



# Employee Clearance Form

On leaving Unitec, it is important to ensure that you have completed your handover requirements and returned all your company property. Please review the list below and complete action items on or before your last day of work. Once you and your Manager have signed the form, please send the signed form to Payroll to enable them to process your final pay.

First Name		Surname	
Position Held		Last Day of Work	
Department/PPG		Employee Number	

	Yes	No	N/A
<b>EMPLOYEE'S DEPARTMENT/PPG</b>			
ID card returned			
Laptop/Ipad/Tablet and IT storage devices returned			
Cellphone returned			
Cellphone number:			
Manuals / Course Materials returned			
Department/Tutor texts returned			
Petty cash handed over			
Filing and restricted cabinet keys returned			
Protective clothing returned			
Tools or other equipment returned			
Committees Advised			
C/F drive work files saved or copied			
Student info handed over			
Blackboard advised			
Personal file sent to HR			
Key contacts list handed over			
Set up auto-reply			
Iphone/Ipad/Tablet/Voicemail pins shared			
Requested to keep cell phone number			
Exit interview completed			
Handover completed			
<b>SECURITY</b>			
Keys returned			
Swipe cards returned			
Car parking rights adjusted			

<b>Forwarding Contact</b>
Phone:
E-mail:
Address:

	Yes	No	N/A
<b>LIBRARY</b>			
Loan items returned			
<b>Library Signature</b>			
\$ outstanding:			

<b>FINANCE</b>			
<i>Note: Manager to liaise with Finance to confirm and finalise outstanding actions</i>			
Cash advances cleared			
Visa / Purchasing card returned			
Sundry debtors paid			
Cell phone bill paid			
Taxi card returned			

<b>PAYROLL</b>			
<i>Note: This section to be completed <u>last</u></i>			
Bonds repaid			
Final leave reconciliation			
<b>Payroll Signature</b>			
\$ outstanding:			

<b>Employee's Declaration</b>
I hereby agree to have any monies owed to the company deducted from my final pay.
Signed: _____ Date: _____
Name: (Please Print)

<b>Manager's Declaration</b>
I certify that the above named has completed the exit clearance requirements and I can confirm that they have returned all of their company property to Unitec and that any necessary recovery action has been taken.
Signed: _____ Date: _____
Name: (Please Print) _____ Designation: _____

RETURN COMPLETED FORM TO PAYROLL ON LAST DAY OF EMPLOYMENT.  
A COPY OF THIS FORM IS TO BE PLACED ON THE EMPLOYEE'S PERSONNEL FILES.