

**1. Department Manager/Supervisor**

Please complete the information below prior to the employee's last day of work. Provide this form to the employee and provide the employee with instructions on completing this process.

Name \_\_\_\_\_ Employee ID \_\_\_\_\_

Department \_\_\_\_\_ Last Day of Work \_\_\_\_\_

Cleared from Home Department: \_\_\_\_\_

Signature from issuing Department

Date

*Note: Items to be collected but not limited to: uniforms, cell phone, pager, laptop, etc.*

**2. Employee:** Please obtain the appropriate signatures from each department listed below. After all signatures have been obtained, take this form to Human Resources, Benefits/Data Management Office in the Annex I building for final clearance.

**The following physical clearance is required if electronic clearance is not obtained.**

Items To Be Cleared	Location (see campus map)	Signature(s)	Date
Credit Union Closes at 2:00 Wed: 4:00 all other days	1424 Walton Way location or 4339 Washington Road location		
Dean's Office (MCG Faculty Only)	Administration Bldg. 152		
Library (Health Sciences Campus)	1459 Laney Walker Blvd – AB Building		
Library (Summerville Campus)	Summerville Campus		
Purchase Card (P-Card)	1225 Walton Way, PL Building		
Travel Office	Annex I Bldg., B123		
Radiation Safety Office (Faculty Only)	R.A. Dent Blvd, Bldg. CI-1002		
Chemical Safety Office (Faculty Only)			
Biological Safety Office (Faculty Only)			
Medical Records (Faculty Only)	Medical Office Building - BPM 215 (Ext. 1-3050)		

**The following locations require you to physically visit to complete the clearance process.**

Items To Be Cleared	Location (see campus map)	Signature(s)	Date
JagCard (University Badge) <b>Must Bring: ID badge</b>	<b>Health Sciences – Student Center, DA In the JagStore</b> <b>Summerville Campus – JSAC Room 236</b>		
Key Control <b>Must Bring: ALL Keys</b> Hours 7:00 am - 3:30 pm; Ext. 1-6287	<b>Annex II Bldg. Room 1147</b> You are required to turn in every AU key issued to you. For a list of issued keys, call Key Control, ext. 6287 (HS Campus)		
Parking Office Must Bring: Parking hang tag/decal	<b>Annex II Bldg. Room 2200 (2<sup>nd</sup> Floor)</b>		
Key Control <b>Must Bring: ALL Medical Center Keys</b>	<b>BL 1016</b> Warehouse across from central distribution & on the mailroom hallway.		
<b>LAST STOP – FINAL CLEARANCE</b> HR Benefits & Data Management, Annex I Bldg., 1101			

\*If your address and/or telephone number will be changing, please provide this information below.

New Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code: \_\_\_\_\_

New Telephone Number: \_\_\_\_\_ Contact Telephone Number: \_\_\_\_\_

*Note: If you wish to have a personal interview with a Human Resources Coordinator, please call (706) 721-3770 to schedule an appointment.*

**3. Human Resources**

Please complete the section below and provide a copy of the completed form to the employee.

Expected Final Pay Check Date:	Expected Vacation Payout Pay Date:
Remarks:	