

# Wright State University

## Student Employment Termination Form

Questions? Email [studentemployment@wright.edu](mailto:studentemployment@wright.edu)

Employee Name \_\_\_\_\_ UID \_\_\_\_\_

Position Number(s) \_\_\_\_\_  
Find position number (begins with W or S) in WINGSExpress time sheet approval window under student employee name.

Department Name \_\_\_\_\_

Timecard Approver \_\_\_\_\_

Requested Termination Date \_\_\_\_\_ [Submit completed form to [studentemployment@wright.edu](mailto:studentemployment@wright.edu)]

Would this student employee be considered for rehire? Yes ☐ No ☐

Has the student employee been notified of the termination? Yes ☐ No ☐

### Reason for Termination:

Graduation	<input type="checkbox"/>
Reached preset end date for employment	<input type="checkbox"/>
Resignation	<input type="checkbox"/>
Unsatisfactory job performance (provide details in the field Explanation of Termination)	<input type="checkbox"/>
Other (provide details in the field Explanation of Termination)	<input type="checkbox"/>

### Explanation of Termination:

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### Supervisor/Timecard Approver:

Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Exit Reminders for Supervisor:

- Collect office keys, equipment, supplies, etc.
- Remove unit calendar permissions.
- Update computer access, passwords, swipe entry.
- Update generic departmental email access.
- Remove student email address from staff email group.
- Reassign projects or tasks.
- [Submit a job posting to Handshake](#): duplicate the most recent job posting for this position title and edit the new job posting as needed, then submit for review.
- Need a Handshake account to post jobs?  
Email [studentemployment@wright.edu](mailto:studentemployment@wright.edu)

Review Student Employment policies, procedures and protocols at <http://www.wright.edu/human-resources>

### For Office Use Only:

Effective Date of Termination: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Initials: \_\_\_\_\_

Revised 2/2025