

EMPLOYEE SEPARATION FORM

All employees separating from Cal Poly employment must complete the Payroll Form 300. Please also complete and sign the Employee Personal Checklist on the back of this form.

EMPLOYEE NAME:	EMPLOYEE ID OR SOCIAL SECURITY NO.:
DEPARTMENT:	LAST DAY PHYSICALLY WORKED:

ADDRESS FOR LAST CHECK/W-2 FORM (IF MAILING ADDRESS IS CHANGING ALSO COMPLETE EMPLOYEE ACTION REQUEST):

REASON FOR SEPARATION:

Resignation (attach Payroll 191 Form)
 Retirement
 End of FERP Contract
 End of Temporary Assignment (not returning)
 Other (please specify):

TO BE COMPLETED BY FACILITY SERVICES AND/OR UNIVERSITY POLICE

KEYS

To be completed by Facility Services (Bldg. 70):

I verify that all State keys issued to this employee have been returned to Facility Services.

Facility Services Representative Signature: _____ Date: _____

NOTE: Employees who have lost their State keys must file a report with the University Police Department.
IF KEYS ARE NOT BEING RETURNED, DEPARTMENT MUST AUTHORIZE BELOW

This employee has filed a lost key report with University Police (if applicable).

University Police Representative Signature: _____ Date: _____

TO BE COMPLETED BY EMPLOYEE/DEPARTMENT

- I certify that all State property has been returned and outstanding debts have been paid.
- I understand I have ongoing responsibilities for maintaining the confidentiality of university information.

Employee Signature: _____ Date: _____

Yes Employee has returned campus Identification Card (attached to this form or if not, give reason)

Yes N/A Employee has returned all department-issued property and equipment

Yes N/A Employee has returned Cal Poly Procurement Card to department

Yes N/A American Express Corporate Card returned to Procurement Office (Adm. 128)

Yes N/A Employee has been authorized to retain State keys at this time

Yes N/A Library fines and personal telephone charges paid to State Cashier (Adm 131E)

Yes N/A All Salary Advances extended to me by Cal Poly have been settled

Yes N/A If faculty member is requesting an early settlement, Payroll Form 192 has been completed and attached to Payroll Form 300 (a copy retained in department).

Depart Head/Chair/Director Signature: _____ Date: _____

Department OR employee – please forward completed Payroll Form 300 to Payroll Services

EMPLOYEE PERSONAL SEPARATION CHECKLIST

Please review each item and verify compliance by signing at the bottom of this page.

- Contact State Cashier for **parking** fee refund (Adm 131-E) if not on payroll deduction
- Return **Library materials** to Library Circulation Desk
- Complete last **Leave Usage** form
- If you received a **travel and moving expense advance** contact John Sullivan in Fiscal Services (Adm 129)
- Review your **payroll deductions** and arrange for alternative payment or cancellation if necessary:
 - Parking: Stop at the Kiosk at the entrance on Grand Avenue and pick up a loaner car permit on your last day and bring your parking permit to the Payroll Services when you bring in your Payroll Form 300.
 - United Way: Complete a form deleting the deduction at Payroll Services.
 - Cal Poly Fund (donations to your department, scholarships, Athletics, etc.): contact Advancement Services at 756-6223.
 - Tax Deferred Plans – Complete Payroll Form 193 if requesting tax deferred monies from separation pay.
 - CalPERS Long Term Care: contact CalPERS at 888-225-7377.
 - Employee-paid Life and/or Disability Insurance: contact the carrier
 - Loan Payments
 - Cal Poly Rec Center
- Contact Human Resources regarding your **insurance** and **retirement** benefits:
 - COBRA: You will be losing your group **insurance** benefits upon separation. "COBRA" allows you to extend your group insurance(s) by paying the total premium (Employer and Employee share). Information will be mailed to you, but can also be obtained on Human Resources website, or by speaking to a Benefits Representative at (805) 756-5436 option 2.
 - Special consideration should be made for **HCRA** and **DCRA** enrollees to assure non-forfeiture of funds currently on deposit.
 - You may have **retirement** funds on deposit with CalPERS, PST, or UCDC retirement plans. Separation forms for each plan are available from Human Resources. Please contact a Benefits Representative to review your options.

I have reviewed the above items and handled all necessary arrangements

Name: _____ Signed: _____

Return to Payroll Services along with Payroll Form 300