

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.

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

EMPLOYEE

Cut up your Wright 1 Card and discard it.

DEPARTMENT

	Submitted to HR	AUTHORIZED SIGNATURE	DATE
Resignation Letter	Yes No		
Personnel Action Form (PAF)	Yes No		
EHS Checklist Completed	Yes No		
Exit Questionnaire	Yes No		

DEPARTMENT PROPERTY

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

Facilities Management Customer Care Center (065 Allyn Hall) – Employees must visit the Facilities Management Customer Care Center to submit keys, parking permit; otherwise, charges will apply.

	APPLICABLE	AUTHORIZED SIGNATURE	DATE
University Building/Door Keys	Yes No		
Parking Pass	Yes No		
Outstanding Parking Citation	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 Facilities Management Customer Care Center, 065 Allyn Hall, weekdays between 7am-4:30pm.

Employee's Signature:	Date:
Business Manager's Signature:	Date: