



**WILLIAM & MARY**  
**OFFICE of HUMAN RESOURCES**

**Faculty and Staff Clearance Form**

*This form must be signed or an email attached from ALL authorized departmental representative listed below attesting there are no outstanding balances owed to the University by this employee. It is the responsibility of the supervisor to ensure this form is completed before sending the employee along with this completed form to HR.  
**Final paycheck and/or Leave Payoff check cannot be released to the employee until this completed form is received by HR.***

Banner ID		Last Day Worked	
Last Name		First Name	Middle Initial
<b>Forwarding Address (if different from address currently on file):</b>			
New Mailing Address			
New E-mail		New Telephone	
<b>Has the employee: *</b>		<b>Is the employee: *</b>	
Returned keys, id card, credit cards and other university property/records. If no, provide an explanation. Yes No		<b>A Timesheet Approver?</b> Yes No	
		If yes, who will now be approving timesheets? _____	
		<b>A HR Liaison?</b> Yes No	
<b>If applicable, instructional faculty must submit grades and student records, being particularly attentive to secure retention of student records that might fall under FERPA.</b>		If yes, who will now be the liaison? _____	
<b>Departmental Clearances *</b>			
<b>Swem Library</b> Advised of overdue books, etc. Cancelled privileges at all university libraries. Cleared of having any books or other library materials outstanding		Dave Morales dnmora@wm.edu	
Date		Signature/E-mail	
<b>Procurement</b> - Facilities Management Building Inactivated eVA access (Austin); returned small purchase credit card (Gentry)		Marra Austin maaustin@wm.edu Liz Gentry megentry@wm.edu	
Date		Signature/E-mail	
<b>Bursar's Office</b> - Blow Hall Room 103 Outstanding salary and/or travel advances or Computer Store balances		Sharon Mikanowicz samika@wm.edu	
Date		Signature/E-mail	
<b>Parking Services Office</b> -201 Ukrops Way Paid all parking fines and return parking decal (if payroll deducted)		Bill Horacio wxhora@wm.edu	
Date		Signature/E-mail	
<b>IT Office</b> - Jones Hall Room 208 Inactivated system passwords/email/administrative software/banner password/ loaned equipment		support@wm.edu	
Date		Signature/E-mail	
<b>Statement of Economic Interest</b> - College Apts 1st Floor If your position was identified as required to file a "Statement of Economic Interest," then you must complete the online form found at <a href="https://solutions.virginia.gov/ConflictOfInterest/">https://solutions.virginia.gov/ConflictOfInterest/</a>		Kristen Fagan kdfaga@wm.edu	
Date		Signature/E-mail	
<b>Reves Center</b> - 200 South Boundary St. Employees holding H1-B or J-1 visas must be cleared by the Office of International Students, Scholars, and Programs		globe@wm.edu	
Date		Signature/E-mail	
<b>Office of Sponsored Programs</b> -1308 Mt. Vernon Ave, Suite 1308 Contact OSP administrator assigned to your department. Any employee who has funding from an outside entity must coordinate with OSP to confirm that all required reports and deliverables have been submitted. An employee who plans to transfer an award to another university must process the request through OSP.		Jane Lopez jalope@wm.edu	
Date		Signature/E-mail	
I affirm to the best of my knowledge, this employee has discharged all responsibilities to the University and this form has been completed by me and signed off by each department above either by signature or attached emails. <b>Department Head, Dean or Immediate Supervisor's Signature*:</b> <b>Date:</b>			
The employee should carry this completed form to Human Resources where a review of benefits and/or leave will be conducted and signatures verified. I affirm to the best of my knowledge, I have discharged all of my responsibilities to the University. <b>Employee's Signature*:</b> <b>Date:</b>			
<b>Human Resources Representative:</b>		<b>Date</b>	<b>Signature</b>