

Employee Clearance Procedures

The Employee Clearance Procedure is recommended to ensure all state property is accounted for and to satisfy any and all financial obligations prior to the last day of employment.

Clearance of all property assigned by the department must be verified complete or clear by the immediate supervisor/department prior to the last day of employment or last day worked.

Responsibility Checklist

Employee:

- ✓ Submit resignation letter to supervisor and Human Resources
- ✓ Schedule an appointment with Human Resources to complete university clearance procedures
- ✓ Submit Final Leave Report
- ✓ Faculty: Submit final grades to the Registrar
- ✓ Make sure all duties, property, and responsibilities are complete prior to leaving campus
(If the employee **DOES NOT** have all keys listed on the key audit, please contact Charles Chumley, Locksmith x4743)

Supervisor / Department:

- ✓ Verify with Human Resources that all departmental state property and issued items have been turned in or cancelled
- ✓ If applicable, submit any stipend pay to include in final pay
- ✓ Approve final leave report so final payments can be submitted to payroll
- ✓ Submit Supervisor Evaluation (*helpful in assessing work related factors used to determine re-employment in your department or other departments on campus*)

Human Resources:

- ✓ Send campus clearance on behalf of the terminating employee to the following offices:
Business Office, Controller's Office, Credit Union, Hiring Department, IT, Library, Locksmith MSU PD, Payroll, Purchasing
- ✓ Finalize the clearance process and provide the following information to the employee prior to or on their last day:
 - Retirement, insurance, and benefit options, final pay and sick/vacation leave
 - W2 address verification
 - Employee Exit Survey

**** Office keys and ID cards will be turned in to Human Resources. Any desk keys, file cabinet keys, name badges, uniforms, etc. should be left with the department.**