

STUDENT EMPLOYEE CHECKOUT FORM

Supervisors, please complete this form and email it to the Student Employment Services at studentemployenet@spscc.edu and Human Resources at employeecheckout@spscc.edu at your earliest convenience to close the student employee's file.

Date:

Student Name:

Student ID:

Department:

Supervisor:

Position:

End and/or
Termination Date:

REASONS FOR LEAVING:

Supervisor's signature