

When a Student Leaves

When a student resigns or a department decides that a student employee is no longer going to work for them, they first must determine if the departing student has one job or multiple jobs.

Student only has one job

- If it is certain that the student is leaving the university – graduating or otherwise will no longer be enrolled – the student worker should be terminated. Consider if you will hire into this position in the future, or if the position can or must be closed (e.g., CWSP position).
- If it is not certain the student is leaving – the student worker and position should be moved to the student pool (request that HR Student Center do the Move Worker process).

Student has multiple jobs

- If the position with the department that is being vacated is not primary (indicated by the “plus” sign), end the additional job.
- If the position being vacated is primary, coordinate with the other departments in question and switch primary – then end additional job.

If you are certain a student has graduated or is not coming back, notify any other departments with whom the student was employed to coordinate ending all jobs.

