

# SEPARATION CLEARANCE FORM INSTRUCTIONS

**The *Separation Clearance Form* must be completed upon separation from California State University, Bakersfield.**

The purpose of this form is to ensure that all proper steps have been taken and all university property has been returned prior to the final pay warrant being released to the employee.

**Important notice for Faculty positions:** A Separation Clearance Form is required for all faculty separating from the campus. The faculty's department may choose to waive the Separation Clearance Form if the employee will be returning to the department within the academic year.

- **Name** – Print or type separating employee's complete name.
- **Campus ID** – Print or type separating employee's Campus ID Number.
- **Department** – Print or type the name of the department the employee is separating from.
- **Effective Date of Separation** – Print or type the last day the employee will be employed in that department.
- **Faculty, Staff/Mgmt., Grad Asst/Teaching Assoc.** – Check applicable box.
- **Separating all Depts.** – Check this box if the employee is separating from every position held at CSUB.
- **Separating this Dept. Only** – Check this box if the employee is separating from the designated department only. (i.e. an employee is separating as a staff member but remaining in a faculty position).
- **Retiring** – Check this box if the employee is retiring from every position held at CSUB.
- **Other** – Check this box for other circumstances (i.e. FERP, off-site employees). If this box is marked please provide a brief explanation on the lines following.

**Please route the Separation Clearance Form using Adobe Sign in the following order:**

1. **Employee's Department**
2. **UPD** – org-upd@csub.edu
  - **NOTE:** If the employee was assigned keys, they must go **in person** to UPD to return those keys. If no keys were assigned, the department can sign off, indicating that no keys were assigned to this employee.
3. **ITS** – ITS-businessoffice@csub.edu
4. **Library** – libsrvs@csub.edu
5. **Cashiering** – cashiersoffice@csub.edu
6. **Human Resources** – hr@csub.edu (as an 'Acceptor')

**For Department/Office Use – Step 1:** This section is to be completed by the Departmental Assistant or appointed representative. When every box is checked, the department representative will print name, sign and date in the areas provided.

- **Office Cleared** – All personal items should be cleared from the employee's workstation.
- **Signature Authority Cancelled** – Complete all appropriate forms to ensure that the employee's signature authority has been revoked.
- **Department Property Returned** – Verify that all known departmental property has been returned or remains at the workstation.
- **Travel Documents Completed** – Verify with Accounting Department that all travel documents have been processed and paid.

**University Police – Step 2:** This section is to be completed by University Police at the University Police Department. When every box has been checked, the University Police Department representative will print name, sign and date in the areas provided.

- **Keys/Proxy Card** - Collect all office keys and Proxy Card to ensure that all keys checked out to that employee have been returned.

**Information Technology – Step 3:** This section is to be completed by the Computer and Telecommunications Department Assistant at ITS-businessoffice@csub.edu. When every box has been checked, the Computer and Telecommunications Department Assistant will sign and date in the areas provided.

**Computer and Telecommunications Services (CTS)**

- **Computer Access Cancelled** – All computer program access should be cancelled (i.e. PeopleSoft, CFS)
- **Phone Extension Cancelled** – Take employee’s name off the telephone extension and notify telecom so the employee name will be removed from telephone directory.
- **Cell Phone/Laptop Returned** – Ensure/collect all CSUB property. All equipment needs to be returned to proper department.

**Information Resources Technology Support (IRTS)**

- **Email and Outlook Cancelled** – Ensure that all email accounts, passwords, and Outlook calendar have been cleared.
- **Web Services Cancelled** – Ensure that all passwords have been cancelled with relationship to web service.

**Media Services**

- **Media Equipment Returned** – Collect all CSUB property, all property needs to be returned to Media Services equipment room.

**University Library– Step 4:** This section is to be completed by Library Services at libsrvs@csub.edu. When every box has been checked, the Library Services Office will sign and date in areas provided.

- **Books returned & fines cleared** – Verify with the Library that all books have been returned and that there is no outstanding balance owed by employee. If employee has outstanding books or fines, the employee must go to the library to get cleared.

**Cashiering Office – Step 5:** This section is to be completed by the Cashiering Office in the Administration East Building at cashiersoffice@csub.edu. When every box has been checked, the Cashiering Office will sign and date in the areas provided.

