

**Discontinuation of Student Employment Position**

Please submit this form to Career Exploration and Development when, **for any reason**, a student’s position with your department ends prior to the originally submitted end date. Once this form is processed by Career Exploration and Development, it will be forwarded to the Payroll Office and Security and Access Management as appropriate.

**Student Name (Last, First, MI):** Click here to enter text.

 **Kent State ID Number:** Click here to enter text. **Flashline Username:** Click here to enter text.

 **Position Number:** Click here to enter text. **Suffix Number:** Click here to enter text.

**Pay Rate (if hourly):** Click here to enter text.

#### System Access to be Removed: (check all that apply) [ ]  Banner [ ]  SSB Advisor Access (i.e. FlashFast)

####

####  [ ]  Document Imaging [ ]  GPS [ ]  Cognos

**Final Date of Student’s Employment:** Click here to enter text.

#### Reason for Discontinuation: [ ]  Graduated [ ]  Resigned [ ]  Left KSU

 **If other, please specify:** Click here to enter text.

**Department:** Click here to enter text.

**Person Requesting Change:** Click here to enter text.

**Phone:** Click here to enter text. **Date:** Click here to enter text.

***Please email the complete form to*** ***campusworks@kent.edu*****.**

**Career Exploration and Development Use Only**

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff: \_\_\_\_\_\_\_\_\_\_\_\_ Date Entered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12/07/2016