

PERSONNEL CLEARANCE FORM (PD FORM 3)

Name _____ Employee ID # _____ Date _____

Department _____ Mailing Address _____

Last Day Worked (Date) _____ Telephone _____ Email _____

NOTE: The Clearance Form must be signed by the immediate supervisor and the designated person in the specific areas, as indicated before it is submitted to the Office of Human Resources (HR@VSU.EDU). Payroll processing will be delayed without a completed form.

Employee Signature & Date

Department/Location	Transaction	Signature & Date	Comments
Supervisor/Chair/Dean	<ul style="list-style-type: none"> • Departmental Request for Personnel Action (A21) • Resignation Letter submitted • VSU Policy and Procedure Manuals • All Equipment • Keys • Reports/Completion of all assigned tasks • Outstanding Leave Forms submitted to HR • PI due diligence validation (needs OSP signature) 		
Technology Services Derrick Jennings & Alyssa Roberts djennings@vsu.edu alroberts@vsu.edu	<ul style="list-style-type: none"> • Computer Passwords/Software • (Note: Attached form must be completed by Supervisor) • Banner Self Direct (via Registrar's Office) • RSA Hardware Token 		
Technology Services Derrick Jennings djennings@vsu.edu	IT Equipment		
UTS Ramonia Prorise & Angel Johnson rprorise@vsu.edu amjohnson@vsu.edu	Cisco IP Phone Pin		
	Virginia State University Trojan ID Card		
Administrative Services Dane Davis drdavis@vsu.edu	Fixed Assets and Accounting Control System (FAACS)		
Associate VP of Finance Lavetta Pittman & Barbara Taylor lpittman@vsu.edu btaylor@vsu.edu	Disable Self Service Account eVA Approver yes no eVA User yes no		
Library Sheila Carrington & Nelson Jefferson scarring@vsu.edu njeffers@vsu.edu	Library Media Services-Circulation Desk (Overdue books/periodicals/film)		
Cashier's Office Crystal Wright & Shenika Price cdwright@vsu.edu sprice@vsu.edu	Traffic Regulatory Commission/Non-Sufficient Funds Checks (Parking Fines, Payment for non-sufficient funds in Account)		
Student Accounts Deborah Flowers & Alvin Cannon djones@vsu.edu acannon@vsu.edu	Tuition Waiver		
Purchasing Ryan Ferebee rferebee@vsu.edu	Corporate Card		
Human Resources Robin Franklin-Morton & Rita Crawford rfranklin-morton@vsu.edu rcrawford@vsu.edu	Training Material/Tuition Waiver		
Human Resources Pansy Simpson & Misty Morse psimpson@vsu.edu mmorse@vsu.edu	Benefits Closeout / Exit Interview		

Signature & Date (Provost/Vice President)

Signature & Date (Associate VP for Human Resources)

INSTRUCTIONS FOR COMPLETING THE PERSONNEL CLEARANCE FORM

After completing the top of the form and providing your signature, email the form to your immediate supervisor for signature. Once your immediate supervisor has signed and returned the form to you via email, please email the next designated person for signature. Please repeat this process until all signatures are obtained.

NOTE:

The Clearance Form must be signed by the immediate supervisor and the designated person in the specific areas as indicated before it is submitted to the Office of Human Resources (HR@VSU.EDU). Payroll processing will be delayed without a completed form.

Technology Services (Computer Security/Equipment)

- It is your responsibility to ensure that you have been deleted from all systems
- University IT equipment clearance
- RSA Hardware Token

UTS

To obtain signature the following must be completed:

- Erase all voice mail messages
- Give your voice mail password to UTS.
- Surrender any assigned cellular telephone, Blackberry, pager or COV calling card.
- Clear your balance for any personal telephone calls.

Trojan ID Card

To obtain signature the following must be completed:

- Clear any balance you may have on your Trojan ID Card account
- Surrender your Trojan ID Card.

Administrative Services

Fixed Assets and Accounting Control System (FAACS)

Signatures on FACS forms certify that all equipment/property belonging to the University will remain property of the University, and that the employee leaving the University has not and will not remove any equipment. This form will have to be signed and witnessed by FACS Staff Only.

Financial Requirements

Signature is required from the Financial Requirements Office to disable Finance Self - Service Access when applicable.

Library:

When leaving the University:

- The Circulation Manager will sign the form indicating that the employee has returned all materials to the Library.
- Obtain signature of the Dean of the University Library. If books are not returned, a lost book fee is assessed, and replacement costs must be paid before exiting the University.

Cashier's Office

- All employees, full or part-time, must obtain a signature from the Cashier's Office regarding:
 - Traffic Regulatory Commission
 - Non-Sufficient Funds Checks
 - Parking Fines
 - Payment for non-sufficient funds in Account
- Payment for any outstanding debts can be made in any form, except personal check.
- All debts must be paid in full before signature is obtained.
- The Cashier's Office is open from 8:30 to 4:00.

Student Accounts

Signature will not be obtained from the Student Accounts Office if the following applies:

- Unpaid account balances (which normally are due to unpaid Staff Waivers or Employee Tuition Deferments)
- Holds on the account and instructs the individual where he/she needs to go to have it resolved
- Delinquent Loan

Purchasing

It is your responsibility to ensure you leave the University free of any financial debts.

- All cards must be paid in full before signature is obtained.
- All cards must be surrendered at time of signature (Small Purchase Charge Card (SPCC) and/or Travel Card).

Human Resources

Benefits Closeout/Exit Interview signature is obtained **last** after all other signatures are obtained.



VIRGINIA STATE UNIVERSITY
ACCOUNT TRANSFER/TERMINATION FORM

EMPLOYEE INFORMATION (PRINT CLEARLY)

Full Name (Last, First, Middle Initial)

VSU Banner V# (if unknown leave blank)

Department

Last Day Worked (Date)

TRANSFER/TERMINATION OF ACCOUNTS

Accounts	Remove Access	Department Transfer	Effective Date (If not Last Day Worked)	Comments
EmaU	D	D		All email accounts will be archived for separated employees.
Network	D	D		All network data will be archived for separated employees.
Banner	D	D		
Remote Access	D	D		
All Other Access	D	D		

SUSPENSION OF ACCOUNTS

IN ACCORDANCE WITH COV ITRM STANDARD SEC501-01, ACCOUNTS MUST BE SUSPENDED:

- In the event of leave, disability or other authorized purposes in excess of 30 days because employee is not working;
- Access rights must be temporarily disabled upon suspension of personnel for greater than 1 day for disciplinary purposes.

Start Date: _____ End Date: _____

AUTHORIZATION

By signing this form, you authorize Technology Services to remove or suspend all access to IT accounts held by the departing employee or guest.

Signature & Date (VP, Dean, Director, Chair, or HR personnel)

Telephone Number

Completed forms may be hand-delivered, faxed or emailed to:

Technology Services
Johnston Memorial Library, Room 846
F: 804-524-5228
E: alroberts@vsu.edu