

NORTHERN New Mexico College



Employee Clearance Form Full-time Staff and Faculty

Employees terminating employment must complete this form before, but no later than the last day of employment. Employee is responsible for turning in all equipment as well as to obtain clearance signatures from all departments listed below, which will reflect that all obligations have been met.

EMPLOYEE NAME _____ BANNER ID _____ PHONE # _____

MAILING ADDRESS _____ CITY _____ STATE _____ ZIP _____

DEPT _____ LAST DAY OF EMPLOYMENT _____ INSURANCE COVERAGE ENDS _____

Employee must obtain a signature for all required items before his/her last day of employment.

Time and Effort (Grant Funded 4xxxx only)

Has Time and Effort been submitted to reflect last hours worked up until last day of employment Yes No, If no indicate reason _____

_____ Grants Manager _____ Date

LIBRARY CIRCULATION DESK AMOUNT OWED: \$ _____
(Library books, periodicals, art work, etc.) _____ Librarian _____ Date

DISTANCE EDUCATION AMOUNT OWED: \$ _____
 (Laptop loans etc.) _____ Authorized Signature _____ Date

EMPLOYEE'S DEPARTMENT AMOUNT OWED: \$ _____
 College Property (Computers, Cell phones, etc.) _____ Immediate Supervisor _____ Date

BUSINESS OFFICE AMOUNT OWED: \$ _____
Student fees, etc. _____ Authorized Signature _____ Date

BUSINESS OFFICE ACTION AMOUNT OWED: \$ _____
_____ Cashier _____ Date

INFORMATION TECHNOLOGY AMOUNT OWED: \$ _____
(IT Equipment/Email access/Disable Banner Access) _____ Authorized Signature _____ Date

FACILITIES MANAGEMENT AMOUNT OWED: \$ _____
(Equipment & Keys) _____ Dept. Supervisor _____ Date

I, the undersigned employee, authorize NNMC to deduct the full unpaid balance of all debts owed to the college from any wages or other monies owed to me by the college at the time of my separation. I have the option to pay the total amount to the Business Office in cash, certified or cashier's check no later than my last day of employment. If payment is not made in full, the amount owed will be deducted from my pay check.

NOTE: This form must be returned to the Payroll Manager by the last day of your employment in order to have your FINAL PAYROLL direct deposited to your bank or financial Institution. Failure to return this form will result in a delay of your final pay check.

NNMC Employee Badge EXIT Interview (Optional)

Employee Signature Date

Payroll Manager Date