



On-Campus Separation Form

This form must be completed when a Work-Study employee resigns or is terminated before the semester ends. The department is required to pay the student through the last day worked, change the end date of the assignment to the last day worked, and complete this form and forward it to the Work-Study Office.

Department Name

Student's Name

UT EID

Reason for Separation:

Last Day Worked

Would you be willing to re-hire this student?

Yes No

Please Explain:

Supervisor's Name

Title

Supervisor's Email

Phone

Supervisor's Signature

Date