Clearance Form

This form must be completed by all full-time as well as all part-time regular employees who are exiting the University and may also be required for interdepartmental transfers. Detailed instructions are listed on page two.

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<th>Name:</th>
<th>Empl ID:</th>
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<th>Department:</th>
<th>End Date:</th>
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Secure the following signatures indicating clearance of obligations and return of university property:

**AUTHORIZED SIGNATURE:**

**DEPARTMENT OF ASSIGNMENT**
All obligations to the department have been satisfied. All vacation and sick usage has been reported via EmpCenter. Employee must turn in all wireless devices, laptops & cellular phones to the department. *(See instructions)*

**PHYSICAL FACILITIES**
All keys returned to Locking Systems. *(7:00 a.m. – 3:30 p.m. ONLY)*

**LIBRARY**
Books & library materials returned. No fines outstanding.

**PARKING**
Permit has been returned. No fines outstanding. *(If your vehicle’s license plate number was not previously provided to Parking Services, please bring the license plate number with you.)*

**ACCOUNTS RECEIVABLE**
No financial obligations outstanding.

**CASHIER’S OFFICE**
No financial obligations outstanding.

**DISBURSEMENT OF FINAL COMPENSATION:**
- Pick up check at Payroll Office
- Use current method of distribution
- Change of address
- Mail check to address noted

**NOTE:** Please notify of future address changes for mailing of W2’s.

I agree all obligations to The University of Akron have been satisfied and University of Akron property has been returned:

**HUMAN RESOURCES (ASB 130)**
Employee is cleared & returned the following items:
- University ID Card
- Handicapped Key Card
- UA issued Credit Card
- Industrial Security Clearance

**HUMAN RESOURCES ASB 130**

**EMPLOYEE’S SIGNATURE**

**NOTE:** An employee who transfers from one public agency to another, or who is reappointed or reinstated, or who transfers from one state department to another shall, upon reentering and submitting certified evidence of accumulated sick leave, be credited with the unused balance of accumulated sick leave, provided the time between separation and reappointment does not exceed ten years. For additional information, contact Judy Casserman, HRIS Administrator, at 330-972-7097.
Separation & Clearance Form Instructions

The separation & clearance process ensures all employees transferring from a department/unit or separating from employment with The University of Akron return university property and are notified of their responsibilities.

The completed form should be brought to the Human Resources department, ASB 130. Human Resources will be the final signature and confirmation of completion. The signed form will be routed to the Payroll department, ASB 102.

Interdepartmental transfers: Only the "Department of Assignment" and "Physical Facilities" signatures are required. Items indicated with an asterisk (*) are required for both interdepartmental transfer employees and for separating employees.

The information below should assist in completing the necessary steps prior to departure:

Department of Assignment
- Ensure the following items are returned/cleared:
  - Wireless devices, laptops, cellular phones issued by the department*
  - University of Akron issued procurement credit cards issued by Purchasing (330) 972-7340*
  - Departmental access/security connected to UANET ID by the Support Desk (330) 972-6888*
- Faculty members need to submit grades by the designated deadline.*
- Ensure all obligations to the department have been satisfied.*
- Submit all vacation and sick usage via EmpCenter.
- Confirm your mailing address is current. Address updates can be made on My Akron.

Physical Facilities Operations Center (PFOC), Locking Systems
- Return all keys and access cards to Locking Systems.*
- Locking Systems; PFOC 58 (7 a.m. - 3:30 p.m.)

University Libraries
- Return all outstanding books and materials and pay any outstanding fines to ULLR Circulation Department.
- Circulation; LIB (first floor)

Parking Services
- Return parking permit to Parking Services. If your vehicle’s license plate number was not previously provided to Parking Services, please bring the license plate number with you.
- North Campus Parking Deck 210

Accounts Receivable/Cashier’s Office
- Ensure all financial obligations have been satisfied.
- Accounts Receivable; SI 106

Human Resources
- After securing all signatures indicated on the Clearance Form, bring the completed form to Human Resources to obtain final clearance.
- COBRA election options will be mailed to you. If you have any questions, call Benefits Administration at (330) 972-7090.
- Retirement contribution options (if not retiring) will be forwarded by the corresponding retirement system.
- Human Resources; ASB130

Disbursement of Final Compensation
- Indicate the method of disbursement for final compensation.
- RECEIPT OF THIS COMPLETED FORM AUTHORIZES PAYROLL TO ISSUE THE FINAL COMPENSATION CHECK.