

Termination



How to terminate an employee

- Log into the hrms.byu.edu
- Search for eForms
- Select the exact spelling eForms from search results
- Click on Terminate an Employee on the left-hand side of the screen
- Enter in the Student's 9-digit BYU ID number in the Empl ID field or the Net ID in the Net ID field
- Select the correct Empl Record to Terminate (Make sure you double check it is the correct record)
- Enter the correct effective date for the termination date. It must be dated the day after the last day the student works.
- Select the Reason from the drop-down menu
- Add Comments for reference
- Click on Submit

What if you answer "Yes" to the question "Leaving another job" when submitting a hire form?

This acts as a transfer. It will terminate the selected job and hire them on your job.

NOTE: Best practice is to hire as concurrent and allow the other department to terminate their own job.

Is it necessary for a student to have the student's Social Security Card on file within 30 days of being hired?

It is a BYU policy that all student employees must have a copy of their Social Security Card on file for Payroll and IRS purposes. Failure to present a copy of their social security card within 30 days will result in termination. Students can contact us if they need an extension.

What day will graduating students be terminated?

- Go to byu.edu, click on the "Academic Calendar" icon
- Scroll down to the color key for reference
- NOTE: Apply the information on the chart below.
 - <https://enrollment2.byu.edu/academic-calendar>

Last day students graduating/leaving the university may work	Fall	Winter	Spring	Summer
Citizen/Permanent Resident (graduate & undergraduate)	Can work until the day before the first day of winter semester	Can work until two weeks after last day of finals.	Can work for two weeks from the Friday after final exams	Can work until the day before the first day of fall semester
International (graduate & undergraduate)	*Can work until the last day of finals	*Can work until last day of finals.	*Can work until the last day of finals	*Can work until the last day of finals
ELC	Can work until the last day of the program			

*International students can work up to the dates on the calendar unless their Work authorization is expired. They will have to stop working on the date their work authorization expires.

Where can I find a BYU Academic Calendar?

You can refer to this link to find BYU's academic calendar: <https://enrollment2.byu.edu/academic-calendar> or go to byu.edu then click on the "Academic Calendar" icon

What should you do if you accidentally terminated a student by selecting leaving a job in the hire form?

You **will need to** resubmit a new hire form and you should add comments referencing if it is a rehire or any other details that would be helpful.

Employment-At-Will Status

The employment relationship exists at the will of either party (BYU and employee) and may be terminated at any time with appropriate notice and for any cause whatsoever or no cause, other than for reasons prohibited by law.