



**AURARIA HIGHER EDUCATION CENTER  
HUMAN RESOURCES DEPARTMENT**

**Employment Separation Clearance Form**

ALL items **MUST** be completed and signed by the supervisor and employee. This form **MUST** be turned into the Human Resources on the last day of work OR turned in at the Exit Interview with Human Resources.

Employee Name: \_\_\_\_\_ Division/Department: \_\_\_\_\_

Last Day at Work: \_\_\_\_\_ Date Completed: \_\_\_\_\_

**Paperwork**

- \_\_\_\_\_ PAF (due to HR as soon as notified)
- \_\_\_\_\_ Attach Resignation letter
- \_\_\_\_\_ Include estimated timesheet

**Equipment**

- \_\_\_\_\_ All Equipment
- \_\_\_\_\_ Supplies
- \_\_\_\_\_ Uniforms
- \_\_\_\_\_ Key Card/ ID Card
  - Call & give end date to Facilities Management or Student Auxiliary Services as appropriate
  - If Eco Pass then cut ID Card in half and return to Parking
- \_\_\_\_\_ Cell Phone
- \_\_\_\_\_ Pager
- \_\_\_\_\_ PDA's
- \_\_\_\_\_ Lap Tops
- \_\_\_\_\_ Personal Items removed

**Parking:**

- \_\_\_\_\_ Parking Permits/Cards
- \_\_\_\_\_ Ticket Violations (paid)

**Facilities Management Lockshop**

- \_\_\_\_\_ Notify Lock Shop
- \_\_\_\_\_ Collect Key(s)

**Accounting/Payroll**

- \_\_\_\_\_ Collect any financial obligations
- \_\_\_\_\_ Travel Card
- \_\_\_\_\_ FRS Access

**Purchasing/Fleet Manager**

- \_\_\_\_\_ Procurement Card (collect & return to Purchasing)
- \_\_\_\_\_ SPO - unused
- \_\_\_\_\_ Fleet Card

**IT/Telecommunications**

- \_\_\_\_\_ Technology equipment
- \_\_\_\_\_ Telephone/Long Distance Service
- \_\_\_\_\_ E-mail Access-e-mail IT with separation date

**Other**

- \_\_\_\_\_ If person is a supervisor, review any pending employee paperwork (employee evaluations, timesheets, etc.)
- \_\_\_\_\_ Cancel account signature authorities

All of the above items applicable to me have been returned to my supervisor or designate department. All personal items have been removed.

\_\_\_\_\_  
Employee's Signature                      Date

\_\_\_\_\_  
Supervisor's Signature                      Date

Received by HR: \_\_\_\_\_  
Signature                      Date

## **Procedures on the Separation of an Employee**

### **Resignation**

When a supervisor is notified by an employee that they are leaving, they need to fill out this form and notify the individual departments of the employee's resignation. Review the list with the employee and collect all applicable equipment and paperwork.

### **Termination for Discipline Reason**

Termination of an employee on a discipline reason, the following procedure will apply.

The supervisor will fill out the form, and all access will terminate immediately. The supervisor must collect all items from the employee.

### **Administrative Leave for an investigation.**

HR will notify the appropriate departments and all access will be suspended immediately. After the completion of the investigation, HR will notify the distribution list to reinstate the employee's access or permanently cancel their access.

### **No Call No Show**

After three days of no calling in or showing up for work, the supervisor will notify HR. A temporary access will be suspended until further notice from the supervisor.