

**STUDENT EMPLOYEE RELEASE FORM**

Departments generally hire student employees for an academic year or summer. When a student employee no longer works for the employing department, whether voluntarily or involuntarily, this form should be completed by the appropriate supervisor and sent to Payroll. Submission of this form authorizes Payroll to end the active job record. Beginning with the pay period following the last day worked, and the receipt of this form by Payroll, the student employee's name will no longer appear on the Student Payroll recap.

STUDENT NAME \_\_\_\_\_

UNIVERSITY ID # \_\_\_\_\_

POSITION NUMBER (from recap) \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ ORG \_\_\_\_\_

LAST DAY WORKED \_\_\_\_\_

IS THIS STUDENT ELIGIBLE FOR RE-HIRE?      YES       NO

SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**PLEASE RETURN COMPLETED FORM TO PAYROLL**