

## Human Resources Branch Memorandum

<b>SUBJECT:</b> <b>Reminder - Online Exit Clearance in the Human Resources Management System (HRMS)</b>	<b>NUMBER:</b> <b>HRB 20-019</b>
	<b>DATE ISSUED:</b> <b>May 14, 2020</b>
<b>DISTRIBUTION:</b> <b>CDFW Supervisors and Managers</b>	<b>EXPIRES:</b> <b>Until Superseded</b>

Action Required

Informational Only

Control Agency Directive

### Purpose

The purpose of this memorandum is to remind California Department of Fish and Wildlife (CDFW) managers and supervisors to complete the [Online Exit Clearance process found in the Human Resources Management System \(HRMS\)](#) upon formal notice of any employee vacating a position.

### Online Exit Clearance

An Online Exit Clearance must be completed for any staff vacating any position. The employee's/partner's supervisor or backup supervisor(s) is 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 in HRMS system, 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 prevents the above mentioned program areas from properly completing the necessary process to vacate or change the employee's/partner's position. 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.

### Resources

- [HRB19-010 Online Exit Clearance](#)
- [Online Exit Clearance Job Aid](#)

### Contact

If you have any questions, please contact Jacqueline Reyes at 916-653-9075 or email at [Jacqueline.Reyes@Wildlife.ca.gov](mailto:Jacqueline.Reyes@Wildlife.ca.gov)