- **Advances Cleared** – Verify that all payroll advances have been cleared.
- **Accounts Receivable** – Verify that all accounts receivable has been cleared (i.e. jury duty).
- **State Property Cleared** – Verify that all state property has been returned.
- **Moving Allowance Cleared** – Verify that all moving allowances have been cleared.
- **Credit Cards** – Collect all credit cards issued to the employee on behalf of CSUB (i.e. U.S. Bank Travel Credit Card, CSUB Procurement Card).
- **Collect Parking Decals** – Collect all parking decals and permits. If employee has a motorcycle decal, ask for it to be peeled off and returned.
- **Collect ID Card** – Collect Staff/Faculty ID Card, if applicable. If the employee has a student ID Card, do not collect it.
- **Library building access card returned** – Collect Library building access card. Library building access card needs to be returned to Library Services.

After all areas have been completed the employee must sign and date in the space provided at the bottom of the page and determine whether the final pay warrant will be picked up or should be mailed.

**CALIFORNIA STATE UNIVERSITY,  
BAKERSFIELD**

**Separation Clearance Form**

Each full-time and/or part-time employee is required to complete and sign a Separation Clearance Form (SCF) upon separation.

Name (Print or Type) _____	<input type="checkbox"/> FACULTY	<input type="checkbox"/> SEPARATING ALL DEPTS.
Campus ID _____	<input type="checkbox"/> STAFF / MGMT	<input type="checkbox"/> SEPARATING THIS DEPT ONLY
Department _____	<input type="checkbox"/> GRAD ASSISTANT OR TEACHING ASSOCIATE	<input type="checkbox"/> RETIRING
Effective Date of Separation _____	<input type="checkbox"/> OTHER (FERP, off-site, etc.) _____	

Please obtain clearance signatures from appropriate offices as indicated below:

**For Department/Office Use - Step 1**

ITEMS TO CLEAR	CHECK	PRINT NAME & SIGN (APPROVAL)
* Office cleared	<input type="checkbox"/>	_____ Print Name  _____ Signature  _____ Date
* Signature Authority cancelled	<input type="checkbox"/>	
* Department property returned	<input type="checkbox"/>	
* Travel documents completed	<input type="checkbox"/>	
<small>Note: When an employee separates, the Human Resource Dept. sends a notice to those offices on the campus that may be accountable for property held by the separating employee. It is the responsibility of that office to insure they receive the property assigned to the employee.</small>		

Go To: Your Department Assistant

**University Police - Step 2**

ITEMS TO CLEAR	CHECK	PRINT NAME & SIGN (APPROVAL)
* Keys / Proxy Card	<input type="checkbox"/>	_____ Print Name  _____ Signature  _____ Date

Go To: University Police at PS 100

**Information Technology Services - Step 3**

ITEMS TO CLEAR	CHECK	PRINT NAME & SIGN (APPROVAL)
<b>Administrative Computing Services (ACS)</b>		_____ Print Name
* Computer access cancelled	<input type="checkbox"/>	
* Phone extension and/or cell number cancelled	<input type="checkbox"/>	
* RunnerCard/ID Card cancelled	<input type="checkbox"/>	
<b>Information Technology Services Support (ITSS)</b>		_____ Signature
* Email, Outlook and/or Shared Folder access cancelled	<input type="checkbox"/>	
<b>E-Learning Services</b>	<input type="checkbox"/>	_____ Date

Go To: Administrative Computing Assistant at LIB/ACS 101

**University Library - Step 4**

ITEMS TO CLEAR	CHECK	PRINT NAME & SIGN (APPROVAL)
<b>Library Services</b>		_____ Print Name
* Books returned & fines cleared / Inter-Library Loan	<input type="checkbox"/>	
		_____ Signature
		_____
		Date

Go To: Library Services, Room 108

**Cashiering Office - Step 5**

ITEMS TO CLEAR	CHECK	PRINT NAME & SIGN (APPROVAL)
* Travel Advances cleared	<input type="checkbox"/>	_____ Print Name
* Accounts Receivable cleared	<input type="checkbox"/>	
* State Property cleared	<input type="checkbox"/>	
* Moving Allowance cleared	<input type="checkbox"/>	_____ Signature
* All Credit Cards (U.S. Bank Gov. Travel Card, ProCard)	<input type="checkbox"/>	
* Collect Parking Decal	<input type="checkbox"/>	_____ Date
* Collect ID Card (Do Not Collect Student ID)	<input type="checkbox"/>	
* Collect Library building access card	<input type="checkbox"/>	

Go To: Cashier Window in Admin East Bldg.

I certify that the information above is accurate:

\_\_\_\_\_  
Employee Signature                      Date

Last Pay Warrant: Pick-up    Mail To: \_\_\_\_\_  
Street                      City                      State/Zip

**If there is a change of address, employee must submit an updated EAR form to the Human Resources Office.**