



A Notice of Separation (NOS) and Separation Clearance Form (SCF) are required for every separating employee. This includes employees transferring from one department to another. The completed form is to be routed to Employment Services. The NOS and SCF are used in conjunction to comply with the State Administrative Manual (SAM) Sections 8580.4, 8595, and 8116.1, requiring clearance from financial obligations and state-owned items.

Department Actions

The completed form is to be attached to an email and sent to Human Resources Service Center promptly to avoid audit follow-up.

Name: _____ Chico State ID: _____ Separation Date: _____

Separating Employee's Department: _____ Dept ID: _____ Empl Rcd#: _____

Checklist of departmental actions**

- Send the Notice of Separation (NOS)
- Complete HR Separation paperwork (SAF, ACF, Planned Separation Report)
- Notify the Employee/Separating Party of their responsibilities (have them sign below)
- Collect property and items issued from the department or university
- Ensure keys are returned

****If any of the above boxes are left un-checked, copy (cc...) your department head (Chair, Dean or Manager) on the email. [see instructions](#)**

Checklist of other potential actions

- Remove from email distribution lists
- Remove from custom Department Box folders
- Cancel Wireless Device Allowance
- Cancel Signature Authority (Registrar, Finance & HR)
- Moving Expense Reimbursement (<2 yr.)
 - Staff/Mgmt, notify Employment Services
 - Faculty, notify Office of Academic Personnel
- Complete all outstanding processes related to travel and procurement.

See Manager's Quick Off-Boarding Checklist for more details

Email the completed SCF to HumanResources@csuchico.edu