

### **Completing an “Employee Clearance Form”**

1. A hard copy of this form will be completed by all benefit based employees leaving the University.
  - a. **Supervisors:** If an employee is not able to complete the form, it is the responsibility of the supervisor to complete this form and submit it to Human Resources as soon as possible.
2. In the first section, please fill out **USD ID Number**, Name, Supervisor, Department, Extension, and if applicable, a new mailing address and date effective.
3. **“Employee” Section:** The employee will hand carry a copy of this form to all the departments listed under this section.. A signature is required from all departments. You must complete all of this section so that all departments are notified of your separation and we can ensure all accounts are closed in a timely manner.
4. **“Home Department” Section:** Once the “Employee” section is completed, the employee will submit the form to their supervisor for signatures on this section.
  - a. **Supervisors:** All sections in this area must be completed. If an area is not relevant, please write N/A and initial on the signature box.
5. **“Human Resources” Section:** This section will be signed by Human Resources when the employee returns the completed the form on their last day of work. If you have an exit interview scheduled on your last day of work, please bring the completed form with you at that time.