

[Click here to review Employee Separation and Clearance Process \(HR-E-PR 10\)](#)

Please answer the following questions.

<b>Name:</b>		<b>Empl ID:</b>
<b>Classification:</b>		<b>Phone:</b>
<b>Forwarding Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Forwarding Email Address:</b>		
<b>Last Day Worked:</b>	<b>Termination Date:</b>	
<b>Department:</b>	<b>Supervisor:</b>	
<b>Current Dept Contact:</b>	<b>Extension:</b>	
<b>Reason:</b>	<b>Urgent Processing Required:</b>	
<b>Receiving Department (On-Campus Transfers Only):</b>		

**Important Instructions (Please read before completing below)**

It is the responsibility of the departing employee and the employing department to complete the clearance of the following items. The employing department must print a copy of the Employee Clearance form for the employee before clicking the "Submit" button. The terminating employee must hand deliver the printed copy of the Clearance Form to the Key Control Office, Parking Office and Central Library (Circulation Desk) to obtain proper clearance, and then return the form to the employing department for final signature. After all signatures have been obtained the department will send the signed clearance form to Human Resources. The employee will be charged for all UT Arlington property assigned and not returned. The employing department will leave Key Control Office, Parking Office and Libraries blank, unless this information does not apply to the terminating employee in which case "N/A" will be selected. In the section "Departmental Items to be Cleared", indicate each item as Yes, No, or N/A.

Key Control Office	Parking Office	Libraries
<b>Building/Office Key:</b>	<b>Parking Hand Tag:</b>	<b>Books Returned:</b>
<b>Key Return/Receipt Form:</b>		<b>Fines/Lost books Fees:</b>

**Departmental Items to be Cleared**

<b>End Assignment in UTShare:</b>	<b>Collect Mav Express ID Card:</b>
<b>Notified Employee of Exit Interview Process:</b>	<b>Cancelled Computer Access/MyMav/UTShare**:</b>
<b>Advise employee to contact HR about TRS refund:</b>	<b>Cancelled Credit, Gas, Travel, Procurement Cards***:</b>
<b>Completed Vacation/Holiday Voucher*:</b>	<b>Deposited Cash Funds:</b>
<b>Payroll voucher (form 1-1) payment of accrued FLSA Overtime (OT):</b>	<b>Retracted/Cancelled pending Travel related Advances</b>
<b>Returned all University records, files, and IT assets (e.g. desktops, laptops, mobile devices), electronic storage media (e.g. hard drives, LOK-IT drives, USB drives, CDs, etc.) to Department Head</b>	<b>All University data removed from personal devices and returned to Department Head.</b>
	<b>Contacted Student Financials-employee did not fulfill ETAP agreement.</b>

Name:

Empl ID:

**Departmental Items to be Cleared (continued)**

Returned Long Distance ID Cards:

Secured Hazardous Chemicals:

Returned Office Equipment/Keys/Misc:

Returned Radioactive Materials/Dosimeter Badges:

Returned Uniforms:

Employee reimbursed University all Travel related advances paid to employee prior to departure and not used for intended Travel related purpose.

All corrected leave time has been entered in UT Share:

**Explanation for Item marked "No"**

**Vacation Hours Distribution**

Employees who are transferring to another state institution or agency may elect to have any accrued vacation hours paid in a lump sum payout. You may also elect to transfer this balance should the receiving agency accept the transfer of the hours. Information on the option of vacation payout is available on [HR-LA-P0-04](#).

**Vacation Payout Election**

**I am transferring to another state of Texas institution/agency and elect to receive a lump sum payment of my accrued vacation hours. I have read and understand the details of the payout.**

**I am transferring to another state of Texas institution/agency and elect to have the balance of my vacation hours transferred to the new agency.**

**Check Distribution**

Final check is:

Vacation and/or Overtime check is:

W-2 Form is:

**Footnotes**

- \* The department will submit item to the Office of Human Resources.
- \*\* Call the Office of Information Technology at extension 2208 to have computer access canceled immediately.
- \*\*\* DO NOT assume that the employee does not have a University credit card -- MUST ASK!  
Please send items to Accounting & Business Services.

**Name:****Empl ID:**\_\_\_\_\_  
Key Control Office\_\_\_\_\_  
Date\_\_\_\_\_  
Parking Office\_\_\_\_\_  
Date\_\_\_\_\_  
Central Library\_\_\_\_\_  
Date\_\_\_\_\_  
Employee Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Department Signature\_\_\_\_\_  
Date

*If the Submit button doesn't open an email window with the saved clearance form attached, please save this PDF and email it to [employeeeclearance@listserv.uta.edu](mailto:employeeeclearance@listserv.uta.edu)*

MODIFICATION TO THIS FORM IS STRICTLY PROHIBITED.