

Section: Employee/Labor Relations

Section Number: 4.7.2

Subject: Payroll: Termination - Student

Date of Present Issue: 02/28/00

Date of Previous Issues:
03/87

POLICY:

A termination form must be completed for students withdrawing from the University or leaving their assigned work location, or when changing work assignments during the academic year or summer semester. All other student employees will be automatically terminated at the end of the academic year or at the end of summer semester by the Payroll Office, and must be re-authorized if employed in the following school year or summer semester.

PROCEDURE

<u>WHO</u>	<u>DOES WHAT</u>
Employing Department	1. Completes form LSSC-232B, "Student Payroll Termination (Attachment #1)." Checks appropriate box giving reasons for termination; signs as Requestor.
Student	2. If available, signs form.
Human Resources Office	3. Approves form and forwards to Payroll. Files original in student personnel file.
Payroll	4. Enters information in payroll system to delete student from departmental payroll sheets.