

# Separation Clearance Form

**Instructions:** Separating employees must return university property to the appropriate location, pay outstanding fees (including parking citations) and financial obligations and, have each section below signed as noted.

<b>Employee Name:</b>	<b>UID:</b>
<b>Department:</b>	<b>Job Title:</b>
<b>Supervisor's Name:</b>	<b>Business Manager's Name:</b>
<b>Last Day Worked:</b>	<b>Separation Date:</b>
<b>Forwarding Address:</b>	<b>Phone Number:</b>

## EMPLOYEE

Cut up your Wright 1 Card and discard it.

## DEPARTMENT

	Submitted to HR	AUTHORIZED SIGNATURE	DATE
<b>Resignation Letter</b>	Yes No		
<b>Personnel Action Form (PAF)</b>	Yes No		
<b>Exit Questionnaire</b> <a href="https://www.wright.edu/human-resources/benefits/leaving-the-university">https://www.wright.edu/human-resources/benefits/leaving-the-university</a>	Yes No		

## DEPARTMENT PROPERTY

	APPLICABLE	AUTHORIZED SIGNATURE	DATE
<b>Computer Equip</b> (lap top, thumb drive)	Yes No		
<b>Tools/Equipment</b>	Yes No		
<b>University Credit Card</b>	Yes No		
<b>Uniforms</b>	Yes No		
<b>Other</b>	Yes No		

**Public Safety Service Center (060 Allyn Hall) - Employees must visit** the Public Safety Service Center to submit keys, parking permit terminated; otherwise, charges may apply.

	APPLICABLE	AUTHORIZED SIGNATURE	DATE
<b>University Building/Door Keys</b>	Yes No		
<b>Parking Pass</b>	Yes No		
<b>Outstanding Parking Citation</b>	Yes No		

## CERTIFICATION AND SIGNATURES

I certify the information I have furnished on this form is true, correct, and complete to the best of my knowledge. Furthermore, I understand the information I supplied may be audited by the university or its' representatives. **Please remember to return items borrowed from the Dunbar Library following your separation/retirement.**

I understand that failure to complete the separation process and submit the Separation Clearance Form will affect the timing of the receipt of allowable compensation (unused accrued vacation and/or sick time) in my final pay.

**Please submit completed Separation Clearance Form to the Public Safety Service Center Center, 060 Allyn Hall, weekdays between 7am-5:00pm.**

<b>Employee's Signature:</b>	<b>Date:</b>
<b>Business Manager's Signature:</b>	<b>Date:</b>