



Alcorn State University

Employee Exit Clearance and Release Form Department of Human Resources

Instructions: This form must be completed before your final paycheck can be released. Please note that the Office of Fiscal Affairs/ Inventory is the last place for verification of clearance before submitting to the Department of Human Resources for final processing. (A **Final Leave Summary must be returned with this form to the Department of Human Resources**). The exit form should be completed and submitted between the hours of **8:00 am to 4:00 pm**. Monday through Friday, or before your last working day. Please be sure to complete and submit an online Exit Survey. **Please type or print.**

Employee Data

Employee Name: _____	Employee ID: _____
Department/ College: _____	Last Date of Employment: _____
Employee Status: <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Graduate Assistant or Research Associate	
Type of Separation: <input type="checkbox"/> Termination <input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Other	

Last Working Day _____

1. Are you going to work for another State agency in the State of Mississippi? Yes No
2. Are you going to work for a School District? Yes No
3. If you answer "Yes" to question 1 or 2, please provide the following information:

Name of Agency/ School District

Date of Employment

Forwarding Address, Telephone #, and Email Address:

Address: _____

Telephone: _____

Email: _____

4. Any absences during the last month of work? Yes No Please provide final employee leave summary.

Direct Deposit

5. I want my **Final** payment to be Direct Deposit? Yes No Cancel Direct Deposit after (date) _____

If not on Direct Deposit, what arrangements would you like to make for your last paycheck and your vacation settlement, if applicable:

Mail

Pick-up (business office) _____

Other (specify special instructions)

I certify that to the best of my knowledge, all appropriate areas have been properly cleared. I understand that Alcorn State University reserves the right to request the restitution of or payment of any property or the settlement of any outstanding obligations that might have been excluded from the clearance process. Upon separation, I understand that I have an ongoing responsibility to maintain the confidentiality of any student and/ or employee information to which I may have been privy to during my employment at the university.

Employee Signature _____ **Date** _____

EXIT CLEARANCE CHECKLIST

TO RESPONSIBLE DEPARTMENT: In circumstances where the department head has to clear the employee from the university, he/she may telephone the areas below (**Items 1-10**) and enter the representative's name and your initials, with the Exception of the Bursar's Office, Travel, the Inventory Office, and HR. If the responsible department obtains clearance signatures for the employee, he/she is responsible for all information provided.

ALL AREAS MUST BE CLEARED AND SIGNED BY THE AUTHORIZED REPRESENTATIVE. "NA" IS NOT AN ACCEPTABLE ENTRY

University Clearance: Employees must visit university offices to obtain appropriate signatures prior to the exit conference. Place a check (✓) in each box to indicate clearance where applicable or not applicable.

1. Responsible Department	<input type="checkbox"/> Keys, Locks <input type="checkbox"/> Cell phone(s) <input type="checkbox"/> Supplies (uniforms, office equipment)	Print Name: _____ Department Head Signature: _____	Date: _____
2. ASU Parking/Security Ext:6822, 2 nd Floor WWACB	<input type="checkbox"/> Charges Paid	Print Name: _____ Parking Representative Signature: _____	Date: _____
3. Business Office Ext: 6168 4 th Floor WWACB	<input type="checkbox"/> Corporate Cards Returned	Print Name: _____ Business Office Signature: _____	Date: _____
4. University Housing Ext: 4056, 6 th Floor WWACB	<input type="checkbox"/> Rent/Charges Paid <input type="checkbox"/> Keys returned	Print Name: _____ Business Office Signature: _____	Date: _____
5. Procurement Charge Card Ext: 6154, 4 th Floor WWACB	<input type="checkbox"/> Charges Paid	Print Name: _____ Purchasing Representative Signature: _____	Date: _____
6. CITS (computer access) Ext: 6182, 3 rd Floor WWACB	<input type="checkbox"/> Computer/ Cell phone Access Removed	Print Name: _____ CITS Representative Signature: _____	Date: _____
7. Physical Plant Ext: 6471 ("NA" entry is allowed in this section for those employees who do not work in this unit; however, all employees must clear vehicle check)	<input type="checkbox"/> Department Uniforms <input type="checkbox"/> Department Tools <input type="checkbox"/> Equipment <input type="checkbox"/> Vehicle(s)	Print Name: _____ Physical Plant Representative Signature: _____	Date: _____
8. ASU Post Office Ext: 6334	<input type="checkbox"/> Mailbox Keys	Print Name: _____ Post Office Representative Signature: _____	Date: _____
9. Library Ext:6350	<input type="checkbox"/> Books Returned <input type="checkbox"/> Fines paid	Print Name: _____ Library Representative Signature: _____	Date: _____

