Overview of Student Employee Separation Process

All student assignments, both academic and non-academic, are on a semester-by-semester basis. In most cases, students stay employed until the end of the designated assignment period. In those cases, you do not need to take any action in HRMS to end the assignment.

If you wish to end an assignment before the date designated, you so by creating a “Modify Incumbent” or “Modify Pooled Incumbent” document in HRMS and changing the end date of the assignment. Please see the [HRMS Help](#) web page if you need assistance.

In the case of benefits-eligible graduate students, please be aware that the student will lose insurance benefits at the end of the month in which the assignment ends. You should consult with the Graduate School before changing the end date of an assignment for a benefits-eligible graduate student.

Separation Reasons

Each assignment in HRMS includes a separation reason. The default separation reason is “End of Assignment.” If this is the appropriate reason, you do not need to take any further action. A drop-down menu allows the following other choices:

Death
Dismissal
Loss of eligibility
Voluntary

If one of those separation reasons is appropriate, you may select it without triggering an audit.

Reemployment Codes

Each assignment in HRMS includes a reemployment code. The default reemployment code is “Eligible for Reemployment.” If this is the appropriate reemployment code, you do not need to take any further action. A drop-down menu allows the following other choices:

Reference Check Recommended
Reference Check Required

If “Reference Check Recommended” is the appropriate reemployment code, you may select it without triggering an audit.

If you select “Reference Check Required,” you will receive an error message requiring you to contact the Graduate School (in the case of graduate students in academic titles) or the Student Employment Coordinator (in the case of all other student employees). Please be prepared to explain why you feel the “Reference Check Required” code is appropriate.
What Do the Reemployment Codes Mean?

**Eligible for Reemployment** is a favorable code that means the employee has no flags on his or her employment record and can be hired back in the department. It is the default separation reason for student assignments and should be used when the department has not encountered any serious performance issues with the employee and would be willing to rehire the employee.

**Reference Check Recommended** is a negative code that means the employee has a yellow flag on his or her employment record and cannot be hired back in the department. It may be used, in the department’s discretion, when the department has had performance or misconduct issues with the employee that are serious enough that reemployment in that department should be denied. A non-exclusive list of examples includes: consistent tardiness or poor attendance; repeated failure to give notice of absences; disruptive conduct that impacts accomplishment of the work assignment; repeated failure to follow instructions or comply with departmental policies; and failure to give notice of voluntary separation.

**Reference Check Required** is a negative code that means the employee has a red flag on his or her employment record and cannot be hired back in the department; in addition, other departments in the university should not hire the employee without first checking with the department that entered the code. It may be used only for extremely serious issues involving the employee. A non-exclusive list of examples includes: theft; harassment; discrimination; threatened or actual violence; and fraud. Before a termination using this code can receive final approval, the department must consult with the Graduate School (in the case of graduate student academic assignments) or the Student Employment Coordinator (in the case of all other student employees). If a student in an undergraduate academic title is involved, the Student Employment Coordinator will consult with the Vice Provost for Undergraduate Studies before approving the code.

Any time you enter a negative reemployment code, you should inform the student and provide an explanation of what the code means.