

**UCSB Library
Student Assistant Termination Form**

(Last Name, First Name Middle Int.)

Today's Date

Reason for Termination:

___ 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 ___

Have you logged into UCPATH to update your address and contact information?

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: _____

Submit form to Library HR for processing

Updated: 04/01/2019