



Employee Transfer/Separation  
Clearance Form

Transfer  Separation

EE Name: \_\_\_\_\_ EE ID#: \_\_\_\_\_ Official Separation Date: \_\_\_\_\_  
Position: \_\_\_\_\_ Department: \_\_\_\_\_

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**Employees who are either transferring from one Department to another or separating from the University have a responsibility to obtain the proper clearances from the areas listed below prior to their last working day.**

**Employees separating from the University, must provide Human Resources with this document signed by the immediate supervisor as part of the Exit process. Failure to complete the information below may result in delayed receipt of annual leave payoff.**

**SECTION I: IMMEDIATE SUPERVISOR (Must be completed prior to employee's last day)**

Action/Item	Yes	No (brief explanation)	NA
IT has been notified to remove Administrative Banner access for this employee (if not please do so immediately)			
Departmental keys returned			
University Purchasing Card returned			
All University provided Electronic Devices (phone, laptop, notebook etc.)			
Notified Controller's Office (only if employee manages a budget)			
All Grant associated projects have been completed (grant funded employees only)			
Webtime entry approver and/or proxy? If proxy, please indicate for whom.			

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**SECTION II: HUMAN RESOURCES**

Action/Item	Yes	No (brief explanation)	NA
Cleared of all debts/fees by Office of Student's Accounts			
Returned all books, material, equipment to Library			
Returned Faculty/Staff ID Card (Retirees will be issued a Retiree ID Card)			
Returned American Express Card			
Annual leave distribution (may or may not be paid on final check)			

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date