



The University of Akron  
 Human Resources Information Services (+4730)  
 (330)972-7096\Fax (330)972-5195

<input type="checkbox"/>	Contract Professional
<input type="checkbox"/>	Faculty
<input type="checkbox"/>	Staff

## Clearance Form

<b>Name:</b>	<b>Empl ID:</b>
<b>Department:</b>	<b>End Date:</b>

**INSTRUCTIONS:**

1. This form must be completed by all employees who are exiting the University and may also be required for interdepartmental transfers. Detailed instructions are listed on page two.
2. **Exiting employees:** The completed form should be brought to *Human Resources Information Services, ASB 130*. Human Resources will be the final signature and confirmation of completion. The signed form will be routed to the *Payroll Office, ASB 102*.  
**RECEIPT OF THIS COMPLETED FORM AUTHORIZES PAYROLL TO ISSUE THE FINAL COMPENSATION CHECK.**
3. **Interdepartmental transfers:** Only the "Department of Assignment" and "Physical Facilities" signatures are required; the form should be returned to *Human Resources Information Services, ASB 130*.

**Secure the following signatures indicating clearance of obligations and return of university property:**

	<b>AUTHORIZED SIGNATURE:</b>
<b><u>DEPARTMENT OF ASSIGNMENT</u></b> All obligations to the department have been satisfied. (see instructions)	<b>Department</b>
<b><u>PHYSICAL FACILITIES</u></b> All keys returned to Locking Systems. (7:00 a.m. – 3:30 p.m. ONLY) University Police Department	<b>PFOC 58</b>
<b><u>LIBRARY</u></b> Books & library materials returned. No fines outstanding.	<b>ULLR Circulation Department</b>
<b><u>AUDIO VISUAL SERVICES</u></b> Equipment & materials on loan have been returned.	<b>LIB 63A</b>
<b><u>PARKING</u></b> Permit has been returned. No fines outstanding.	<b>North Campus Parking Deck 210</b>
<b><u>ACCOUNTS RECEIVABLE</u></b> No financial obligations outstanding.	<b>SI 106</b>
<b><u>CASHIER'S OFFICE</u></b> No financial obligations outstanding.	<b>SI 106</b>
<b><u>COMPUTER SOLUTIONS</u></b> OBEN customers: Account has been cancelled and modem returned (if Time Warner supplied) or account has been rolled-over to Road Runner. STUN 307	<b>STUN 307</b>
<b><u>HUMAN RESOURCES (ASB 130)</u></b> Employee has been cleared & returned the following items: <input type="checkbox"/> University ID Card <input type="checkbox"/> Handicapped Key Card <input type="checkbox"/> UA issued Credit Card <input type="checkbox"/> Industrial Security Clearance	<b>HUMAN RESOURCES ASB 130</b>
I agree all obligations to The University of Akron have been satisfied and University of Akron property has been returned.	<b>EMPLOYEE'S SIGNATURE</b>
<b><u>DISBURSEMENT OF FINAL COMPENSATION:</u></b> <input type="checkbox"/> Pick up check at Payroll Office <input type="checkbox"/> Use current method of distribution <input type="checkbox"/> Mail check to address noted	<b>Address:</b>

## **Separation & Clearance Form Instructions**

The separation and clearance process ensures that all employees transferring from a department/unit or separating from employment with The University of Akron return university property and are notified of their responsibilities. The information below should assist you in completing any necessary steps prior to departure.

Items indicated with an asterisk (\*) are required for both interdepartmental transfer employees and for separating employees.

### **Department of Assignment**

- Ensure that you return/clear the following items:
  - Wireless devices, laptops, cellular phones issued by the department\*
  - University of Akron issued procurement credit cards issued by Purchasing (330) 972-7340\*
  - Departmental access/security connected to UANET ID by the HelpDesk (330) 972-6888\*
  - University of Akron Zipcard
- If you are a faculty member, please submit your grades by the designated deadline\*
- Please ensure all obligations to the department have been satisfied\*
- Please submit an Administrative Final Vacation Record to Benefits Administration if applicable
- Please confirm your current mailing address or update using Zipline's Employee Services, *My Profile*

### **Physical Facilities Operations Center (PFOC), Locking Systems**

- Please return all keys and access cards to Locking Systems\*
- Locking Systems; PFOC 58; (7a.m.-3:30 p.m.)\*

### **University Libraries**

- Please return all outstanding books and materials and pay any outstanding fines to ULLR Circulation Department
- Circulation; LIB (first floor)

### **Audio/Visual Services**

- Please return any equipment and materials on loan
- Audio Visual Services; LIB 63A (ground floor)

### **Parking Services**

- Please return parking permit to Parking Services
- Parking Services; North Campus Parking Deck 210

### **Accounts Receivable/Cashiers Office**

- Please ensure all financial obligations have been satisfied
- Accounts Receivable; SI 106

### **Computer Solutions**

- Please cancel OBEN account if applicable  
Computer Solutions; STUN 307

### **Human Resources**

- After securing all signatures indicated on the Clearance Form, please come to Human Resources to obtain final clearance
- Human Resources Information Services; ASB 130
- Requests for an exit interview may be scheduled by calling Human Resources @ (330) 972-6583
- You will be provided information on regarding health benefits and COBRA. If you have any questions, please call Benefits Administration @ (330) 972-7092
- Retirement contribution options (if not retiring) will be forwarded by the corresponding retirement system