



NORFOLK STATE UNIVERSITY
LEAVE CLEARANCE FORM

NAME _____ Employee I. D. # _____

DEPARTMENT _____

This form is to certify that all Leave Reporting forms (P8) have been submitted on the above separated employee. Any Leave Reporting forms (P8) turned in after completion of this form will not be accepted by the Human Resources Office. This form will close the files on the separated employee.

Employee

Date

Supervisor

Date

Leave Coordinator

Date

***GRANT FUNDED POSITIONS ONLY:**

Supervisors MUST attach the approval letter from the funding agency authorizing the leave payout. This form and the agency letter will be forwarded to the Payroll Office. Employees will not receive their leave payout without the approval letter.

Complete, sign, and submit this form to the Human Resources Office on the employee's last day of employment.

(All Outstanding Leave Reporting Forms must accompany this form)

NORFOLK STATE UNIVERSITY
CLEARANCE FORM

Name _____ ID# ____/____/____ Department _____

INSTRUCTIONS: Please comply with the following before the last pay period for those terminating their employment with NSU.

FACULTY ONLY

Please indicate your Employment Status by checking one of the following:

____ 9 month faculty ____ 10 month faculty ____ 12 month faculty ____ Classified ____ Wage

Obtain your Department Head's Signature for the following:

Signature of Department Head

a. Turn in grades, roll book and other departmental materials

b. Obtain verification that all invoices and travel vouchers have been submitted to the Accounts Payable Office.

c. Turn in keys to Department Head/Voice Mail Code

Vice Presidents, Deans, Dept. Head, Division Heads,
Project Directors (Turn in Inventory of Equipment)

Assistant Comptroller/General Accounting
Room 220-Wilson Hall

FACULTY, CLASSIFIED AND HOURLY STAFF

Traffic Tickets

Parking Office, NSU Police Station- Corprew Avenue

Library Books and Other Materials

Library

Student Accounts

Student Accounts, Wilson Hall – Room 140

Salary Advances

Payroll Office, Wilson Hall – Room 360

Travel Advances

Accounts Payable, Wilson Hall – Room 270

Bank of America VISA Card (SPCC/Gold Card)

Procurement Services, Wilson Hall - Room 260

Bank of America Travel Card

Procurement Services, Wilson Hall – Room 260

Electronic Virginia (eVA) Access

Procurement Services, Wilson Hall – Room 260

All State Property Returned (Separations Only)
All Leave Activity Reporting Forms Submitted

Supervisor

Leave Clearance Form (Classified/Faculty)
Wage Time Sheets/Voice Mail Code

Supervisor

Security ID (Separation Date _____)

O.I.T., McDemmond Center

Leave Reporting Forms
(Daily time reporting record-Supervisor Only)
I.D. Cards Returned (Separation Only)
(Classified/Hourly/Adm. Faculty)

Date _____
Human Resource Office, Wilson Hall- Room 210