

UNIVERSITY of NORTH GEORGIA™

EMPLOYEE DEPARTURE CLEARANCE FORM

Each full time and part time non student employee terminating employment with the University of North Georgia must secure clearance from each of the departments listed below. **Failure to complete this form in its entirety could result in the terminating employee's final paycheck being held until proper clearance has been secured.**

| | |
|------------------------------------|--|
| Name | |
| Employee ID (900XXXXXX) | |
| Last Day of Employment | |
| Is Employee leaving or terminating | |
| Department | |
| Forwarding Address (If changing) | |
| Personal Email Address | |
| Phone | |
| USG Transfer (If applicable) | |

| Department | Signature | Date | Description of Clearance |
|----------------------------|-----------|------|-----------------------------------|
| Supervisor/Dept. Head | | | Outstanding Materials/Obligations |
| Auxiliary/Parking Services | | | Outstanding Obligations |
| Purchasing Department | | | P-Card Holder Y/N |
| Facilities | | | Keys |
| Card Office | | | Parking Permit/ID Card |
| Library | | | Outstanding Materials/Obligations |
| Information Technology | | | Network/Email Access |
| Business Office | | | Outstanding Obligations |
| Human Resources | | | Exit Interview Appointment |

| | |
|--------------------------------------|--|
| Termination Date for Insurance | |
| Retirement Insurance Coverage Begins | |
| Employee Signature | |
| Date | |

***Retiring Employee:** I certify this employment is severed as indicted and no agreement exists to allow the return to service, including independent contracting. Any return during the calendar month of effective date of retirement shall render the severance invalid and nullify the employee application for retirement.

***Faculty Members:** Faculty members are expected to retain grade books (or their electronic equivalent) for a minimum of one year. Grade books must be submitted to the departmental supervisor if the faculty member will no longer be actively employed by the University.

***Note:** Grade reports are owned by the institution, according to the office of Legal Affairs, Board of Regents

If you need this form in an additional format, please contact Michael McLeod: Michael.McLeod@ung.edu - (678) 717-2232