

CLEARANCE PROCEDURE FOR SEPARATING EMPLOYEES and VOLUNTEERS

Instructions: Thank you for your service to the University of Maryland Eastern Shore. As you prepare to separate from the University, please complete all information to ensure that you have obtained all necessary signatures relieving you of any obligations to the University. In addition, please contact Ms. Betty Fosque at (410) 651-6403 to discuss retirement, health benefits, and leave (if applicable). **This form must be submitted to the Office of Human Resources prior to the issuance of your final payroll check. Please send a group email to the individuals below and copy humanresources@umes.edu requesting them to respond that you are cleared within their departments.**

Last Name:	First Name:
Last four digits SS#:	Department:
Title:	Separation Date:

Signatures below indicate that the separating employee has settled all known outstanding accounts and/or returned all outstanding university equipment, supplies and materials. You may obtain signatures face to face or contact the various offices utilizing the email addresses below. If clearing via emails, once you have an email clearance from all departments, you may submit the emails with this form).

Authorized Signature	Contact Information	Signature of Individual Providing Clearance	Date
Comptroller's Office/ Student Accounts (Accounts Receivable, Petty Cash, American Express, etc.)	sbkowalski@umes.edu aabyron@umes.edu		
Library (overdue books, fines, etc.)	amjustis@umes.edu		
Campus Police (ID Card, Parking Fines, etc.)	cjackson@umes.edu		
Physical Plant (Building Keys)	jrkenny1@umes.edu		
Sponsored Programs	jshockley1@umes.edu		
Department (File keys/departmental property)			

Administrative Computing (Hawk Web Access - Waters Hall)	lrsnead@umes.edu		
Information Technology (Waters Hall)	yctull@umes.edu		
Procurement (visa card & visa log)	rdrayton@umes.edu / ycorbin@umes.edu		
Supervisor Signature (All timesheets approved?)			
Human Resources (Insurance, retirement, etc.)	bafosque@umes.edu		

Employee

As an employee, have you signed all of your timesheets? _____ Yes _____ No

Has your supervisor signed/approved all of your timesheets? _____ Yes _____ No

If no, the lack of approvals will delay your final leave payout. As a separating employee, it is your responsibility to ensure that the timesheets have been approved by your supervisor.

Reason for leaving:

_____ Retirement _____ Resignation _____ Termination

***Forwarding Address: (This address is necessary to forward your W-2 tax document at the end of the year)**

I understand in order to receive my final leave payout out, if due, all timesheets for my current position must be electronically signed/approved by my supervisor. If not, my final payment will be delayed.