



Payroll Clearance Checklist & Confidentiality Statement

Employee Name: _____ Separation Date: _____

EmpId: _____ Dept Id: _____ Items Collected by: _____

ID CSUSM Picture I.D. Card
Not Issued Lost Received & Destroyed

KEYS Keys/Card Issued (*Keys are not to be left w/ Dept. or handed off to another employee*)
Not Issued Lost (Employee must contact Facility Services)
Returned to Facility Services/Receipt
Received (photocopy keys for file/place keys in envelope for Facility pick-up)

PARK Parking Permit (*Long Term only – semester/temp permits expire*)
Sem/Temp Issued Complete Parking Deduction Form Not Issued
(Payroll deduction will continue until permit expiration date; or until Long Term permit is returned or cancelled in writing.)

PROC Pro-Card (*Employee must contact Procurement to finalize paperwork for this account*)
Not Issued Returned to Procurement Received & Destroyed

VISA US Bank Visa Travel Card
Not Issued Lost Returned to Travel Desk
Received - HR to notify Travel Desk & destroy card

COI Conflict of Interest/Form 700 (COI Designees Only)
Not Applicable Form 700 – Leaving Office

EI Exit Interview Survey (Link sent via Acknowledgment Email from Chelsea Cross)
Completed Declined Not Applicable

Confidentiality Statement

As a separating California State University San Marcos (CSUSM) employee, please be advised that it is your ongoing responsibility to maintain the security and privacy of all CSUSM protected data which you accessed during your employment here.

I have read the statement regarding the security and privacy responsibility.

Employee Signature (Required)

Date