



Voluntary Student Assistant Separation Request

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

Record No: _____ **Department :** _____

Reason: Check All that apply

Resigned

Graduated

Student to Staff

Justification:

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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:** _____

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

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