

## **PROCEDURES FOR TERMINATING STUDENT EMPLOYEE**

1. Complete the “Termination of Student Employment” form on the MVCC Intranet under the Job Resource Center campus forms section or on JRC’s Web site under Student Employment. The form must be completely filled out and signed by all designated persons.
2. Please return the completed form to the Job Resource Center office via interoffice mail or e-mail.
3. Once the “Termination of Student Employment” form is received, JRC will send the “Termination of Student Employment” form to the Human Resources Department. The Human Resource Department will remove the student from the department budget code.