



HUMAN RESOURCES

STUDENT EMPLOYMENT

CENTRAL MICHIGAN UNIVERSITY

Student Employee Termination Checklist

Student's Name: _____

Campus ID #: _____

Supervisor's Name: _____

Dept. Phone #: _____

System Access

Systems Administrator contacted to remove security to SAP and/or other systems

Date of contact: _____

Name of systems administrator contacted: _____

CMU Property/Equipment Returned (check all that apply):

Keys

CMU equipment (e.g. PC, laptop, cellular phone, car phone, pager, calculator, books, files, tools)

Uniforms and other attire

Other: _____

Additional Information (if applicable):

Forwarding Address: _____

Phone Number: _____

Email: _____

Update on projects and assignments: _____

Suggestions for improving working conditions: _____

Self-addressed stamped envelope for mailing final paycheck

Completed exit interview or exit questionnaire

Student's Signature (optional): _____

Date: _____

Supervisor's Signature: _____

This form is a tool to help supervisors complete the termination process as thoroughly as possible.

If you choose, a copy may be delivered, emailed, or faxed to:

Student Employment Services, UC121, email: stuempl@cmich.edu, fax: 989.774.4480.