

Clearance Checklist for Terminating/Transferring Employees

Instructions: This form must be completed by all employees who are separating from the University. Employees transferring within the University must also complete all applicable items on this form. The employee's supervising authority is responsible for collecting the completed checklist by the end of the employee's last day of employment, or last day prior to transfer. Please initial each item as it is completed. Both the employee and the supervising authority should sign the form when complete. Please forward the completed form to the Human Resources Development and Labor Relations department.

Section 1. SUPERVISOR CHECKLIST (initial each item as it is completed):

Check appropriate action: Termination Transfer

- _____ 1. Complete the Personnel Action Worksheet (PAW) and send to Human Resources, along with the original letter of resignation and/or other supporting documentation.
- _____ 2. Remind the employee to clear any outstanding accounts on campus (i.e., parking and/or library fines, etc.)
- _____ 3. Instruct the employee of their responsibility to return all University property (i.e., keys, parking permit, P-card, cell phone, pager, etc.) to the appropriate department for official sign-off on the 'Employee Clearance' portion of this document.
- _____ 4. Remove the employee's authorized signature from budget(s), bank accounts, Bursar's check-pick up, etc.
- _____ 5. Any other departmental obligations (i.e. petty cash, departmental equipment, etc.).
- _____ 6. Notify the Legal Department if the employee is a foreign national.

Section 2. EMPLOYEE CLEARANCE:

It is your responsibility to complete this portion of the form and return it to your immediate supervisor by the end of your last day of employment or your last day prior to transfer. Failure to comply will result in charges for replacement costs and may subject you to civil and/or criminal sanctions. Mark N/A next to any items not applicable.

Item	Location	Authorized Signature / Official Stamp
Keys	Key Shop PS244	
P-Card	Purchasing Services Department PS 1 st Floor	
Parking Permit	Parking Operations CBA 1 st Floor	
Library	Rhodes Tower	
Computer Equipment	Information Services & Technology Rhodes Tower	
Cell Phone, Pager	Telecommunications Rhodes Tower	
Other:		
Other:		

Supervising Authority Signature _____ Date _____

Employee Signature _____ Date _____

Department _____

Employee Name (Please Print) _____

CSU ID Number _____

HRD Final Employee Clearance

Stop Employee not cleared, referred to Legal

HRD Representative _____