



Full and/or part-time employees are required to complete a checkout and clearance form upon separation from the University per State Administrative Manual (SAM 8580.4)

Separation and Clearance Checklist

EMPLOYEE INFORMATION – Please Print

Name: _____ Date of Separation: _____

Employee ID: _____ Last Date Physically Worked: _____

Department: _____

Manager: _____ Retirement Resignation Other

Please have the following items turned in or cleared, and secure the signature of each appropriate department or office head. Return form with remaining items to the Payroll Department located at Del Norte Hall, 3rd floor 3006. Please ensure that all University debt has been cleared and all Library material returned.

To Be Completed By The Employee/Manager

- | | | |
|---|---|---|
| <input type="checkbox"/> I certify that all State property has been returned to my office department. | <ul style="list-style-type: none"> • Department issued keys • Laptop • Phone • University Pro Card • American Express/DGS Card • Uniforms • Any other State Property • Submit final absence reporting via self-service or paper timesheet | <ul style="list-style-type: none"> • Outgoing email message • Outgoing voicemail message • Take all <i>personal</i> paper/hardcopy and electronic files prior to last day worked • Ensure your mailing address is current. Visit the Employee Center to verify personal data prior to last day worked |
| <input type="checkbox"/> I understand I have an ongoing responsibility for maintaining the confidentiality of the University's information under the Information Practices Act of 1977 and Title 5, Education | | |

Employee Signature: _____ Manager Signature: _____

FACILITIES DEPARTMENT – Located at Facilities Management 101

- | | | |
|--|---|---|
| <input type="checkbox"/> I certify that any keys that have been issued to me by Facilities Management has been returned. | <ul style="list-style-type: none"> • Master Key/FOB • Submaster Key • Gate Access Card | <p>The department authorizing the key request is responsible for the return and/or ensuing costs of keys, electronic velocity fobs and/or cards not returned due to separation of employment.</p> |
|--|---|---|

Employee Signature: _____ Facilities Department: _____

PAYROLL DEPARTMENT – Located at Del Norte Hall, 3rd Floor 3006

- Parking Decal
- University One Card
- Current Address on File
- Disposition of PERS Form
- Other: _____

Payroll Office
Signature: _____

Employee Separation Instructions

All separating employment from CSU, Sacramento must complete the separation/clearance process on, or by the last day of employment with the University. A **Separation and Clearance Process** is required for every separating employee per State Administrative Manual (SAM 8580.4, 8595, and 8116.1) to ensure that all obligations are met, including the return of University property and final payment of wages.

Faculty members participating in the Faculty Early Retirement Program (FERP) and Lecturers whose appointments are continued from semester to semester do not normally go through clearance procedures until final separation from the University, including those planning on returning as annuitants after the 180-day waiting period.

When resigning from employment with the University, the employee should submit written notification to the department administrator with the reasons and effective date of resignation. Employees are expected to provide at least two weeks' notice.

Benefits:

COBRA permits covered individuals who lose coverage under the plan(s) as a result of certain "qualifying events" to elect to continue their coverage under the plan(s) for a prescribed period of time on a self-pay basis, for up to 18, 29 or 36 months, depending on the qualifying event. A COBRA Qualifying Event Election Notice will be sent to your address on file upon your separation or loss of benefit eligibility status. This notice contains information regarding continuing coverage through COBRA, premium rates, and the election form you will need to complete should you decide to elect COBRA.

Vacation/Sick Accrual:

Ensure that all absences have been recorded in the online self-service tool or fill out a paper timesheet and submit to Payroll with signatures at least three days prior to last day on campus for final pay warrant to be accurate.

Address:

Confirm that your address is current with the University to ensure W-2 and benefit forms are mailed to the correct place. You can visit the Employee Center on MySacState and view your personal data for accuracy to make changes as applicable.