

Student Employee Separation Form

INSTRUCTIONS:

A separation form must be completed by the Student Coordinator and Manager if a student employee is separated from their position for any reason. If a separation is for cause (non-voluntary), notify HR prior to separating the student. A manager's signature is mandatory if separated for cause.

Submit the completed separation form to Human Resources/Student Employment. **Please be sure the student's final time-card is completed and approved in ADP.** Student Employment will forward to Payroll and the final check will be issued.

Please note: If the employee quits without notice, the final paycheck is due within five days after an employee quits excluding weekends and holidays or on the next regular payday, whichever comes first (*ORS 652.140()*). **If the employee has given notice of at least 48 hours,** the final paycheck is due on the final day worked excluding Saturdays, Sundays, and holidays *ORS652.140 (2) and (3)*. **If an employee is discharged,** the final paycheck is due not later than the end of the next business day (*ORS 652.140(1)*).

Before discharging a student worker, attempt to resolve any problems pertaining to job performance or working relations. Human Resources should be contacted before a decision to separate is made.

Name of Student Employee: _____

Student's Job Title: _____

Department/Campus: _____

Student ID Number: _____

Date of Hire (if known): _____ Last Day Worked: _____

Separation is: Reason Voluntary Involuntary (for cause)
for separation: _____

Student employee comments concerning separation (optional): _____

Student Employee Coordinator

Date

Department Manager (optional if voluntary separation)

Date

Student Employee Signature (optional)

Date