**Student Assistant Separation Process**

When a Student Assistant is separated from their appointment early for one of the following reasons, listed below, a Separation/Clearance form and a completed timesheet must be submitted to Human Resources at least **7 business days** prior to separation. This will help to ensure the appropriate departmental clearances are obtained and a final pay warrant is provided to the employee within the required legal time frame as stated by California law.

A. **Termination of Student Assistant**
   
   HR must be involved with all involuntary terminations therefore; the department is required to contact HR prior to terminating an employee.

B. **Student Assistant Resignation**

   1. Upon receiving notification that an employee will be resigning, an email is sent by the department to the separation chairs requesting clearance in applicable areas.
   
   2. Separation/Clearance form is completed and “pending” is noted in the areas where the department is waiting for clearance.
   
   3. Timesheet is completed for the remaining hours to be worked and is signed by both the supervisor and employee. **DO NOT enter time into TLSS for final pay period.**

C. **Student Assistant to Staff Position**

   1. Upon receiving notification that an employee will be transferring to a staff position in another department on campus, the current department will send an email to the separation chairs requesting clearance in applicable areas.
   
   2. Separation/Clearance form is completed and “pending” is noted in the areas where the department is waiting for clearance.
   
   3. Timesheet is completed for the remaining hours to be worked and is signed by both the supervisor and employee. **DO NOT enter time into TLSS for final pay period.**

**PeopleSoft Access:**

To disable PeopleSoft access the automated PeopleSoft System Access Request process (PSAR) must be completed. Log in to myCI, select the CI Records link, and navigate to the PSAR request page: Main Menu > CI Customization / Interfaces > CI Security > PSAR Request

**Submit Separation/Clearance form, timesheet and resignation letter to Liza Ernst in HR at least **7 business days prior to the employee’s last day of work as a Student Assistant.** If you are waiting for clearance from departments, please send a follow-up email with replies to liza.ernst@csuci.edu once they have all been received so that the Separation/Clearance form can be completed in HR.

*Please contact Liza Ernst in Human Resources at 437-3163 if you have any questions regarding the separation process.*