

**Medical College of Georgia  
Human Resources Division**

**Clearance Form for Terminating Employees**

**1. Department Manager/Supervisor**

Please complete the information below prior to the employee's last day of work. Provide this form to the employee and provide the employee with instructions on completing this process.

Name \_\_\_\_\_ Employee ID \_\_\_\_\_

Department \_\_\_\_\_ Last Day of Work \_\_\_\_\_

Items To Be Cleared	Signature from Issuing Dept	Date
Uniforms		
Locker		
Telecommunications (cell phones, pagers, GIST calling card)		
Other equipment/property		

*Note: Supervisors should be sure to obtain the employee's voice mail password prior to their leaving so you can check and/or delete messages. If the employee was given a long distance PIN code, notify Telecommunications to deactivate the PIN code.*

**2. Employee**

Please obtain the appropriate signatures from each department listed below. After all signatures have been obtained, take this form to Human Resources, Room 1121 in the Annex I building.

*Note: Depending on the status of electronic clearance, you may not be required to personally clear all items below, please contact the Data Processing Section at (706) 721-0961 on your last working day to verify items that require clearance.*

Items To Be Cleared	Location (see campus map)	Signatures	Date
Radiation Safety Office (Faculty Only)	R.A. Dent Blvd, Bldg. CI-1002		
Chemical Safety Office (DEA Licensee Only)	R.A. Dent Blvd, Bldg. CI-1002		
Library	Laney Walker Blvd.		
Dean's Office (School of Medicine Faculty Only)	Administration Bldg. 152		
Parking Office	Annex II Bldg., Public Safety, 1147		
Credit Union Closes at 2:00 Wed: 4:00 all other days	Faculty Office Bldg., Harper St., or Annex II Bldg., 2 <sup>nd</sup> floor, until 2:00 p.m.		
Key Control I.D. badge, and MCG keys walk-ins 12:00 – 4:00; before 12:00 make appt, ext 6287	Annex II Bldg., Public Safety, 1147 You are required to turn in every MCG key issued to you. For a list of issued keys, call Key control, ext 6287		
Travel Office	Annex I Bldg., B123		
Purchase Card (P-Card)	Annex I Bldg., B314		
Information Services Division	Annex I Bldg., 2221		
Final Clearance – HR Data Processing	Annex I Bldg., 1121		

If your address and/or telephone number will be changing, please provide this information below.

New Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code: \_\_\_\_\_

New Telephone Number: \_\_\_\_\_ Contact Telephone Number: \_\_\_\_\_

*Note: If you wish to have a personal interview with a Human Resources representative, please call (706) 721-0961 to schedule an appointment.*

**3. Human Resources**

Please complete the section below and provide a copy of the completed form to the employee.

Expected Final Pay Check Date:	Expected Vacation Payout Pay Date:
Remarks:	

Terminating employees will not have access to HR SoftServ for 10 business days following their last day of work. However, after 10 business days, prior MCG employees may log into HR SoftServ for two years from the date of their last day worked, via the MCG Portal, to review and print prior pay advices and W-2 forms. After the 10 day waiting period, prior employees should contact the MCG Help Desk at (706) 721-4000 for questions or issues with access to HR SoftServ.