

**Notice for Employees
Separating or Retiring from
California State University, Fresno**

It is an employee's obligation to submit a letter of resignation/retirement to the employee's department chair/manager. This letter must state your intent to resign/retire and the effective date of this action. Refer to the Human Resources web page at www.csufresno.edu/exit_process.htm for more information on departing employees.

All State property assigned to you while employed must be returned to the specific departments prior to your departure. In the event this checkout does not occur timely, final pay may be held, pending the final clearing. A list of departments, contact personnel with items to be returned is provided below for your convenience with no specific order of checkout. . If any of these items do not apply to you, the item may be skipped.

Department	Item to return	Contact person
*Public Safety (EHS) – Public Safety Bldg.	Key Control – Key Card (ID card)	Jeri @ 8-7422 (jeriw)
ACCTNG - JA Rm 181	Petty Cash	Ann @ 8-6808 (annp)
*ACCTNG – Cashier Window– Joyal Bldg.	*Parking decal	Shirley Staton @ 8-2641 (sstaton)
ACCTNG - JA Rm. 152	CSUF Am/Ex Gov't Charge Card	Chris Rodriguez @ 8-5476 (chrisa)
*AIC, Classroom Services – ML Rm1031	Multimedia equipment	Jeanne @8-2674
Info. Technology Svcs (ITS)– MCF Rm 137	Telephone calling card	Yvette @ 8-3923
ITS will automatically delete E-mail, mainframe accounts & authorization codes. A retiring employee may elect to retain his e-mail account by notifying Yvette directly.		
*LIBRARY – circulation	Separations: All library material must be returned Retirements: Please call 8-2551 for retaining material, see next note.	Susan @ 8-2551
Retiring employee(s) requesting retention of library privileges should contact the Library directly to provide required information and request extension of privileges		
*PURCHASING-JA Rm 161	ProCard, depart. chg card must be ret'd	Judy @ 8-2111
YOUR DEPARTMENT – All items that are assigned, other than Lap Top Computers (check in w/Dept Tech), return to Department	<input type="checkbox"/> Cell Phone <input type="checkbox"/> Lap Top Computer – Dept. Technician <input type="checkbox"/> Pager <input type="checkbox"/> PDA <input type="checkbox"/> State Vehicle and keys <input type="checkbox"/> Passwords to Computer – Voice Mail	
Remind your department to cancel any access you have to departmental computer applications, programs, etc. If you have administrative rights to PAWS, this will be canceled automatically once your separation has been processed.		

Departing employees also have a 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.

Department	Activities to Complete	Contact person
ACCTNG-Travel – JA Rm 181	Clear all Travel Expenses	Tamara @ 8-4019 (tamarac)
BENEFITS – JA Rm 243	Review Benefit Options for Departing Employees	Appointment Required Lorraine @ 8-2155
ENVIRONMENTAL HEALTH	Health exam req'd for Plant Operations employees only – call Lisa for details	Lisa @ 8-7422
Payroll	Defer all or a Portion of Accrued Leave Credit See Payroll Services web page to defer lump sum options: http://www.csufresno.edu/Payroll/HR2003-15.CSUF.DEFER.doc	

After departure:

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. Request must include old/new address, SSA# and request for address change.

*** Holds may be placed on your final pay. Direct Deposit may be canceled if state property is not returned timely. Pay is distributed normally unless prearranged with Accounting/Cashier. Any questions, call Payroll at 278-3960**