

Initiating the Clearance Process for Terminating Employees

Step 1:

Click on link:

<https://gsuesign.na2.adobesign.com/account/customCompose?workflowid=CBJCHBCAABAAmZK7pTnkDBJRkcNineDD19KNFSwP0xBv>

Step 2:

GSU Clearance Form

Supervisor or HRO :

Cashier :

Library :

Purchasing :

Key Control :

Auxiliary & Support Services :

Cc :

Document Name : GSU Clearance Form

Message : Please Complete & Sign.

Documents

Documents HR Clearance Form

Send

How does this workflow work?

When a benefits-eligible employee ends employment, retires, or transfers within the University System of Georgia, this document must be completed prior to the employee receiving vacation payout or a refund from the Teachers Retirement System of Georgia (TRS).

Any financial obligation must be met prior to receiving clearance from the University and vacation payout being issued. If applicable, outstanding amounts will be deducted from the employee's vacation payout balance.

If there is no vacation payout, an overpayment letter will be sent to the employee, or the employee can provide the University with a Power of Attorney to collect the outstanding debt from their TRS refund amount prior to it being released.

If you have any questions on the clearance process or how to complete the form, please call (404) 413-3330.

The first page of the Clearance Form inserts the name of the person initiating the Clearance Process by default in the "Supervisor or HRO" field.

The required offices are non-editable, and default to the appropriate email address for each GSU entity that is required to sign off on the Clearance Form. You may enter the departing employee's non-GSU email address in the "CC" line to provide them a copy of the Clearance Form once complete to notify them of any monies that may be withheld from vacation payout.

Any custom message you have that should accompany the form can be entered into the "Message" field. Otherwise, click **Send**.

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Step 2:

Start

To be completed by Employee's SUPERVISOR or Departmental REPRESENTATIVE: (Please print)

Name of Employee: *	Employee ID/Panther #: *
Department: *	Last Day of Employment/ Termination Date: *
Name of Supervisor or Dept. Rep: *	Campus Phone: * Supv/Rep's Initials <u>REQUIRED</u> for each box below:

MSS TERMINATION TRANSACTION –(MSS)

	MSS#
	Initials: _____

Time Reporting & Absence – Please ensure all reported hours and absence requests are in and approved in OneUSG.

All timesheets or Report Of Absences have previously been submitted or are attached to this Clearance Form.

[OneUSG Connect](#)

Click to Attach File Attachm...

Initials: * _____

Vacation Payout

All state-funded employees will receive a vacation payout check for any remaining vacation after their employment ends. It is at the department's discretion to approve vacation payout for non state-funded positions.

Once all information is received by HR, the employee will receive their vacation payout.

1. Is this position paid from a grant or sponsored fund?

* No * Yes

If no, *skip* number 2.

2. If yes, is vacation payout approved?

No Yes

Initials: * _____

Return of Equipment

Employee has returned all University property (including uniforms, tools, computers, pagers, cell phones, etc). If not, provide replacement cost of item (attach explanation and write amount in column at right):

\$ USD

Initials: * _____

I attest the above information to be true and accurate.

Supervisor or Department Rep's Signature: * [Click here to sign](#)

Date: Dec 9, 2022

The e-Sign enabled Clearance Form appears in Step 2. The person initiating the transaction should enter the information for the employee that is terminating in the first section.

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Start	To be completed by Employee's <u>SUPERVISOR</u> or Departmental <u>REPRESENTATIVE</u>: (Please print)		
	Name of Employee: *	Employee ID/Panther #: *	
	Department: *	Last Day of Employment/ Termination Date: *	
	Name of Supervisor or Dept. Rep: *	Campus Phone: *	Supv/Rep's Initials REQUIRED for each box below:

