



SAN DIEGO STATE UNIVERSITY

MANAGER CLEARANCE CHECKLIST

As employees leave University employment, a check-out process that includes returning all University property, access cards/keys to University facilities and making arrangements for medical benefit coverage and final paycheck must be completed. This document is a checklist to help you complete the check-out process for an employee. As a first step, you should meet with your employee and complete an on-line form to provide notice of departure date to various campus offices. Department/unit managers are required to complete, sign, and return this form to The Center for Human Resources, Mail Code 1625, by fax to (619) 594-0881, or by email to icervant@mail.sdsu.edu.

Instructional Technology Services

- Notify employee to return any audio/video equipment and/or media to Instructional Technology Services.

University Computer Operations

- If an employee was issued a site license for software, notify University Computer Operations at (619) 594-3712.

Library Services

- Request that employee return all library books or reference materials to the Library. If retiring, an employee may continue to have library privileges. They must visit the Library and have their record changed from Active to Retiree for privileges after retirement (after receiving retiree ID card from The Center for Human Resources).

Business and Financial Affairs

- Request that employee repay outstanding travel advances, if any.

Public Safety

- Request that employee return all keys and access cards to Public Safety/Key Issue. The employee will be required to pay the Cashier for any lost keys.
Direct the employee to return his/her parking permit. If the employee has a monthly payroll deduction parking permit, the permit must be returned to Public Safety/Parking Services. If their permit is affixed to their bumper, they may drive to the parking kiosk on College Avenue and Canyon Crest Drive for removal by Public Safety/Parking Services.

Human Resources

- If the employee wishes to make an appointment for an exit interview with a representative from Human Resources, they may call (619) 594-8323.
If the employee was enrolled in benefits, they will be mailed information about continuation rights. If they have questions, please have them call (619) 594-1144.
The employee will be mailed information by The Center for Human Resources Benefits Office (if not retiring) about retirement contributions and the options available to them.
Ask the employee to provide Human Resources with their current mailing address so that additional pay, benefit information, and/or W-2's can reach them in a timely manner.
If the employee was a Form 700 filer, request that the employee complete a Form 700, marking the "Leaving Office" statement in Section 3, and submit it to Human Resources within 30 days of separation.

Department

- Ensure the return of wireless devices, laptop computers or any other equipment issued by the department to a supervisor/department coordinator.
Ensure the return of corporate credit cards, department credit cards, or procurement cards issued for department business to their supervisor/department coordinator.
If the employee is a faculty member or teaching associate, ensure all grades are submitted by the designated deadline.
Unless retiring, SDSU ID cards should be turned in to a supervisor/manager or his/her designee.
If employee is enrolled in a medical surveillance (monitoring) program, ensure employee schedules an exit exam with Environmental Health Services (EHS).

Important Notice: Employees are responsible for returning University property upon termination of employment. Failure to resolve issues regarding property and/or to pay any debts will result in the debt being reported to the State Franchise Tax Board for collection from future tax refunds due to the employee.

Department/Unit Manager Name (Please Print.)

Employee Name (Please Print.)

SDSU Red ID #

Department/Unit Manager Signature (Required)

Date (Required)

ONCE COMPLETE, PLEASE PROVIDE A COPY OF THIS FORM TO THE EMPLOYEE