

UNIVERSITY OF CINCINNATI – SEPARATION CLEARANCE FORM

To be initiated by department

Instructions: Separating employees must return University property to appropriate location and have each section below signed as noted. See reverse side for additional information.

REQUIRED INFORMATION		TODAY'S DATE:	
Employee Name (Please print):		UC ID:	
Org Unit Name:		Job Title:	
Forwarding Address:		Personal Email (non-UC email address):	
Last Day Worked:		Separation Date:	
PUBLIC SAFETY			
<i>Check all that apply:</i>	APPLICABLE	NOT APPLICABLE	AUTHORIZED SIGNER INFORMATION
Photo ID Badge			Signature:
University Building/Door Keys			Job Title:
Unreturned key codes:			Date:
Other:			
PARKING – Note: Employee must go to Parking Services Office to cancel parking permit; otherwise, charges will continue. A voucher will be given in order to exit the garage, if applicable.			
<i>Check all that apply:</i>	APPLICABLE	NOT APPLICABLE	AUTHORIZED SIGNER INFORMATION
Parking Decal/Key Card			Signature:
Permit			Job Title:
Other:			Date:
DEPARTMENT PROPERTY			
<i>Check all that apply:</i>	APPLICABLE	NOT APPLICABLE	AUTHORIZED SIGNER INFORMATION
Computer Equip (lap top, thumb drive)			Signature:
Tools, Equipment, Job Accessories			Job Title:
Uniforms			Date:
Pages/Communication Devices			
Purchase/Campus Service/Bearcat Cards			
Lab Equipment			
Other (intellectual property)			
CERTIFICATION AND SIGNATURE			
<p>I certify the information I have furnished on this form is true, correct, and complete to the best of my knowledge. Furthermore, I understand the information I supplied may be audited by the University or its representatives. Please remember to return items borrowed from a UC Library following your separation/retirement.</p> <p>Please return your completed Separation Clearance Form to UC Human Resources in University Hall, Suite 340; ML #0039; hrris@ucmail.uc.edu or fax to 513-556-9652.</p> <p>Separated employees can sign into Employee Self Service (using their 6+2 and their last active password) at www.ucflex.uc.edu to view pay statements, update their address of residence, and view online W2's (when applicable). More information can be found at http://www.uc.edu/content/dam/uc/af/controller/payroll/docs/ESSLiteAnnouncement.pdf.</p> <p>Any problems with signing into ESS can be resolved by contacting the IT@UC Service Desk at 513-556-4357 or 866-397-3382.</p>			
Signature		Date	

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INSTRUCTIONS FOR SEPARATION CLEARANCE FORM

In order to receive allowable compensation of unused accrued vacation and sick time in the pay period following issuance of the final regular paycheck, separating employees are required to complete the separation process. The separation process includes returning all University property to the appropriate university department or office locations and paying outstanding fees and financial obligations. Failure to complete the separation process will affect the timing of the receipt of allowable compensation in the final paycheck.

The process includes processing the separation PCR, Separation Clearance Form and returning University property to the appropriate location and have the Separation Clearance Form signed at each location.

Access to email, UCFlex and other organization-wide information systems will be automatically ended via an overnight feed after the employee's separation PCR is processed in UCFlex.

Employees are asked to enter a forwarding address, personal email address and updated direct deposit form into UC Flex Employee Self Service (ESS) or contact Human Resources, if applicable (513.556.6381 or hris@ucmail.uc.edu).

Separating employees are encouraged to review information pertaining to benefit coverage end dates which can be found at this link <http://www.uc.edu/hr/tools/Toolkits.html>.

UPTOWN CAMPUS		
Public Safety (Keys & IDs	513 – 556 – 4925	4 Edwards Building
Parking	513 – 556 – 2281	4 Edwards Building

REGIONAL CAMPUSES		
Blue Ash College – Public Safety (Keys & IDs) and Parking	513-936-120	123 Muntz Hall
Clermont College – Public Safety Keys and IDs) and Parking	513-732-5240	145 Student Services Building

EXIT SURVEY PROCESS

The UC Exit Survey is confidential and will be used by UCHR to identify turnover trends and other patterns which may lead to changes in employment practices that are designed to improve the university's work environment and employee retention. This web-based exit survey is being conducted by a third-party provider, CEB. The survey will take approximately 5 – 7 minutes, please send your request to recruiting@ucmail.uc.edu and provide a non-UC email address, your full name and M#.

Thank you in advance for your participation.

REC CENTER CANCELLATION PROCESS

UC Campus Recreation annual memberships purchased through payroll deduction, credit card, or Electronic Fund Transfer (EFT) will continue unless Campus Recreation is notified in writing, via **online cancellation** form by the 15th of the month prior to the desired cancellation month.

<https://www.uc.edu/campusrec/membership/cancellation.html>