

# 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.**

<b>REASON FOR SEPARATION:</b>	
<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 Human Resources, 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
<b>Parking decal</b>	Cashier Window– Joyal Admin. Bldg.	Shirley @ 8-6143 (sstaton)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Retiring employees should contact Human Resources-Benefits Office for information regarding maintaining a parking decal</b>					
<b>Petty Cash</b>	Accounting Services - Joyal Admin. Room 181	Carole @ 8-6775	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>CSUF American Express Gov't Charge Card</b>	Accounting Services - Joyal Admin. Room 152	Chris @ 8-5476 (chrisa)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Campus ID Card</b>	Bulldog Card Office – Keats Building, Room 103	Jeanie @ 8-5608 (jeaniea )	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Campus Keys</b>	Plant Operations – Lock Shop. 1-4 p.m. Call first	Meredith @ 8-2172 (mbooeey)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Multimedia equipment</b>	AIC Classroom Services – Industrial Tech Room 156	Jeanne @ 8-2674	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Telephone calling card</b>	Info.Technology Svcs - (ITS)McKee Fisk Rm. 137	Eman @ 8-5063	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Retiring employees will be allowed to maintain their email account. ITS will automatically delete E-mail and authorization codes for all other separating employees.</b>					
<b>Library Material</b>	Library – circulation	Christine @ 8-2551	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Retiring employee(s) requesting retention of library privileges should contact the Library directly to provide required information and request extension of privileges.</b>					
<b>ProCard/Office Max Charge card must be returned/Acct cancelled</b>	Purchasing Joyal Admin. Room 161	Judy @ 8-2111	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		

<b>Department Specific</b>			
<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: _____	<b>EMPLOYEE DEPARTMENT –</b> All items that are assigned, other than Lap Top Computers which are to be checked in with the Department Technician, return to Department

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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**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.**

<b>Activity to be completed</b>	<b>Department</b>	<b>Contact person</b>	<b>Signature</b>	<b>Date</b>
Enter all absences into Absence Management. Request absences be approved by Appropriate Administrator	Separating Employee's Department	Department Timekeeper or Department Manager / Department Chair		
Clear all travel expenses	Accounting, Joyal Admin., Room 181	Tamara @ 8-4019		
Review benefit options	Benefits , Joyal Admin., Room 164	Call 8-2032 for appointment		
Health exam required for Plant Operations employees only	Environmental Health	Lisa @ 8-6910		
Defer all or portion of accrued leave credit.	Payroll, Joyal Admin., Room 249	See Payroll Services web page to defer lump sum options, <a href="http://www.csufresno.edu/Payroll/HR2003-15.CSUF.DEFER.doc">http://www.csufresno.edu/Payroll/HR2003-15.CSUF.DEFER.doc</a>		

**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](mailto: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: \_\_\_\_\_