

## When to File Termination Reports on Student Hourly Employees

### **Biweekly Student Continuous Appointment**

This appointment type is “continuous” in that it does not have an end date and will not end (terminate) unless a termination report is filed.

A termination report should be filed when:

- the student leaves the position
- the student is no longer a University of Iowa student (withdraws from registration for the semester or does not register for an upcoming semester)
- the department is switching the student’s appointment type from Biweekly Student Continuous to Biweekly Student Work-Study (the date of termination for this switch should be at the end of a pay period)

### **Biweekly Student Work-Study Appointment**

This appointment type has an auto-generated end date and will end (terminate) on the preset ending date listed on the appointment.

A termination report should be filed when:

- the student leaves the position (If the student leaves the position less than one week before the end date on their appointment form, a termination report does not need to be filed.)
- the student drops/withdraws from registration for the semester
- the student drops below 6 hrs for undergraduates & 5 hrs for graduates (in this case, the student could be switched to a Biweekly Student Continuous Appointment)

### **Biweekly Student Summer Appointment**

This appointment type can be used students enrolled at other colleges/universities or high schools during preset dates. It has an auto-generated end date and will end (terminate) on the preset ending date listed on the appointment.

A termination report should be filed when:

- the student leaves the position (If student leaves the position less than one week before the end date on their appointment form, a termination report does not need to be filed.)

**Effective 7/14/2010:** *Student Employment was removed from the workflow path for Biweekly Student Continuous and Biweekly Student Summer appointments (IACCT 5940).*

*Student Employment is still on the workflow path for Biweekly Student Work-Study appointments (IACCT 5945 & 5943). Termination reports are being routed back to the initiator when a termination report is filed, but not required.*