

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.