



# SEPARATING EMPLOYEE CLEARANCE FORM

A clearance form is required for all separating employees, including any employee who receives notification of reassignment. Employees are required to return all University property such as electronic devices, laptop computers, cell phones, P-Card, building access cards, keys and equipment prior to separating or other applicable circumstances such as reassignment. Departments are responsible for costs associated with the failure to secure University property and resources upon separation of an employee or other applicable circumstance. Department manager is responsible for ensuring the employee is cleared where applicable & returning completed form to HR.

Separation Date: \_\_\_\_\_ Type of Clearance:  Reassigned  Separation

Employee Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Department/College: \_\_\_\_\_ Title: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_ ADP ID#: \_\_\_\_\_

I certify the information I have furnished on this form is true, correct, and complete to the best of my knowledge. I understand the University or its representatives may audit the information I supplied. It is my responsibility to provide the most accurate forwarding information including my address, phone numbers, and other contact information and to ensure I am cleared from any University obligations such as fees, returning equipment, Purchase Cards (P-Cards, etc.). Further, I understand upon separation that I have an ongoing responsibility to maintain the confidentiality of any student and/or employee information, as well as any intellectual property I may have had access to during my employ with the University.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Department		Authorized Representative
Submit Separating Employee Information to Human Resources (Resignation Notice, Acceptance of Resignation, Letter of Separation, PAF or Electronic Separation Event, etc.).  Electronic Equipment (Laptop, Tablet, iPad, Cellular Device, Thumb Drives, etc.).  University/Department owned/issued equipment (Tools, Uniforms, Keys.).	Applicable?  Yes No	Initials: _____ Print Name: _____ Date: _____

Public Safety		Authorized Representative
Department Keys & Parking Decal (Office, Building, Vehicle, Locker, etc.).  Citations/Parking or Associated Fees	Applicable/Received?  Yes No	Initials: _____ Print Name: _____ Date: _____

Accounting & Procurement		Authorized Representative
Purchase Card/P-Card (Procurement)  Travel/Reimbursement/Fees (Accounting)	Applicable/Received? Yes No  Yes No	Initials: _____ Print Name: _____ Date: _____  Initials: _____ Print Name: _____ Date: _____

University		Authorized Representative
Library Items/Fees (Library)  Laker Card (Laker Card Center)	Applicable/Received? Yes No  Yes No	Initials: _____ Print Name: _____ Date: _____  Initials: _____ Print Name: _____ Date: _____

Human Resources (For HR Use & Processing Only)
DOL Separation Notice, PAF/ Electronic Action, Internal Separation Notice, Letter of Separation/Resignation w/Acceptance, Payroll/Benefits Notification