

Student Employee Separation Form

INSTRUCTIONS:

A separation form must be completed by the Student Coordinator and Manager if a student employee is separated from their position for any reason. If a separation is for cause (non-voluntary), notify HR prior to separating the student. A manager's signature is mandatory if separated for cause.

Submit the completed separation form to Human Resources/Student Employment. **Please be sure the student's final time-card is completed and approved in ADP.** Student Employment will forward to Payroll and the final check will be issued.

Please note: If the employee quits without notice, the final paycheck is due within five days after an employee quits excluding weekends and holidays or on the next regular payday, whichever comes first (ORS 652.140()). If the employee has given notice of at least 48 hours, the final paycheck is due on the final day worked excluding Saturdays, Sundays, and holidays ORS652.140 (2) and (3). If an employee is discharged, the final paycheck is due not later than the end of the next business day (ORS 652.140(1)).

Before discharging a student worker, attempt to resolve any problems pertaining to job performance or working relations. Human Resources should be contacted before a decision to separate is made.

Name of Student Employee: _____

Student's Job Title: _____

Department/Campus: _____

Student ID Number: _____

Date of Hire (if known): _____ Last Day Worked: _____

Separation is: Reason Voluntary Involuntary (for cause)
for separation: _____

Student employee comments concerning separation (optional): _____

Student Employee Coordinator

Date

Department Manager (optional if voluntary separation)

Date

Student Employee Signature (optional)

Date