**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 (separationchairs@csuci.edu) 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. A **paper** time-sheet 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. A paper time-sheet 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.**

**Submission:**

**Submit Separation/Clearance form, timesheet and resignation letter to Kristy Madrigal 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 kristy.madrigal@csuci.edu once they have all been received so that the full Separation/Clearance form can be marked as complete in HR.

*Please contact Kristy in Human Resources at 437-8450 if you have any questions regarding the separation process.*