



Manager Clearance Checklist Guidelines

Employees leaving the university are required to return all university property. The manager/ supervisor/ department chair should meet with the employee to insure that all SDSU property is returned, e.g., keys, access cards (see detailed list below under “Manager/ Supervisor/ Department Chair”). The manager is required to notify the appropriate offices to cancel all authorization granted to a separating employee. The department must complete the Online Resignation/Retirement Form and submit the Manager Clearance Checklist to The Center for Human Resources within seven days of the employee’s separation.

Keys	Employee needs to return all keys and access cards to Public Safety.
Parking	Employee must return monthly permit or sticker to the Cashier’s Office.
Instructional Technology Services (ITS)	Employee must return any SDSU equipment checked out from ITS.
Library	Employee must return all outstanding books and materials. Retirees are entitled to continue Library Services, but must change status with Library.
University Computer Operations	If the employee has been issued a site license for software through University Computer Operations, the software should be removed from the computer and UCO notified at (619) 594-3712.
Corporate Credit Card	If the employee has been issued an American Express or other corporate credit card, collect the card and notify Business & Financial Affairs at (619) 594-6018.
Outstanding Travel Claims or Advances & Procurement Credit Card	If the employee has been issued a MasterCard for procurement purposes or has outstanding travel claims or advances, contact Accounts Payable at (619) 594-0894.
TNS	TNS will be notified for cancellation of E-mail, long distance phone card, calling cards, TACACS account, and SDSU ID card with the Resignation/ Retirement Form process.
Exit Interview	If a staff employee would like to meet with Human Resources for an exit interview, have the employee call the Assistant to the HR Director to schedule an appointment at (619) 594-8323.
On-Line Ordering	Notify Business Information Systems at (619) 594-3737 if employee is authorized to purchase through on-line requisitions in Oracle/ Office Max.
Systems Administration	If employee was authorized or had access to any computer systems (Oracle, SIMS-R, etc.), be sure to contact your systems administrator or department/person that manages access to cancel privileges.
Budget/ Accounting	If employee was designated to authorize fund transfers, contact Accounting at (619) 594-4593 and/or Budget & Finance at (619) 594-6602.
Human Resources	Employees will be mailed information about benefits continuation (COBRA) and/or retirement options.
Athletics	Employees in Athletics may have been issued additional university property. Please ensure all SDSU property is returned.

**Manager/ Supervisor/
Department Chair**

Confirm with employee and respective departments that the following items have been returned:

1. SDSU phone authorization card, calling card, and voice password (return to TNS, (619) 594-4154, MC 7709, BAM 129)
2. SDSU American Express Card (return to Enterprise Operations, (619) 594-6018, MC 1620, AD 320)
3. Wireless devices, laptops, home computers (return to the appropriate department)

SDSU ID Card

It is recommended that a reasonable effort be made to collect and destroy any Faculty/Staff card issued to an employee. (see below for Retiree ID cards)

Attendance

Manager must submit an Attendance Summary form for departing employee to Payroll Services, MC 1625, ESC 406, or FAX to (619)594-0881.

Address Change

Submit [Employee Action Request Form](#) located at: directly to the Center for Human Resources, Extended Studies Center, 5701 Hardy Ave., Rm. 406, San Diego, CA 92115, or employee can change his/her address via PeopleSoft self-service.

Retirees

Retirees should be referred to Human Resources to obtain authorization for a Retiree ID Card. This card will entitle retirees to certain campus faculty/ staff benefits.