

ALVIN COMMUNITY COLLEGE

CLEARANCE - SEPARATION / DISCHARGE

Instructions: This form should be signed by each department listed below on or before the employee's last working day. Authorized Signatures from all departments are required prior to submitting this form to the Human Resources Office. A final paycheck will be issued with the regular pay period following the completion of the form, and the return of all keys and physical College property. The College retains the right to deduct the current retail cost of any missing College property and/or any outstanding monetary obligations to the College from your final paycheck.

EMPLOYEE NAME: _____ **EMP ID:** _____ **JOB TITLE:** _____

MAILING ADDRESS: _____ **HOME PHONE:** _____

_____ **CELL PHONE:** _____

E-MAIL: _____

EFFECTIVE DATE OF SEPARATION: _____

REASON FOR SEPARATION: _____

(Resignation / Retirement / Other)

Signatures from all departments should be secured prior to the last active day of employment.

DEPARTMENT		AUTHORIZED DEPARTMENT SIGNATURE	DATE
SUPERVISOR / CHAIR / DEAN	<ul style="list-style-type: none"> • Office cleared / Departmental Property Returned • Completion of all assigned tasks / reports • Department Phones / Pagers Returned 	_____	_____
ADMINISTRATIVE SERVICES	<ul style="list-style-type: none"> • College Cell Phone Contract (if applicable) 	_____	_____
BUSINESS OFFICE	<ul style="list-style-type: none"> • Outstanding Checks / Outstanding Petty Cash • College credit cards returned • Travel reimbursements / advances paid • Service Charges Cleared 	_____	_____
CAMPUS POLICE	<ul style="list-style-type: none"> • College Office / Building Keys Returned • College ID's returned 	_____	_____
INFORMATION TECHNOLOGY	<ul style="list-style-type: none"> • System Access Terminated • E-Mail Accounts / Passwords Deactivated • Phone Extension Cleared / Long Distance Charges • Laptops / Computer Equipment Returned 	_____	_____
LIBRARY	<ul style="list-style-type: none"> • Overdue Books / Periodicals / Film Returned • Associated Fines and/or Fees Paid 	_____	_____
MEDIA SERVICES	<ul style="list-style-type: none"> • Equipment / Instructional Aids Returned • Copier Codes Deactivated (on last active work day) 	_____	_____

HUMAN RESOURCES

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| <ul style="list-style-type: none"> • Resignation Letter on file • Final Pay Calculations (if applicable) • Leave Time Adjustments (if applicable) • Benefits Terminated (if applicable) • Vesting Letter (if applicable) |
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