CAL POLY HUMBOLDT

Separating Employee Clearance Form Includes employees on leave of absence without pay for 6 months or 1 semester This form is NOT for continuing FERP or Staff/Faculty reappointed to the same position

Employee Name			
Employee Name		Employee ID	
Department		Position	
Separation/Leave of Absence Date		Personal Phone	
Separation/Leave of Absence Date		r craonar mone	
TO BE COMPLETED BY EMPLOYEE			
COORDINATE	*Required: Coordinate with your depart	ment the return of university-owne	d equipment
RETURN			
☐ Laptop ☐ Other Equipment (specify) ☐ Library books or equipment (ext. 3431)			
*Required: Go to the Cashier's Office, SBS Building, 2nd floor, Monday-Friday 8am - 4:30pm			
F	RETURN	COLLECT	
☐ This Form ☐ Employee ID ☐ Office Key(s)	RETURN	COLLECT Final Paycheck - If Form 109 wa final paycheck will be ready for	•
☐ This Form ☐ Employee ID ☐ Office Key(s) ☐ Parking Permit	RETURN	☐ Final Paycheck - If Form 109 wa	•
☐ This Form ☐ Employee ID ☐ Office Key(s)	RETURN	☐ Final Paycheck - If Form 109 wa final paycheck will be ready for	•
☐ This Form ☐ Employee ID ☐ Office Key(s) ☐ Parking Permit ☐ ProCard ☐ Travel Card		☐ Final Paycheck - If Form 109 wa final paycheck will be ready for CLEAR ☐ Payroll Deduct ☐ Financial Obligations ou have questions about retirement,	pickup.
☐ This Form ☐ Employee ID ☐ Office Key(s) ☐ Parking Permit ☐ ProCard ☐ Travel Card ☐ Other	Email Human Resources if yo change to your contact infor arding retirement and/or ne Human Resources	☐ Final Paycheck - If Form 109 wa final paycheck will be ready for CLEAR ☐ Payroll Deduct ☐ Financial Obligations ou have questions about retirement,	, benefits or have a
☐ This Form ☐ Employee ID ☐ Office Key(s) ☐ Parking Permit ☐ ProCard ☐ Travel Card ☐ Other EMAIL If you have questions regione fits, please contact the	Email Human Resources if yo change to your contact infor arding retirement and/or ne Human Resources 626 or hr@humboldt.edu	Final Paycheck - If Form 109 wa final paycheck will be ready for CLEAR Payroll Deduct Financial Obligations bu have questions about retirement, rmation. If you are changing your contact i	, benefits or have a