

# UNIVERSITY of NORTH GEORGIA™

## EMPLOYEE DEPARTURE CLEARANCE FORM

Each full time and part time non student employee terminating employment with the University of North Georgia must secure clearance from each of the departments listed below. **Failure to complete this form in its entirety could result in the terminating employee's final paycheck being held until proper clearance has been secured.**

Name	
Employee ID (900XXXXXX)	
Last Day of Employment	
Is Employee leaving or terminating	
Department	
Forwarding Address (If changing)	
Personal Email Address	
Phone	
USG Transfer (If applicable)	

Department	Signature and Date	Description of Clearance
Supervisor/Dept. Head		Outstanding Materials/Obligations
Auxiliary/Parking Services		Outstanding Obligations
Purchasing Department		P-Card Holder      Yes      No
Logistical Services		Outstanding Equipment
Facilities		Keys                      Yes      No
Card Office		Parking Permit/ID Card
Library		Outstanding Materials/Obligations
Information Technology		Network/Email Access
Business Office		Outstanding Cash Advances
Human Resources		Exit Interview Appointment

Termination Date for Insurance	
Retirement Insurance Coverage Begins	
Employee Signature	
Date	

**\*Terminating Employees pursuing the continuation of health insurance through COBRA will enroll online through their OneUSG Connect Benefits Portal. You will use your ADP login information to access this portal.**

**\*Retiring Employee:** I certify this employment is severed as indicted and no agreement exists to allow the return to service, including independent contracting. Any return during the calendar month of effective date of retirement shall render the severance invalid and nullify the employee application for retirement.

**\*Faculty Members:** Faculty members are expected to retain grade books (or their electronic equivalent) for a minimum of one year. Grade books must be submitted to the departmental supervisor if the faculty member will no longer be actively employed by the University.

**\*Note:** Grade reports are owned by the institution, according to the office of Legal Affairs, Board of Regents

If you need this form in an additional format, please contact Michael McLeod: Michael.McLeod@ung.edu - (678) 717-2232