

**UCSB Library
Student Employee Separation Form**

(Last Name, First Name Middle Int.)

Today's Date

Reason for separation:

___ Graduating / leaving school

___ Transferring to another school

___ Academic pressure

___ Termination (non-voluntary)

___ Leaving area

___ Personal reasons

___ To accept other employment

___ Other (explain below):

Last Day Worked: _____ Signature: _____

Are you currently employed by any other campus department?

Yes ___ No ___

If yes, will you be continuing your employment there after you have quit the library?

Yes ___ No ___

TO BE COMPLETED BY SUPERVISOR

Does employee have Library-issued keys or electronic access via their ACCESS card?

Yes ___ No ___

If yes, please list all accesses here: _____

Does employee have electronic access to any databases/servers or other Library electronic systems?

Yes ___ No ___

If yes, please list all accesses here: _____

Supervisor's Signature: _____ Date: _____

Due to state regulations, ***Direct Deposit is not an option for your final paycheck!*** The UCSB Accounting Office, located in Room 3201 of the SAASB building, will issue final checks in person or via mail.

I would like to:

Pick up my final check from the accounting office: _____

Have my final check mailed to me (at the address below) _____

Please mail my W-2 to this permanent address:

Street Address (or Permanent P.O. Box)

City,

State

Zip