

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. _____
2. **If you requested a staff email, remove student employee mailboxes with a request to IT:**
<https://cofc.teamdynamix.com/TDClient/1802/Portal/Requests/ServiceDet?ID=35540> _____
3. Collect department keys or other college property. _____
4. Terminate any computer/applications access by contacting the HelpDesk. _____
5. Remind students to update their address on their Employee Banner Self Service Tab for W2s. _____
6. Contact HR if you want to hire a graduating senior beyond graduation as a Temporary Employee (for students who will cease to be enrolled). _____

Student Name: _____ CWID: _____

Supervisor Name/Signature: _____ Date: _____

Student Employment, Career Center

College of Charleston

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

843-953-5692