

EMPLOYEE CLEARANCE FORM

An Employee Clearance Form is required for every separating employee including employees going on an extended leave of absence without pay ensuring the return of all Tower and SJSU-owned items such as credit cards, keys, records, and equipment; access to all systems has been removed.

EMPLOYEE CERTIFICATION	l:			
Employee Name:	Last Day of Employment:			
Type of Separation: ☐ Res		tirement	☐ Other	
Upon separation, I understand that I have an ongoing responsibility to maintain the confidentiality of any student and/or employee information to which I may have had access during my employment with the Tower Foundation.				
Employee Signature:			Date:	
HIRING DEPARTMENT CLEA	ADANCE:			
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☐ Final time card approved by	y Account Holder			
☐ Voicemail cleared				
☐ Department property returned (Computer, Cell phone, etc.)				
Supervisor Name:		Title:		
Supervisor Signature:			Date:	
TOWER FOUNDATION CLEARANCE: SKIP THIS SECTION IF YOU ARE A STUDENT ASSISTANT.				
Employee must visit university offices to obtain appropriate signatures before the exit conference.				
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University Library	☐ Library Fines	Signature: _		 Date:
		olgitature.		
Lock Shop	☐ Keys	Print Name: _		
	☐ Access Card	Signature:		Date:
University Police	☐ Citations	Print Name: _		
	☐ Parking permit	Signature:		Date:
TOWER FOUNDATION HUM				
☐ Procurement/Credit Cards	□ Systems Access	☐ COBRA	☐ Final Pay	
Tower HR Signature:			Date:	