

Employee Clearance Form

Employee Name: _____ Last Workday: _____

Department: _____ HR Employee ID: _____ VPCC EMPL ID: _____

1. Learning Resource Center A. Library Books B. Library Fines C. Library Equipment	Hampton (757) 825-2877: Library (Wythe Hall) HT (757) 258-6500: Room 100	Signature: _____
2. Network Services A. Email B. Network Access	Hampton 757-825-2709 Wythe Hall, Room 249	Signature: _____
3. Client Services A. SIS Access B. AIS Access	Hampton 757-825-2709 Wythe Hall, Room 249	Signature: _____
4. Business Office (Student Accounting) A. Fines/Outstanding Balances B. Tuition Assistance	Hampton 757-825-2744 Hampton III, Suite 708	Signature: _____
5. Campus Police A. ID Card B. Parking Tickets C. Parking Decal (Returned)	Hampton 757-825-2732 Diggs Hall, Room 153	Signature: _____
6. Budget Office A. eVA Access	Hampton 757-825-3693 crittendent@tncc.edu Hampton III, Suite 709	Signature: _____
7. Business Office (General Accounting) A. Credit Card – Small Purchase Card B. Credit Card – Travel C. Payments - Travel	Hampton 757-825-3693 crittendent@tncc.edu Hampton III, Suite 709	Signature: _____
8. Plant Services A. Office/Building Keys (HT Campus Keys must be turned in at the Hampton Campus)	Hampton 757-825-2815 Plant Services, Room 605 HT Plant Services, Room 127E	Signature: _____
9. Supervisor/Account Manager A. Desk Keys B. Office Supplies, Equipment, etc. C. Grade Books (Faculty) D. Laptop E. Name Tag F. Last Timesheet/Leave Report G. Cell Phones & Phone Stipend H. Air Card I. Tablet/iPad		Signature: _____
10. Human Resources A. Resignation Letter B. Exit Interview C. Benefits Exit Briefing D. HR System (HRMS, PMIS, COVLC, Directory)	Hampton 757-825-2728 Hampton III, Room 716	Signature: _____

Forwarding Mailing Address and Email: _____ Phone: _____

 Employee's Signature or Manager Signature in lieu of check here

 Human Resources Representative

Date: _____

Date: _____

Instructions

This check list must be completed by all college employees (faculty/classified/hourly), temporary employees and volunteers during their last five workdays prior to termination.

1. The purpose of this check list is to assist you in clearing all your college obligations prior to your departure. Additionally, it facilitates receipt of your final paycheck and any payment due for accrued leave.
2. Please ensure that you personally visit each of the sections specified on the Employee Clearance Form. They may be visited in any order except for the Human Resources Department, which must be your last stop. The section representative must sign this sheet in the appropriate space.
3. At the time you visit each specified section, be prepared to turn in all items or provide any payments due. **Please contact each section in advance to make certain you have the items needed.**
4. Questions regarding the clearance procedures may be directed to the Human Resources Department.

Form 472
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