

CLEARANCE FORM

FACULTY AND STAFF ONLY

When a benefits-eligible employee ends employment, retires, or transfers within the University System of Georgia, certain documents must be submitted to Human Resources in a timely manner for a successful transition. The Clearance Form must be submitted to Human Resources prior to the employee receiving vacation payout or a refund from the Teachers Retirement System of Georgia (TRS).

Note: Semi-monthly employees are paid through the current payroll period, not according to the timesheet schedule. For example, a paycheck received on the 15th of the month includes pay for days worked from the 1st through the 15th. Any absences not processed on the current paycheck, will be deducted from the employee's leave balance(s).

If you have any questions on the clearance process or how to complete the form, please call (404) 413-3330.

To be completed by Employee's <u>SUPERVISOR</u> or Departmental <u>REPRESENTATIVE</u>: (Please print)		
Name of Employee:	Employee ID/Panther #:	
Department:	Last Day of Employment/ Termination Date:	
Name of Supervisor or Dept. Rep:	Campus Phone:	Supv/Rep's Initials <u>REQUIRED</u> for each box below:
<u>Electronic Personnel Action Form – (ePAF)</u>		ePAF#
Submit ePAF no less than 10 business days <i>prior</i> to employee's last work day (enter the day after employee's last day on the payroll in the End/Term date field).		Initials:
<u>Time Reporting</u> – Complete section A <u>or</u> B below only <i>if</i> you are attaching forms.		All timesheets or Report Of Absences have previously been submitted or are attached to this Clearance Form.
A. Timesheets – For <u>non-exempt</u> employees only		
Total hours on <u>attached</u> forms: _____ Hrs Worked _____ Vacation _____ Sick		Initials:
B. Report of Absences (ROA's) – For <u>exempt</u> employees only		1. Is this position paid from a grant or sponsored fund? <input type="checkbox"/> No <input type="checkbox"/> Yes If no, <u>skip number 2.</u>
Total hours on <u>attached</u> forms: _____ Vacation _____ Sick		
<u>Vacation Payout</u>		2. If yes, is vacation payout approved? <input type="checkbox"/> No <input type="checkbox"/> Yes
All state-funded employees will receive a vacation payout check for any remaining vacation after their employment ends. It is at the department's discretion to approve vacation payout for non state-funded positions.		Initials:
Once all information is received by HR, the employee will receive their vacation payout within the next 30 days. Vacation payout is taxed at 25% (IRS Code).		
<u>Return of Equipment</u>		\$
Employee has returned all University property (including uniforms, tools, computers, pagers, cell phones, etc). If not, provide replacement cost of item (attach explanation and write amount in column at right):		Initials:
I attest the above information to be true and accurate.		
Supervisor or Department Rep's Signature:		Date:

To be completed by the appropriate CAMPUS OFFICE:

<u>CASHIER</u> Suite 101, Sparks Hall (404) 413-3249		<u>LIBRARY</u> Circulation Desk , 100 Decatur Street SE (404) 413-2820	
Outstanding financial obligations cleared? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No Amount owed: \$ _____		Library materials returned? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No Amount owed: \$ _____	
Signature: _____		Signature: _____	
Date: _____		Date: _____	
<u>PURCHASING</u> Suite 901, One Park Place (404) 413-3150		<u>KEY CONTROL</u> Police Entrance, 15 Edgewood Ave (404) 413-3233	
AMEX/VISA purchasing cards returned? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No		Keys returned & balance cleared? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No Amount owed: \$ _____	
Signature: _____		Signature: _____	
Date: _____		Date: _____	
<u>AUXILIARY and SUPPORT SERVICES</u> Suite 200, University Bookstore Bldg (404) 413-9500			
Panther Card returned? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No			
Parking permits/budget cards returned and fees paid? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No			
Parking gate cards/permits returned and fees paid? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No Amount owed for parking: \$ _____			
Signature: _____			Date: _____

To be completed by the EMPLOYEE: (Please Print) HR-Benefits Office is located at 1 Park Place South, 3rd Floor

Name: _____		Employee ID/Panther #: _____	
Permanent Mailing Address: _____			
Home Phone: _____		Other Phone(s): _____	
Transferring within University System of Georgia? <input type="checkbox"/> No <input type="checkbox"/> Yes; School transferring to: _____			
Any financial obligation must be met prior to receiving clearance from the University. If applicable, the amount will be deducted from the employee's vacation payout balance. If there is no vacation payout, an overpayment letter will be sent to the employee, or the employee can provide the University with a Power of Attorney to collect the outstanding debt from their TRS refund amount prior to it being released.			
Please bring this completed form to the Human Resources Benefits Office to receive important benefits information, and to complete an anonymous computerized exit survey. The information gathered from the exit survey is used for evaluating data for employee retention purposes only.			
Employee Signature: _____			Date: _____

FOR HR USE ONLY

Exit Survey <input type="checkbox"/> No <input type="checkbox"/> Yes	Date Completed: _____
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