

Time Entry – Student Time Entry: Entering Terminated or Inactive Status for Students

- Students can be terminated or inactivated one of two ways.
 - One way to terminate or inactivate a student is to submit the information on the underhours report that is sent to the department on a periodic basis from **Student Employment Services**
 - Another way is to Use the **STUDENT EMPLOYMENT TERMINATION/ INACTIVATION form**.
- The completion and submission of the **STUDENT EMPLOYMENT TERMINATION/ INACTIVATION Form** by the Department is described below.
- This form is available on line through the **Central Electronic Forms Library**. To access the Electronic Forms Library, use the following web address:
 - <http://eforms.siu.edu>
- The web page shown below will display.
- Locate the second bullet under the first paragraph, which reads:
 - To locate an e-Form to use, Click Here.
- Click on the linked text, Click Here.

Southern Illinois University Carbondale 

find a form  **eforms**
Central Electronic Forms Library

For Form Users

- e-Form Home
- e-Form FAQ
- Get Software
- Contact Us

For Form Authors

- Author Information
- Get a Form ID
- Publish a Form
- Doc Standards

e-Forms is an electronic forms repository service that provides faculty, staff, and students access to Adobe Acrobat forms that can be filled out online using a web browser and the standard Adobe Acrobat Reader desktop application.

- See our **e-Forms FAQ** for more general information.
- To locate an e-Form to use, **Click Here**

For e-Form Users *You Will Need*

- Adobe Acrobat Reader Version 9 or Version X (10) is recommended to view and digitally sign e-Forms.
- See **get software** for more information.

For e-Form Authors *You Will Need*

- To create e-Forms, Adobe Acrobat Professional Version 9 or Adobe Lifecycle Designer is recommended. See **get software** for more information.
- Familiarity with the use of Adobe Designer tools
- Access to the campus network
- Familiarity with e-Form processes. See **information for e-Form authors** for more information on processing and publishing e-Forms.
- Go here to **request an e-Form ID**. Go here to **submit an e-Form** to the forms administrator to be reader enabled and published in the e-Forms index.

Would you like to digitally sign your forms?

Click here for digital signature setup instructions.

A Microsoft Windows PC is required to utilize the digital signature service. Other operating systems are not supported at this time.

Is your Entrust login slow?

Please update your Entrust digital signature software (EESP) to correct this issue. Please choose one of the following options:

Click here for detailed Entrust software installation instructions.

Click here for an animated e-Learning tutorial detailing the install of the updated Entrust software.

- The search window below opens. Using the **Keyword Search** field, enter "Student Employment".
- Click the **Search** button.

- The Search Results from the Electronic Forms Library are displayed, as shown below.
- Click on the link entitled, **Student Employment Termination Inactivation, #2** in the list below.

- Click the **Download Form** button.

Form Title:	Student Employment Termination Inactivation
Description:	Use this form to end a student employee's employment with a department and to inactivate student assignment in AIS
Usage Notes:	None available
Use Documentation:	Form Use Information and Business Process Information
To be used by:	Campus Use
Posted on:	23 Feb 2010
Posting by:	Human Resources
Author:	Ruth Bernhardt
Author's email:	ruthbern@siu.edu
Form ID:	fao1005

Southern Illinois University Carbondale - Mailing Address: Carbondale, IL 62901-6899
Phone: (618) 453-2121 - Last changed: February 23, 2010

- A **File Download** dialogue box may display, based on the browser you are using. You will choose whether to **Open** the form or **Save** it to an internal or external source.
 - If you Save the form, you'll have to locate the file and open it. The filename is **fac1005.pdf**
- The **STUDENT EMPLOYMENT TERMINATION/INACTIVATION** form opens in **Adobe .pdf**, as shown below.
- You can now complete and submit the form according to the directions provided on the form.

STUDENT EMPLOYMENT TERMINATION/INACTIVATION
SOUTHERN ILLINOIS UNIVERSITY
(Submit to Student Employment, Financial Aid Office, Woody Hall B-300, Mailcode 4702)
(or Fax to 453-4612)

	Semester	NAME: Last	First	Middle	Assignment Number	Job	Last Day of Work
<input type="radio"/> Terminate							
<input type="radio"/> Inactivate							
<input type="radio"/> Terminate							
<input type="radio"/> Inactivate							
<input type="radio"/> Terminate							
<input type="radio"/> Inactivate							
<input type="radio"/> Terminate							
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<input type="radio"/> Terminate							
<input type="radio"/> Inactivate							
<input type="radio"/> Terminate							
<input type="radio"/> Inactivate							

Dean/Director/Chair Signature _____ Date _____ Department (Organization) _____

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