

**Kansas State University Polytechnic Campus**

**TERMINATION CLEARANCE FORM**

Revised 10/2017

When terminating employment from KSU Polytechnic, you must attend to the following clearance obligations. On your last day on campus, each campus department must sign to indicate clearance approval.

EMPLOYEE NAME \_\_\_\_\_ TERM DATE \_\_\_\_\_ EMPL ID # \_\_\_\_\_

INITIAL \_\_\_\_\_

**DEPARTMENT TERMINATING EMPLOYMENT**

*\* Initial only  
by applicable  
designee.*

All cabinet keys and / or equipment checked in

Interview with \*Dept Head or \*Director or \*Coordinator or \*Chief Flight Officer

Before leaving K-State, employees should share business-related files with their supervisor, as appropriate.

**INFORMATION SYSTEMS - TECH CENTER**

Voicemail password turned in, if applicable

Apple iPad issued by the University? Take to IS at least 2 business days before last work day with Apple acct if

**SECURITY / PARKING OFFICE - SCIENCE BLDG RM 205**

K-State Polytechnic building keys *must* be checked in

N/A Deactivate card access - if applicable

**LIBRARY - TECH CENTER**

All checked out library books & materials returned, all fines paid

**N/A REGISTRAR OFFICE - COLLEGE CENTER RM 208**

Faculty Only - Grades turned in

**POLYTECHNIC FINANCE/PARKING - COLLEGE CENTER RM 209**

Outstanding fees paid including traffic fines

KSU reimbursement of Parking Permit (not available if amount is \$20 or less)

**POLYTECHNIC FINANCE/MISCELLANEOUS - COLLEGE CENTER RM 209B**

N/A Request to Close Flight Access (Kimm Sanchez)

N/A Foundation FIN Access Termination (Kimm Sanchez)

**HUMAN RESOURCES - COLLEGE CENTER RM 209D OR 209E**

PER 39 - Separation form completed

N/A Must turn in KSU ID card - if retiring, present to ID Center to be notated as retiree (if 'Student ID' ee may retain)

N/A UMB Visa Travel Card turned in

N/A Business Procurement Card turned in

N/A Kansas State University Student Information System Access/KSIS

N/A Financial Info Sys (FIS) Access termination form completed - <http://www.k-state.edu/hr/forms/FISAppl.pdf>

N/A Exit Interview form for Classified Employees - PER 16

N/A KanElect reminder / Group Health Insurance termination

Original Resignation Letter \_\_\_\_\_ Dept Head response \_\_\_\_\_ Dean's response \_\_\_\_\_

Authorization to Release Information completed

'Leaving K-State' email information given

N/A Shared Leave Donation form completed

Forwarding address: \_\_\_\_\_

When completed, return to Human Resources - College Center Room 209

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

HUMAN RESOURCES SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_