

## **Employee Separation Handout**

*The separation and clearance process ensures that all employees leaving SDSU return university property and are notified of their responsibilities. The information below should help you in completing any necessary steps prior to leaving the university.*

### *Instructional Technology Services*

- Please return any SDSU audio/video equipment and/or media checked out from ITS (AH-1129).

### *University Computer Operations*

- If you have been issued a site license for software, please notify your systems administrator so that they may remove the software and contact UCO.

### *Library Services*

- Please return all outstanding books and materials. Retirees are entitled to continue their library privileges as long as they change their status with the library (after receiving a retiree ID card from HR).

### *Public Safety*

- Please return all keys and/or access cards to Public Safety/Key Issue (DPS building, located off of Remington Road, across from the Aztec Recreation Center).
- Any parking permits must be returned to Parking Services (either at DPS building, or the parking kiosk on College Avenue and Canyon Crest Drive).

### *Human Resources*

- Requests for an exit interview may be scheduled by calling (619) 594-8323.
- You will be provided information regarding the continuation of health benefits, as well as retirement contribution options (if not retiring). If you have questions, please call Benefits at (619) 594-1144.
- A final attendance summary must be submitted to your manager/supervisor.
- If applicable, please update your address with HR by either calling (619) 594-5251 or completing the *Employee Action Request* form found at: <http://hr.sdsu.edu/pdf/Payroll/EAR.pdf>
- If you were a Form 700 filer (Statement of Economic Interest), please complete Form 700, marking the "Leaving Office" statement in Section 3, and submit it to HR within 30 days of separation. Form 700 may be downloaded at: <http://www.fppc.ca.gov/forms/700-10-11/Form700-10-11.pdf>

### *Department*

- Ensure that you return the following items:
  - SDSU phone authorization card, voice password (return to TNS, Education & Business Administration 129, (619) 594-4154).
  - American Express Card (return to Enterprise Operations, Administration 320, (619) 594-6018).
  - Wireless devices, laptops, home computers (return to department).
- If you've been issued a procurement credit card or have outstanding travel advances, please contact Accounts Payable at (619) 594-0894.
- If you were enrolled in a medical surveillance (monitoring) program, ensure that you schedule an exit interview with Environmental Health & Safety by calling (619) 594-6778.
- If you're a faculty member, remember to submit your grades by the designated deadline.
- Unless retiring, SDSU ID cards should be turned in to your supervisor/manager.
- Remember your obligation to maintain confidentiality of SDSU data.