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Approved: C. Tisinger
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Approved: David C. Danahar

SOUTHWEST MINNESOTA STATE UNIVERSITY

PROCEDURE

EXIT PROCEDURE FOR PERSONNEL TERMINATING EMPLOYMENT

1. Upon notification, the Human Resources Office shall inform a terminating employee about retirement; health, life, and accident insurance; severance pay; sick leave; vacation days, and any other comparable items.
2. The Human Resources Office shall provide the employee with clearance form (attached) and assist in its completion.
3. The Clearance Form is to be completed and the appropriate signatures obtained. The completed form is to be returned to the Human Resources Office and is filed in the employee's official personnel file.

See also:

P-007 Rights and Requirements for Personnel Terminating Employment

**SOUTHWEST MINNESOTA STATE UNIVERSITY
CLEARANCE FORM
For Employees Leaving University Employment**

THIS FORM MUST BE PROCESSED AND RETURNED TO HUMAN RESOURCES PRIOR TO RELEASE OF THE FINAL PAYCHECK.

Name _____
Division/Department or Area _____ Last Work Day _____

Forwarding address:

Final paycheck(s) will be direct deposited.

LIBRARY – Clearance for equipment, books, etc.

I certify that the above individual has returned all University property which was checked out through the Library.

Signature Director of Library or Designee

DIVISION OR AREA – Clearance for completion of responsibilities, e.g. grades submitted, return of Division or Area equipment, etc.

I certify that the above individual has reviewed the completion of his/her responsibilities with me and has met this Division's or Area's requirements.

Signature Provost, Vice President, Director or Designee

OFFICE OF BUSINESS SERVICES – Clearance for checks, etc.

I certify that the above individual does not currently have any outstanding financial obligations to the University.

Signature Director of Business Services or Designee

PHYSICAL PLANT – Clearance for keys.

I certify that the above individual has returned his/her keys or made provisions for their return.

Signature Director of Physical Plant or Designee

HUMAN RESOURCES – Clearance for any personnel matters that may be required.

I certify that the above individual has received any retirement and insurance information necessary and has made arrangements for all other personnel matters.

Signature Director of Human Resources or Designee