STUDENT EMPLOYEE SEPARATION CHECKLIST
The hiring manager is responsible for collecting all items and returning them to the originator

Name of Employee: ____________________________________________________________

University Property/Equipment:

☐ Any and all keys; list key number(s): ________, ________, ________, ________, ________

☐ Any instructional media equipment such as cameras, projectors, screens, etc. for department use

☐ Student Employee ID card

☐ Laptop computers for department use; list IT tag number: ________________________________

Other:

☐ System Access – Please contact Information Technology to end all access

☐ Other returned items (please list):

________________________________________________________________________________________
________________________________________________________________________________________

☐ Items assigned to employee that were not returned (please list):

________________________________________________________________________________________
________________________________________________________________________________________

Student Employee Signature: ___________________________ Date: ______________________

Appropriate Administrator Signature: ___________________________ Date: ______________________

The California Information Practices Act

The State of California requires the University to protect the confidentiality of employee and student personal information. During the course of your work with the University, you may have been given access to such information, e.g. employee names, home addresses, phone numbers, social security numbers, financial information. Please be advised that under California law, you are required to continue to maintain the confidentiality of any such information even though you are no longer working for the University. If you have any questions about this issue, please contact Human Resources Management at (310) 243-3771.