

Online Clearance Form

Employee Information

All university property must be returned and all fines and advances paid before your last day of employment or it may be deducted from your last paycheck or vacation payout. If there are insufficient funds, you will be sent an invoice indicating the amount due.

The Clearance Form tracks property and payments that are due to the University when an employee terminates employment. With the Online Clearance Form, instead of walking a paper form around campus, you will receive emails updating you about any amount you owe. The emails will list the total amount due to each area. When you return equipment and pay outstanding balances you will receive an updated email the next day indicating the adjustment on your account.

The Online Clearance Form emails will automatically go to your campus email address. If you wish to have the emails sent to another address, please provide this to your home department.

You can view additional information about monies and property you currently owe at:

<https://helpdesk.gsu.edu/MRcgi/MRentrancePage.pl>

Note: To log in you will need your Campus ID and password.

Important Information:

Benefit Information: Benefits information can be obtained at: <http://www2.gsu.edu/~wwwhre/benefits/ClearanceInfo.pdf> or One Park Place South, 3rd Floor, 404-413-3302

Parking (404) 413-9500 Suite 200, University Bookstore Bldg, 66 Courtland Street

- A. **Parking Card Return:** All parking cards must be returned by last day of employment or there will be a \$25 fee per card. When you return your parking card you will receive a token to let you out of the parking garage.
- B. **Budget Card Refund:** Refunds for the Budget Card are only available by going in person to the Parking Office.
- C. **Total Amount due:** Amount owed for parking may include automatic deduction and fees if parking card is not returned.

Panther Card (404) 413-9508 Suite 200, University Bookstore Bldg, 66 Courtland Street

- A. **Panther Card Return:** Panther Cards should be returned upon ending employment.
- B. **Panther Cash Refund:** Refunds for Panther Cash are only available by going in person to the Panther Card office.

Library (404) 413-2820 Circulation Desk, Library North, 100 Decatur Street

- A. **Total Amount Due-** All library books and fees are due by last day of employment. The value of books checked out and not returned along with any fines are added to the total amount due by last day of employment.

Key Control (404) 413-3233 Police Entrance, One Park Place, 15 Edgewood Ave

- A. **Key Checked Out-** As of July 1, 2011 Key Control will charge for keys not returned by last day of employment.

Cashier (404) 413-3251 Suite 101, Sparks Hall

- A. **Funds and Advances issued in your name:** You are responsible for returning any Impress Funds, Project Advances, Travel Advances, or Petty Cash Funds by your last day of employment.
- B. **Forms to Complete:** Project Advance or Impress Fund- The Project Advance/Impress Fund Closing Form
Petty Cash Fund or Travel Advance- The Deposit Remittance Form

Purchasing (404) 413-3150 Suite 901, One Park Place, 15 Edgewood Ave

- A. **AMEX and Visa Purchasing Cards-** Returned card to the Purchasing office.
- B. **Fuel Card-** Pin number will be deactivated upon termination.

Exchange (404) 413-4700 Suite 106, Library South, 100 Decatur Street

- A. **Total Amount Due-** All equipment and late fees are due by last day of employment. The total value due includes the value of equipment checked out if not returned and late fees.