CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

SEPARATION CLEARANCE FORM INSTRUCTIONS

The Separation Clearance Form must be completed upon separation from CSU 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 staff 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:

Employee's Department	
UPD	upd@csub.edu
ITS	ITS-businessoffice@csub.edu
Library	libsrvs@csub.edu
Payment Services	accounts_payable@csub.edu
Cashiering	cashiersoffice@csub.edu
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.		
	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 is 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.		
	Keys/Proxy Card	Collect/ensure all office keys and Proxy Card checked out to that employee are returned. 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.
Information Technology – Step 3 This section is to be completed by the Computer and Telecommunications Department Assistant.		
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 remove from telephone directory.
	Runner ID Card cancelled	Ensure that Runner ID card is deactivated.
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; return property to Media Services equipment room.
University Library– Step 4 This section is to be completed by Library Services.		
	All items returned, including Resource Sharing, and 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.
Payment Services – Step 5 This section is to be completed by the Payment Services Office.		
	Travel Advances Cleared	Verify that all travel advances have been cleared.
	Moving Allowance Cleared	Verify that all moving allowances have been cleared.
Cashiering Office – Step 6 This section is to be completed by the Cashiering Office.		
	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, including motorcycle decals.
	Collect ID Card	Collect Staff/Faculty ID Card. If the employee has a student ID Card, do not collect it.

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.

Employee Name (Print) _____

Campus ID _____

Department _____

Effective Date of Separation _____

☐ FACULTY
☐ STAFF/MANAGEMENT
☐ GRAD ASSISTANT OR TEACHING ASSOCIATE

☐ SEPARATING ALL DEPARTMENTS
☐ SEPARATING THIS DEPT ONLY
☐ RETIRING
☐ OTHER (FERP, Off-Site, etc.) _____

Please obtain clearance signatures from appropriate offices as indicated below:

For Department/Office Use - Step 1

ITEMS TO CLEAR	Yes	No	NA
Office cleared	☐	☐	☐
Signature Authority cancelled	☐	☐	☐
Department property returned	☐	☐	☐
Travel documents completed	☐	☐	☐

PRINT NAME & SIGN (APPROVAL)

PRINT NAME _____
SIGNATURE _____
DATE _____

Note: When an employee separates, HR sends a notice to the offices 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.

University Police - Step 2

Keys / Proxy Card	☐	☐	☐

PRINT NAME _____
SIGNATURE _____
DATE _____

Information Technology Services - Step 3

Computer and Telecommunications Services (CTS)			
Computer access cancelled	☐	☐	☐
Phone extension and/or cell number cancelled	☐	☐	☐
Runner ID Card cancelled	☐	☐	☐
Information Technology Services Support (ITSS)			
Email and Outlook Cancelled	☐	☐	☐
Web Services Cancelled	☐	☐	☐
Media Services			
Media Equipment Returned	☐	☐	☐

PRINT NAME _____
SIGNATURE _____
DATE _____

University Library - Step 4

Items returned, including Resource Sharing, & fines cleared	☐	☐	☐

PRINT NAME _____
SIGNATURE _____
DATE _____

Payment Services Office - Step 5

Travel Advances cleared	☐	☐	☐
Moving Allowance cleared	☐	☐	☐
Does this employee have any issued credit cards?	☐	☐	

PRINT NAME _____
SIGNATURE _____
DATE _____

Cashiering Office - Step 6

All Credit Cards (U.S. Bank Gov. Travel Card, ProCard)	☐	☐	☐
Collect Parking Decal/Placard	☐	☐	☐
Collect ID Card (Do Not Collect Student ID)	☐	☐	☐

PRINT NAME _____
SIGNATURE _____
DATE _____

Employee Signature and Last Pay Warrant Information

I certify that the information above is accurate.

EMPLOYEE SIGNATURE _____
DATE _____

Last Pay Warrant: ☐ 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.)

☐ Pick-Up