Involuntary Termination of Student Assistant

CONTACT HR PRIOR to TERMINATION

DO NOT Enter or Approve Time in TLSS

Submit to HR 7 Business Days Prior to Termination:
1. Separation/Clearance Form
2. Timesheet
3. Supporting Documentation

Following Termination of Student Assistant Send Email to Separation Chairs Requesting Clearances

Start

Student Assistant Resignation

On Day of Notification: Send Email to Separation Chairs Requesting Clearances

DO NOT Enter or Approve Time in TLSS

Submit to HR 7 Business Days Prior to Separation:
1. Separation/Clearance Form
2. Final Timesheet
3. Letter of Resignation

Submit to HR 7 Business Days Prior to Separation:
1. Separation/Clearance Form
2. Timesheet

Student Assistant to Staff Position

On Day of Notification Employee will be Transferring to Staff Position: Send Email to Separation Chairs Requesting Clearances

DO NOT Enter or Approve Time in TLSS

Submit to HR 7 Business Days Prior to Separation:
1. Separation/Clearance Form
2. Timesheet