



**Department Checklist
For Staff and Management
Separating/Retiring Employees**

It is the responsibility of the department manager or chair to ensure that all items listed below are completed for departing employees. All State property assigned to the employee while employed must be returned to the specific departments prior to departure.

| Completed | Activity |
|--------------------------|--|
| <input type="checkbox"/> | Obtain a letter of resignation or retirement from the employee. |
| <input type="checkbox"/> | The Manager or Chair should provide a letter of acceptance for the resignation or retirement to the employee. This letter should also document any agreement for using leave credits prior to separation. A sample letter can be found at (add link) |
| <input type="checkbox"/> | Forward the original letter of resignation and a copy of the acknowledgement letter to: Human Resources for staff and management employees (M/S: JA 71) |
| <input type="checkbox"/> | Forward the original letter of retirement and a copy of the acknowledgement letter to: Human Resource-Benefits (M/S: JA 71) <i>(Note: If employee is taking vacation immediately prior to the effective date of the retirement, an authorization letter from the employee's manager with an original signature must be provided to the Benefits Office at the time of the employee's benefits retirement appointment.)</i> |
| <input type="checkbox"/> | Provide "Notice for Employees Separating/retiring from California State University, Fresno" to employee (link) |
| <input type="checkbox"/> | Cancel all computer access to department drives, programs, Office Max, etc. |
| <input type="checkbox"/> | Cancel any signature authority or paycheck pick-up authorization |
| <input type="checkbox"/> | Remove employee's name from any listservs |
| <input type="checkbox"/> | Collect all department assigned university equipment or property, including desk keys, cell phone, PDA, laptop, etc. <i>(Note: Department should direct employee to return building keys to Key Control, Plant Operations Lock shop(8-2172)</i> |
| <input type="checkbox"/> | Obtain voice mail password and computer password |
| <input type="checkbox"/> | Immediately ensure all absences have been entered and approved in Absence Management. |
| <input type="checkbox"/> | Cancel cell phone stipend by forwarding completed MiscPayForm CellPhone1 to Payroll. for processing/Submit all final cell phone expenses for reimbursements. |
| <input type="checkbox"/> | Submit all final travel reimbursements |