

Clearance Checklist for Exiting Employees

Instructions: This form must be completed by all employees who are separating from the University. The employee's supervising authority is responsible for collecting the completed checklist by the end of the employee's last day of employment. Both the employee and the supervising authority should sign the form when complete.

SUPERVISOR CHECKLIST:

- ____ 1. Remind the employee to clear any outstanding accounts on campus (i.e., parking and/or library fines, etc.) and instruct the employee to return all University property (i.e., keys, parking permit, cell phone, laptop, etc.) to the appropriate department for official sign-off on the "Employee Clearance" portion of this document. This includes any other departmental obligations (i.e. petty cash, department equipment, etc.).
- ____ 2. Notify the Legal Department if the employee is a foreign national.

EMPLOYEE CLEARANCE:

**It is your responsibility to complete this portion of the form and return it to your immediate supervisor by the end of your last day of employment. Failure to comply will result in charges for replacement costs, and may subject you to civil and/or criminal sanctions.
IF YOU DO NOT HAVE A P-CARD, PARKING PERMIT, or LIBRARY MATERIALS, YOU MAY CONTACT THOSE DEPARTMENTS AND OBTAIN A CONFIRMATION EMAIL. ATTACH THE EMAIL TO THIS FORM AND WRITE "SEE ATTACHED" ON THE AUTHORIZED SIGNATURE LINE.**

Item	Location	Authorized Signature / Official Stamp
Keys	Return Keys to Access Control & Security Systems OR obtain a Key Transfer Form and have the keys transferred to your Supervisor or other authorized designee in your department.	
Employee Department	Any departmental computers, equipment, cell phones, uniforms, etc.	
Parking Permit	Parking Operations Euclid Commons 161	
P-Card	Purchasing Services Department PH118	
Library	Rhodes Tower	
PLEASE STOP HERE LAST	Fees & Fines Treasury Services-CASHIER'S Office MC 115	

Supervising Authority Signature Date Employee Signature Date

Department Employee Name (Please Print) CSU ID Number

Please be sure to forward the completed form to the Human Resources Department.

HRD Final Employee Clearance Employee not cleared, referred to Legal