

**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 Housing & Dining Services

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

Return Training Materials, Cellular Phone or Pager

Person Contacted

Date

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 x3166, 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.

Authorized Signature

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.

PAYROLL DEPARTURE INFORMATION

Please print clearly:

Full Name

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 -

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 Warrent/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: 08/08