



# CLEARANCE CERTIFICATE

A CSULB employee must submit a clearance form if he/she is separating (terminating), retiring, or going on an extended Leave of Absence Without Pay. Please read the Clearance Instructions on page 2 before proceeding.

## WAIVER FOR EXTENDED LEAVE WITHOUT PAY OR FACULTY RETIRING TO ENTER A FERP APPOINTMENT

**SPECIAL EXCEPTIONS:** A department head or appropriate administrator may waive ALL clearance requirements but only IF an employee is going on Leave Without Pay (with an established return date) or for a retiring faculty member returning to a FERP appointment. The employee is responsible for discontinuing their payroll deduction for Parking. If during the leave period the employee needs to park on campus, he/she may purchase a daily permit or discuss other options with the Cashier's Office. Signature in this section indicates that a waiver has been granted. By recommending this waiver, the Department Head or appropriate administrator is assuming responsibility for collection of all university property should the employee not return to work.

\_\_\_\_\_  
DEPARTMENT HEAD SIGNATURE

\_\_\_\_\_  
NAME AND TITLE

\_\_\_\_\_  
DEPARTMENT

\_\_\_\_\_  
DATE

Before leaving the University, the separating employee must certify that all university property has been returned or the rights to use such property or services are appropriately discontinued. If one of the below items does not apply or the approval is obtained via email or phone, the department official MUST sign below as "authorized signature" and attach documentation as appropriate. The department assumes financial responsibility for any unrecoverable university property.

OFFICE (See page 2 for more info)	ITEMS TO BE CLEARED	PRINTED NAME & AUTHORIZED SIGNATURE	DATE
<b>Department/Office</b> Contact your Department office	Return CSULB property – office materials and/or equipment. Employee ID card if employee is <b>not</b> going to be re-employed within the next 6 months.		
<b>Audio Visual (LA1-107) FACULTY ONLY</b> Phone: 5-2392 <a href="mailto:avs-dist@csulb.edu">avs-dist@csulb.edu</a>	Audio and/or Visual equipment		
<b>Library – Circulation Desk</b> Phone: 5-5512 <a href="mailto:lib-clearance@csulb.edu">lib-clearance@csulb.edu</a>	Collect any fines or return library materials.		
<b>Facilities Management</b> Phone: 5-8246 <a href="mailto:daf-keys@csulb.edu">daf-keys@csulb.edu</a>	Return university building keys and remove IFIS access. <i>Note: If the employee has been issued CSULB facility keys, this section may not be waived.</i>		
<b>Controller's Office (FND - 280)</b> Phone: 5-2512 <a href="mailto:fisap@csulb.edu">fisap@csulb.edu</a>	To finalize or collect repayment of travel advances or receivables.		
<b>Student Financial Services (BH-155)</b> Phone: 5-8281 <a href="mailto:StudentFinServ.Clearances@csulb.edu">StudentFinServ.Clearances@csulb.edu</a>	All employees need to be cleared for Accounts Receivables.		
<b>Purchasing (BH-346)</b> Phone: 5-1967 <a href="mailto:fs-pcard@csulb.edu">fs-pcard@csulb.edu</a>	All employees need to be cleared for a procurement card even if they never received a card.		
<b>Conflict of Interest Exit Office Filing</b> Phone: 5-2473 <a href="mailto:hr-mgmt@csulb.edu">hr-mgmt@csulb.edu</a>	Employees with Conflict of Interest disclosure requirements must file a Form 700 Statement of Economic Interests. To verify if this applies to you, contact your ASM or <a href="mailto:hr-mgmt@csulb.edu">hr-mgmt@csulb.edu</a> .		
<b>Information Technology Services (BH-188)</b> Phone: 5-5459 <a href="mailto:ITS-Clearance@csulb.edu">ITS-Clearance@csulb.edu</a>	Discontinue access to university computer facilities, telephone accounts, calling cards, unless otherwise extended. Discontinue access to the Common Financial System (CFS)		
<b>Parking (Cashiers Office or Payroll Services)</b> Phone: 5-1752 (Cashiers) or 5-4164 (Payroll Services)	Must return Parking Permit and TAP Card to Cashiers Office or Payroll Services. Discontinue automatic payroll deductions for campus parking fees.		
<b>Payroll Services (BH-353)</b> Phone: 5-4164 <a href="mailto:payroll@csulb.edu">payroll@csulb.edu</a>	To finalize or collect repayment of Payroll Advances and/or Accounts Receivables. <b>All clearance forms must be submitted to Payroll last.</b>		

