

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

Employee Separation Checklist

The following checklist should be completed when an employee separates (by resignation, involuntary separation, retirement, reaching appointment end-date) his/her employment.

Employees are required to provide their immediate supervisor with written notice of resignation at least two (2) weeks or ten (10) workdays prior to the last intended workday. Please notify the Human Resources Department immediately upon resignation and provide a copy of your resignation letter/email.

Name: _____ Employee ID #: _____

Position: _____ Department: _____

Campus Extension: _____ Campus Email: _____

Last Physical Day Worked: _____ Last Day on Payroll Status: _____

*If you are retiring, Retirement Effective Date: _____
(Your retirement effective date cannot be the same as your last day on Payroll Status)*

EMPLOYEE ACTIONS TO TAKE PRIOR TO LAST WORKING DAY:

Complete the Separating Attendance Form and return to the Payroll office (work with your time keeper).

Complete Employee Exit Interview Form and return to HR. If you prefer to schedule an exit interview, call Human Resources at (909) 537-5138 or Ombuds Services at (909) 537-5635.

Complete the Separation/Disposition of CALPERS Contributions Form (only if you currently contribute).

Complete the Conflict of Interest Form 700 (if you are a designee or procurement card holder).

Complete the Staff/MPP Clearance Form and return to Human Resources.

Change your voicemail message to include appropriate contact information (check with your supervisor or manager).

Set up 'Out of Office' assistance message for email (check with your supervisor or manager).

Relay any department or University data files, electronic documents and records stored on your office computer onto department share drive (check with your supervisor or manager).

Update home address in Human Resources using the Employee Action Request Form (if relocating).

Notify Fee Waiver Coordinator (fee waiver participants only).

Employment and salary verifications for "State" employees are processed through the automated system: The Work Number. If you have any questions about how to use the system, either call the customer service number 1-800-367-5690 or visit The Work Number web site.

I have completed the checklist and agree to submit all documents attached.

Signature Date