

# GA Contract Form Step-By-Step: Termination

## Introduction

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These instructions provide step-by-step details for utilizing the Graduate Assistantship contract in Quali Build to terminate a current GA's position earlier than their original contract end date. If you are terminating the student early because of a disciplinary problem, please make sure you have followed the instructions in the "Termination from Employment" section of the [GA Handbook](#) before terminating the student.

Regardless of the reason for the early termination, you will be required to include an explanation in the form before it can be processed by the Graduate School. If you have questions about best practices for GA terminations, please email [graduateschool@siue.edu](mailto:graduateschool@siue.edu).

## Type of Submission

These instructions are for the "Termination" submission type.

## Basic Information

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### Effective Date

It is always best to terminate a GA before the [payroll processing cutoff](#) for the pay period they are being terminated. If you are submitting the termination form close to a payroll processing cutoff, please email the Graduate School so we can work with semi-monthly payroll to keep the student from being overpaid. If you enter an effective date that is in the past and semi-monthly payroll has already processed the payroll that includes that date, the student's information will be sent to accounts payable so that the amount they were overpaid can be collected.

### Student 800#

For more information on this field, hover over the help feature in the form.

### Hiring Unit

It is usually necessary to type in the name and then select it from the list rather than clicking the drop-down arrow. If you cannot locate your department name on the list, please contact the Graduate School.

### Home Organization Number

This should be the home organization number or DDU for the SIUE campus department the student is employed under. For students who physically work off campus, please use the DDU or organization number for the main SIUE department that the student is employed under.

## Termination

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### What is the reason for the early termination?

Please include an explanation of why the student is being terminated early.

## Original Funding Details

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It's important to include this so the approvers can see which budget purpose numbers will be affected by the early termination.

## Routing

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Please make sure that your routing includes everyone represented in the original form.

## General Kualu Build Tips

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- **Saving PDF Copies**

If you choose to receive a notification when the form you submit is fully processed, the notification will include a PDF of the completed form. However, this PDF will include a copy of ALL sections of the form, even sections that do not apply to the submitter. If you would like a more concise version, please save a PDF of your own before you hit the “submit” button on the form.

Instructions for printing to PDF could vary depending on what browser you use, however, for the options you chose on the form to be included in your PDF, make sure the “background graphic” option is checked in the settings of your printer.

- **Viewing the Status of Your Submission**

You can see the status of all forms you have submitted through Kualu Build by [logging in](#) and clicking “My Documents” at the top of the main page. Within the “Submitted” section of My Documents, you can click on a form that has a status of in progress and view more info on the form routing.

- **Duplicating a Submission**

If you are submitting a contract that is similar to a previous submission, you can duplicate the original submission, edit it, and submit. To do this, from the Submitted section of My Documents. click the three dots to the right of the submission you want to duplicate and click “duplicate and edit”.

