



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.

Responsibility Checklist

Employee:

	Submit resignation letter to supervisor and Human Resources Are you transferring to another state agency, Higher Ed, or ISD? If so, make sure to contact Human Resources to discuss options to avoid any break in service to your benefits/retirement. THIS IS IMPORTANT
	Schedule an appointment with Human Resources to complete university clearance procedures
	Submit Final Leave Report
	Make sure all duties, property, and responsibilities are complete prior to leaving campus
	Purchasing & Travel: Turn in P-Card, U-Card and any final advances, receipts, invoices, if applicable
	Complete Employee Exit Survey

Supervisor:

	Make sure all departmental state property and issued items are turned in, canceled or deleted. This includes iPads, laptops, paper documents, or electronic files containing university data (e.g. flash drives, software, etc.)
	Discuss pending projects/duties and transition any internal/external communications in regard to phone, email, and website
	Make sure P-Card, U-Card and any final travel advances, receipts, invoices are turned in
	Approve final leave report; if applicable, submit any final stipend payment to include in final payment
	Submit Supervisor Evaluation Survey

Human Resources:

	Human Resources will verify clearance from the following areas: Business Office, Controller's Office, Credit Union, 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: <ul style="list-style-type: none">- Retirement, benefit options, final pay, and sick/vacation leave- W2 address verification

**** 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. (If the employee **DOES NOT** have all keys listed on the key audit, please contact Charles Chumley, Locksmith x4743)**