



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	
Forwarding Address (if different from address currently on file):			
New Mailing Address			
New E-mail		New Telephone	
Has the employee: *		Is the employee: *	
Returned keys, id card, credit cards and other university property/records. If no, provide an explanation. Yes No		A Timesheet Approver? Yes No	
		If yes, who will now be approving timesheets? _____	
If applicable, instructional faculty must submit grades and student records, being particularly attentive to secure retention of student records that might fall under FERPA.		A HR Liaison? Yes No	
		If yes, who will now be the liaison? _____	
Departmental Clearances *			
Swem Library 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	
Procurement - Facilities Management Building Inactivated eVA access (Dixon); returned small purchase credit card (Gentry)		John Dixon jadixon@wm.edu	
		Liz Gentry megentry@wm.edu	
Date		Signature/E-mail	
Bursar's Office - Blow Hall Room 103 Outstanding salary and/or travel advances or Computer Store balances		Sharon Mikanowicz samika@wm.edu	
Date		Signature/E-mail	
Parking Services Office -201 Ukrops Way Paid all parking fines and return parking decal (if payroll deducted)		Bill Horacio wxhora@wm.edu	
Date		Signature/E-mail	
IT Office - Jones Hall Room 208 Inactivated system passwords/email/administrative software/banner password/ loaned equipment		support@wm.edu	
Date		Signature/E-mail	
Statement of Economic Interest - College Apts 1st Floor If your position was identified as required to file a "Statement of Economic Interest," then you must obtain clearance from this office.		Kristen Fagan kdfaga@wm.edu	
Date		Signature/E-mail	
Reves Center - 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	
Office of Sponsored Programs -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. Department Head, Dean or Immediate Supervisor's Signature*: Date:			
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. Employee's Signature*: Date:			
Human Resources Representative:	Date	Signature	