



Student Assistant Dismissal Request

Coyote ID: _____ First Name: _____ Last Name: _____

Record No: _____ Department: _____

Reason: Check All that apply

GPA Ineligibility

Enrollment Requirement

Budget Limitation

The following reason(s) require HR approval

Serious Misconduct

Attendance/Observance of Work Hours

Other: _____

HR Representative Signature: _____ **Date:** _____

People Soft Information:

Last Physical Date Worked: _____

Effective Date: _____

(Office Use Only)

Position Number: _____

Account Number: _____

Job Code: _____

Required Signatures:

Timekeeper: _____ **Timekeeper PS Empl ID:** _____

Hiring Supervisor: _____ **Department:** _____ **Ext:** _____

Hiring Supervisor Signature: _____ **Date:** _____

Authorizing Administrator Name: _____

Authorizing Administrator Signature: _____ **Date:** _____

***This form may not be used for FWS**

Last Updated: SA&TM/SE 5/25/17