



Separating Employee Clearance Form for Staff and MPPs

Includes employees on leave of absence without pay for 6 months or 1 semester and employees changing department

This form is NOT for continuing FERP or Staff/Faculty reappointed to the same position

PRINT THIS FORM

STEP 1

TO BE COMPLETED BY EMPLOYEE

Employee Name	Employee ID
Department	Position
Separation/Leave of Absence Date	Personal Phone
Manager Name	Manager Email
Employee Moving to a New Department	If Yes, New Department
<input type="checkbox"/> Yes <input type="checkbox"/> No	

STEP 2

TO BE REVIEWED BY MANAGER OR DESIGNEE

***Required:** Employee to coordinate with manager or designee in the appropriate department to return university-owned materials and equipment

RETURN

<input type="checkbox"/> Laptop (home department) <input type="checkbox"/> Library books or equipment (Library) <input type="checkbox"/> Other Equipment (home department/other)	Received by:	Equipment or material Notes

STEP 3

TO BE COMPLETED BY CASHIERS

***Required:** Go to the Cashier's Office, SBS Building, 2nd floor, Monday-Friday 8am – 4pm

Bring these items to the cashier's office			Form 109 Completed
<input type="checkbox"/> This Form <input type="checkbox"/> Employee ID <input type="checkbox"/> Key(s) <input type="checkbox"/> Parking Permit <input type="checkbox"/> ProCard <input type="checkbox"/> Travel Card <input type="checkbox"/> Other	Keys <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Notes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Received by:			Finalize financial obligations to the university
			<input type="checkbox"/> Financial Obligations <input type="checkbox"/> Accounts due

Employee Signature	Reviewed By	Date

Final Routing: Cashiers, HR, ITS, Facilities Management.

If you have questions regarding this form, contact the Human Resources department at hr@humboldt.edu