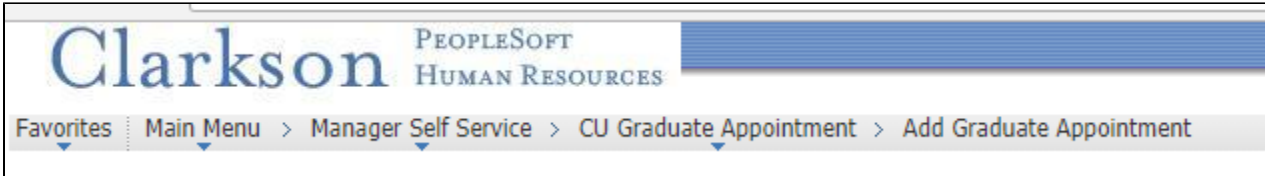


Terminating an Appointment-Graduate Student Authorization

Owners: Graduate School Coordinators

When would you need: If a Graduate Student Appointment Authorization has been created in PeopleSoft the **Terminate Appointment** can be used to terminate a Graduate Student.

Path:



Creating a Termination Appointment:

Select Terminate Appointment

Clarkson PEOPLESOFT HUMAN RESOURCES

Favorites Main Menu > Manager Self Service > CU Graduate Appointment > Add Graduate Appointment

Graduate Student Appointment

Appointment ID: NEW

Form Type:

- Create Appointment
- Terminate Appointment
- Supersede Appointment

Next >>

You will need to select an appointment that has been fully processed in PeopleSoft. Select Next

Favorites Main Menu > Manager Self Service > CU Graduate Appointment > Add Graduate Appointment

Graduate Student Appointment

Appointment ID: NEW

Form Type:

- Create Appointment
- Terminate Appointment
- Supersede Appointment

Appointment ID: Next >>

Look Up Appointment ID

Created By: pkellogg

Appointment ID: begins with

Department: begins with

Description: begins with

Applicant Employee ID: begins with

First Name: begins with

Last Name: begins with

Look Up Clear Cancel Basic Lookup

Search Results

Appointment ID	Department	Description	Applicant Employee ID	First Name	Last Name
0000024	50000	Office of Information Tech	0388714	Joe	
0000005	50000	Office of Information Tech	0388714	Joe	

It will now open up the Authorization that has been selected giving you the option to add a **Termination Date**.

Graduate Student Appointment Fiscal Year: 2018 Appointment ID: 0000024 Form Type: Terminate Appointment Status: Approved

Student ID: Gender: Male

Citizenship Status: Native Visa/Permit Type:

Department: 50000 Office of Information Tech Effective Date: 05/21/2018

Advisor Dept: 10000 School of Engineering Advisor ID: 0005990

Termination Information

Termination Date: Terminated By:

Award Type	Dept ID	Combination Code	Start Date	End Date	Periods	Hours	Bi-Weekly (\$)	Total Amount (\$)
Research Assistantship	50000	33050000014062118230	05/21/2018	08/14/2018	6.20	5.00	600.50	3723.10
Research Assistantship	10000	37510000327162118211	05/21/2018	08/21/2018	6.70	5.00	600.50	4023.35

Term	Credit Hours	Rate (\$)	Percent of Award	Total Amount (\$)
4183-Spring Quarter 2018	2	1250.50	100.00	2501.00

Tuition Payment

4183-Spring Quarter 2018 Total: \$2,501.000

Type	Project/Grant	Amount
1 Scholarship	SSSS	2,501.000

Comments

Testing research

Termination Information

Termination Date: Terminated By:

Once the Termination Date is added select **Submit Form** at the bottom of the page

It will now update the **Terminated By** with your name. This means it has been submitted.

Termination Information

Termination Date: 06/01/2018 Terminated By: pkelllogg

Related articles



- [Creating A Graduate Appointment Authorization](#)
- [Graduate Appointment Authorization Instructions](#)
- [Supersede Appointment- Graduate Appointment Authorization](#)
- [Terminating an Appointment-Graduate Student Authorization](#)
- [Graduate School](#)