

# Separation Clearance Form

*All employees separating from employment with Meredith College are required to return all College property and settle any accounts prior to release of final funds due to the employee. The College reserves the right to offset any funds due the employee to compensate for unreturned or damaged property or unsettled accounts. This document serves as verification for your personnel record that all equipment has been returned and all accounts have been settled. Please make arrangements with your supervisor for time during your work hours to obtain required clearance signatures prior to last day to be worked.*

Employee Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Last date to be worked: \_\_\_\_\_ ***(Return this form to HR prior to or on last day to be worked.)***

<b>Check-out Department</b>	<b>Clearance Item</b>	<b>Authorizing Signature</b> <i>Do not sign until ALL items are returned.</i>	<b>Date Signed</b>
Supervisor / Employing Department	All issued equipment returned (all keys, uniforms, department cell phones, radios, pager, etc.).		
Technology Services	Discontinue access to systems and services (cancel network access, e-mail access, security codes, phone numbers, etc.); all equipment returned (lap top, college cell phone, etc.)		
Campus Police	CamCard and parking decal returned. No balance due for tickets.		
Carlyle Campbell Library	All books and materials returned. No balance due for fines.		
Accounting & Finance	All accounts paid (returned checks, unpaid parking fines, etc.); credit card returned; balance on CamCard to be refunded.		
Human Resources	Exit information for benefits / final payroll provided. Exit interview offered.		

Forwarding Address: Please give the address you would like your W-2 mailed to if different from address on payroll files. Please contact us to update if this address changes before receiving W-2.

\_\_\_\_\_  
 \_\_\_\_\_  
 Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions:

Supervisor is to notify HR as soon as they become aware employee will be separating.

Supervisor gives employee Separation Clearance Form or the employee may print from web site. The employee is asked to visit all departments listed to verify accounts are settled and equipment is returned. Signatures will be required from departments indicated.

Once completed, the employee presents the form to HR. The employee's final payroll check may then be released.