



University Corporation at Monterey Bay SEPARATION FORM

To facilitate the appropriate final pay and associated benefits, please complete this form and immediately forward (along with any letters of resignation) to: University Corporation Human Resources - Ryan Ranch. Email to hr_corporation@csumb.edu For advice and additional information about the resignation, separation, and clearance process, please call 831-582-4498

Important Clearance Documents:

- GoCo & ADP Self Service Continued
- For Your Benefit: California's Programs for the Unemployed
- IT Clearance Information

SECTION I – TO BE COMPLETED BY EMPLOYEE		
1. Employee's Legal Name:	2. Otter ID:	
3. Last day worked/paid:	4. Forwarding Email:	
5. Forwarding Address:	6. Forwarding Telephone #:	
7. Reason(s) for Leaving: Voluntary	Involuntary	8. Employment Status:
9. Additional Comments (Optional):		
10. Final Check Disbursement: <input type="checkbox"/> pick up in payroll (Ryan Ranch) last day worked following email notification. <input type="checkbox"/> mail to address on file last day worked. (Please Initial) _____		
11. By signing this form, I, the employee, acknowledge my ongoing responsibility for maintaining the security of protected data. I also understand that I must return all department owned property to my supervisor on/before my separation date. Employee's Signature: _____ Date _____		
SECTION II – TO BE COMPLETED BY SUPERVISOR		
1. <i>Voluntary Separation:</i>	<i>Involuntary Separation:</i> 1.1 Notification of Separation Date: _____	
2. By signing this form, I, the supervisor, will terminate the said employee from department physical and security access on Date _____ Time _____ Supervisor's Signature Accepting Resignation/Separation: _____ Date _____		
3. Supervisor's Name:	4. Supervisor's Extension:	5. Department:
SECTION III – TO BE COMPLETED BY UNIVERSITY CORPORATION HUMAN RESOURCES		
1. HR Representative:	2. Date Received:	3. Date Clearance Process Initiated:
Clearance For all Employees: <i>Initial</i> ___ I-9 ___ HRIS (ADP/GoCo) ___ Upload to GoCo ___ Final Paycheck Issued ___ Updated Personnel Information in GoCo ___ Remove from End List	Additional Clearance for Temporary Employees: <i>Initial</i> ___ Campus Clearance Email (if applicable) ___ CMS termination	Additional Clearance for Benefited Employees: ___ Employee/Supervisor Clearance Email TIAA balance, HIPP Notice, Life Insurance Conversion, HRIS Self Service, CA UEI, COBRA, Clearance Checklist ___ Campus Clearance Email ___ RTR ___ AFLAC termination ___ CMS Termination ___ BCC termination ___ Exit Survey Entered ___ Information Release Form Emailed to Supervisor ___ Vacation and deductions ___ Relocation refund