



Separation Clearance Form

Instructions: Separating employees **must return university property** to the appropriate location, pay outstanding fees (including parking citations) and financial obligations and, have each section below signed as noted.

Employee Name:	UID:
Department:	Job Title:
Supervisor's Name:	Business Manager's Name:
Last Day Worked:	Separation Date:
Forwarding Address:	Phone Number:

EMPLOYEE

Cut up your Wright 1 Card and discard it.

DEPARTMENT

	Submitted to HR	AUTHORIZED SIGNATURE	DATE
Resignation Letter	Yes No		
Personnel Action Form (PAF)	Yes No		
Exit Questionnaire https://www.wright.edu/human-resources/benefits/leaving-the-university	Yes No		

DEPARTMENT PROPERTY

	APPLICABLE	AUTHORIZED SIGNATURE	DATE
Computer Equip (lap top, thumb drive)	Yes No		
Tools/Equipment	Yes No		
University Credit Card	Yes No		
Uniforms	Yes No		
Other	Yes No		

Facilities Management Customer Care Center (065 Allyn Hall) - Employees must visit the Facilities Management Customer Care Center to submit keys, parking permit; otherwise, charges will apply.

	APPLICABLE	AUTHORIZED SIGNATURE	DATE
University Building/Door Keys	Yes No		
Parking Pass	Yes No		
Outstanding Parking Citation	Yes No		

CERTIFICATION AND SIGNATURES

I certify the information I have furnished on this form is true, correct, and complete to the best of my knowledge. Furthermore, I understand the information I supplied may be audited by the university or its' representatives. **Please remember to return items borrowed from the Dunbar Library following your separation/retirement.**

I understand that failure to complete the separation process and submit the Separation Clearance Form will affect the timing of the receipt of allowable compensation (unused accrued vacation and/or sick time) in my final pay.

Please submit completed Separation Clearance Form to the Facilities Management Customer Care Center, 065 Allyn Hall, weekdays between 7am-4:30pm.

Employee's Signature:	Date:
Business Manager's Signature:	Date: