

Paperless Employee Separation Clearance Form

Quick Reference Guide

[Paperless Clearance Form Link](#)

Employee Lookup

- Type in the separating employee's name or employee ID. Please note that if the employee has multiple positions, select the applicable position to clear.

Employee Info

- The Employee department, type and supervisor will default into the page based on the position selected for the employee.

Separation Type

- Select the applicable separation type. Choices are Retirement, Resignation and Appointment Ends

Last Day Worked

- Select the last calendar day of work. It may or may not be the last day paid. For example, if an employee resigns and has two weeks of vacation and chooses to be paid out over that time instead of receiving lump sum pay out, their Last Day Worked will be different than the Last Pay Date.

Form Comments

- Enter any comments regarding form information such as description of dates or scenarios for the separation.
- Click the Next button

Comments

- Enter any comments regarding the approval, such as information on items cleared or waiting, etc., then click Submit.