



Department of Human Resources

MANAGEMENT CLEARANCE PROCEDURE

FOR YOUR CONVENIENCE, WE HAVE STREAMLINED THE EMPLOYEE CLEARANCE PROCESS.

If you have the following, please turn in to your supervisor or their designee today:

- Any department/campus/state equipment (computers, cell phones, pagers, etc.)
- Parking Decal
- American Express Corporate Card
- Procurement Card and/or any other campus/state credit cards
- Campus calling card
- Campus keys
- Staff I.D.
- All passwords for computer/e-mail/voice mail accounts

If you have any of the following, please complete and turn in to your supervisor or their designee today:

- Final Absence Report
- Travel Claims
- Expense Reimbursements

PLEASE FILL OUT THE ATTACHED DISPOSITION OF FINAL PAY WARRANT INFORMATION. *(Turn the completed form in to your supervisor or their designee)*

I have received the items noted above from _____ on _____.
(Employee's Name) (Date)

(Supervisor or Designee's Signature)

One Harpst Street • Arcata, California 95521-8299 • 707.826.3626 • fax 707.826.3625 • www.humboldt.edu/hsuhr

PAYROLL DEPARTURE INFORMATION

Please print clearly:

Full Name _____

DISPOSITION OF FINAL PAY WARRANT –

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 Warrant/Statement of Earnings to address indicated below:

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!

Revised: 09/08

Please turn this form into Financial Services, SBS 345.