

EXIT CLEARANCE FORM

DFW 414 (REV. 06/07/18)

A. Employee Data:		
Employee Name:	Social Security Number (last 4): XXX – XX – _____	Work Address/Phone Number:
Classification:	Position Number:	Division/Region/Branch:
Date of Separation:	Transfer (name the agency or program): _____ Leave of Absence (more than 30 days)	Retirement Other Resigned from State service
NetFile (E-File of COI Form 700 for “Leaving Office”) if applicable		

B. Employee’s State Property and Services:		
Citibank Card / Card Number:	Building Key Card and/or Keys / Card Number:	
CAL-Card (& Access Online Cancel) / Card Number:	CDFW Identification/Security Badge / Card Number:	
CDFW-Residential Telephone, DSL, etc. Description and/or Number:		
Equipment: Computer, Cell Phone, etc. Description and/or Number:		
Concur Enrollee? (Mark box if “Yes”)		
Vehicle Make	License Number:	Voyager Card / Card Number/PIN:
Other Item(s); Description(s):		

C. System Program Applications:					
BIS/PPS	CALSTARS	CFIS	CWO	Data Warehouse	Fi\$Cal
GEO	HIS	Home-based	LAS	Outlook	SCO SPB

D. Certifications:	
<i>I hereby provide notice of my intent to leave/transfer employment from the Department of Fish and Wildlife. To the best of my knowledge, this represents the clearance of all advances, the return of all Department property, keys, entrance passes, credit cards, and equipment.</i>	
Employee’s Signature:	Date:
<i>In addition to verifying the information above, I have taken action to (1) delete the employee from any signature authorizations; (2) remove the employee’s access codes from any protected computer programs (Profs, LANS, etc.); (3) disconnect any residential phone lines and; (4) change any safe combinations known to the employee. I have collected all department assets described above.</i>	
Supervisor’s Printed Name:	
Supervisor’s Signature:	Date:
Administrative Officer or Branch Chief Signature:	Date:

Sections E. and F. TO BE COMPLETED BY ASB / HRB STAFF ONLY

E. Accounting Services Branch (ASB):			
All advances have been cleared?	Yes	No	All Accounts Receivable have been cleared?
Completed by:		Date:	Yes No Completed by: Date:

F. Human Resources Branch (HRB):		<i>(Separation Data and Separation Check-Off Form attached)</i>
Date of Separation:	Transfer (name the agency or program): _____ Resigned from State Service † Leave of Absence (more than 30 days) Prompt Payment of Lump Sum Monies	Retirement Other
Do not release the employee’s final warrant before Advances and Accounts Receivable have been cleared.		
Completed by:	Date:	

INSTRUCTIONS

Note: The supervisor must notify HRB immediately of an impending employee separation.

The employee's supervisor is responsible for initiating the Exit Clearance Form and ensuring its completion and distribution. This document may contain confidential information and should be handled appropriately. This document must be completed for the separation of *all* staff: permanent fulltime/part-time/intermittent staff, contract employees (federal or private), consultants, students, seasonal/TAU, retired annuitants, etc.

DISTRIBUTION:

Upon completion of Sections A-C fax a copy of the Exit Clearance Form to Business Management Branch (BMB), Data and Technology Division (DTD) and Human Resources Branch (HRB) to confirm that Sections A-C information accurately reflects the information on file. (The Form should be returned to the initiator within 72 hours if it contains discrepancies to correct.) HRB will provide its copy of the Form to Accounting Services Branch (ASB) for completion of Section E. On the day of separation, your AO will forward signed copies to: HRB, BMB, and DTD.

Fax numbers: ASB.....(916) 654-2825 BMB.....BMBeforms@wildlife.ca.gov DTD.....(916) 323-1479
HRB Transactions.....(916) 654-2834 Fi\$CalASBFiscal@wildlife.ca.gov

Route the completed Exit Clearance Form to HRB along with the final Attendance and Labor Distribution Report (DFW 681). It may also be necessary to forward documents such as:

- Separation checklist
- Resignation letter
- Separation/Disposition of PERS Contribution (Std. 687)
- Unemployment Insurance Claim Record (FG-PERS 227)

Section A. Employee Data (Completed by Supervisor): Complete every item. For transfers whether internal or external, name the receiving agency or program.

NetFile (E-File of COI Form 700 for "Leaving Office") if applicable: California State law (Gov. Code Sec. 87200) requires designated employees under CDFW's Conflict of Interest (COI) Code to file the Statement of Economic Interests (Form 700) **within 30 days of leaving office**. Non-filers may receive a penalty and/or be referred to FPPC's Enforcement Division.

Note: Telecommuting staff must list the home address, to ensure all department paid services are disconnected.

