



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			
Manuals returned			
Department Texts returned			
Copy Card returned			
ID Card returned			
All Cell Phones Inventoried			
Palm Pilot, laptop returned			
Other equipment rt'd			
Petty cash returned			
Filing cabinet keys returned			
Uniform(s) returned			
Tools or other equip returned			
Committees advised			
Computer files saved or copied			
Student info returned			
RPA/Termination form/personnel file sent to People Services			
Manager/Completed by: _____			
FINANCE alane_poff@berea.edu			
Cash advances cleared			
Purchasing card returned/canceled			
Finance/Completed by: _____			
Public Safety phillip_cole@berea.edu			
Tickets paid			
Public Safety/Completed by: _____			
IS&S robert_lewis@berea.edu			
Media svcs equipment returned			
Security Administration Notified			
Laptop/PC inventoried			
IS&S Helpdesk/Completed by: _____			
Date on which Banner access was/will be deleted: _____			
By Whom: _____			
LIBRARY judy_gergen@berea.edu			
Loan items returned			
Library/Completed by: _____			
FACILITIES: jeff_reed@berea.edu			
Office/building keys returned			
Department car keys returned			
Facilities/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