



EMPLOYEE CLEARANCE FORM

Last Name: _____ **First Name:** _____

Position Held: _____ Position Number: _____

Department: _____ Last Day of Work: _____

Immediate Supervisor's Name: _____

IMPORTANT DIRECTIONS: This form is intended to be generated by the department from which an employee is leaving and then emailed to those departments that need to clear this employee. The Manager/Director initiating the form should email the form to the following: Alane Poff, Brad Cole, Lavoyed Hudgins, Judy Gergen and Jeff Reed. After all departments have responded, the departing employee's director should then compile all the information received and email the completed form to People Services/Payroll for final processing (to John Blair). **The department director should also forward a copy of the resignation letter and the Termination RPA to People Services, CPO 2189.**

	Yes	No	N/A	
EMPLOYEE HOME DEPARTMENT				IS&S robert_lewis@berea.edu
Manuals returned				Media svcs equipment returned
Department Texts returned				Security Administration Notified
Copy Card returned				Laptop/PC inventoried
ID Card returned				IS&S Helpdesk/Completed by:
All Cell Phones Inventoried				Date on which Banner access was/will be deleted: _____
Palm Pilot, laptop returned				By Whom: _____
Other equipment rt'd				LIBRARY judy_gergen@berea.edu
Petty cash returned				Loan items returned
Filing cabinet keys returned				Library/Completed by:
Uniform(s) returned				FACILITIES: jeff_reed@berea.edu
Tools or other equip returned				Office/building keys returned
Committees advised				Department car keys returned
Computer files saved or copied				Facilities/Completed by:
Student info returned				FINANCE alane_poff@berea.edu
RPA/Termination form/personnel file sent to People Services				Cash advances cleared
Manager/Completed by:				Purchasing card returned/canceled
				Finance/Completed by:
				Public Safety phillip_cole@berea.edu
				Tickets paid
				Public Safety/Completed by:
				PEOPLE SERVICES/PAYROLL john_blair@berea.edu
				Vacation Payout Received
				Forwarding contact supplied
				Last day recorded & Banner updated
				Exit interview completed
				Staff Directory Updated
				People Services/Payroll/Completed by:

Date Resignation Letter Received: _____

Date Resignation Letter Submitted to People Services: _____

Upon separation of employment, all electronic files, records, and information, housed in the College-issued computers, phones, and other electronic devices, remain the sole property of Berea College and will not be available to the separating employee.

Signature of Departing Employee: _____ Date: _____

I certify the above listed information to be correct:

Approved by Departmental Director/VP: _____ Date: _____

c: Originating Department
Employee File
Employee