



CLEARANCE CERTIFICATE

This form must be signed off by the Human Resources Representative before the final paycheck can be released. Any unpaid monies will be deducted from the final paycheck.

Name: _____ Department: _____

Employee ID #: _____ Termination Date: _____

1. Uniforms returned. (Classified) _____
2. Classified Training Fee Waiver. (Classified) _____
3. Library books or other library materials have been returned or accounted for satisfactorily and fines paid. (All) _____
4. College keys have been returned or accounted for satisfactorily. (All) _____
5. Arrangement has been made regarding final paycheck. Final Pay will not be Directly Deposited. (All) _____
6. Employee ID card and/or badges returned. (All) _____
7. All monies due NSHE have been paid. (All) _____
8. Financial Computer loan cleared. (All) _____
9. Photo copy card(s). (All) _____
10. Communication Services notified: Email, Pagers, Cellular Phones, Equipment Loan agreements, and long distance access codes returned. (All) _____
11. All access terminated to computers and communications. (All) _____
12. Books and materials used in your department have been returned or settlement made. (Professional) _____
13. Final student grades have been filed. (Academic Faculty) _____
14. Diners Club card. (Professional) _____
15. Other: _____

Human Resources Representative Date

Employee Signature Date