



FINANCIAL AID SERVICES

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STUDENT WORKER JOB SEPARATION/TERMINATION FORM

Academic Year: _____

Select One: 03 Worker 04 Worker

Student Name: _____ CWID: _____

Student Job Title: _____ Department: _____

Supervisor: _____ Supervisor Phone#: _____

Supervisor Email: _____ Last Date of Employment: _____

Part I: Type of Separation:

Voluntary Separation: The student has decided to resign from the above position due to the following reason(s):

- Position eliminated - Date eliminated: _____
- Student has never shown up for work
- Job Dissatisfaction (Attach Resignation Letter)
- Found New Campus Job (Attach Resignation Letter)
- Other: _____

Termination: The student has been terminated from the above position due to the following reason(s):

- Poor Performance
- Behavioral Misconduct
- Poor Attendance
- Falsification of time worked reported on timesheet
- Violation of University Policies
- Other: _____

****Discipline Procedures:** In compliance with the termination policies set forth in the *Student Employment Manual*:

- A verbal warning was given Date: _____
- A written warning was issued Date: _____
- Other: _____

Part II: Signatures:

I/We certify that the terms of this separation/termination of employment have been discussed, the proper steps have been taken, and appropriate documentation is attached.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Submit original document to: 03 Worker – Human Resources or 04 Worker – Financial Aid Services