

Student Employee Separation

INSTRUCTIONS: When a student employee terminates in a Work-Study or Student Assistant position, this form must be completed. The original form should be forwarded promptly to the Career Center for Student Assistant positions or to Financial Aid for Work-Study positions. A copy should be given to the student and a copy can be kept by the department.

Department	PeopleSoft Position No.	Reporting Unit	Check one: Work-Study Student Assistant
Name of Student Employee	PeopleSoft Employee ID No.	<i>SEO use only</i> Action Reason Initials	
Separation Effective Date	Job Code	Last Active Pay Period (Month/Year)	

Reason for Separation

Employee discharge (please state reason below)

Employee resignation

Other (please state reason below)

Signature of Supervisor	Name of Supervisor (<i>please print</i>)	Date
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Signature of Student

My signature indicates that I have been informed of this action.

_____ Date _____

Unavailable for signature

NOTE: According to AB 2410, student employees resigning (no longer continuing employment at Cal State LA) must be paid within 72 hours from date of separation; employees discharged must be paid immediately. Completed separation forms must be submitted immediately.