

# PERSONNEL CLEARANCE FORM (PD FORM 3)

Name \_\_\_\_\_

Employee ID # \_\_\_\_\_

Date \_\_\_\_\_

Department \_\_\_\_\_

New Address (If relocating) \_\_\_\_\_

Last Day Worked (Date) \_\_\_\_\_

Telephone (If relocating) \_\_\_\_\_

NOTE: The Clearance Form must be signed by the immediate supervisor and the designated person in the specific areas as indicated before it is submitted to the Office of Human Resources, Room 110, Virginia Hall. Not completing the Personnel Clearance Form **will** delay Payroll processing.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Department/Location	Transaction	Signature	Date
<b>Supervisor/Chair/Dean</b>	<ul style="list-style-type: none"> <li>• Departmental Request for Personnel Action (A21)</li> <li>• Resignation Letter submitted</li> <li>• VSU Policy and Procedure Manuals</li> <li>• All Equipment</li> <li>• Keys</li> <li>• Reports/Completion of all assigned tasks</li> <li>• Outstanding Leave Forms submitted to HR</li> <li>• PI due diligence validation (needs OSP signature)</li> </ul>		
<b>OIT</b> (Trinkle – Room 316)	<ul style="list-style-type: none"> <li>• Computer Passwords/Software</li> <li>• <b>(Note: Attached form must be completed by Supervisor)</b></li> <li>• Banner Self Direct (via Registrar's Office)</li> </ul>		
<b>OIT</b> (Trinkle – Rm 208 - 215, 218 or 221)	IT Equipment		
<b>UTS</b> (Virginia Hall – Room B10 - Basement)	Cisco IP Phone Pin		
	Virginia State University Trojan ID Card		
<b>Administrative Services</b> (Physical Plant - Room 45)	Fixed Assets and Accounting Control System (FAACS)		
<b>Assoc. VP of Finance</b> (Virginia Hall - Room 215)	Disable Self Service Account eVA Approver <input type="checkbox"/> yes <input type="checkbox"/> no      eVA User <input type="checkbox"/> yes <input type="checkbox"/> no		
<b>Library</b>	Library Media Services-Circulation Desk <b>(Overdue books/periodicals/film)</b>		
<b>Cashier's Office</b> (Gandy Hall - Basement)	Traffic Regulatory Commission/Non-Sufficient Funds Checks <b>(Parking Fines, Payment for non-sufficient funds in Account)</b>		
<b>Student Accounts</b> (Gandy Hall - Basement)	Tuition Waiver		
<b>Purchasing</b> (Virginia Hall - Room 112)	Corporate Card		
<b>Human Resources</b> (Virginia Hall – Room 109)	Training Material/Tuition Waiver		
<b>Human Resources</b> (Virginia Hall – Room 110)	Benefits Closeout / Exit Interview		

Signature (Provost/Vice President) \_\_\_\_\_

Date \_\_\_\_\_

Signature (Associate VP for Human Resources) \_\_\_\_\_

Date \_\_\_\_\_

## **INSTRUCTIONS FOR COMPLETING THE PERSONNEL CLEARANCE FORM**

(Gray boxes indicate mandatory signature requirement. White boxes indicate if applicable signature requirement.)

### **OIT (Computer Security/Equipment)**

- It is your responsibility to ensure that you have been deleted from all systems as it relates to the University
- IT equipment clearance

### **UTS**

To obtain signature the following must be completed:

- Erase all voice mail messages
- Give your voice mail password to UTS.
- Surrender any assigned cellular telephone, Blackberry, pager or COV calling card.
- Clear your balance for any personal telephone calls.

### **Trojan ID Card**

To obtain signature the following must be completed:

- Clear any balance you may have on your Trojan ID Card account
- Surrender your Trojan ID Card.

### **Administrative Services**

Fixed Assets and Accounting Control System (FAACS)

Signatures on FACS forms certify that all equipment/property belonging to the University will remain property of the University, and that the employee leaving the University has not and will not remove any equipment. This form will have to be signed and witnessed by FACS Staff Only.

### **Financial Requirements**

Signature is required from the Financial Requirements Office to disable Finance Self - Service Access when applicable.

### **Library:**

When leaving the University, faculty and staff must:

- Bring VSU Clearance form to the Circulation desk.
- The Circulation Manager will initial the form indicating that the employee has returned all materials to the Library.
- The employee then gets the signature of the Dean of the University Library. If books are not returned, a lost book fee is assessed and replacement costs must be paid before exiting the University.

### **Cashier's Office**

- All employees, full or part-time, must obtain a signature from the Cashier's Office regarding:
  - Traffic Regulatory Commission
  - Non-Sufficient Funds Checks
  - Parking Fines
  - Payment for non-sufficient funds in Account
- Payment for any outstanding debts can be made in any form, except personal check.
- Signature will not be obtained until all debts are paid in full.
- The Cashier's Office is open from 8:30 to 4:00.

### **Student Accounts**

Signature will not be obtained from the Student Accounts Office if the following applies:

- Unpaid account balances (which normally are due to unpaid Staff Waivers or Employee Tuition Deferrals)
- Holds on the account and instructs the individual where he/she needs to go to have it resolved
- Delinquent Loan

### **Purchasing**

It is your responsibility to ensure that you leave the University free of any financial debts. Employees who have an outstanding balance on their Travel Card will not receive a signature until the balance is paid in full.

Signature must be obtained from the Purchasing Office regarding:

- Small Purchase Charge Card (SPCC)
- Travel Card.
- All cards must be surrendered at time of signature.

### **Human Resources**

Benefits Closeout/Exit Interview signature is obtained last after all signatures in the gray boxes are obtained.



VIRGINIA STATE UNIVERSITY  
ACCOUNT TRANSFER/TERMINATION FORM

**EMPLOYEE INFORMATION (PRINT CLEARLY)**

Full Name (Last, First, Middle Initial) VSU Banner V# (if unknown leave blank)

Department Last Day Worked (Date)

**TRANSFER/TERMINATION OF ACCOUNTS**

Accounts	Remove Access	Department Transfer	Effective Date (If not Last Day Worked)	Comments
EmaU	D	D		All email accounts <b>will be</b> archived for separated employees.
Network	D	D		All network data will be archived for separated employees.
Banner	D	D		
Remote Access	D	D		
All Other Access	D	D		

**SUSPENSION OF ACCOUNTS**

IN ACCORDANCE WITH COV ITRM STANDARD SEC501-01, ACCOUNTS MUST BE SUSPENDED:  
In the event of leave, disability or other authorized purposes in excess of 30 days because employee is not working;

Access rights must be temporarily disabled upon suspension of personnel for greater than 1 day for disciplinary purposes.

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**AUTHORIZATION**

By signing this form, you authorize the Office of Information Technology (OIT) to remove or suspend all access to IT accounts held by the departing employee or guest.

Signature of VP, Dean, Director, Chair, or HR personnel Date Telephone Number

*Completed form may be **faxed** to 524-5228 or hand-delivered to OIT in Johnston Memorial Library, Room 846.*