EMPLOYEE CLEARANCE FORM
HUMAN RESOURCES

Human Resources | One Washington Square | San José, CA 95192-0046 | 408-924-2250 408-924-1701(fax)

An Employee Clearance form is required for every separating employee, including employees transfering from one department to another and employees going on an extended leave of absence with out pay ensuring the return of all state owned items such as credit cards, keys, state records, and equipment; that access to state systems has been canceled and that all travel and salary advances have been re-paid.

Instructions: See attached instructions for assistance in completing this form.

Employee Data

Employee Name: _____ Employee ID: _____

Department/College: _____ Last day of employment: _____

Employee Status: ☐ Faculty ☐ Staff ☐ *FERP ☐ Graduate Assistant or Teaching Associate

Type of Separation: ☐ Separating this department only ☐ Resignation ☐ Retirement ☐ Other
* Please refer to instruction sheet

University Clearance
Employees must visit university offices to obtain appropriate signatures before the exit conference.

University Library MLK Library 808-2326	☐ Library fines ☐ University materials	Print Name: Signature:	Date:
Lock Shop 10th and San Fernando 924-7100	☐ Keys ☐ Access card	Print Name: Signature:	Date:
University Police 7th Street, UPD Building 924-6557	☐ Citations ☐ Cancel payroll deduction ☐ Parking permit	Print Name: Signature:	Date:
UCAT 924-2340 Computer Center, 2nd Floor	☐ Telecom services	Print Name: Signature:	Date:
Procurement & Support Services Clark Hall 5th Fl, 500 924-1660 **CMS Help Desk** 924-1530 or cmshelp@sjsu.edu	☐ Procurement/Credit Cards ☐ Travel Advances ☐ Moving Expenses ☐ CMSHelp/MySJSU	Print Name: Signature:	Date:

Department Clearance
Departments are responsible for costs associated with the failure to secure university property and resources upon separation of an employee.

☐ Final time and attendance approved in Absence Management ☐ Voicemail cleared
☐ Deactivate staff/faculty website. Contact Academic Technology at 924-7186
☐ Department property returned: (computers, cell phones, pagers, department access key card etc

Print name: _____ Title: _____

Signature: _____ Date _____

Human Resources

☐ Tower card	☐ Retirement contribution forms		☐ COBRA	Signature:	Date:
☐ Final pay	☐ W2 address verification	☐ Exit survey	☐ Confidentiality reminder		

I acknowledge my obligation to maintain confidentiality of San José State University data.

Employee Signature: _____ Date _____