

**SOUTHERN ARKANSAS UNIVERSITY TECH
EMPLOYEE EXIT CLEARANCE FORM
(Read Carefully)**

NAME: _____ SSN: _____

TITLE: _____ DEPARTMENT: _____

LAST DAY OF EMPLOYMENT: _____ LAST WORKING DAY: _____
(If different from last day of employment)

CURRENT ADDRESS: _____ FORWARDING ADDRESS: (For mailing W-2, etc.) _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

Obtain the signature of the supervisor for each category listed below. The completed form must be returned to the Human Resources Office before the last paycheck will be released.

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|------|---|--|------|
| I. | EMPLOYEE'S SUPERVISOR
(Written resignation and department property) | Immediate Supervisor | Date |
| II. | LIBRARY
(Library books returned and fines paid) | Library | Date |
| III. | MAINTENANCE
(Keys, tools, and uniforms returned) | Maintenance | Date |
| IV. | BUSINESS OFFICE
(No accts rec. or outstanding travel advances.
All SAU Tech inventory/equipment and corporate credit card(s) returned.) | Business Office | Date |
| V. | BENEFITS OFFICE
(Cobra info. I.D. cards, timesheet) | Benefits Office | Date |
| VI. | Social Media
(Facebook, Twitter, etc.) | Director of Marketing/Public Relations | Date |
| VII. | Information Technology
(iPads, Cell phones, etc.) | Director of Information Technology | Date |

PROFESSIONAL EMPLOYEES ONLY:

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|-------|--|-----------|------|
| VIII. | APPROPRIATE VICE CHANCELLOR | Signature | Date |
| IX. | OFFICE OF THE REGISTRAR
(Faculty only - final grades) | Signature | Date |
| X. | OFFICE OF THE CHANCELLOR | Signature | Date |

ALL EMPLOYEES: (Final check & return Policy Manual)

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| XI. | HUMAN RESOURCES OFFICE | Human Resources | Date |
|-----|------------------------|-----------------|------|