

**1. Department Manager/Supervisor**

Please complete the information below prior to the employee's last day of work. Provide this form to the employee and provide the employee with instructions on completing this process.

Name \_\_\_\_\_ Employee ID \_\_\_\_\_

Department \_\_\_\_\_ Last Day of Work \_\_\_\_\_

Cleared from Home Department: \_\_\_\_\_

Signature from issuing Department \_\_\_\_\_ Date \_\_\_\_\_

*Note: Items to be collected but not limited to uniforms, cell phone, pager, laptop, etc.*

- 2. Employee:** Please obtain the appropriate signatures from each department listed below. After all signatures have been obtained, take this form to Human Resources, HR Service Center for final clearance. Employees are required to return to AU all materials or information that could contain confidential or private data. Employees are prohibited from taking confidential or private information from AU or AU Health. In addition, an employee's obligation of nondisclosure and/or unauthorized use of private information (e.g. patient, student, employee, and research records, etc.) continues indefinitely, even after your relationship with the university or health system ends.

<b>The following physical clearance is required if electronic clearance is not obtained.</b>			
<b>Items To Be Cleared</b>	<b>Location (see campus map)</b>	<b>Signature(s)</b>	<b>Date</b>
Credit Union Closes at 2:00 Wed: 4:00 all other days	1424 Walton Way location or 4339 Washington Road location		
Dean's Office (MCG Faculty Only)	Administration Bldg. 152		
Library (Health Sciences Campus)	1459 Laney Walker Blvd – AB Building		
Library (Summerville Campus)	Summerville Campus		
Purchase Card (P-Card)	1225 Walton Way, PL Building		
Travel Office	Annex I Bldg., B123		
Radiation Safety Office (Faculty Only)	R.A. Dent Blvd, Bldg. CI-1002		
Chemical Safety Office (Faculty Only)			
Biological Safety Office (Faculty Only)			
Medical Records (Faculty Only)	Medical Office Building - BPM 215 (Ext. 1-3050)		
Parking Office	Annex I Building, 1st Floor		
<b>The following locations require you to physically visit to complete the clearance process.</b>			
<b>Items To Be Cleared</b>	<b>Location (see campus map)</b>	<b>Signature(s)</b>	<b>Date</b>
<b>JagCard</b> (University Badge) <b>Must Bring: ID badge</b>	Annex I Building, 1 <sup>st</sup> Floor		
<b>Key Control</b> <b>Must Bring: ALL University Keys</b> Hours 7:00 am - 3:30 pm; Ext. 1-6287	<b>Annex I Bldg. 1<sup>st</sup> Floor</b> You are required to turn all AU keys issued to you. For a list of issued keys, call Key Control, ext. 6287 (HS Campus)		
<b>Key Control</b> (Medical Center Keys) <b>Must Bring: ALL Medical Center Keys</b>	<b>BL 1016</b> Warehouse across from central distribution & on the mailroom hallway.		
<b>LAST STOP – FINAL CLEARANCE –</b> <b>Signature required in Section 1 prior to final clearance</b> Human Resources – 699 Broad Street, OR-8000 (8 <sup>th</sup> floor), Augusta, GA 30901 (phone: 706-721-3770)			

\*If your address and/or telephone number will be changing, please provide this information below.

New Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code: \_\_\_\_\_

New Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

*Note: If you wish to have a personal interview with a Human Resources Coordinator, please call (706) 721-3770 to schedule an appointment.*

**3. Human Resources**

Please complete the section below and provide a copy of the completed form to the employee.

Expected Final Pay Check Date: _____	Expected Vacation Payout Pay Date: _____
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