

RESOLUTION ON FORMAL DEPARTURE PROCEDURE FROM
HUMBOLDT STATE UNIVERSITY
(#11-91/92-FA)

- WHEREAS, Humboldt State University is required by the state administrative code to have a formal exit procedure and currently we do not have one in place; and
- WHEREAS, Humboldt State University has approximately 500 separations a year; and
- WHEREAS, Humboldt State University presently is allegedly owed \$500,000 by former employees (faculty, staff and students) and has had to spend large sums in staff time attempting to collect this sum, as well as in trying to contact departing employees under the current scenario; therefore, be it
- RESOLVED: That the Academic Senate of Humboldt State University recommends that the attached departure procedure [Attachment A] be used for a trial period of one year; and be it further
- RESOLVED: That the Academic Senate of Humboldt State University recommends that the attached questionnaire [Attachment B] be included as well, so as to gather feedback on whether or not exiting employees found this procedure to be efficacious or not; and be it further
- RESOLVED: That the Academic Senate of Humboldt State University recommends that both the questionnaire and the departure procedure form be reviewed next year at this time in order to determine whether or not any improvements need to be made to the form; and be it further
- RESOLVED: That the Academic Senate of Humboldt State University concurs with current practice in dealing with unusual situations, such as bereavement, whereby this procedure would be waived and a more informal approach taken for retrieving university property.

HUMBOLDT STATE UNIVERSITY DEPARTURE PROCEDURE

Administrative regulations require that all separating employees must obtain notice from the offices listed below showing that keys, equipment, Library/Media materials, American Express credit card, computer equipment/software, General Services credit card, accounts receivable, or University property have been returned. **This form must be completed before final pay warrant will be released.** Return your parking decal to the Cashier's Office; your keys to Plant Operations; your American Express and/or General Services credit card(s) to Fiscal Affairs; your computer equipment/software to Computing and Telecommunications Services; and your I.D. card to the Library. After clearance has been completed by all areas shown below, bring this form to the Personnel Office.

- NOTE: 1. Please start the clearance process at the Library to allow time for a search of the computer database.
 2. For keys, please allow 24 hours for processing.

FINAL PAY WARRANTS WILL NOT BE RELEASED UNTIL THIS FORM IS COMPLETED.

(Print or type name: Last, First, M.I.)	Department	Phone #	Social Security Number
<input type="checkbox"/> Separating <input type="checkbox"/> Retiring <input type="checkbox"/> Leave Without Pay <small>(More than six months or one semester.)</small>	Dates: From _____ <small>(First day on nonpay status)</small>		To _____ <small>(First day on pay status)</small>

YOUR DEPARTMENT

Return: Equipment,
Complete Final Absence Report

Authorized Signature

Date

LIBRARY/MEDIA SERVICES Ext. 3431 Circulation Office Rm. 110 (8 AM - 5 PM)

Return: Library/Media Materials,
University I.D. Card

Authorized Signature

Date

COMPUTING AND TELECOMMUNICATIONS SERVICES Ext. 3815 Van Matre Hall Rm. 200 (8 AM - 4:30 PM)

Return: Equipment/Software,
Close Computer and Telephone Accounts

Authorized Signature

Date

PLANT OPERATIONS Ext. 3646 Key Shop (8 AM - 5 PM)

Return: All University Keys

Authorized Signature

Date

CASHIER Ext. 4331 Student/Business Services Rm. 285 (8:30 AM - 4:30 PM)

Return: Parking Decal - Cash Purchase
Clear Outstanding Obligations

Authorized Signature

Date

ACCOUNTING Ext. 4271 Student/Business Services Rm. 311 (8 AM - Noon and 1 - 5 PM)

Clear/Settle:
Travel Advance/Claim

Authorized Signature

Date

FISCAL AFFAIRS Ext. 3521 Student/Business Services Rm. 345 (8 AM - Noon and 1 - 5 PM)

Return: American Express Corporate Card
and General Services Credit Card

Authorized Signature

Date

PAYROLL Ext. 3736 Student/Business Services Rm. 327 (8 AM - Noon and 1 - 5 PM)

Clear: Salary Advances
Settle: Balance/Payroll Deduction,
Accounts Receivable

Authorized Signature

Date

PERSONNEL Ext. 3626 Student/Business Services Rm. 143 (8 AM - 5 PM)

Complete: Exit Interview
Discuss: Disposition of Retirement Contributions
Receive: Insurance Continuation Information

Authorized Signature

Date

If you are currently enrolled in a health, dental and/or vision insurance plan, you may be eligible to continue the group coverage. For further information contact the Personnel Office, Ext. 3626. Retiring employees may obtain an emeritus Library card without charge after the clearance process is completed.

TO BE COMPLETED BY PAYROLL OFFICE

Final Warrant(s) Released _____

Date

By _____

Payroll Technician

Distribution:

Original - Payroll

Canary - Personnel

Pink - Employee

DEPARTURE PROCEDURE QUESTIONNAIRE

1. Did you find this form useful in expediting your departure from campus?

2. Are there aspects of the process you found inconvenient?

3. Can you suggest any changes or improvements?

Please submit this questionnaire to Personnel together with the Departure Procedure form. Your comments and suggestions will be used to improve and streamline the process. Thanks for your cooperation!