

Understanding the Clearance Form Function

Navigation: The Electronic Clearance Form function is located in Manager Self Service > Update Team Information > Clearance Form

Please review [Exiting Employees - Information for Supervisors](#) or contact benefits@fscj.edu for assistance.

A Clearance Form is **REQUIRED** for all full-time Instructional and Non-Instructional employees and regular part-time employees; positions with prefixes 01xxxx – 04xxxx, 06xxxx, and 10xxxx.

It is the responsibility of the supervisor to submit an Electronic Clearance Form in a timely manner **PRIOR** to an employee's last working day or their internal transfer to another department.

Failure to submit a Clearance Form will result in a delay of the employee's eligible leave payout.

Select **one**:

- *Transfer* if the employee is transferring to another College department;
- *Termination* if the employee is permanently vacating their position.

- For *Transferring* employees:
 - a. Enter the effective date of the transfer.
 - i. The effective date **must** be the calendar day after the employee's last day of work in their current department, not the next business day. This includes and applies to weekends and holidays (e.g., if the employee's last day falls on a Friday, the effective date will be Saturday.)
 - b. Enter the Employee Information
 - i. Employee ID (7 digits, numbers only)
 - ii. Legal First Name
 - iii. Legal Last Name
 - iv. Position Number (6 digits; enter leading "0" as necessary)
 - v. Position Title
 - c. Complete the check list questions relating to Equipment & Property Returned/Transfer; Procurement Card status, Time & Leave Inputs **AND** Approvals, and [Reporting Changes](#) for employees with direct reports.
 - d. Enter Supervisor Information (person completing Clearance Form)
 - i. Legal First Name
 - ii. Legal Last Name
 - iii. FSCJ Email
 - e. Supervisor Notes are optional; however, this is a space to document the itemization of equipment/ property or any other information related to the employee's separation from their current position.
 - f. Sign document.
 - i. **By signing in the box**, you are agreeing that you have complied with Board Rules regarding the transfer of an employee and acknowledge that by misrepresenting, falsifying, and/or providing misinformation can result in disciplinary action up to and including your own termination.
 - g. Click SUBMIT.

- For Terminating employees:
 - a. Enter the effective date of the termination
 - i. **The effective date must be the calendar day after the employee's last day of work, not the next business day.** This includes and applies to weekends and holidays (e.g., if the employee's last day falls on a Friday, the termination effective date will be Saturday.) Using the incorrect termination date can result in overpayments and extension of benefits to which separating employees are not entitled.
 - b. Select **one** reason for the termination. This should be the same reason chosen in the [Terminate Employee](#) function.
 - i. When the reasons of Dismissed or Unsatisfactory Performance are selected, you will be prompted to attach two **required** documents:
 - 1. The *Termination Notice* that was provided to the employee, and;
 - 2. The *Recommendation to Terminate* and accompanying documentation that was provided to the Vice President.
 - ii. When the reasons of Elimination of Position, End Contract – Not Renewed, or Grant Funding Ended are selected, you will be prompted to attach one **required** document:
 - 1. The *Termination Notice* that was provided to the employee
 - iii. When the reasons Resignation or Retirement are selected, you are prompted to answer if the employee provided a letter of resignation.
 - 1. Yes responses are prompted to attach the resignation letter/ notice provided by the employee.
 - c. Enter the Employee Information
 - i. Employee ID (*7 digits, numbers only*)
 - ii. LEGAL First Name
 - iii. LEGAL Last Name
 - iv. Position Number (*6 digits; enter leading "0" as necessary*)
 - v. Position Title
 - d. Complete the check list questions relating to Equipment & Property Returned/Transfer; Procurement Card status, Time & Leave Inputs **AND** Approvals, Updated email and address information, [Termination request](#), [Employee Exit Information](#), and [Reporting Changes](#) for employees with direct reports.
 - e. Enter Supervisor Information (person completing Clearance Form)
 - i. Legal First Name
 - ii. Legal Last Name
 - iii. FSCJ Email
 - f. Supervisor Notes are optional; however, this is a space to document the itemization of equipment/ property or any other information related to the employee's separation from their current position.
 - g. Sign document.
 - i. **By signing in the box**, you are agreeing that you have complied with Board Rules regarding the separation of an employee and acknowledge that by misrepresenting, falsifying, and/or providing misinformation can result in disciplinary action up to and including your own termination. Additionally, you are affirming that the final paycheck and leave payout can be authorized for release to the employee upon the receipt and processing of the completed Termination Request in PeopleSoft and the Clearance Form by the Human Resources Department.
 - h. Click SUBMIT.