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.)

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**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.