**Involuntary Termination of Student Assistant**

1. CONTACT HR PRIOR to TERMINATION
2. Enter and Approve Time in TLSS
3. Submit to HR 7 Business Days Prior to Termination:
   1. Separation/Clearance Form
   2. Timesheet
   3. Supporting Documentation
4. Following Termination of Student Assistant:
   - Send Email to Separation Chairs Requesting Clearances

**Student Assistant Resignation**

1. On Day of Notification: Send Email to Separation Chairs Requesting Clearances
2. Enter and Approve Time in TLSS
3. Submit to HR 7 Business Days Prior to Separation:
   1. Separation/Clearance Form
   2. Final Timesheet
   3. Letter of Resignation

**Student Assistant to Staff Position**

1. On Day of Notification Employee will be Transferring to Staff Position:
   - Send Email to Separation Chairs Requesting Clearances
2. Enter and Approve Time in TLSS
3. Submit to HR 7 Business Days Prior to Separation:
   1. Separation/Clearance Form
   2. Timesheet