

## Department Clearance Form

### DETAILED INSTRUCTIONS

This is the official form used for all exiting employees including employees who transfer to a different department. The form must be completed on the employee's last work day. The employee's supervisor is responsible for submitting the Department Clearance form to Human Resources no later than the employee's last day in the department. **DO NOT USE THIS FORM FOR WORK STUDY OR STUDENT WORKERS.** The following are instructions on how to complete the form:

#### **The supervisor completes the general information on the top of the form:**

Employee Name: Enter the employee's name as per payroll records.  
Last Day of Work: Enter the employee's last day in the department.  
Department Name: Enter the employee's current department name.  
Position: Enter the employee's current position.

#### **SUPERVISOR SECTION:**

Inventory Audit: Supervisor acknowledges receipt of any computers, laptops, tablets, cameras, or other fixed assets by initialing receipt of the items.  
Keys: Supervisor acknowledges receipt of any building, office, or swipe keys.  
Absence Reports: Supervisor finalizes any pending absence reports with the employee.  
Final timecard: Supervisor and employee complete the employee's final timecard.

***Upon completion, the supervisor submits the Department Clearance form to Human Resources no later than the employee's last day in the department.***

#### **BUSINESS SERVICES SECTION:**

Fines: For resignations: Human Resources sends the employee to the Cashier's Office to be cleared of any fines. The employee returns the Department Clearance form to Human Resources and completes the exit process.  
Parking Permit: For resignations: Accountant collects the employee's parking permit unless he/she has paid the year in full.

#### **HUMAN RESOURCES SECTION:**

Resignation notice: Human Resources ensures that there is a resignation notice on file.  
Name badge: For resignations: Human Resources collects the employee's badge.  
Computer Access: Human Resources informs the IT Help Desk of the termination on the day of the exit.  
Benefits: For resignations: Human Resources informs the employee about the status of his/her benefits.