

FACULTY & STAFF CLEARANCE SIGN-OFF FORM

Name _____ Title _____

Department _____ Separation Date _____

**CLEARANCES MUST BE OBTAINED FROM THE FOLLOWING AREAS
PRIOR TO THE RELEASE OF FINAL PAYCHECK**

SIGNATURE

DATE

DEPARTMENT CLEARANCE

- Assignments completed
- Teaching materials
- Official department records
- Department property (cell phones, reports, pins, etc)

INFORMATION TECHNOLOGY (B-429)

- Equipment
- Software
- Instruction manuals
- Access code
- Other

LIBRARY

- Books due
- Fines

PAYROLL/ACCOUNTING (T-504)

- Final timesheets
- Pay Advances

PUBLIC SAFETY/LOCKSMITH (C-030)

- Keys * (see attached key form and get appropriate signature)
- I.D. Card*
- Parking Sticker

PROPERTY MANAGEMENT (G-100)

- Office Laboratory and/or Recreation Equipment

HUMAN RESOURCES (B-215)

- Benefits
- Exit Interview
- Final timesheets
- Swipe Card

COMPLETED FORM MUST BE RETURNED TO HUMAN RESOURCES OFFICE

* Lost Keys, ID or swipe cards must be paid for.

HUMAN RESOURCES is the last signature

HOSTOS COMMUNITY COLLEGE

The City University of New York