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Human Resources

60.02 Employee Clearance from the University **Issued: May 15, 1998**

1. Whenever a budgeted employee notifies their department of their intent to leave their employment with the University, the employee must complete an Employee Clearance Form ([Attachment 1](#)). The purpose of this form is to ensure that all pertinent departments are properly notified of the employee's termination of employment and afforded the opportunity to retrieve University property and/or inform the employee of outstanding issues.
2. Upon completion of the form, the employee must carry it to the various offices noted on the form and obtain the required signatures. After obtaining all signatures, the employee must return the form to their department head.
3. The department head must attach the completed Employee Clearance Form to the Personnel Action Form (Form 500) requesting the employee be terminated for the reasons given (i.e. retirement or resignation).

NOTE: THE PAYROLL OFFICE WILL NOT PROCESS ANY RETIREMENT SYSTEM (TRS OR ORP) FORMS OR LUMP SUM TERMINATION PAY REQUESTS UNTIL IT RECEIVES A PROPERLY COMPLETED EMPLOYEE CLEARANCE FORM.

Contact: Director of Human Resources

- Employment in Security Sensitive Positions
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