

# Southeastern Oklahoma State University

## EMPLOYEE FINAL CLEARANCE FORM

Employee's name as it appears on social security card

Date

Mailing Address for W-2

City

State

Zip

Thank you for the service and contributions you have made as a valued member of the SE family. Please complete the following steps as part of your termination process. **Each step is vital and mandatory so that security and confidentiality is safeguarded for you and all SE employees and students.**

Are you being employed by another Oklahoma State Educational Entity? (please name) \_\_\_\_\_

**IF APPLICABLE, PLEASE TURN IN: Equipment, Tools, Telephone, Credit Cards, Pro Card, and/or Grades. Your Telephone/Computer access will end on your last day on payroll.**

⇒ **Please take this form to the appropriate offices for initialed clearance of #'s 1-7. See department chair for his/her signature on #8 and your immediate supervisor for clearance of #'s 9-12 and visit Human Resources, A 309, ext. 2162, for final clearance of #'s 13 & 14 (see below):**

	CONFIRMED BY	DATE CLEARED
<b>1. Keys Returned</b> (Physical Plant, North First Street)	_____	_____
<b>2. Library</b> (Books, Fines, Etc., Circulation Desk L106)	_____	_____
<b>3. Gas Card</b> (Campus Security PS)	_____	_____
<b>4. Cell Phone, Long Distance Calling Card, Access Code, Laptop Card &amp; Pager</b> (Telecommunications R312)	_____	_____
<b>5. General University Debts</b> (Office of Finance A208)	_____	_____
<b>6. Pro Card</b> (Office of Finance, A208)	_____	_____
<b>7. Grant/Contract Technical Records</b> (Office of Finance, Sponsored Programs A208)	_____	_____
<b>8. Instructor Student Grades</b> Incompletes etc. (Department Chair)	_____	_____
<b>9. Department Manuals</b> (Immediate supervisor)	_____	_____
<b>10. Authorization/Release for References</b> (see attached) (Immediate supervisor)	_____	_____
<b>11. Supervisor Evaluations of Employees approaching due date.</b> (Immediate supervisor)	_____	_____
<b>12. Final Leave Report</b> (Immediate supervisor)	_____	_____
<b>13. Exit Interview</b> (Human Resources A309)	_____	_____
<b>14. I.D. Returned</b> (Human Resources A309)	_____	_____

⇒ **I certify that I have no unpaid University bills and that I have returned all University property.**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

**FINAL CHECK(S) MAY BE RELEASED**

\_\_\_\_\_  
Approval Signature – Human Resources

\_\_\_\_\_  
Date

**PLEASE NOTE:** Whenever potential employers, financial institutions, etc. request employment information, references or recommendations, the current practice of SE is to provide name, position and dates of service. By signing this document you are (1) permitting SE to disclose additional personnel information and (2) giving a release from liability for providing more than name, position and dates of service.

### **AUTHORIZATION AND GENERAL RELEASE**

The Regional University System of Oklahoma and Southeastern Oklahoma State University, their agents, servants, employees or others representatives are hereby authorized to disclose records and/or information regarding my work performance and personnel history. I hereby release said Regional University System of Oklahoma, Southeastern Oklahoma State University, their agents, servants, employees or other representatives of and from all claims, demands, damages, actions, causes of action, suits in equity of whatever kind or nature, as a result of the furnishing of such records and/or information.

\_\_\_\_\_  
Signature of Employee/Former Employee

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Witness:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title/Position

I choose to decline to give this authorization at this time. \_\_\_\_\_  
(Check or "X") (Initials)