**FWS SEPARATION SLIP INSTRUCTIONS:**

1. **Student Separation Process**

If a student will be separated from an employer (employment terminated), the following process should be followed:

* **The Student’s Supervisor** must immediately notify Payroll Services of an employee’s separation by completing a Student Employment Payroll Transaction Form (SEPTF).
* **The Student’s Supervisor** must also notify the Financial Aid Office by completing a FWS Separation Slip **(Included in Packet)**.
* **The Student’s Supervisor** must provide a copy of the Separation Slip to the student and keep a copy for your files.

1. **Instructions for Completing the SEPTF**

When completing an SEPTF, the following information must appear on the form:

* Type of action
* Employee’s name
* Employee ID number
* Employee record number
* Department name
* Hourly rate
* Position number
* AND the **date of separation** (to be listed under the appointment end date).

Additionally, the SEPTF must be signed by the appropriate administrator and student employee. If the student is no longer available for signature, you must write ***“unavailable for signature.”***

PLEASE NOTE: If the student is separating prior to the when timesheets are due, the following must be submitted to Payroll – in addition to the SEPTF – to ensure the employee’s last payment is processed in a timely manner:

* Student Employee Adjustment Form
* Time Voucher (if they are being sent to Payroll Services for retention)

*Note: If the student is being terminated or fired, Payroll Services must be notified 72 hours (if able) prior to the day of termination in order to ensure the student is paid on the date of termination as required by law.*

1. **Separation Slip Instructions**

Print a copy of the separation slip and include the total number of hours worked, the hourly wages, and the last date the student was employed. This information should be the same as what is reported on the SEPTF.

Provide the student a copy of the form, forward another copy of the form to Stacy or Teresa in Financial Aid, and keep a copy for your records. *It is imperative you provide a copy for the student, as the student may be eligible for further employment, provided she has not exhausted all of her FWS award. A student is required to provide a copy of the Separation Slip to her new employer before paperwork with the new employer can be finalized.*

CSU Long Beach

Office of Financial Aid 1250 Bellflower Blvd, Long Beach, CA 90840

# Federal Work-Study (FWS) Employee Separation Slip

Employing departments should complete this form to notify the Financial Aid Office of the termination of a federal work-study position within your department. The termination may be due to voluntary resignation or due to unsatisfactory performance. **All fields are required. Please provide two copies of this form to your FWS Student.**

## Student Information:

**LAST NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FIRST NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ M.I. \_\_\_\_\_**

**STUDENT ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ JOB # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DEPT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FWS Utilization**

**Total number of hours worked**: \_\_\_\_\_\_\_\_\_\_

**Hourly wages**: \_\_\_\_\_\_\_\_\_\_

**Last day employed/worked in your department**: \_\_\_\_\_\_\_\_\_\_

## Supervisor Information:

**SUPERVISOR’S SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SUPERVISOR’S NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TITLE/POSITION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Submit to: Federal Work-Study Coordinator, BH-123**