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
- ✓ 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 / Department:**
- ✓ Make sure all departmental state property and issued items are turned in, canceled or deleted. This includes any 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
- ✓ If applicable, submit any stipend pay to include in final payment
- ✓ Approve final leave report
- ✓ 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:
  - 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)**