

DEPARTMENT OF EDUCATION
PERSONNEL SERVICES DIVISION

EMPLOYEE WORKSITE SEPARATION CLEARANCE

It is hereby certified that

Name of Separating Employee

Social Security Number

Position Title

School/Division

has been properly relieved of all responsibility for government property heretofore issued to his/her care as an employee of the Government of Guam.

The above named employee

(check one) HAS

HAS NOT

applied for special payment.

The previously submitted Time and Attendance Report

(check one) IS CORRECT

IS AMENDED AS REFLECTED BELOW

Signature of Appointing Authority or Designee

Date

INSTRUCTIONS:

Before the Treasurer of Guam releases the separation check to the employee, this clearance form, properly signed, must be presented to the Treasurer. If the Time and Attendance Report previously submitted requires amending, this form must be completed in duplicate and presented to the Payroll Section, Department of Administration.