

California State University Fresno

EMPLOYEE SEPARATION FORM

All employees* separating from California State University, Fresno employment must complete this form. Written notification of separation must be received by the appropriate Personnel Office at least 2 weeks prior to the last day worked (as soon as possible if less than 2 weeks notice is given). In separating from California State University, Fresno, an employee must return all State property checked out while employed. Clearances must be completed by the last day on Campus in order for the Payroll Office to complete the document necessary to issue final pay. A list of the departments has been provided for your convenience in this clearing process. Should you have questions on returning any item assigned to these offices, please call the appropriate individuals as noted:

EMPLOYEE NAME:	FRESNO STATE ID:	DEPARTMENT:
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EMPLOYEE TYPE: <input type="checkbox"/> Faculty* <input type="checkbox"/> Management <input type="checkbox"/> Staff	EFFECTIVE DATE OF SEPARATION:	LAST DAY PHYSICALLY WORKED: <input type="checkbox"/>
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*Part Time Faculty separating at the end of a semester are not required to complete this form. The clearance process for Part Time Faculty separating at the end of a semester will be handled by the Payroll Department.

FERP – Faculty members intending to FERP – see back of form for additional information.

REASON FOR SEPARATION:	
<input type="checkbox"/> Resignation – Send Letter Immediately To Appropriate Personnel Office Faculty must provide letter of resignation to Academic Personnel, Thomas Administration, Room 118, fax number 559-278-8190 Staff or Management must provide a letter of resignation to Employment and Benefit Services, Joyal Administration Room 164, fax number 559-278-4275)	
<input type="checkbox"/> End of Temporary Assignment <input type="checkbox"/> Retirement (Staff and MPP employees should have already provided Benefits with a letter of retirement; faculty should have submitted letter to Academic Personnel) <input type="checkbox"/> Other (please specify): _____	

Item to return	Department	Contact person	Applicable to You	Signature of clearing department	Date Cleared
Parking decal	Cashier Window– Joyal Bldg.	Shirley @ 8-6143 (sstaton)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Retiring employees should contact Employment and Benefits Office for information regarding maintaining a parking decal					
Petty Cash	ACCTNG - Joyal Adm Rm 181	Carol @ 8-6775	<input type="checkbox"/> Yes <input type="checkbox"/> No		
CSUF American Express Gov't Charge Card	ACCTNG - JA Room. 152	Chris @ 8-5476 (chrisa)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Campus ID Card Campus Keys	Public Safety – Keats Bldg.	Jeanie @ 8-2172 (jeaniea)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Multimedia equipment	AIC Classroom Services – Industrial Tech Room 156	Jeanne @ 8-2674	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Telephone calling card	Info. Technology Svcs (ITS)– MCF Room 137	Eman @ 8-5063	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Retiring employees will be allowed to maintain their email account. ITS will automatically delete E-mail and authorization codes for all other separating employees.					
Library Material	LIBRARY – circulation	Sue @ 8-2551	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Retiring employee(s) requesting retention of library privileges should contact the Library directly to provide required information and request extension of privileges.					
ProCard, Dept. charge card must be returned	PURCHASING- Joyal Adm Room 161	Judy @ 8-2111	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Department Specific

<input type="checkbox"/> Cell Phone <input type="checkbox"/> Pager <input type="checkbox"/> State Vehicle and keys <input type="checkbox"/> Passwords to Computer – Voice Mail <input type="checkbox"/> PDA	<input type="checkbox"/> Grade Books <input type="checkbox"/> Student Records <input type="checkbox"/> Other items as listed: _____ _____	<u>Department Technician</u> <input type="checkbox"/> Lap Top Computer Signature of individual receiving laptop for the university: _____	EMPLOYEE DEPARTMENT – All items that are assigned, other than Lap Top Computers which are to be checked in with the Department Technician, return to Department
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I certify that all department equipment and records (see above) have been returned to the department.

_____ Name of Department Manager/Chair (please print)	_____ Signature of Department Manager/Chair	_____ Date
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(Over)

Revised 03/27/2007

Separating employees have the responsibility to ensure certain activities are completed before departing. These activities are listed below for your convenience with no specific order of checkout. If any of these activities do not apply to you, the activity may be skipped.

Activity to be completed	Department	Contact person	Signature	Date
Clear all travel expenses	Accounting, Joyal Admin., Room 181	Tamara		
Review benefit options	Benefits	Joyal Admin., Room 164		
Health exam required for Plant Operations employees only	Environmental Health	Lisa		
Defer all or portion of accrued leave credit.	Payroll	See Payroll Services web page to defer lump sum options, http://www.csufresno.edu/Payroll/HR2003-15.CSUF.DEFER.doc		

After separation: Reminder for W-2's issued for the current tax year. Please communicate all address changes during this current tax year in order that your W-2 will be mailed to the correct address at year-end.

Options for updating your address: 1. Complete & mail form located @ <http://www.csufresno.edu/Payroll/Std686.pdf>
 2. Send email requesting change to payroll@csufresno.edu.
 3. Request must include old/new address, SSA# and request for address change.

Faculty members intending to return as FERP faculty should exchange parking decal and notify both Library and Keycard personnel that you are a FERP employee to receive check-off. All other items must be returned and re-checked out when actively on-campus.

PLEASE RETURN COMPLETED FORM TO PAYROLL

JOYAL ADMIN BUILDING 249 (MAIL STOP JA110)

I certify that all State property has been returned and outstanding debts have been paid.

Employee Signature: _____

Date: _____