

Student's Name: _____ **900#** _____

MSU Denver Email: _____

Department: _____ **Effective Date of Separation:** _____

Reason for Separation:

(Timesheet processed on normal payroll schedule)

- Student has voluntarily left the position
- Employee has graduated or is no longer considered a student (withdrawn from the university)
- Employee has fallen below the 2.0 minimum GPA
- Student has exhausted work study funding or departmental funding limits
- Departmental Transfer

Reason for Termination:

(Final timesheet must be included)

- Disciplinary Reasons
- Other

Comments (Optional): _____

If you are terminating a student from their position, as their supervisor you must immediately notify Human Resources. As required by law, the final paycheck needs to be issued within 24 hours of termination. Attach the last time sheet to this form and submit both items to HR immediately.

Supervisor Name: _____ **Phone #:** _____

Supervisor Email: _____

Supervisor Signature: _____ **Date:** _____

For Use by Office of Human Resources Only			
Final Check Approval Signature: _____		Date: _____	
Changed in System: _____	Final Check Issued _____	Date: _____	HR Rep Initials: _____
Remove Access Form: _____	Inactivate File: Y _____	N _____	Active in: _____