

## Separation Checklist

Complete and submit all documents to the [Separation of Employment Secure Drop Box](#).

Employee Name: \_\_\_\_\_ Separation Date: \_\_\_\_\_  
(Last day worked at CSE)

CSE Employee ID: \_\_\_\_\_ CSU, Chico Empl. ID: \_\_\_\_\_

### UPON RECEIVING NOTICE OF SEPARATION:

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\*Reason for Separation of Employment (Choose *one* from either list):

Involuntary\*\*:

Voluntary:

**\*\*CONSULT WITH HR BEFORE PROCEEDING WITH ANY INVOLUNTARY SEPARATIONS\*\***

Change in Relationship Notice (For involuntary separations only)\*\*

\*Submit a signed Separation of Employment [Personnel Action Form \(PAF\)](#)

- Include the Reason for Separation of Employment on the "Explanation of Action" line.
- Indicate employee's work location(s) for Wildcat ID Card building access removal.
- For voluntary separations, attach written notice of separation from the employee that includes reason for separation.

\*Submit Final Timesheet (with projected hours for duration of employment)

Complete a [Return Hardware Ticket](#) and coordinate with employee to schedule a [CSE IT Device Drop Off appointment](#) (work with CSE IT for assigned property details)

### UPON EXIT MEETING (Collect and Process as Follows):

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Exit Meeting

Keys

Non-ITSS work property

Procurement Card

CSUC Parking Permit

CSUC Wildcat ID

DUO Key FOB

Other (list): \_\_\_\_\_

**\*CSE requires that you submit the Separation PAF and Final Timesheet *as soon as you receive notice of separation and no later than 5 business days prior to the separation date*. These timelines allow HR and Payroll adequate time to process the paperwork and pay in accordance with California Labor Code requirements. This Separation Checklist may be submitted up to 48 hours after the separation date before it is considered late. If you are submitting a separation late, only complete items marked with one asterisk. If you are submitting a separation late and an employee's final timesheet has already been submitted and paid previously, please indicate "no final timesheet" on PAF on the "Explanation of Action" line in addition to the reason for separation of employment.**