termination Notice form. Please save that to your computer, fill it out and attach to this ticket. Please also use the link below that to attach any supporting documents you have for the Termination for Cause. All Terminations for Cause require supporting documents.

Student Name:

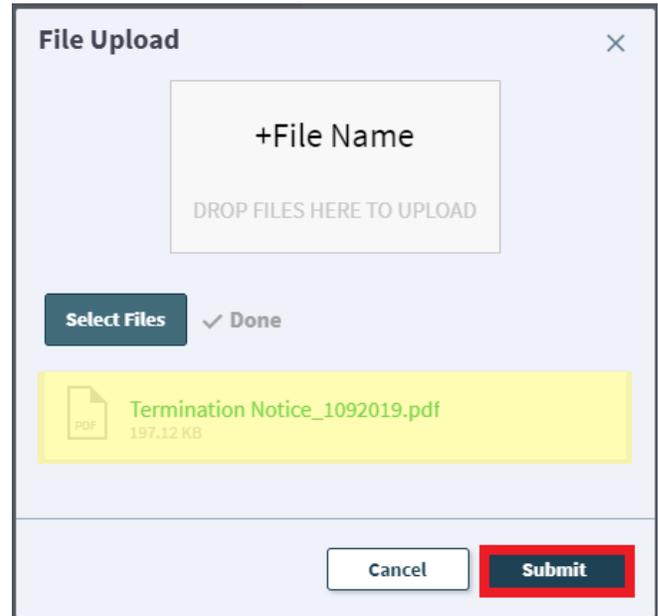
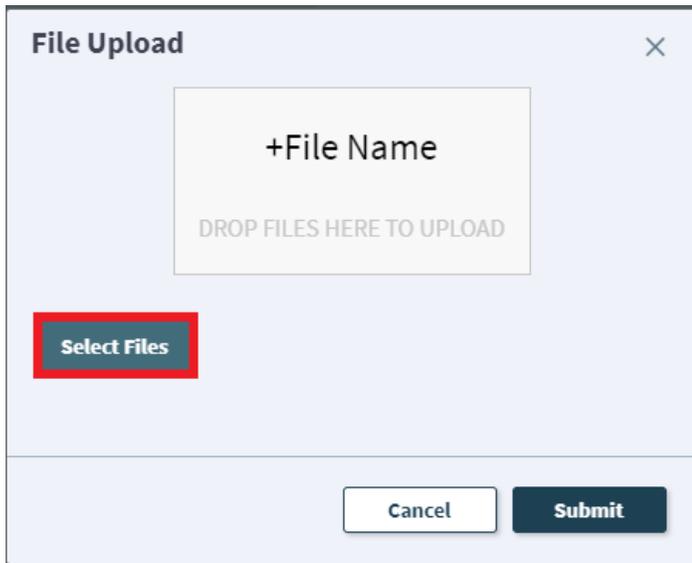
[Link to Termination Notice Form](#)  

[Attach filled out Termination Notice form](#)  
(Do not use quotation marks in the file name)
Use the links  

[Attach Documents Supporting Cause](#)

Additional Details:

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.



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 it 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 "Open" and "Delete" options. A red circle highlights the "Attach (1)" dropdown and the file name. Below the toolbar is a "Submit" button. The main content area is titled "Student Employment" and "Details Required to Complete the Request". Under "Termination For Cause", there is a text block: "Please call Jennifer Biga for approval prior to submitting a Termination for Cause ticket: (719) 255-3564." followed by "Has Jennifer Biga approved the Termination for Cause?" and a text input field. Below this 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 modal dialog box is overlaid on the right side, asking "Are you sure you want to delete Termination Notice\_1092019?". The dialog has a close button (X) in the top right corner and two buttons at the bottom: "No" and "Yes". The "Yes" button is highlighted with a red border.

## Step 6—Submitting Your Ticket

You can add any comments in the Additional Details box, if needed. Then you can submit your ticket by clicking on one of the options shown below:

Home My Items

Save Cancel Refresh Delete Attach (1) Record 1 of 1 Current Record List Grid

Submit

### Details Required to Complete the Request

#### Termination For Cause

Please call Jennifer Biga for approval prior to submitting a Termination for Cause ticket: (719) 255-3564.

Has Jennifer Biga approved the Termination for Cause?  Yes

Please fill out the student information below and then use the link below that to access the Termination Notice form. Please save that to your computer, fill it out and attach to this ticket. Please also use the link below that to attach any supporting documents you have for the Termination for Cause. All Terminations for Cause require supporting documents.

Student Name:

[Link to Termination Notice Form](#)

[Attach filled out Termination Notice form](#)  
(Do not use quotations in the file name)

[Attach Documents Supporting Cause](#)

Additional Details:

Submit

Please note that clicking Save does not save the ticket for you to edit later. It does submit the ticket same as if you click on either of the Submit buttons.

## Step 7—Communication

Once you have submitted your ticket, you will receive a confirmation email. This email provides you with your ticket number, the type of ticket submitted, and which documents, if any, you attached to the ticket.

 Reply
  Reply All
  Forward
  IM



Student Employment Help

■ Jennifer Biga

**Student Employment Ticket 6964 SE Termination For Cause has been created**

### SE Case 6964

**Description:**

SE Termination For Cause

**Customer Name:** Jennifer Biga

**Phone:** +1 (719)255-3564

**Email:** [jbiga@uccs.edu](mailto:jbiga@uccs.edu)

We are pleased to inform you that your case has been added to the Student Employment system. Your record ID is 6964. 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 6964](#).

UCCS Student Employment  
 1420 Austin Bluffs Parkway  
 Colorado Springs, CO 80918  
 Cragmor Hall 104  
 719-255-3454 office  
 719-255-3650 fax

If we have any questions about your ticket, we will contact you. Whenever you receive an email from us requesting additional information, you can always reply to the email which will automatically attach any new documents attached to the email to the current Cherwell ticket. This is the easiest way to resolve issues, but you can also use the Editing a Ticket section of the Abbreviated User Guide for steps to provide additional information.

Once we have completed the request, you will receive an email confirming that we have resolved the ticket.

 Reply  Reply All  Forward  IM



Student Employment Help

 Jennifer Biga

**Student Employment Case 6964 SE Termination For Cause has been resolved**

### Student Employment Case 6964

We are pleased to inform you that your Student Employment Case 6964 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 7/18/2018 for [REDACTED]

Description of the request:

SE Termination For Cause

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 6964](#) .

UCCS Student Employment  
1420 Austin Bluffs Parkway  
Colorado Springs, CO 80918  
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## Troubleshooting

If you are unable to access Cherwell, are having trouble finding the student in Cherwell, or are uncertain what ticket type to submit, you can send an email to [stuemp@uccs.edu](mailto:stuemp@uccs.edu). This will automatically create a generic ticket. We try to process these tickets as quickly as other tickets. However, it is likely that these tickets could be delayed in processing as we may need to request additional information from you.

## 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](mailto:stuemp@uccs.edu), or visit us in Cragmor Hall Room 104.**