LAST STOP

### RETURN COMPLETED ORIGINAL FORM TO PAYROLL SERVICES (BH-353)

*I certify that all university property, access to university services have been returned prior to my last day physically resources and worked.*

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee ID Number

\_\_\_\_\_  
Last Day Physically Worked

\_\_\_\_\_  
Termination Date

\_\_\_\_\_  
Department Name/ID #

## EMPLOYEE CLEARANCE PROCEDURE

These instructions are to assist in completing the Employee Clearance form required when an employee terminates his or her active employment status from California State University, Long Beach. This process may also be appropriate for those employees going on an extended leave of absence, especially if there is a reasonable expectation that the employee will not return to work. Employee clearance is done to assure all university property and resources are recovered prior to an employee's last day physically worked. It is the fiduciary responsibility of the appropriate administrator that this occurs. Clearance is subject to external audit that obliges the university to install this process to protect its assets. Departments may be responsible for costs associated with failure to secure university property and resources upon the termination of an employee.

1. The department must first determine which of the clearance items/areas affect the separating employee. Any clearance item that does not apply to the employee can be denoted as "N/A" and signed an authorized departmental representative in lieu of obtaining a clearance signature or approval by the issuing department. If any item is waived, the department is taking financial responsibility should costs be incurred as a result of the waiver.
2. The department is responsible for assuring all university property including sensitive equipment that has been issued to the employee, is returned.
3. If moving costs have been paid by CSULB and the agreement requiring repayment of those costs for early resignation beyond the timeframe stipulated in the employee's letter of appointment has not been fulfilled, the Appropriate Administrator shall contact Staff Human Resources or Faculty Affairs for further instructions.
4. Each month all completed forms received by Payroll will be compared to a list of terminating employees, to assure compliance with this university requirement.
5. To simplify the process, certain areas will provide clearance by email, phone or fax. Please refer to the following details to clear each item. When an email, fax or verbal clearance is allowed, the authorized representative will sign to certify those items and attach the written documentation to the completed form. Individual offices have various service hours; please contact them for specific hours of service.
  - **Audio Visual Services** (*Applicable to Faculty only*) – Liberal Arts Building 107. Return all audio equipment and obtain appropriate signatures. The clearance approval to certify that no equipment has been checked out by the faculty member may be obtained by email or fax. Contact via email: [avs-dist@csulb.edu](mailto:avs-dist@csulb.edu); fax: 5-7710.
  - **Library** – Main Floor, Circulation Desk. All library materials must be returned and/or fines paid. The clearance approval to certify that no outstanding fines or library materials are due may be obtained by email or fax. Contact via email: [lib-clearance@csulb.edu](mailto:lib-clearance@csulb.edu); fax: 5-1703.
  - **Facilities Management** – Located at the southeast corner of the campus facing Palo Verde. The employee or authorized department representative must return keys in person. If Facilities Management finds that all keys have not been returned by the employee's date of separation or transfer, the department will be charged a lost key fine for each key not returned. The key fine is dependent on the security level of each key (minimum charge of \$100) Rekeying facilities is very expensive and may be necessary if a security breach is perceived. Note: If the employee also has an IFIS account, this should be terminated by notifying [fm-admin@csulb.edu](mailto:fm-admin@csulb.edu); fax: 5-8723.
  - **Controller's Office/Accounts Payable & Travel** – Foundation Building 280. Make sure all outstanding accounts have been cleared, travel advances and the termination of the American Express Corporate Card. Contact via email: [fisap@csulb.edu](mailto:fisap@csulb.edu); fax: 5-1702.
  - **Student Financial Services** – Brotman Hall 155. Make sure all outstanding accounts have been cleared, including student account receivables and dishonored check receivables. Contact via email: [StudentFinServ.Clearances@csulb.edu](mailto:StudentFinServ.Clearances@csulb.edu); phone: 5-8281.
  - **Purchasing Office** – Brotman Hall 346. If the employee has been issued a procurement card, it must be returned to purchasing prior to the employee's last day worked. To return a procurement card, the manager can either (1) have the employee physically take the card to Purchasing and obtain the appropriate signature, or (2) obtain the card from the employee and return it to Purchasing (and sign the form). If the card is sent via intercampus mail, it is recommended that the card be cut twice: once across the magnetic strip and again, across the numbers to make them unreadable.
  - **Conflict of Interest** – Exit Filing. For those positions with requirements to disclose financial interests, there is a legal requirement to disclose upon separation of employment with the university. This is required to denote any changes that may have occurred in the employee's financial position and or acceptance of gifts since the last filing period.

