

# Student Employment Resignation/Termination Checklist

## FOR ALL RESIGNATIONS/TERMINATIONS, A SUPERVISOR SHOULD:

- ☐ Submit the [Student Employment Resignation/Termination Form](#) indicating the student's last day of employment and reason for resignation/termination.
- ☐ Ensure that the student signs (electronically) the Resignation/Termination Form.
- ☐ Discontinue computer access by updating passwords to computer accounts, if applicable.
- ☐ Collect any items that the employee should return, such as keys and any Messiah equipment that may have been issued to them.
- ☐ Review any open tasks/projects to ensure a successful transition of these tasks.
- ☐ If the student is being terminated, submit the appropriate Student Employee Disciplinary Notification Forms, and any supplemental documentation, to the Student Employment Coordinator.