

SEPARATION CLEARANCE FORM

INSTRUCTIONS

The *Separation Clearance Form* must be completed upon separation from California State University, Bakersfield. The purpose of this form is to ensure that all proper steps have been taken and all university property has been returned prior to the final pay warrant being released to the employee.

Important notice for Lecturer Positions: A completed Separation Clearance form is required from all lecturers separating from the campus. The lecturer's department may choose to waive the Separation Clearance form if the employee will be returning to the department within the academic year.

- **Name** – please print or type separating employee's complete name.
- **Campus ID** – please print or type separating employee's Campus ID Number.
- **Department** – please print or type the name of the department the employee is separating from.
- **Effective Date of Separation** – please print or type the last day the employee will be employed in that department.
- **Faculty, Staff/Mgmt, Grad Asst/Teaching Assoc.** – Please check applicable box
- **Separating all Depts.** – Check this box if the employee is separating from every position held at CSUB.
- **Separating this Dept Only** – check this box if the employee is separating from the designated department only. (i.e....an employee is separating as a staff member but remaining in a faculty position).
- **Retiring** – check this box if the employee is retiring from every position held at CSUB.
- **Other** – check this box for other circumstances (i.e....FERP, off-site employees). If this box is marked please provide a brief explanation on the lines following.

For Department/Office Use – Section A – This section is to be completed by the Departmental Assistant or appointed representative. When every box is checked, the dept. representative will print name, sign and date in the areas provided.

- **Office Cleared** – All personal items should be cleared from the employee's workstation.
- **Signature Authority Cancelled** – Complete all appropriate forms to ensure that the employee's signature authority has been revoked.
- **Department Property Returned** – Verify that all known departmental property has been returned or remains at the workstation.
- **Travel documents Completed** – Verify with Accounting Department that all travel documents have been processed and paid.
- **Office Depot Access Cancelled** – Verify with Campus Stores that all Office Depot access has been terminated.
- **Keys/Proxy Card** - Collect all office keys and Proxy Card and check with Public Safety to ensure that every key checked out to that employee has been returned. All keys and proxy cards need to be returned to Public Safety before clearance process is complete.

Information Technology – Section B- This section is to be completed by the Computer and Telecommunications Department Assistant at Library/ACS 101. When every box has been checked, the Computer and Telecommunications Dept. Assistant will print name, sign and date in the areas provided.

- **Computer and Telecommunications Svcs. (CTS)**
- **Computer Access Cancelled** – All computer program access should be cancelled (i.e.... Banner, FRS).
- **Phone Extension Cancelled** – Take employee's name off the telephone extension and notify telecom so the employee name will be removed from telephone directory.
- **Cell Phone/Pager Returned** – Ensure/collect all CSUB property. All equipment needs to be returned to proper department.

Information Resources Technology Support (IRTS)

- **Email and Meeting Maker Cancelled** – Ensure that all Email accounts and passwords have been cleared and that Meeting Maker calendar is cleared.
- **Web Services Cancelled** – Ensure that all passwords have been cancelled with relationship to web service.

Media Services

- **Media Equipment Returned** –Collect all CSUB property, all property needs to be returned to Media Services equipment room.

Library Services

- **Library building access card returned** –Collect Library building access card. Library building access card needs to be returned to Library Secretary.
- **Books returned & fines cleared** – Verify with the Library that all books have been returned and that there is no outstanding balance owed by employee. If employee has outstanding books or fines, the employee needs to go to the library to get cleared.

Cashiering Office – Section C- This section is to be completed by the Cashiering Office in the Administration Building. When every box has been checked, the Cashiering Office will print name, sign and date in the areas provided.

- **Advances Cleared** – Verify that all payroll advances have been cleared
- **Accounts Receivable** – Verify that all accounts receivable have been cleared (i.e.... jury duty).
- **State Property Cleared** – Verify that all state property has been returned.
- **Moving Allowance Cleared** – Verify that all moving allowances have been cleared.
- **All Credit Cards** – Collect all credit cards issued to the employee on behalf of CSUB (i.e.... American Express, Voyager, Procurement, Car Rental).
- **Collect Parking Decals** – Collect all Parking Decals and permits. If employee has a motorcycle decal, ask for it to be peeled off and returned.
- **Collect ID Card** – Collect Staff/Faculty ID Card if applicable. If the employee has a student ID Card, do not collect it.

After all areas have been completed the Employee must sign and date in the space provided at the bottom of the page, and determine whether the final pay warrant will be picked up or should be mailed.