

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
Clearance Form**

Employee Name \_\_\_\_\_ Bronco Number \_\_\_\_\_

Department \_\_\_\_\_ Reporting Unit \_\_\_\_\_

The above named employee is separating/taking a leave of absence without pay on \_\_\_\_\_.  
If this employee has been cleared with your department, please sign below.

**EMPLOYEE'S DEPARTMENT**

\_\_\_\_\_  
Dean/ Director/ Department Head Signature Required      Date

Clearance from the employee's department indicates that the employee has returned any university property issued to the employee not otherwise identified on this form (i.e., laptop, cell phone, pager, camera, etc.). Payroll Services notifies the following departments of the effective date of the employee's separation - Help Desk for systems account access, Procurement for the Procurement MasterCard, Telecommunications for the telephone calling card and University Police for the security access card. These departments deactivate any access/services they provide to the employee.

(Media Equipment)

**I & IT OPERATIONS**

(Bldg. 5-Room 211) \_\_\_\_\_ Date

**HUMAN RESOURCES - BENEFITS**

\_\_\_\_\_ Date

(Keys)

**FACILITIES ADMINISTRATION**

\_\_\_\_\_ Date

(Library Materials)

**UNIVERSITY LIBRARY**

\_\_\_\_\_ Date

(Travel/American Express Corporate Card)

**UNIVERSITY FINANCIAL SERVICES**

\_\_\_\_\_ Date

(Parking Decal)       YES       NO

**HUMAN RESOURCES/PAYROLL SERVICES-CUSTOMER SERVICE**

\_\_\_\_\_ Date

**FOR PAYROLL USE ONLY – Notification**

- ADMIN AFFAIRS – Conflict of Interest .....
- HELP DESK – Systems Account Access .....
- PROCUREMENT & SUPP SERVICES – MasterCard .....
- TELECOMMUNICATIONS – Telephone Calling Card .....
- UNIVERSITY POLICE – Security Access Card .....

- DIRECT DEPOSIT ..... \_\_\_\_\_
- RIDESHARE – Rideshare Benefits ..... \_\_\_\_\_
- SALARY ADVANCE ..... \_\_\_\_\_
- PARKING DEDUCTION ..... \_\_\_\_\_

# CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

TO:

FROM: Payroll Services

SUBJECT: Clearance with University Departments

Payroll Services has been notified of your separation/leave of absence with the University. Our University policy requires that all employees complete the clearance process prior to departure from campus.

University records indicate that the material identified on the reverse side of this form is checked out to you. Please contact the appropriate department(s) to satisfy this obligation or return this material. Those departments signed off have already been cleared for you by Payroll Services. It will not be necessary to contact them. If you wish to retain your keys or maintain current services while you are on leave of absence, your department must make arrangements in advance with the appropriate department(s).

Please return this form to Human Resources/Payroll Services-Customer Service in Building 98, Room 1-20. Our Customer Service Area will accept your parking decal and university keys. An authorized signature must be obtained from each of the departments identified on the reverse side of this form to complete your clearance process.

Your final paycheck is available to you on your last day of employment. Lecturers, coaches and teaching associates may have paychecks available at a later date to maintain coverage of benefits. In these cases, paychecks are available as indicated below.

To: Lecturers, Coaches and Teaching Associates Your final paycheck will be released on _____.
--

If you would like your final paycheck mailed to you, please provide the following information -

PLEASE MAIL MY CHECKS TO: (Please Print)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)