

SOUTHERN CRESCENT TECHNICAL COLLEGE

Employee Clearance Form

The Employee Clearance Form must be completed by the employee and his/her immediate supervisor and returned the Office of Human Resources along with all properties belonging to Southern Crescent Technical College.

Employee Name (<i>Please Print</i>)	Date	Department	Supervisor
Reason for Separation	Separation Date	Last Day of Work	

IMMEDIATE SUPERVISOR/MANAGEMENT

The employee's immediate supervisor must complete the Employee Clearance Form prior to the employee's departure. Review all items listed below with the employee and confirm whether the items were issued to the employee and returned. The employee's immediate supervisor assumes responsibility for the return of all items. *Place Not Applicable (N/A) if the employee was not provided the items listed.*

Provide a copy of the completed Employee Clearance Form to the employee and to the Office of Human Resources along with all properties belonging to Southern Crescent Technical College.

Items Provided to Employee	Obtain Clearance From	Supervisor Acknowledgement (Initials)	Date Returned
Purchasing Card (<i>If applicable</i>)	Immediate Supervisor		
Keys (Turn in on last day of work)	Immediate Supervisor		
Laptop Computer(s), Electronic Devices	Immediate Supervisor		
Cell Phone and Cell Charger	Immediate Supervisor		
Uniforms and Tools	Immediate Supervisor		
Cap and Gown	Immediate Supervisor		
Grade Books/Test/Manuals	Immediate Supervisor		
All Files and Course Related Materials	Immediate Supervisor		
Library Materials	Immediate Supervisor		
Picture ID Badge/Name Badge (<i>Turn in on last day of work</i>)	Immediate Supervisor		
Faculty/Staff Parking Permit (<i>Turn in on last day of work</i>)	Immediate Supervisor		
Inventory Transfer form (<i>if applicable</i>)	Immediate Supervisor		
ERS/TRS/GDCP Refund Application (<i>if applicable</i>)	Human Resources (<i>Will mail to address on file</i>)		
Terminate PC/Email Access	Human Resources (<i>Will complete once Employee Clearance Form is returned</i>)		

EMPLOYEE INFORMATION

- Employee must submit a Letter of Resignation to Supervisor at least 2 weeks prior to termination.
- Health/Flexible Benefits coverage terminates at the end of the month following the last payroll deduction.
- Work area must be cleared of personal belongings upon employee's departure.
- **Payment of any accrued, unused annual leave will be provided to employee on the next pay cycle following their separation.**

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EMPLOYEE COMMUNICATIONS

- All employee communications will be mailed to the address on file. If employee's address has changed, please provide employee's new address below.

Address:

Employee Signature: _____ **Date:** _____

Employee Supervisor: _____ **Date:** _____

HR Representative: _____ **Date:** _____