

UNIVERSITY OF CENTRAL OKLAHOMA CLEARANCE CARD

Employee Name *
Banner/UCO ID # Separation Date Phone/Email (non-UCO)

On or before the last day worked, the following steps are to be completed to avoid payroll deductions and/or any delay in your final paycheck. Each department will initial upon completion.

DEPARTMENT SUPERVISOR, DEAN, OR DIRECTOR APPROVAL SIGNATURE:

Department equipment and tools returned; grades turned in; timecards submitted; all leave forms, specifically vacation, that has been or will be used, completed and turned in to Payroll.

Supervisor Signature: _____ (Supervisor: _____)

- **POLICE SERVICES**
Report to Police Services to return UCO issued keys _____
- **INFORMATION TECHNOLOGY**
Report to ADM 102 to inactivate employee account _____
 - Current UCO student or alum? _____
 - Retiring Faculty with Emeritus status?
(As designated by the UCO Board of Regents) _____
 - UCO laptop/mobile device checked in? _____
 - Work-at-home software uninstalled? _____
 - Personal software uninstalled from UCO computer? _____
 - UCO web page/social media access relinquished? _____
- **PCARD/TRAVEL CARD**
Report to ADM 109 to return P-Card _____
- **FUEL KEY**
Report to front desk of Facilities Management Building _____
- **EXIT INTERVIEW**
Report to NUC 323 to complete Exit Interview with Employee Relations _____
- **HUMAN RESOURCES**
Report to ADM 204 to complete the clearance process _____
 - General University Debt Check _____
 - Faculty/Staff Parking Permit Returned _____
 - Faculty/Staff ID Returned _____
 - People Admin Notification (completed by member of HR) _____

Contact
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Release of Final Check Authorized: _____
(Human Resources Approval Signature)

Date of Direct Deposit of Final Paycheck: _____ **Today's Date:** _____