

NORTHERN New Mexico College



Employee Clearance Form Full-time Staff and Faculty

Employees terminating employment must complete this form before, but no later than the last day of employment. Employee is responsible for turning in all equipment as well as to obtain clearance signatures from all departments listed below, which will reflect that all obligations have been met.

EMPLOYEE NAME _____ BANNER ID _____ PHONE # _____

MAILING ADDRESS _____ CITY _____ STATE _____ ZIP _____

DEPT _____ LAST DAY OF EMPLOYMENT _____ INSURANCE COVERAGE ENDS _____

Employee must obtain a signature for all required items before his/her last day of employment.

Meet with Human Resources to discuss termination of benefits.

Has Time been submitted to reflect last hours worked up until last day of employment Yes No, If no indicate reason _____

	_____	HR Technician	_____	Date
LIBRARY CIRCULATION DESK (Library books, periodicals, art work, etc.)	AMOUNT OWED: \$ _____	_____	Librarian	_____
DISTANCE EDUCATION <input type="checkbox"/> (Laptop loans etc.)	AMOUNT OWED: \$ _____	_____	Authorized Signature	_____
EMPLOYEE'S DEPARTMENT <input type="checkbox"/> College Property (Computers, Cell phones, etc.)	AMOUNT OWED: \$ _____	_____	Immediate Supervisor	_____
BUSINESS OFFICE Student fees, P-Card, advances	AMOUNT OWED: \$ _____	_____	Authorized Signature	_____
BUSINESS OFFICE ACTION	AMOUNT OWED: \$ _____	_____	Cashier	_____
INFORMATION TECHNOLOGY (IT Equipment/Email access/Disable Banner Access)	AMOUNT OWED: \$ _____	_____	Authorized Signature	_____
FACILITIES MANAGEMENT (Equipment & Keys)	AMOUNT OWED: \$ _____	_____	Dept. Supervisor	_____

I, the undersigned employee, authorize NNMC to deduct the full unpaid balance of all debts owed to the college from any wages or other monies owed to me by the college at the time of my separation. I have the option to pay the total amount to the Business Office in cash, certified or cashier's check no later than my last day of employment. If payment is not made in full, the amount owed will be deducted from my pay check.

NOTE: This form must be returned to the Director of Human Resources by the last day of your employment in order to have your FINAL PAYROLL direct deposited to your bank or financial Institution. Failure to return this form will result in a delay of your final pay check.

NNMC Employee Badge EXIT Interview (Optional)

Employee Signature

Date

Director of Human Resources

Date