10. Bookstore Ext: 6333	<input type="checkbox"/> Charges Paid	Print Name: _____ Bookstore Representative Signature: _____	Date: _____
11. Travel Department Ext: 6159, 4 th Floor Business Office	<input type="checkbox"/> Travel Advance Cleared	Print Name _____ Travel Coordinator Signature: _____	Date: _____
12. Bursar's Office Ext: 2377, 2 nd Floor WWACB	<input type="checkbox"/> Charges Paid	Print Name: _____ Bursar Signature: _____	Date: _____
13. Inventory Ext: 6499/4701, 4 th Floor, WWACB	<input type="checkbox"/> Property Clearance	Print Name: _____ Inventory Officer Signature: _____	Date: _____

Department Clearance: Departments may be responsible for costs associated with the failure to secure university property and resources upon separation of an employee.

<input type="checkbox"/> Final leave summary signed and submitted to HR	<input type="checkbox"/> Department property secured: (keys, cell phones, other office property)
Print Name: _____ Title: _____	
Signature: _____ Date: _____	

Human Resources: (HR Representative, 1st Floor, WWACB)

<input type="checkbox"/> Exit Survey	<input type="checkbox"/> Final Leave Summary	<input type="checkbox"/> Gold Card <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Keys (secure in emergency exits only)	<input type="checkbox"/> W2 Address Verification	<input type="checkbox"/> Retirement Form 5 (PERS) if requested
Signature: _____		<input type="checkbox"/> Unused Leave Hrs.- Payroll _____

SEPARATION/ CLEARANCE INSTRUCTIONS

I. PURPOSE/ DESCRIPTION

An Employee Clearance Form is required for every separating employee to ensure the return of all state owned items such as credit cards, keys, state records, and equipment; access to state systems has been cancelled and that all travel and salary advances have been paid (cleared) prior to the issuance of final separation pay. Departments may be responsible for costs associated with the failure to secure university property and resources upon separation of an employee. Faculty and staff who are separating from employment or retiring must complete the separation/exit clearance process by the last day of employment. Employees who resign or retire with no advance notice will be provided their final separation payment on the next scheduled payroll after receipt of final exit form.

II. PROCESS

A. EMPLOYEE RESPONSIBILITY

1. The employee will provide written notification of his/her intent to resign or retire from the University to the President and copy to their immediate Supervisor, HR, Payroll and CITS. Two weeks' notice of resignation is considered appropriate whenever possible. The notice is helpful because it allows the department to work with payroll in order to have a timely final separation payment.
2. Submit a final leave summary with manager's approval to Human Resources. **Important:** Employee's payment will not be calculated until absences are approved and entered.
3. Complete the Employee Clearance Form by the 25th of the month in which the employee is separating from the University.
4. An exit conference with a Human Resources representative will be conducted at the time of your exit. A completed employee clearance form is required at that time.

B. DEPARTMENT RESPONSIBILITIES

1. Please make certain that the employee/departamental information is complete for authorization of release of final paycheck. **ALL AREAS MUST BE CONTACTED AND CLEARANCE OBTAINED EITHER IN PERSON BY THE EMPLOYEE OR BY PHONE CALL BY THE DEPARTMENT SUPERVISOR. The department head may telephone the respective area(s) and enter the representative's name for clearance on items 1 through 10.**

IMPORTANT: If the employee owes funds to any area or is still in possession of equipment, technology, or proprietary published assets, the employee's final check will be held, pending completed exit form with signature approval by the Department of Fiscal Affairs and the Department of Human Resources. The Business Office will then forward the final live paycheck to the former employee's address as listed in the authorization for release of paycheck.

C. HUMAN RESOURCES RESPONSIBILITY

At the time of your scheduled exit conference your Human Resources representative will finalize the clearance process collecting your completed clearance form and provide the following information.

1. Instructions for online exit survey
2. Retirement information and forms (if requested)
3. W2 address verification
4. Final separation payment