

# Termination Checklist for On-Campus Employers Of Student Employees

Please use this checklist as a guide to ensure students terminating from your area of employment are turning in all college property and no longer have access to confidential systems. For questions, contact Student Employment.

## Check

1. Submit Student Employment Change/Extension/Termination form on MyCharleston My Forms tab, **if the position is ending on a date different from the original hire form**. If in doubt, input the form or contact Student Employment.

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2. Collect department keys or other college property.

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3. Terminate any computer/applications access by contacting the HelpDesk.

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4. Remind students to update their address on their Employee Banner Self Service Tab for W2s.

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5. Contact HR if you want to hire a graduating senior beyond graduation as a Temporary Employee (for students who will cease to be enrolled).

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Student Name: \_\_\_\_\_ CWID: \_\_\_\_\_

Supervisor Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Employment, Career Center

College of Charleston

[careercenter@cofc.edu](mailto:careercenter@cofc.edu) (Subject: Student Employment Coordinator)

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