CALIFORNIA STATE UNIVERSITY FULLERTON

SEPARATION CHECKLIST FOR EMPLOYEES

The following employee separation process and checklist should be completed prior to the employee's last day in the office. Please note that all items on this checklist may not apply to every employee.

EMPLOYEE ACTIONS TO BE COMPLETED BY LAST WORKING DAY

PERSONAL ACTIONS

- [ ] **Complete the separation process via the Employee Separation and Property Clearance ServiceNow Application**
    a. Faculty and staff should provide written notice to the university via their supervisor when resigning or retiring. The notification should indicate the following: (Click here for letter template)
        i. Last day in office/Separation or Retirement date (Separation Date: Date of last pay- if retiring, this date will be the day BEFORE your retirement date. Retirement Date: Date retire from CalPERS, Last Day in Office: last day physically in office.
        ii. Reason for resignation
        iii. Date & Signature
    NOTE: If you entered your separation date incorrectly in ServiceNow and you are at least 7 days out from the separation date you can reply to your ServiceNow Separation email with the correct date. If you are within 7 days of the separation date you must contact payroll at ext. 2521.

- [ ] **Discuss the status of your work assignments and any pertinent information with your supervisor**

- [ ] **Remove all personal items from work area(s)**

- [ ] **All entries must be made in CSU Time prior to last day worked.**

- [ ] **Update your mailing, address if needed, in CMS Self-Serve under your employee portal**

- [ ] **Complete exit questionnaire interview**
    a. Human Resources will email you information on scheduling an interview.
        *You may also report any compliance concerns anonymously by contacting Labor and Employee Relations, HRDI.
        *If there are any legal or policy/procedures issues identified during the exit interview, this information will be shared with appropriate individuals.

- [ ] **Complete Conflict of Interest Form 700 - if required by HRDI**

- [ ] **If you have any questions regarding your benefits**
    a. Call Human Resources, Diversity, and Inclusion at (657) 278-2425.

RETURN ALL UNIVERSITY PROPERTY

☐	**Keys (Campus keys return to UPD. Titan Hall/College Park keys, return to your Manager)**
☐	**Parking Permit Hang Tags (return to Parking and Transportation Services)** a. Employee can turn permit in at any time and receive a permit for the rest of the month. Depending on when permit is returned, payroll deduction may still take place and a refund will be issued.
☐	**Computers/laptops/tablets or other peripheral equipment (e.g., printers, cameras) cellular phones, etc. that you have in office or at home**
☐	**Records (documents, files, correspondence, etc.)**
☐	**All special accommodation equipment and any university owned equipment you may have in office or at home**
☐	**Research/data notebooks (you may retain a copy)**
☐	**Credit/procurement/travel card and related receipts (this includes state p-card, ASC card and CSFPF card**
☐	**Titan Card**
☐	**Library books, online, DVD, and/or CD media and texts, periodicals**
☐	**Uniforms/gear/tools/instruments/job accessories**
☐	**Student Rec Center Pass**

SETTLE OUTSTANDING FINANCIAL OBLIGATIONS

☐	**Reconciliation of State p-card, Travel Card, declining balance card, ASC and/or CSFPF purchasing card, and any other transactions**
☐	**Complete outstanding travel claims**
☐	**Reimburse any charges owed to university**
☐	**Reimburse charges owed to other departments (e.g., Library, Parking)**
☐	**Return any advances and petty cash**

ELECTRONIC RECORDS

☐	**Retrieve or delete any personal files/information.**
☐	**Any project folders for CSUF projects and any CSUF Dropbox folders and files you own are transferred to another CSUF employee as directed by your supervisor.**
☐	**Return (transfer, copy, etc.) to the appropriate unit and/or university administrator(s) any unit or university data files, electronic documents and records, etc. that are stored on your personal work PC or in your personal server file spaces.**
☐	**If you possess sole access rights to an administrative database, software application, information system, etc., that is necessary for program or unit administration or operations, transfer the passwords to the appropriate unit administrator, or arrange for a unit administrator to be given the access needed to assure continued operations.**
☐	**Delete or return any university owned/licensed software that is contained on a home computer. For assistance, contact the IT Help Desk at 657 278 7777, or HelpDesk@fullerton.edu.**

ENVIRONMENTAL HEALTH & SAFETY

☐	*If you were responsible for any laboratory or hazardous chemicals, gas cylinders, biological materials (e.g., animal tissue, diagnostic specimens, microorganisms, cultures), bio-hazardous materials (e.g., infectious substances and CDC Select Agents), controlled substances, radiological materials and/or hazardous wastes, provide evidence of consultation with Environmental Health & Safety (EHS) to your supervisor regarding the disposition of these materials.*