

**HOUSING & DINING SERVICES  
SEPARATING EMPLOYEE CLEARANCE FORM**

(Includes employees on leave of absence without pay for 6 months or 1 semester)  
**NOTE: THIS FORM IS NOT FOR FERP OR REAPPOINTED FACULTY/STAFF**

Employee's Name \_\_\_\_\_ Department \_\_\_\_\_  
HSU ID# \_\_\_\_\_ Position No. \_\_\_\_\_  
Separation/Leave of Absence Date \_\_\_\_\_

**FINAL PAY WARRANTS CANNOT BE RELEASED UNTIL CLEARANCES BELOW HAVE BEEN OBTAINED  
(SECTIONS 1 AND 2 OR SECTION 3)**

**1. EMPLOYEE, DEPARTMENT SECRETARY OR CHAIRPERSON  
(PLEASE CALL FOR CLEARANCES AND INFORMATION)**



***Your Department***

Return: Equipment and Complete: Final Absence Report  
Report: Banner account access to security administrator  
or to Computing and Telecommunications Services, x3815. *Person Contacted* *Date*

**Telecommunications** x5000 (8 a.m. to 5:00 p.m.)  
I do  do not  have a campus calling card *Person Contacted* *Date*

**Computing** x3815 (8 a.m. to 5:00 p.m.)  
Close  Keep my E-mail account open for 6 months *Person Contacted* *Date*

**Human Resources** x3626 (8 a.m. to 5 p.m.)  
Discuss: Retirement Contribution *Person Contacted* *Date*  
Return Training Materials, Cellular Phone or Pager

**SECTION #1 COMPLETED BY**

*Person Completing Form* *Date*

**2. EMPLOYEE**

**THESE ITEMS MUST BE WALKED THROUGH (*Please call ahead. THIS FORM MUST BE COMPLETED WITH REQUIRED SIGNATURES before it is turned in at the last stop, Fiscal Affairs.*)**

Housing Cashier Office: x5510  
Return: All University Keys *Authorized Signature* *Date*

Library/Media Services x3431, Room 110 (8 a.m. to 5 p.m., Mon-Fri)  
Return: Library I.D. Card *Authorized Signature* *Date*

Media Services x3168, Gist Hall, Room 221 *Authorized Signature* *Date*

Fiscal Affairs x3521, SBS 345 (8 a.m. to Noon, 1 p.m. to 5 p.m.)  
Return: Parking Decal, American Express Corporate Card, General Services Credit Card  
Clear: Outstanding Obligations, Accounts Receivable, Travel Advance/Claims, Salary Advance, Moving Expense Reimbursement.

*Authorized Signature* *Date*

**3.**

No debt incurred or property issued (i.e., keys, library card, equipment)  
Further clearance not required if  
employee has not encumbered any  
items from Sections 1 and 2. *Signature of Dept. Chair/Director* *Date*

For retirement fund disposition, the employee must contact Human Resources. ***Please turn this form into Fiscal Affairs, SBS 345***

**Employee: For disposition of your Final Pay Warrant you must complete the Payroll Departure Information form on the back.**

**REV 03/04**

# PAYROLL DEPARTURE INFORMATION

Please print clearly:

Full Name

Social Security Number

A. DESTINATION – Please mark one to indicate your intended destination upon leaving H.S.U.

- |                                    |                                      |
|------------------------------------|--------------------------------------|
| 1. Another CSU Campus*             | 8. Graduate Study*                   |
| 2. University of California*       | 9. Elementary or secondary education |
| 3. California private institution* | 10. Industry or private practice     |
| 4. California junior college*      | 11. Research or service agency       |
| 5. Other U.S. public institution*  | 12. Government                       |
| 6. Other U.S. private institution* | 13. Other                            |
| 7. Foreign institution*            | 14. Unknown                          |

\*  
Name of Institution  
Campus Location – City and State

B. DISPOSITION OF FINAL PAY WARRANT - Pay Period

Currently enrolled in Automatic Bank Deposit Program – deposit my final warrant in the bank as usual.

To Cashier's Office (open hours 10:00 a.m. to 4:00 p.m.)

Mail to address indicated below:

if applicable

Street Address

City

State

Zip

Signature

Date

## TO BE COMPLETED BY PAYROLL OFFICE

Enrolled in Health Insurance	No	Yes	Hlth	Dntl	Vis
Outstanding Salary Advances	No	Yes			
Outstanding Accounts Receivable	No	Yes			
Outstanding Parking Deduction	No	Yes			
Automatic Bank Deposit	No	Yes	Cards Pulled?	Yes	No
Keys (all keys issued returned)	No	Yes			

Disposition of final warrant(s) completed by

**FINISHED!**