Clearance Request Instructions for all Faculty, Staff, and/or Graduate Assistants

IMPORTANT:

This form is to be completed by you as the supervisor, business manager, or HR liaison and should not be completed by the employee.

This form should not be used if an employee is transferring to a department within W&M or to the Virginia Institute of Marine Science (VIMS).

The Employee’s leave payoff check or contract payout will be withheld until the clearance process is completed.

If this is an involuntary exit, please contact HR prior to completing this form.

Steps for completing an online Clearance request (replaces the paper HR Clearance Form for Faculty and Staff):

- Navigate to hronline.wm.edu.
- Click Login and enter your W&M credentials.
- Under the Employment category, click Complete Clearance Form.
- Enter the Banner ID (930#) for the departing Faculty, Staff, or Graduate Assistant, then click in the First Name field to auto-populate the employee’s information.
- First Name, Middle Initial, Last Name, and Department should auto-populate.
- Click radio button to indicate if the person is/is not still currently employed.
- Enter the employee’s Last Day Worked and Effective Date of Termination.
- Click the radio button to indicate if the Faculty member is/is not retiring with Emeritus status.
• Click the drop down arrow to indicate the Reason for Departure.

  Reason for Departure: 

• Indicate if the employee has taken leave that has not been properly reported.

  Please review for accuracy the leave balances of any classified, operational or professional employee, has the employee taken any leave that has not been properly reported?

  □ Yes  □ No

• Click to confirm: I, or a departmental representative, have collected or will collect the separating employee's keys, ID card, credit cards, and any other College property that he/she has or had in his/her possession as appropriate.

  I am confirming that I, or a departmental representative, have collected or will collect the separating employee’s keys, ID card, credit cards, and any other College property that he/she has or had in his/her possession as appropriate.

• Click the radio button to indicate if the person is/is not a Timesheet Approver and HR Liaison. If they are, indicate the email address for the person that will replace them.

  Is the employee a Timesheet Approver:

  □ Yes  □ No  New Approver’s Email: 

  Is the employee a HR Liaison:

  □ Yes  □ No  New Liaison’s Email: 

• Type any additional notes/comments that are important or relevant to the person’s departure.

  Comments: 

• If the person provided a resignation letter, click the Attachment button at the bottom of the form to attach to the Clearance request. Otherwise, click Submit to complete the Clearance request.

  If you have a resignation letter, please use the attachment button below to attach to the request. Click Submit when finished.

  Attachment  Submit

• After clicking Submit, your form changes to show the following:

  After the Clearance Request Submission

  • The person which submitted the Clearance Request will receive an email outlining the steps the departing employee will take to obtain clearance:

    The employee will receive an email shortly with the following instructions:

    Go to personalinfo.wm.edu and verify/update his/her mailing address;

    Ensure that he/she has returned university property and/or paid fines he/she may owe (see attachment for details); and

    Acknowledge that he/she has complied with the clearance process;

    List an alternate (personal) email address using a web link that is provided to him/her.
• Once the departing employee completes the steps mentioned above, each required department is notified of the employee’s separation, and clearance approval is then requested from the required departments.
• Each required department approves or denies clearance. If clearance is denied the required department must list the reason(s) for the denial.
• HR then oversees the Clearance request until all approvals are obtained. Once approvals are obtained from all required departments, the process is complete.

If you have questions or concerns please contact HR at askhr@wm.edu.