If you have never filed a Form 700: Statement of Economic Interests during your employment at CSULB, this section will most likely not apply to you. If this is a requirement for your position, completed forms must be presented to the

campus' Conflict of Interest Officer upon separation of your employment. If you want to confirm the applicability of this requirement to you, contact [hr-mgmt@csulb.edu](mailto:hr-mgmt@csulb.edu) to see if this law affects your position.

- **Information Technology Services** – Brotman Hall 188. Upon separation from the University, the appropriate areas will need to cancel access to computing privileges granted to employees including access to email accounts and the Common Financial System (CFS). Employees must also return any issued telephone calling card. The appropriate administrator or designee may do this on the employee's behalf. Contact the ITS front office directly by calling 5-5459 or email at [ITS-Clearance@csulb.edu](mailto:ITS-Clearance@csulb.edu) to have ITS clear the employee. This can be done in person or also by fax: 5-8855.
- **Parking (Cashiers)** – Located in Brotman Hall, BH 148. Employees may turn in parking permit at Cashiers or at Payroll Services in Brotman Hall 344. Pre-tax parking payroll deduction will automatically be ceased once the permit and paperwork are submitted. Employees who pay for permits on a semester or academic year basis may be eligible to receive a refund by returning the unexpired permit to the Cashier's Office.
- **Payroll Services**- Brotman Hall 353. Make sure all outstanding payroll account receivable and salary advances have been cleared. Contact via phone: 5-4164 or email: [payroll@csulb.edu](mailto:payroll@csulb.edu).
- **Extended Leave** – Typically, extended leave refers to time away from the work force where no specific agreement exists for the employee's return that would leave one to believe the employee may never come back.

*The Appropriate Administrator/Department Head should share the following information with the exiting employee:*

### **RETIREMENT CONTRIBUTIONS**

If you were a CalPERS member, your contributions and interest earned are refundable to you upon request. You are not required to withdraw your funds. You may leave your funds on deposit and they will continue to accrue interest, but no further service credit will be accrued nor will the member be vested for retirement benefits until additional qualifying service credit is earned. A member is fully vested with 5 years of CalPERS credited service. If you have 5 years of CalPERS service **and** are age 50 (age 52 for employees hired on or after January 1, 2013), you may be eligible for retirement and retiree health and dental benefits. To check your eligibility, contact Benefits Services at (562) 985-2381 or CalPERS at (888) 225-7377 within 120 days of your separation from the University. If you are not vested or eligible to retire from CalPERS and choose to withdraw your contributions you may contact CalPERS at (888) 225-7377.

If you have contributed to Part-Time, Seasonal, Temporary Plan (PST) and your account balance is less than \$5,000, you must request a withdrawal of your funds. You will receive a lump sum payment and income taxes will be withheld for balances between \$2,500 - \$5,000. Balances exceeding \$5,000 may be transferred to another employer-sponsored 457 Deferred Compensation Plan. For more information on withdrawing your contributions contact the Savings Plus Program at (855) 616-4776 or at [www.savingsplusnow.com](http://www.savingsplusnow.com).

Note: Early distributions from qualified retirement plans are subject to federal and state taxes, in addition a 10% penalty tax may apply.

### **INSURANCE COVERAGE**

If you have insurance coverage through the University, your coverage will end on the last day of the month for which premiums are paid - usually the month following that in which your employment terminates. You are eligible for a Group Continuation Plan (COBRA) upon termination of group coverage. Contact Benefit Services for more information at (562) 985-2381.

### **EDD**

You may wish to contact your local Employment Development Department (EDD) regarding unemployment eligibility. To locate the nearest EDD office, please refer to the Government Pages of your local telephone book.

### **CONFIDENTIAL INFORMATION**

You are reminded of your continuing responsibility to maintain the confidentiality of information to which you may have had access during your employment.