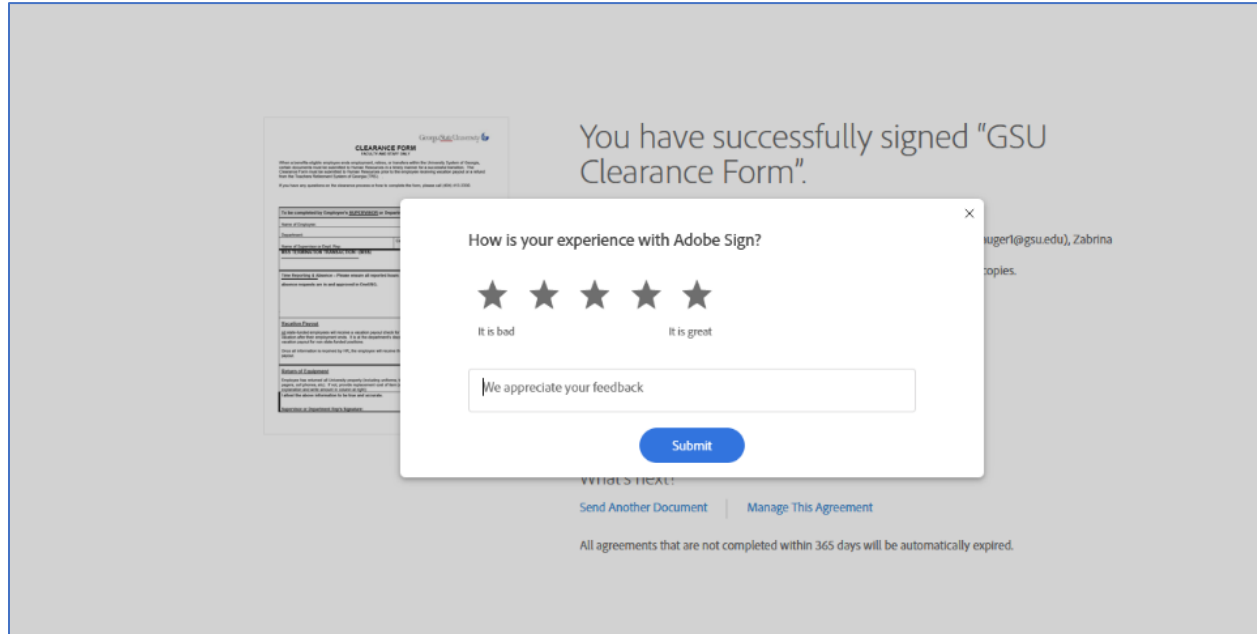
In the following sections, indicate the information requested. Note that, if the MSS Transaction # is not available, you may enter "Submitted" and the date the MSS Termination Transaction was completed.

Step 3:

To be completed by the appropriate <u>CAMPUS OFFICE</u>:			
<u>CASHIER</u>		<u>LIBRARY</u>	
Suite 101, Sparks Hall (404) 413-3249	Circulation Desk, 100 Decatur Street SE (404) 413-2820		
Outstanding financial obligations cleared? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No Amount owed: \$ _____		Library materials returned? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No Amount owed: \$ _____	
Signature: _____		Signature: _____	
Date: _____		Date: _____	
<u>PURCHASING</u>		<u>KEY CONTROL</u>	
Suite 901, One Park Place (404) 413-3150	Police Entrance, 15 Edgewood Ave (404) 413-3233		
AMEX/VISA purchasing cards returned? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No		Keys returned & balance cleared? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No Amount owed: \$ _____	
Signature: _____		Signature: _____	
Date: _____		Date: _____	
<u>AUXILIARY and SUPPORT SERVICES</u>			
		Suite 200, University Bookstore Bldg (404) 413-9500	
Panther Card returned? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No			
Parking permits/budget cards returned and fees paid? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No			
Parking gate cards/permits returned and fees paid? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No Amount owed for parking: \$ _____			
Signature: _____			Date: _____

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After the final section of the form has been successfully submitted, you will receive the following:



The form will then be sent electronically to the appropriate parties. The finalized form will be sent to Time & Absence and departed individual (if email address was entered) automatically.

For questions regarding a Vacation Payout, please email timeandabsence@gsu.edu.

For questions regarding Clearance Process functionality, please email hrhelp@gsu.edu