

Separation Form Internal Transfers

The University of Houston System requires employees accepting promotions or transfers to provide their present department or immediate supervisor a written, signed notice of their intention to transfer at least two weeks prior to the effective date of transfer. It is the policy of the University of Houston System to provide internal separation and clearance procedures for all employees who transfer to another department within UHCL. The separation process ensures all employees transferring within the University of Houston-Clear Lake return university property and are notified of employee responsibilities.

It is the employee's responsibility to return all university property to their present department or facility including all borrowed materials, identification cards, tools, uniforms, equipment, credit cards, training manuals, all keys, library books, and pay any outstanding fines. **Failure to return university property or the removal of university property may be construed as theft and appropriate legal action may be taken if the property cannot be recovered.** You must obtain the signatures listed below indicating clearance.

Employee Instructions: Please complete the Separation Form and return it to the Office of Human Resources. The completed form will be placed in your personnel file.

<input type="checkbox"/> Faculty <input type="checkbox"/> Staff	Last Name:	First Name:
Employee ID:		Separating Department:
New Department:		Date of Transfer:

Department Instructions: Please sign and date your respective area if cleared. If not cleared, note exception in the space provided.

Primary Department All obligations to the department have been satisfied. Employee must turn in all wireless devices, laptops and cellular phones to the department. Has completed all leave requests and compensatory time balance has been cleared.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Authorized Signature:</td> <td style="width: 30%;">Date:</td> </tr> <tr> <td colspan="2">Exceptions:</td> </tr> </table>	Authorized Signature:	Date:	Exceptions:	
Authorized Signature:	Date:				
Exceptions:					
Computing: B2300 Employee has returned all equipment and access has been adjusted accordingly.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Authorized Signature:</td> <td style="width: 30%;">Date:</td> </tr> <tr> <td colspan="2">Exceptions:</td> </tr> </table>	Authorized Signature:	Date:	Exceptions:	
Authorized Signature:	Date:				
Exceptions:					
Police: B1636 Employee has returned all keys and access cards.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Authorized Signature:</td> <td style="width: 30%;">Date:</td> </tr> <tr> <td colspan="2">Exceptions:</td> </tr> </table>	Authorized Signature:	Date:	Exceptions:	
Authorized Signature:	Date:				
Exceptions:					

EMPLOYEE SIGNATURE: _____ DATE: _____

SEPARATING DEPARTMENT SUPERVISOR: _____ DATE: _____

Human Resources Office use ONLY

Finance Clearance Email

HR Authorized Signature:	Date:
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