



Employee Separation - Clearance Checklist

Please bring this completed form with you to your scheduled HR Clearance Appointment.

Name
non-SFSU email address

SFSU ID#
Date

Last Day Physically at Work: _____ Last Day of Employment (on payroll status): _____ CalPERS Retirement Date (if applicable): _____
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Item	Yes	No	Date Returned	Dept Initials
Return to your Department				
1. Computer (Laptop)	_____	_____	_____	_____
2. Cell Phone	_____	_____	_____	_____
3. Desk/Cabinet Key(s)	_____	_____	_____	_____
4. P-Card	_____	_____	_____	_____
5. Individual Travel Credit Card	_____	_____	_____	_____
6. Department Travel Credit Card	_____	_____	_____	_____
Please contact parking & transportation				
7. Parking Permit	_____	_____	_____	_____
Please mail to address in email/drop off				
8. Duo Token	_____	_____	_____	_____
Please mail to address in email/drop off				
9. Office & Building Key(s)	_____	_____	_____	_____
10. Key Card	_____	_____	_____	_____
Please mail to address in email/drop off				
11. SFSU ID Card	_____	_____	_____	_____
12. Miscellaneous	_____	_____	_____	_____

Receipt Attached

Employee Signature	Date
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Office Use Only	HR Date Stamp
Moving – EAR Form _____	
CAT Leave Donation Form _____	
Received Exit Packet for Form 700 _____	
Received by Authorized HR Representative: _____	
Date: _____	