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

Separation/Clearance Instruction Sheet

These instructions are to assist in completing the Employee Clearance form when an employee separates from his/her active employment status from San Jose State University. This process is also required for employees going on an extended leave of absence. The employee clearance is to ensure all university property and resources are recovered prior to an employee's last day physically worked.

Employee Status
Please check appropriate box. * Faculty Early Retirement Program (FERP), faculty who participate in FERP normally go through clearance in their last year of participation.

Separating this department only
Check this box if the employee is separating from the designated department only e.g., an employee is separating from one department and is transferring to another department on campus.) * Employees are not required to clear from the Library, UPD, and UCAT.

Time and Attendance
Ensure all time and attendance is entered in Absence Management for manager approval prior to transferring or separating from Department or University.

Department property
Ensure the return of wireless devices, laptop computers or any other equipment issued by the department to a supervisor/department coordinator.

Voicemail cleared
Ensure all messages and greetings have been removed from separating employee's phone.

University Library
Verify with the library that all books and university materials have been returned and overdue fines are paid.

Lockshop
Ensure that every key checked out has been returned. The employee will be required to pay the cashier for any lost keys.

UPD
Employee must return his/her parking permit. If the employee has a monthly payroll deduction for the parking permit, the deduction must be canceled with Traffic and Parking Operations.

UCAT
Notify UCAT to ensure separating employee's name is removed from telephone and email is canceled.

CMS Help desk
If the employee was authorized or had access to any computer systems (PeopleSoft HR, Finance, Web component.) be sure to contact the CMS help desk at cmshelp@sjsu.edu to cancel privileges.

Business Operations
If the employee has been issued a credit card and/or procurement card, return the cards to Business Operations.