Section B. Employee's State Property and Services (Completed by Employee/Supervisor): Check appropriate boxes and enter all related card information. Employees must return CAL-Card or Citibank cards to the supervisor, and these cards must be destroyed by the supervisor. Building keys, calling cards, General Services cards, and identification cards are to be collected by the supervisor and turned into BMB. Many items are staff specific and will be terminated. Re-issuing cards and keys requires updating of databases prior to re-issuance and must be approved by appropriate supervisor and BMB; a copy of this Form must accompany the package of relinquished items. If more space is needed, please note on additional page.

Section C. System Program Applications (Completed by Supervisor): **Completion of this section is necessary to ensure all software programs utilized by the employee are disconnected.** Check appropriate boxes to cancel employee user permissions: Business Information System (BIS/PPS); (including the Director's Tracking System); CALSTARS; Commercial Fisheries Information System (CFIS); Coastal Web Online (CWO); Data Warehouse; Fi\$Cal; GEO Domain (GEO); Home-based Internet; Hunter Information (HIS); License Agent System (LAS); Outlook; State Controllers Office (SCO); State Personnel Board (SPB).

Failure to notify these programs may allow charges to continue against your funding source and/or may compromise your program's security.

Section D. Certifications (Completed by Employee, Supervisor, & Administrative Officer): The employee, supervisor, and AO or Branch Chief will sign to indicate acknowledgement of the statements.

Section E. Accounting Services Branch (Completed by ASB): ASB will confirm, within 24 hours of submittal, whether or not Advances and Accounts Receivable have been cleared.

Section F. Human Resources Branch (Completed by HRB): This section and the separation checklist are to be filled out by a HRB Personnel Specialist. The Specialist will work with ASB staff on any related warrant issues. **HRB: Do not release the employee's final warrant before Advances and Accounts Receivable have been cleared.**

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ALL Separation Packages must contain the following documents

Final & all outstanding Timesheet(s) (DFW 681), with employee & supervisor signatures
Exit Clearance (DFW 414) – completed & signed
Separation Employee Action Request (STD 686) – unless transferring

IMPORTANT: Contact your Personnel Specialist upon notification of any separation.

PERSONNEL SPECIALIST SEPARATION CHECK OFF FORM	Transfer	Retire	Death	Other
Position Number: _ _ _ - _ _ _ - _ _ _ - _ _ _				
Obtain final pay period's Time Sheet & Exit Clearance (if possible, do so seven days before separation)	X	X	X	X
Route DFW 414 to CDFW (you may have to walk it through CDFW due to time constraints)	X	X	X	X
Review & Purge employee's Official Personnel File (OPF) (see TDM Section E, page 9.1)	X	X	X	X
Cancel Direct Deposit (only cancel DD for transferring ee, if ee owes CDFW & it can't be payroll deducted)		X	X	X
Notify all individuals/organizations listed on the Deceased Employee Worksheet			X	
Prepare & Key Employee Action Request (STD 686)		X	X	X
Prepare Dental Plan Enrollment Authorization (STD 692)		X		
Prepare direct pay authorization to continue health, dental, & vision benefits for survivors			X	
Prepare letter to employee's designee/next of kin			X	
Update Controller's Leave Accounting System (CLAS) – make sure all time is posted or cashed out	X	X	X	X
Document & key a Request for Miscellaneous Payment STD 671 (if applicable)	X	(on P A R)		
Post cash out of Compensated Time Off (CTO) & Excess Hours	X	X	X	X
Calculate lump sum payment & submit to supervisor for review	X	X	X	X
Document & Key Personnel Action Request (PAR)	X	X	X	X
Prepare salary advance (when necessary)	X	X	X	X
Release payroll warrant (on last day, or within 72 hours in the case of employee's death)	X	X	X	X
Process Separation/Disposition of CalPERS Contribution (STD 687) (when necessary)		X	X	X
Document Position Card	X	X	X	X
Document Form Time & Attendance Report (STD 672)	X	X	X	X
Review Turn Around Personnel Action Request (STD 680 – PAR) for accuracy		X	X	X
Complete PPSD-21, Deceased Employee Data			X	
Complete PERS-738, Report of Separation for Death-Request for Payroll Information			X	
Prepare COBRA enrollment Eligibility Letter & Election Form (when necessary)		X	X	X
Prepare COBRA enrollment forms (when required)	X	X	X	X
Distribute Notice Of Personnel Action (NOPA)		X	X	X
Document Employee Transfer Data (STD 612), email OTD informing them of the transfer	X			
Mail PAR, Completed STD 612, & OPF transferable contents to receiving agency (See TDM for details)	X			
Conflict of Interest - Leaving Office Statement (Notify COI Filing Officer)	X	X	X	X

Headquarters Personnel Specialist			Date
Receiving Department	Vacant Date	Lump Sum through date	Verified by Supervisor

Regional Personnel Specialist			Date Faxed to HQ Specialist
Receiving Department	Vacant Date	Lump Sum through date	Verified by Supervisor