

## CLEARANCE FORM

Name \_\_\_\_\_ Last 4 SSN \_\_\_\_\_ EMPLID \_\_\_\_\_

Position Code \_\_\_\_\_ Position Title \_\_\_\_\_

[ ☐ ] Transfer/Reassignment Effective \_\_\_\_\_ OR [ ☐ ] \*Termination Effective \_\_\_\_\_

*\* If you are continuing employment with FSCJ in another capacity, please send an email to [employment@fscj.edu](mailto:employment@fscj.edu).*

By initialing below, I certify that I have complied with Board Rules regarding the following items upon separation:

**Employee**      **Supervisor**

\_\_\_\_\_ Equipment & property (computers, cell phones, iPads, uniforms, keys, etc.) returned

\_\_\_\_\_ Procurement Card deactivated

\_\_\_\_\_ Property accountability transferred

\_\_\_\_\_ All leave entered & approved in PeopleSoft

\_\_\_\_\_ Termination Request completed in PeopleSoft

\_\_\_\_\_ Processed reporting changes for direct reports  
(Note: Do not set up a delegation.)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Employee Signature      Date

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City      State      Zip Code

The final paycheck and/or leave payout can be authorized for release to this employee upon the necessary approval and receipt of the completed Termination Request in PS and Clearance Form by the Human Resources Department.

Supervisor \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervising Administrator \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Financial Obligations – check one**

*(Must be cleared for final check/leave payout.)*

**Satisfied**

(Approved for final pay) \_\_\_\_\_

**Not Satisfied**

(Amount owed below) \_\_\_\_\_

Artist Series \$ \_\_\_\_\_

Bad Debt \$ \_\_\_\_\_

Registration \$ \_\_\_\_\_

Cell phone allowance \$ \_\_\_\_\_

**Finance Approval**

**ADMINISTRATIVE APPROVAL**

Payroll \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

HRIM \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_