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AUBURN UNIVERSITY
CLEARANCE CHECKLIST

Employee Name: _____ Banner ID _____
Title: _____
Department Name: _____
Supervisor Name: _____
Supervisor Title: _____

This certificate must be completed for all Administrative/Professional, University Staff, and Faculty employees who leave Auburn University employment. The Clearance Checklist should be signed by the terminating employee, and should be forwarded by the supervisor, through the unit head, to Human Resources **with the PAF terminating the staff or faculty member.**

Upon processing of a termination PAF, all access to AU Information Technology resources is automatically removed. No further action is required on the part of the department or the employee to cancel an AU user name or access to AU IT central computing resources.

The following actions have been taken:

- ☐ The employee's AU ID card has been returned to the supervisor for forwarding to the Tiger Card office (Note: Retiring employees should return their ID cards directly to the Office of Identity Management so that a new Retiree ID card may be issued.)
- ☐ All AU credit cards, calling cards, and telephone access codes have been surrendered.
- ☐ All University property in the possession of the employee (including mobile phones, pagers, laptops, etc.) has been returned to the supervisor.
- ☐ The Facilities Division key shop (844-9446) has been contacted for a listing of keys issued to the departing employee; all keys have been returned directly to the Key Shop or arrangements have been made with the Key Shop to transfer ownership.
- ☐ All access badges to University buildings, offices, and equipment have been returned, and all door access privileges assigned to the Auburn University ID Card have been cancelled.
- ☐ Departmental records and documents have been turned over to the appropriate official.
- ☐ Any borrowed materials have been returned, and financial obligations to the AU Libraries have been satisfied.
- ☐ Any outstanding parking fines or fees have been paid to Parking Services.
- ☐ Appropriate clearance, through the Office of the Vice President for Research, for sponsored programs, patents, inventions, special government security clearances, and human and animal protocol projects has been accomplished.
- ☐ Employee has been reminded to provide HR with current address for W-2 purposes.

	Signatures	Date
Departing Employee	_____	_____
Supervisor	_____	_____