

PAYROLL CLEARANCE CHECKLIST

EMPLOYEE NAME: _____ SEPARATION DATE: _____
ADDRESS: _____ DEPT: _____
CITY STATE ZIP: _____ POSITION: _____
PHONE #: _____ CID#: _____
(OR LAST 4 OF SS#) _____

- New address (Complete an Employee Action Request "EAR" form for change of address)
 Separation/Disposition of CalPERS Contributions (CalPERS Members Only)

The following items are to be collected Name of Person Collecting items: _____
(✓ if cleared in ESP)

- ID** CSUSM Picture I.D Card (No tracking – ask if issued)
 Not issued Lost/Destroyed Received and _____ Destroyed _____ Filed
- KEYS** Keys/Card Issued (Keys are not to be left with department or handed off to other employees)
 Not issued Returned to Facility Services Lost (Must contact Facility Services)
 Received and placed in key envelope List: _____
- PARK** Parking Permit (LT#s ONLY – semester/temp permits expire)
 Sem/Temp ONLY LT# _____ Complete Parking Deduction Form
Payroll deduction will continue until permit expiration date or until long term permit is returned or cancelled in writing
- AMEX** American Express Card
 Not issued Lost/Destroyed Returned to Procurement
- PROC** Pro-Card (Must contact Procurement to finalize paperwork for this account)
 Not issued Returned to Procurement
- TELE** Calling Card/Long Dist Auth Card/Cell Phone
 Not issued Long Distance Code ONLY AT&T Calling Card (collect)
 Cell Phone (Must be returned to Department)
- EI** Exit Interview (conducted by HREO Representative Only) Perm or Long Term Temp employees
(employed more than six months)
- CON** Conflict of Interest Form (Form 700)
 Leaving office form N/A

The following areas will be cleared electronically once items are returned to specific area

- CASH** Petty Cash/Change Fund (Must return funds directly to Cashier's Office for clearance)
 None Funds returned & accounts reconciled with Cashier's Office
- LIB** Books or Materials Due / Fees (Must return materials directly to the Library for clearance)
 Did not use Library Materials returned & any outstanding fees paid
- ES** Grades (Faculty, Teaching Associate)
 Non-teaching Grades entered
- ACCT** Open Travel Advance(s)
 None Expenses paid (Must contact Procurement Services / Accounts Payable)
- CT** Computing Equip/Access Codes
 No equipment checked out for home use Laptop (Must be returned to Department)
- PROP** Property (Department issued property must be returned to Hiring Department)
 Not issued Returned to Department (List: _____)
- MOVE** Moving Expenses
 None Expenses paid (Must contact Payroll Services)
- PAY** Open Revolving Funds/Accounts Receivable
 None Open Revolving Funds Accounts Receivable (Must contact Payroll Services)

RETIREMENT FORMS: (Verify with Yasuko Shirakawa or Payroll Services)

PST PERS

Employee Signature (Required)

Date