

CAL POLY POMONA Clearance Form

Clearance Procedures for _____

FROM: Payroll Services

SUBJECT: Clearance with University Departments

Payroll Services has been notified of your separation/leave of absence/retirement with the University. Our University policy requires that all employees complete the clearance process prior to departure from campus. Please have this Clearance Form **signed** by your dean, director or department head in the box on the reverse side of this form before submitting it to Human Resource Services.

University records indicate that the material identified on the reverse side of this form is checked out to you. Please contact the appropriate department(s) to satisfy this obligation or return the material. Those departments signed off have already been cleared for you by Payroll Services. It will not be necessary to contact them. If you wish to retain your keys or maintain current services while you are on leave of absence; a memo from your department is required. Please make arrangements in advance with the appropriate department(s). Prior to leaving, **if your keys have been lost or misplaced**, a memo addressed to Facilities Management is also **required** from your department's dean, director or department head stating the lost or misplaced key numbers. Take the memo to Facilities Management (located in Building 81) so they can sign your Clearance Form **before** submitting it to Human Resource Services.

Please submit your **signed Clearance Form, Keys and Parking Decal** to the **CLA Building (98) Room B1-20**, Human Resource Services between the hours of 8:00 a.m. - 5:00 p.m., Monday–Friday. An authorized signature must be obtained from each of the departments identified on the reverse side of this form to complete your clearance process. (If you have a large number of keys, please return them to Facilities Management).

Your final paycheck will be available to you on your last day of employment. Lecturers, coaches and teaching associates may have paychecks available at a later date to maintain coverage of benefits. In these cases, your paycheck is available as indicated below.

To: Lecturers, Coaches and Teaching Associates
Your final paycheck will be released on _____.

If you would like your final paycheck mailed, please print your address, sign and date on the provided lines.

**I AUTHORIZE CAL POLY POMONA -
PAYROLL SERVICES TO MAIL MY
PAYCHECK TO:**

(Signature) (Date)

Employee Name _____ Bronco Number _____

Department _____ Reporting Unit _____

The employee listed above will separate/take a leave of absence/retire on _____.

REQUIRED: Please have the box below signed by a Dean, Director or Department Head before submitting it to Human Resource Services.

Clearance from Employee's Department

Dean/ Director/ Department Head Signature Required

Date

Clearance from the employee's department indicates that the employee has returned any university property issued to the employee not otherwise identified on this form (i.e., laptop, cell phone, pager, camera, lab equipment and materials, Foundation property, etc.). Payroll Services notifies the following departments of the effective date of the employee's separation - Help Desk for systems account access, Procurement for the Procurement credit card, and University Police for the security access card. These departments deactivate any access/services they provide to the employee.

If this employee has been cleared with your department, please sign below.

DEPARTMENT	AUTHORIZED SIGNATURE	DATE
(Media Equipment) I & IT PROJECTS & SERVICES (Bldg. 5-Room 211)		
FACILITIES ADMIN SERVICES (Bldg. 81) # OF KEYS <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div>		
(Library Materials) UNIVERSITY LIBRARY (Bldg. 15)		
(Travel/ Corporate Card) UNIVERSITY FINANCIAL SERVICES (Bldg. 98, B1-113)		
(Parking Decal) <input type="checkbox"/> YES <input type="checkbox"/> NO HUMAN RESOURCE SERVICES - CUSTOMER SERVICE CENTER		

I certify that I have returned all University property.

EMPLOYEE SIGNATURE: _____ **Date:** _____

FOR HR/PAYROLL USE ONLY - Notification

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| <p>HUMAN RESOURCES – Benefit Coverage <input type="checkbox"/></p> <p style="padding-left: 20px;">- Conflict of Interest <input type="checkbox"/></p> <p style="padding-left: 20px;">- Employment <input type="checkbox"/></p> <p>HELP DESK – Systems Account Access <input type="checkbox"/></p> <p>PROCUREMENT & SUPP SERVICES – Mastercard <input type="checkbox"/></p> <p>INFORMATION SECURITY OFFICER <input type="checkbox"/></p> <p>UNIVERSITY POLICE – Security Access Card <input type="checkbox"/></p> <p>UNIVERSITY LIBRARY – Security Access..... <input type="checkbox"/></p> | <p>RIDESHARE – Rideshare Benefits <input type="checkbox"/></p> <p>EXIT SURVEY <input type="checkbox"/></p> <p>DIRECT DEPOSIT <input type="checkbox"/></p> <p>PARKING DEDUCTION <input type="checkbox"/></p> <p>SALARY ADVANCE..... <input type="checkbox"/></p> <p>PAYCHECK(S) RELEASED..... <input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/> Y <input type="checkbox"/> N QTY: _____ CSC _____</p> |
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