

## Human Resources Branch Memorandum

<b>SUBJECT:</b> <b>Online Exit Clearance in the Human Resources Management System (HRMS) - Amended</b>	<b>NUMBER:</b> <b>HRB 19-010</b>
	<b>DATE ISSUED:</b> <b>January 9, 2020</b>
<b>DISTRIBUTION:</b> <b>All CDFW, FGC, WCB Employees</b>	<b>EXPIRES:</b> <b>Until Superseded</b>

Action Required

Informational Only

Control Agency Directive

### Purpose

This is to inform the Department of the new "Online Exit Clearance" functionality in the Human Resources Management System (HRMS). The new system is fully electronic, more efficient and simpler for all parties involved.

An Exit Clearance must be completed for any staff vacating any position. The employee's/partner's supervisor or backup supervisor(s) are responsible for initiating the Exit Clearance process as soon as they are notified the employee/partner is leaving or transferring. Once an Exit Clearance has been initiated, the Accounting Services Branch (ASB), Business Management Branch (BMB), Data and Technology Division (DTD) and Human Resources Branch (HRB) are automatically notified via email so they are able to perform their various exit clearance tasks.

Failure to submit an Exit Clearance leaves these Department functions unaware that an employee/partner has left the Department or changed positions. This results in costly accounts/subscriptions being left open, cyber security issues, potential monies owed to the Department being unpaid and ultimately denial to refill the position.

Please read this email carefully to help ensure the transition to our new system causes you and your employees/partners as little disruption as possible.

### Authorities

- California Department of Fish and Wildlife

### Action Required by Supervisors to Initiate an Exit Clearance

- Supervisors are required to initiate an Exit Clearance through [HRMS](#) -> "Workflows" tab, "Manage Employee Exit Clearance Records" as soon as they are notified an employee/partner is leaving or transferring.
- Supervisors and backup supervisor(s) will be able to see their list of direct and indirect reports in the "Manage Employee Exit Clearance Records" tab.
- To initiate an Exit Clearance, click on the "Vacate" button next to the Employee/Partner to be exited.
- The "Employee Info" tab will display, and the supervisor or backup supervisor must key in the following information:
  - Last Day Physically Worked
  - Final Separation Date
  - Type of Separation
  - Comments (only required if the Type of Separation is Internal or External Transfer, indicate where the employee/partner will be transferring)

- Select the applicable “System Program Applications”. The owner of the application will be notified via email and will take the appropriate action on the employee’s/partner’s account.
- Click the “Submit” button.
- An email will be routed in real-time to notify ASB and HRB of the impending employee/partner separation.
- Please note: If the employee/partner is resigning from state service, retiring or transferring outside the department, the employee’s/partner’s final timesheet shall be completed in Tempo. If the employee/partner is resigning, a resignation letter is required.

#### **Action Required by Accounting Services Branch**

- ASB will confirm whether the employee/partner owes any monies to the Department for advances and/or accounts receivables.

#### **Action Required by Human Resources Branch**

- HRB will process the employee’s/partner’s final pay.
- If the employee/partner owes the Department monies, HRB will split the employee’s/partner’s final warrant to take what is owed to the Department.
- HRB will release the employee’s/partner’s final paycheck.

#### **Action Required by Data and Technology Division**

- DTD will take the appropriate action on the employee’s/partner’s CDFW login and other accounts depending on the type of separation.

#### **Action Required by Supervisors**

- On the employee’s/partner’s last day physically worked, the Supervisor shall obtain all state property assigned to the employee/partner and complete the “Supervisor” tab of the Exit Clearance.

#### **Action Required for Final Sign-Off by Employee/Partner and Supervisor**

- The employee/partner and Supervisor will receive an email when the Exit Clearance has been processed and is ready for final sign-off.
- The “Final Sign-Off” is normally completed on the employee’s/partner’s last physical day in the office.
- If the employee/partner is unavailable, the Supervisor may confirm on behalf of the employee/partner.

#### **Notes**

- For assistance, Supervisors should access the “Exit Clearance” job aid available in the [HRMS Support Center](#).
- This new online Exit Clearance functionality replaces the current paper Exit Clearance process.
- Supervisors can view all exit clearance records submitted for their direct and indirect reports in the “Exit Clearance Dashboard”.
- CDFW Partners (contractors and volunteers) must also be exited using the online exit clearance process.

#### **Contact**

If you have any questions, please contact the Transactions Managers, Veronica Boles at (916) 653-7592, [veronica.boles@wildlife.ca.gov](mailto:veronica.boles@wildlife.ca.gov) or Barbara Feickert at (916) 651-8318, [barbara.feickert@wildlife.ca.gov](mailto:barbara.feickert@wildlife.ca.gov).