

Western New Mexico University
Employee Clearance Form
Human Resource Department
Juan Chacon Building, Room 111
Phone: 538-6328

Name _____ SS# _____

Department _____ Last Work Date _____

All University Personnel Must Clear From the Following Departments:

Department Supervisor: Cleared by: _____ Date: _____

Maintenance: Cleared by: _____ Date: _____
(Signature verifies keys were turned in)

Campus Police: Cleared by: _____ Date: _____
(Signature verifies ID card, driving permit, and parking permit have been turned in)

Computing (IT): Cleared by: _____ Date: _____
(Pin #)

Cleared by: _____ Date: _____
(Computer Account)

Business Office: Cleared by: _____ Date: _____
(Accounts)

Cleared by: _____ Date: _____
(Inventory)

Registrar's Office: Cleared by: _____ Date: _____

Bookstore: Cleared by: _____ Date: _____

Miller Library:
Audio Visual: . . . Cleared by: _____ Date: _____

Books: Cleared by: _____ Date: _____

AA/EEO Office: Cleared by: _____ Date: _____

Purchasing: Cleared by: _____ Date: _____

Payroll Office: Cleared by: _____ Date: _____

Human Resources: Cleared by: _____ Date: _____
(SIGNATURE VERIFIES ATTENDANCE FILE IS CURRENT & STAFF HANDBOOK HAS BEEN RETURNED)

RETURN THIS FORM TO THE HUMAN RESOURCE DEPARTMENT FOR CLEARANCE TO BE CONSIDERED COMPLETE.

Forwarding Address: Street: _____

City, State, Zip: _____

Telephone: _____

I do _____ do not _____ wish my address/telephone number to be released outside of the Human Resource Department. (Information can only be released if employee authorizes. If inquiry is concerning loan application and employee gave no authorization then the University will be unable to comply with the request as well as any employment reference.)

Employee Signature

Date