

On-Campus Student Employee Job Separation / Termination Form

ALABAMA A&M UNIVERSITY • OFFICE OF STUDENT FINANCIAL AID & SCHOLARSHIPS
P.O. BOX 907 • NORMAL, AL 35762 • PATTON HALL ROOM 211 • (256) 372-5400

Name (student employee): _____ Student ID: _____

Department Name: _____

Supervisor's Name: _____ Supervisor's Title: _____

Building & Room Number: _____ Phone Number: _____

*****Supervisors do not need to complete this form for student employee's employment ending due to graduation or the end of the semester.***

Option I: Voluntary Separation

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

- Position elimination _____
- Student has never shown up for work _____
- Job dissatisfaction _____
- Found new campus job _____
- Other: _____

Date of Resignation: _____

Option II: Termination

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

- Poor Performance _____
- Behavioral Misconduct _____
- Poor Attendance _____
- Violation of campus policies _____

Date of Resignation: _____

Student Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Office of Financial Aid:

Notify Human Resources to change end date on EPAF and terminate it. Date: _____