

EMPLOYEE CLEARANCE FORM

An Employee Clearance Form is required for every separating employee including employees going on an extended leave of absence without pay ensuring the return of all Tower and SJSU-owned items such as credit cards, keys, records, and equipment: access to all system has been removed.

EMPLOYEE CERTIFICATION:

Employee Name: _____ Last Day of Employment: _____

Type of Separation: ☐ Voluntary ☐ Involuntary ☐ End of Appointment ☐ Other _____

Upon separation, I understand that I have an ongoing responsibility to maintain the confidentiality of any student and/or employee information to which I may have had access during my employment with Tower Foundation.

Employee Signature: _____ Date: _____

HIRING DEPARTMENT CLEARANCE:

- ☐ Final time card approved by Account Holder
- ☐ Voicemail Cleared
- ☐ Department property returned (Computer, Cell phone, etc)

Supervisor Name: _____ Title: _____

Supervisor Signature: _____ Date: _____

TOWER FOUNDATION HUMAN RESOURCES: SKIP THIS SECTION IF YOU ARE A STUDENT ASSISTANT

- LOCK SHOP**
- ☐ Keys
 - ☐ Access Card
 - ☐ Procurement / Credit Card
 - ☐ Systems Access
 - ☐ COBRA
 - ☐ Final Pay

Tower HR Signature: _____ Date: _____