



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

Clearance Form

Name: _____ End Date: _____

Department: _____ Faculty/Contract Professional Staff

INSTRUCTIONS:

1. This form must be completed by all **full-time** employees who are exiting the University and may also be required for interdepartmental transfers.
2. **Exiting employees:** the completed form should be returned 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*

UNIVERSITY OFFICE HOURS: Monday - Friday 8:00 a.m. - 5:00 p.m. (Summer: 8:00 a.m. - 4:30 p.m.)

AUTHORIZED SIGNATURES

DEPARTMENT OF ASSIGNMENT

All obligations to the department have been satisfied.

Department/Dean

PHYSICAL FACILITIES

University Police Department
 All keys returned to Locking Systems (7:00 a.m.-3:30 p.m. ONLY)

PFOC 58

LIBRARY

Books & library materials returned. No fines outstanding.

ULLR Circulation Department

AUDIO VISUAL SERVICES

Equipment & materials on loan have been returned.

LIB 75

PARKING

Permit has been returned. No fines outstanding.

North Campus Parking Deck 210

ACCOUNTS RECEIVABLE

No financial obligations outstanding.

SI 106

CASHIER'S OFFICE

No financial obligations outstanding.

SI 106

COMPUTER SOLUTIONS

- Employee states that the software has been removed from their personal computer(s), and all required software has been returned.
- If an OBEN customer, account has been cancelled and modem returned (if Time Warner supplied) or account has been rolled-over to RoadRunner.

STUN 307

HUMAN RESOURCES

Employee has been cleared or has returned the following items (initial and/or note N/A):

University ID Card ____; Handicapped Key Card ____; UA issued Credit Card ____; Industrial Security Clearance ____.

DISPOSITION OF FINAL CHECK

Mail to: _____

Normal disposition

Pick up at Payroll Office

NOTE: Notify Payroll of any address change for mailing W-2 in January.

Employee's Signature

Human Resources (ASB 130)