

CAMERON UNIVERSITY

EMPLOYEE SEVERANCE CLEARANCE

Conditions 1, 2, 3 and 4 must be met and the form returned to the Human Resources Office for completion prior to the release of the final paycheck:

EMPLOYEE'S NAME \_\_\_\_\_ CAMERON ID NO. \_\_\_\_\_

FORWARDING ADDRESS \_\_\_\_\_ FORWARDING PHONE NO. \_\_\_\_\_

SUPERVISOR

- 1. Books, grade books, student records, and other departmental or University owned equipment or materials have been delivered to the Chair/Dean/Director or satisfactory settlement made.
2. Arrangements for email, files and other data resources stored on University computers and servers have been finalized.

Department Chairman/Dean/Director \_\_\_\_\_ Date \_\_\_\_\_

PHYSICAL FACILITIES

- 3. University keys and gasoline credit cards have been returned. (X-2415)

Physical Facilities Representative \_\_\_\_\_ Date \_\_\_\_\_

INFORMATION TECHNOLOGY SERVICES

- 4. Employees separating from employment will have privileges removed on the last day of employment, unless continuation of access is approved by supervisor, for a specific period of time to complete a university obligation. Retired faculty and staff may retain limited privileges indefinitely.

Information Technology Services Representative \_\_\_\_\_ Date \_\_\_\_\_

Retain email: \_\_\_\_\_ Yes \_\_\_\_\_ No (Requires supervisor's initials) until \_\_\_\_\_.

\*Signatures of supervisor, Physical Facilities, and Information Technology Services representative must be obtained BEFORE taking form to Human Resources Office for completion.

HUMAN RESOURCES OFFICE

(The Human Resources Office will complete this portion)

Initials

- 5. Staff ID card and Parking permit has been returned\*. Retired faculty and staff exempt.
6. Library books have been returned or satisfactory settlement made\*.
7. Cameron credit cards have been returned.
8. Outstanding travel advances and/or parking fines have been paid.
9. Outstanding accounts receivable are settled\*.
10. Election/non-election of COBRA benefits\*.
11. Completed a resignation/termination form or letter with new forwarding address.
12. Computers, office equipment and keys, cell phones and electronic devices owned by employee have been wiped of all PHI and sensitive information.
13. Employee has confirmed s/he may not maintain sensitive information in any form.

Human Resources Representative \_\_\_\_\_ Date \_\_\_\_\_

(\*Does not apply to employees transferring within the university.)

I certify that the above conditions have been met. Additionally, I authorize Cameron University to deduct amounts owed the University from my terminal pay or payout of accrued vacation.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_