

SEPARATING EMPLOYEE CLEARANCE FORM

(Includes employees on leave of absence without pay for 6 months or 1 semester)

NOTE: THIS FORM IS NOT FOR FERP OR REAPPOINTED FACULTY/STAFF

Employee's Name _____

Department _____

Separation/Leave of Absence Date _____

Position # _____

HSU Employee ID # _____

**FINAL PAY WARRANTS CANNOT BE RELEASED UNTIL CLEARANCES BELOW HAVE BEEN OBTAINED
(COMPLETE SECTIONS 1, 2 & 4 OR 3 & 4)**

1. EMPLOYEE, DEPARTMENT SECRETARY OR CHAIRPERSON

(PLEASE CALL FOR CLEARANCES AND INFORMATION)



Your Department:

Return: Equipment

Complete: Final Absence Report

Person Contacted

Date

Telecommunications: x5000 (8 a.m. to 5 p.m.)

I do do not have a campus calling card

Person Contacted

Date

Computing: x3815 (8 a.m. to 5 p.m.)

Close Keep my E-mail account open for 6 months

*Close Banner and CMS account access

Person Contacted

Date

Human Resources: x3626 (8 a.m. to 5 p.m.)

Discuss: Retirement Contribution

Return: Training Materials/*Address Change

**If your address changes, we will need an EAR to ensure delivery of W-2s.*

SECTION 1 COMPLETED BY

Person Completing Form

Date

2. EMPLOYEE

THESE ITEMS MUST BE WALKED THROUGH (please call ahead). THIS FORM MUST BE COMPLETED WITH REQUIRED SIGNATURES before it is turned in at the last stop, Financial Services.

Plant Operations: x3646 (8 a.m. to 5 p.m.) Call 24 hours in advance. Return: All University Keys

Authorized Signature

Date

Library: x3431, Room 110 (8 a.m. to 5 p.m., M – F)
Return: Library I.D. Card

Authorized Signature

Date

Media Services: x3166, Gist Hall, Room 221

Authorized Signature

Date

3. DEPARTMENT CHAIR OR DIRECTOR

No debt incurred/property issued (i.e., keys, library card, equipment).

Signature of Dept. Chair/Director

Date

4. EMPLOYEE

Financial Services: x3521, SBS 345 (8 a.m. to noon, 1 p.m. to 5 p.m.)

Return: Parking Decal, American Express Corporate Card, General Services Credit Card

Clear: Outstanding Obligations, Accounts Receivable, Travel Advance/Claims, Salary Advance, Moving Expense Reimbursement.

Authorized Signature

Date

Please turn this form into Financial Services, SBS 345.

Employee: For disposition of your Final Pay Warrant, you must complete the Payroll Departure Information form on the back.

Revised: 08/08

