

# PERSONNEL CLEARANCE FORM (PD FORM 3)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Employee ID #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department

\_\_\_\_\_  
New Address (If relocating)

\_\_\_\_\_  
Last Day Worked (Date)

\_\_\_\_\_  
Telephone (If relocating)

NOTE: The Clearance Form must be signed by the immediate supervisor and the designated person in the specific areas as indicated before it is submitted to the Office of Human Resources, Room 101, Virginia Hall. Not completing the Personnel Clearance Form **will** delay Payroll processing.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Department/Location	Transaction	Signature	Date
<b>Supervisor/Chair/Dean</b>	<ul style="list-style-type: none"> <li>• Personnel Action Form (A21)</li> <li>• VSU Policy and Procedure Manuals</li> <li>• All Equipment</li> <li>• Keys</li> <li>• Reports/Completion of all assigned tasks</li> <li>• Outstanding Leave Forms submitted to HR</li> </ul>		
<b>OIT</b> (Basement of Library)	<ul style="list-style-type: none"> <li>• Computer Passwords/Software (Note: Attached form must be completed by Supervisor)</li> <li>• Banner Self Direct (via Registers Office)</li> </ul>		
<b>UTS</b> (UTS Bldg - Barnes Street)	Long Distance Pin		
	VSU 1Card		
<b>Administrative Services</b> (Physical Plant - Room 45)	Fixed Assets and Accounting Control System (FAACS)		
<b>Financial Requirements</b> (Virginia Hall - Room 217)	Disable Self Service Account		
<b>Library</b>	Library Media Services-Circulation Desk (Overdue books/periodicals/film)		
<b>Purchasing</b> (Virginia Hall - Room 119)	Corporate Card		
<b>Cashier's Office</b> (Virginia Hall - Room 112)	Traffic Regulatory Commission/Non-Sufficient Funds Checks (Parking Fines, Payment for non-sufficient funds in Account)		
<b>Student Accounts</b> (Virginia Hall - Room B4)	Tuition Waiver		
<b>Invoice Processing</b> (Virginia Hall - Room B10)	Travel Advances		
<b>Human Resources</b> (Virginia Hall - Room 104)	Training Material/Tuition Waiver		
<b>Human Resources</b> (Virginia Hall - Room 110)	Benefits Closeout / Exit Interview		

\_\_\_\_\_  
Signature (Provost/Vice President)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Associate VP for Human Resources)

\_\_\_\_\_  
Date

# **INSTRUCTIONS FOR COMPLETING THE PERSONNEL CLEARANCE FORM**

(Gray boxes indicated mandatory signature requirement. All other boxes signature required if applicable.)

## **OIT (Computer Security)**

It is your responsibility to ensure that you have been deleted from all systems as it relates to the University

## **UTS**

To obtain signature the following must be completed:

- Clean out your Voice Mail Box
- Give your Voice Mail password to UTS.
- Turn in any assigned cellular telephone, Blackberry, pager or COV calling card.
- Clear your balance for any personal telephone calls.

## **1Card**

To obtain signature the following must be completed:

- Clear any balance you may have on your 1Card account
- Turn in your 1Card.

## **Administrative Services**

Fixed Assets and Accounting Control System (FAACS)

Signatures on FACS forms Certify that all equipment/property belonging to the University will remain property of the University. It certifies that the employee leaving the University has not and will not remove any equipment. This form will have to be signed and witness by FACS Staff Only.

## **Library:**

When leaving the University, faculty and staff must:

- Bring VSU Clearance form to the Circulation desk.
- The Circulation Manager will initial the form indicating that the employee has returned all materials to the Library.
- The employee then gets the signature of the Dean of the University Library. If books are not returned, a lost book fee is assessed and replacement costs must be paid before exiting the University.

## **Invoice Processing**

Travel advances must be repaid prior to receiving signature.

## **Cashier's Office**

- All employees, full or part-time, must obtain a signature from the Cashier's Office regarding
  - Traffic Regulatory Commission
  - Non Sufficient Funds Checks
  - Parking Fines
  - Payment for non-sufficient funds in Account
- Payment for any outstanding debts can be made in any form except personal check.
- Signature will not be obtained until all debts are paid in full.
- The Cashier's Office is open from 8:30 to 4:00.

## **Financial Requirements**

Signature is required from the Financial Requirements Office to disable Finance Self Service Access when applicable.

## **Student Accounts**

Signature will not be obtained from the Student Accounts Office if the following applies:

- Unpaid account balances (which normally are due to unpaid Staff Waivers or Employee Tuition Deferments)
- Holds on the account and instructs the individual where he/she needs to go to have it resolved
- Delinquent Loan

## **Purchasing**

It is your responsibility to ensure that you leave the University free of any financial debts. Employees who have an outstanding balance on their Travel Card will not receive a signature until the balance is paid in full.

Signature must be obtained from the Purchasing Office regarding:

- Small Purchase Charge Card (SPCC)
- Travel Card.
- All cards must be surrendered at time of signature.



# VIRGINIA STATE UNIVERSITY

## ACCOUNT TRANSFER/TERMINATION FORM

### EMPLOYEE INFORMATION (PRINT CLEARLY)

Full Name (Last, First, Middle Initial)	VSU Banner V# (if unknown leave blank)
Department	Last Day Worked (Date)

### TRANSFER/TERMINATION OF ACCOUNTS

Accounts	Remove Access	Department Transfer	Effective Date (if not Last Day Worked)	Comments
Email	<input type="checkbox"/>	<input type="checkbox"/>		All email accounts will be archived for separated employees.
Network	<input type="checkbox"/>	<input type="checkbox"/>		All network data will be archived for separated employees.
Banner	<input type="checkbox"/>	<input type="checkbox"/>		
Remote Access	<input type="checkbox"/>	<input type="checkbox"/>		
All Other Access	<input type="checkbox"/>	<input type="checkbox"/>		

### SUSPENSION OF ACCOUNTS

#### IN ACCORDANCE WITH COV ITRM STANDARD SEC501-01, ACCOUNTS MUST BE SUSPENDED:

In the event of leave, disability or other authorized purposes in excess of 30 days because employee is not working;

Access rights must be temporarily disabled upon suspension of personnel for greater than 1 day for disciplinary purposes.

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

### AUTHORIZATION

By signing this form, you authorize the Office of Information Technology (OIT) to remove or suspend all access to IT accounts held by the departing employee or guest.

Signature of VP, Dean, Director, Chair, or HR personnel \_\_\_\_\_ Date \_\_\_\_\_ Telephone Number \_\_\_\_\_

**Completed form may be faxed to 524-5228 or hand-delivered to OIT in Johnston Memorial Library, Room B46.**