

## University of Richmond Employee Termination Clearance Checklist

**Directions:** This form must be completed and submitted to Human Resources – 1<sup>st</sup> floor Weinstein Hall before authorization can be given for the release of your final salary check. **An exit interview should be scheduled with Human Resources. Please call 289-8877 for an appointment if one has not already been arranged.**

Employee Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Last day worked on campus: \_\_\_\_\_ Expected Date of Last Paycheck: \_\_\_\_\_

*Clearance Tasks*

*Date of  
Clearance*

*Approved Signature  
& Title*

1. Letter of Resignation/discharge has been filed in employee's department and in Human Resource Services.		
2. Department clearance: Uniforms, computer equipment, laptops, supplies, office and classroom keys (returned to Department):		
3. Library: ( Books returned, fines paid) Heather Semko ext 8939		
4. Financial and Academic Records: Grades Filed (Faculty Only) Becky Garrison ext 8399		
5. Student Accounts: ( Tuition, fines, fees) Charley King ext 8149		
6. Finance: Travel &/or Purchasing cards have been returned to Lynn Spencer- Accounting Maryland Hall G-13		
7. Finance: Computer Loan Balances have been cleared Tammy Hicks Maryland Hall G-12		
8. Finance: Employee Advances have been settled Jean Hines Maryland Hall G-13		
9. Payroll: Cancel direct deposit; terminate voluntary deductions on Banner, web time entry status.		
10. Payroll: Check address for final pay – to be sent to permanent address unless otherwise notified		
11. One Card: Inactivate employee and family cards – issue any refunds Diane St. John ext 8476		
12. Human Resources: Obtain final benefit deductions. Michelle McClure ext 6389		
13. Human Resources: Return ID card, Obtain future mailing address for W-2s  ID returned <input type="text"/>  Exit interview Completed <input type="text"/>  VPO hours due <input type="text"/>		

\_\_\_\_\_  
Supervisor/Manager

Date: \_\_\_\_\_

\_\_\_\_\_  
Human Resource Representative

Date: \_\_\_\_\_

White copy: HR

Yellow copy: Payroll (completed copy)

Pink copy: Controller's Office

